



PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF DRUG TESTING KIT AT NBP AND CIW 2019
Php 2,500,00.00
Conference Room, BAC Office
June 24, 2019

I. IN ATTENDANCE

CTCSUPT. RICHARD W. SCHWARZKOPF, JR.	- VICE-CHAIRPERSON
CSSUPT. CELSO S. BRAVO	- BAC MEMBER
CSSUPT. DAISY S. CASTILLOTE	- BAC MEMBER
MR. MANUEL L. SESCOAR, JR.	- BAC MEMBER
MS. MARITES C. MAGTALAS	- BAC MEMBER
MR. WILLIAM M. TERRADO	- HEAD BAC SEC
COII MARIA ADORACION I. VIÑAS	- BAC SECRETARIAT MEMBER
COII LOVELY C. MARIANO	- BAC SECRETARIAT MEMBER
COII EMMYLOU P. MIRANDA	- BAC SECRETARIAT MEMBER
COII QUIN ANNIE J. CABIAS	- BAC SECRETARIAT MEMBER
ATTY. FREDRIC ANTHONY E. SANTOS	- HEAD TWG
CTOII ALEXIS CATINDIG	- TWG
CSOII GLENN MENDOZA	- TWG
COII NORMAN AGANAD	- TWG
COII MELANIE MAURICIO	- TWG
COI ADELOGA DACANAY	- TWG
COI TOBBY MATEO GATDULA	- TWG
COI TEODORO ORBINA	- TWG
MR. EDGARDO D. VIRTUDAZO	- TWG
CTSOIV MARIE AMJONETTE BATTAD	- TWG
CTOIII LEILA B. REONAL	- TWG
CTSOI LUALHATI B. LOPEZ	- TWG
CTOIII ELLEN SUMAWAY	- TWG
EFOMAY PASCUAL	- COA REPRESENTATIVE
CSOIV NIÑO AVELINA	- END USER
CARUL ANN AMASCUAL (RSG MKTG)	- BIDDER
JOCKE DINO (RSG MKTG)	- BIDDER
NELIA F. GALINDO (ALVEZ COMM'L)	- BIDDER
MAR LAVARIAS (LGM BIMOMED)	- BIDDER
NORA T. DAYAG (Philippine Blue Cross Biotech Corp)	- BIDDER
KHRISTINE CORTEZ (EUROCARE PHARMA)	- BIDDER
JEFFREY POLIDO (RILEM PHARMA)	- BIDDER
PAUL ABENES (RACA ANA TRADING)	- BIDDER
GILDA ESTILLORE (RICA ANA TRADING)	- BIDDER

II. CALL TO ORDER

The meeting was called to order and presided by the BAC Chairman CCSupt. Richard W. Schwarzkopf, Jr. at 3:00 in the afternoon.

III. HIGHLIGHTS OF THE PRE-BID CONFERENCE

1 Mr. Catindig mentioned the ABC to be bid of Php 2,500,000.00. He also emphasized that the
2 License to Operate (LTO) and Certificate Product Registration (CPR) would be needed for post-
3 qualification purposes.
4

5 Mr. Catindig stated that the similar contracts shall refer to manufacturer, retailer, supplier,
6 distributor, trader of Medical Supply.
7

8 As to the query of one of the bidders if it they still need to submit other requirements even if they
9 already have PhilGeps, Mr.Catindig stated thatthere is no need to submit legal documents if a
10 platinum PhilGeps is already submitted. He emphasized that the request to submit legal
11 documents would expedite the post-qualification process.

- 12 ➤ Valid and current PhilGeps Certificate of Registration and Membership in accordance
13 with Section 8.5.2 of Revised IRR of RA 9184.
- 14
- 15 ➤ Valid and current Securities and Exchange Commission (SEC) Registration for
16 Corporation.
- 17
- 18 ➤ Valid and current Department of Trade and Industry (DTI) Registration for Sole
19 Proprietorship and Valid and current Cooperative Development Authority (CDA)
20 Registration for cooperative.
- 21
- 22 ➤ Valid and current Mayor's/Business Permit issued by the city of municipality where the
23 place of business of the prospective bidder is located.
- 24
- 25 ➤ Valid and current Tax Clearance per Executive Order 398, series of 2005 as finally
26 reviewed and approved by the BIR.
- 27
- 28 ➤ Statement of prospective bidder of all its ongoing government and private contracts,
29 including contracts awarded but not yet started, if any, whether similar or not similar in
30 nature.
- 31
- 32 ➤ Statement identifying the bidder's Single Largest Completed Contract (SLCC), similar to
33 the contract to be bid within the last two (2) years from the date of submission and receipt
34 of bids equivalent to at least twenty-five percent 25% of the ABC.
- 35
- 36 ➤ Certificate of end-user's acceptance (EUA) or Acceptance Report or official receipt (OR)
37 or sales invoice (SI) issued for the contract, if completed, which shall be attached to the
38 statement.
39

40 As to the query of one of the bidders if the purchase order with combined projects aside from the
41 drug testing kit may be accepted as a single largest completed contract. Atty. Santos stated that it
42 will not be qualified as a single contract. Further, the bidder asked if it could be possible to use
43 the PO if the project title is Laboratory Supplies, Mr. Catindig replied in affirmative since the
44 laboratory supplies is the same with the medical supplies.
45

46 Mr. Catindig continued in discussing the financial requirements:
47

- 1 ➤ Valid and current Audited Financial Statements, showing, among others, the prospective
2 bidder's total and current assets and liabilities, stamped "received" by the BIR which
3 should not be earlier than two (2) years from the date of bid submission.
4
5 ➤ Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to
6 be bid, and calculated as follows: $NFCC = [(Current\ assets\ minus\ current\ liabilities)\$
7 $(15)]$ minus the value of all outstanding or uncompleted portions of the projects under
8 ongoing contracts, including awarded contracts yet to be started coinciding with the
9 contract to be bid.
10
11 ➤ In Lieu of the NFCC computation the bidder may submit a Committed Line of Credit
12 (CLC) from a Universal or Commercial Bank, it must be at least equal to ten percent
13 (10%) of the ABC to be bid.

