



PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF VARIOUS MEDICINES FOR NBP AND CIW 2019

Php203,147,203.81
 Conference Room, BAC Office
 July 04, 2019

I. IN ATTENDANCE

CTCSUPT. MA. LOURDES M. RAZON, MD	- BAC CHAIRMAN
CTCSUPT. RICHARD W. SCHWARZKOPF, JR.	- VICE-CHAIRMAN
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
COII SHEILA I. DICHOSO	- BAC SECRETARIAT MEMBER
MS. RINA V. SERRANO	- BAC SECRETARIAT MEMBER
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
COI WILFREDO CUENCO	- TWG
EFOMAY PASCUAL	- COA REPRESENTATIVE
DR. ERNESTO L. TAMAYO	- END USER
CSOIII MALOU PALAD	- END USER
CTCI MARJORIE ANN P. SANIDAD	- PROVISIONAL MEMBER
CTCI MAY ANN A. MARASIGAN	- PROVISIONAL MEMBER
CTI KRISTINE B. CENAL	- PROVISIONAL MEMBER

(ATTENDANCE OF THE PROSPECTIVE BIDDERS ATTACHED AS ANNEX A)

II. CALL TO ORDER

The meeting was called to order and presided by the BAC Chairperson CTCSupt. Ma. Lourdes M. Razon, MD at 1:29 in the afternoon.

III. HIGHLIGHTS OF THE PRE-BID CONFERENCE

Dra. Razon acknowledged the presence of the end users and observers from COA.

She also stated that there was scheduled pre-bid conference but was re-set due to the increase on the approved budget of PDL per day from Ten pesos to Fifteen Pesos a day.

Further, she instructed Mr. Catindig to proceed with the discussion of the bidding documents.

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2 Mr. Catindig stated that the procurement of the project can be per line under one lot. Further, he stated
3 that the bid reference number can be viewed on PhilGeps.
4

5 Mr. Catindig discussed the following requirements:

- 6 > Similar contracts shall refer to Medicines.
- 7 > Eligibility requirements;
- 8 > Valid and current PhilGeps Certificate of Registration and Membership in accordance with
9 Section 8.5.2 of Revised IRR of RA 9184.
- 10 > Valid and current Department of Trade and Industry (DTI) Registration for Sole Proprietorship
11 and current Cooperative Development Authority (CDA) Registration for cooperative.
- 12 > Valid and current Mayor's/Business Permit issued by the city of municipality where the place of
13 business of the prospective bidder is located.
- 14 > Valid and current Tax Clearance per Executive Order 398, series of 2005 as finally reviewed and
15 approved by the BIR.
16

17 As to the query of the bidder if they could submit an undertaking regarding the submission of the Mayor's
18 permit since the scheduled date given to them by the Municipal is on July 20 of this month, Mr. Catindig
19 stated that they can submit their expired Mayor's Permit together with the proof of payment for renewal
20 provided that on post qualification process they have to present their renewed Valid Mayors Permit. Dra.
21 Razon added that they could put their query into writing so that the BAC could address them accordingly.
22

23 Mr. Catindig proceeded to discuss the following;

- 24 >
- 25 > Statement of prospective bidder of all its ongoing government and private contracts, including
26 contracts awarded but not yet started, if any, whether similar or not similar in nature. Statement
27 identifying the bidder's Single Largest Completed Contract (SLCC), similar to the contract to be
28 bid within the last two (2) years from the date of submission and receipt of bids equivalent to at
29 least twenty-five percent 25% of the ABC. Certificate of end-user's acceptance (EUA) or
30 Acceptance Report or official receipt (OR) or sales invoice (SI) issued for the contract, if
31 completed, which shall be attached to the statement.
32

33 As to the query of the bidder if the attachment of invoice is necessary on the contract, Mr. Catindig stated
34 that no supporting documents is needed on the contract. He further stated that collection receipt is not
35 accepted provided that sales invoice is attached and collection receipt is not considered as primary
36 invoice.
37

- 38 > Valid and current Audited Financial Statements, showing, among others, the prospective
39 bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly
40 accredited and authorized institutions, for the preceding calendar year which should not be
41 earlier than two (2) years from the date of bid submission.

42 As to the query of the bidder if the Financial Statement should be stamp received by the Bank, Mr.
43 Catindig replied in affirmative.
44

- 45 > Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid,
46 and calculated as follows: $NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]$ minus the value
47 of all outstanding or uncompleted portions of the projects under ongoing contracts, including
48 awarded contracts yet to be started coinciding with the contract to be bid. Where: The values of the
49 bidder's current assets and current liabilities shall be based on the latest Audited Financial
50 Statements submitted to the BIR, through its Electronic Filing and Payment System (EFPS).
51

- 52 > In Lieu of the NFCC computation the bidder may submits a Committed Line of Credit (CLC)
53 from a Universal or Commercial Bank, it must be at least equal to ten percent (10%) of the ABC
54 to be bid in accordance with Sec 23.4.1.5 of the 2016 Revised IRR of RA 9184.



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- The Bidder shall have the option to post Bid Securing Declaration or in any form;
 - Cash or cashier's/manager's check issued by a Universal or Commercial Bank.
 - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank at least 5% of the ABC.
 - Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security at least 5% of the ABC.
 - Should the bidder opt to submit a Surety Bond as other form of Bid Security it must specify the additional grounds
 - Duly Conformed Schedule of Requirements
 - Duly Conformed Technical specification
 - Duly notarized Omnibus Sworn Statement
 - It must be supported by a Proof of Authority of the designated representative/s for the purposes of this bidding
 - Duly notarized Special Power of Attorney –For sole proprietorship if owner opts to designate a representative/s;
 - Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture; Provided that in the case of unincorporated joint venture, each member shall submit a separate Duly notarized Special Power of Attorney and/or Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.
 - Packaging and sealing of envelopes; Each Bidder shall submit the following in *one (1) big* envelope duly labelled containing two sets of envelopes: First envelope must contain four (4) copies of Eligibility and Technical Documents duly marked as "Original Technical Component", "Copy No. 1", "Copy No. 2" and "Copy No. 3" Second envelope must contain four (4) copies of Financial Bid Form duly marked as "Original Financial Component", "Copy No. 1", "Copy No. 2" and "Copy No. 3".
 - All envelopes and folders must be labeled as specify in BDS 20.4.
 - Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid.
 - The deadline for submission of bids is July 17, 2019-9:00am.
 - The address for submission of bids is BAC Conference Room NBP Reservation Muntinlupa City.
 - Delivery shall commence within thirty (30) calendar days after the receipt of Notice to Proceed (NTP) and Purchase Order (P.O.) or Contract Agreement

38 Queries on the Technical Specifications were all duly noted and will be reflected on the Supplemental Bid
39 Bulletin for bidder's information.

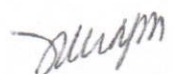
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41 As to the query of the bidder on the cost of bidding documents, Mr. Catindig stated that the payment will
42 be based on the total ABC to be bid.

43
44 As to the query of the bidder on the status of those who bought the bidding documents the last time that it
45 was postponed and yet they already paid for the bid docs, Mr. Catindig stated that they are going to add
46 the difference on the previous amount.

47
48 As to the query of the bidder if submission of distributor agreement is necessary, Mr. Catindig stated that
49 certificate of distributorship will do.

50
51 As to the query of the bidder if the certificate