14 As to the query of one of the bidders on the submission of documents for those who are under
15 joint venture, Mr. Catindig stated that both parties must submit legal documents and PhilGeps
16 Certificate and that either party must submit the rest of the requirements.

- 17 ➤ In case the joint venture is not yet in existence, the submission of a valid JVA shall be
18 within ten (10) calendar days from receipt by the bidder of the notice from the BAC that
19 the bidder is the Lowest Calculated Bid.
20
21 ➤ The Bidder shall have the option to post Bid Securing Declaration. Bid Securing
22 Declaration must be duly notarized in accordance with the provisions of 2004 Rules on
23 Notarial Practice or any form of Bid Security.
24
25 ➤ Cash or cashier's/manager's check issued by a Universal or Commercial Bank at least
26 2% of the ABC.
27
28 ➤ Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial
29 Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or
30 Commercial Bank, if issued by a Foreign Bank.
31
32 ➤ Surety bond callable upon demand issued by a surety or insurance company duly
33 certified by the Insurance Commission as authorized to issue such security at least 5% of
34 the ABC. And to include the 14 grounds.
35
36 ➤ Duly Conformed Schedule of Requirements.
37
38 ➤ Duly Conformed Technical specification.
39
40 ➤ Duly notarized Omnibus Sworn Statement. It must be supported by a Proof of Authority
41 of the designated representative/s.
42
43 ➤ Duly notarized Special Power of Attorney –For sole proprietorship if owner opts to
44 designate a representative/s;
45
46 ➤ Duly notarized Secretary's Certificate evidencing the authority of the designated
47 representative/s, issued by the corporation, cooperative or the members of the joint
48 venture;
49

- 1 ➤ Provided that in the case of unincorporated joint venture, each member shall submit a
2 separate Duly notarized Special Power of Attorney and/or Duly Notarized Secretary's
3 Certificate evidencing the authority of the designated representative/s.
4
- 5 ➤ Packaging and sealing of documents. It must be properly sealed and properly labeled.
6 Each Bidder shall submit the following in *one (1)* big envelope duly labelled containing
7 two sets of envelopes: *First envelope* must contain four (4) copies of Eligibility and
8 Technical Documents duly marked as "Original Technical Component", "Copy No.1",
9 "Copy No.2" and "Copy No.3" *Second envelope* must contain four (4) copies of
10 Financial Bid Form duly marked as "Original Financial Component", "Copy No.1",
11 "Copy No.2" and "Copy No.3"

12 Atty. Santos suggested to the prospective bidders to submit eligibility requirements with tabbing.

13 Mr. Catindig stated to read ITB clause 20.4 for the labeling of envelope.

14 Mr. Catindig stated that the deadline for submission of bids is on July 08, 2019-3:00pm. He
15 emphasized that late submission will not be accepted. He pointed out that the bid documents may
16 be submitted to the BAC Sec as early as Friday to be safe.

17 Mr. Catindig stated that the Latest Income and Business Tax Return filed thru Electronic Filing
18 and Payment System (EFPS) 6 months before filing duly validated with the tax payments made
19 thereon also refers to the Value Added tax be submitted upon receiving a notice that the bidders
20 have been declared as the lowest calculated bid.

21 Mr. Catindig stated other requirements including License to Operate (LTO), Certificate of
22 Product Registration (CPR)

23 He emphasized that the Schedule of requirements and Delivery shall commence within thirty
24 (30) calendar days after the receipt of Notice to Proceed (NTP) and Purchase Order (P.O.) or
25 Contract Agreement.

26 A technical specification was discussed.

27 As to the query of one of the bidders if 60 ml bottle for urine collection is the required
28 specifications. Mr. Catindig stated that since it is not specified on the technical specification they
29 could probably used it.

30 He further discusses the bidding forms and other requirements including the valid ID that shall
31 be presented during notarization.

32 He reminded the bidders to include Supplemental Bid Bulletins issued by the BAC.

33 He also presented the Schedule of prices and reminded the bidders to be mindful of the
34 signatures.


35 As to the query of one of the bidders if there will be product evaluation, Mr. Catindig stated that
36 bidders must be compliant to the technical specifications.

37 VI. ADJOURNMENT

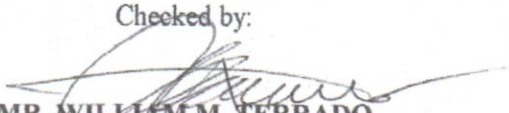
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39 There having no other clarifications to be made, the conference adjourned at around 4:00 P.M.

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Taken and prepared by:


COII QUIN ANNIE J. CABIAS
Member, BAC Secretariat

Checked by:

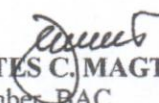

MR. WILLIAM M. TERRADO
Head, BAC Secretariat

Concurred by:

CSSUPT. CELSO S. BRAVO
Member, BAC


CSSUPT. DAISY S. CASTILLOTE
Member, BAC

MR. MANUEL L. SESCOAR, JR.
Member, BAC


MS. MARITES C. MAGTALAS
Member, BAC


CCSUPT. RICHARD W. SCHWARZKOPF, JR.
Vice-Chairperson, BAC

ON OFFICIAL BUSINESS
CTCSUPT. MA. LOURDES M. RAZON, MD
Chairperson, BAC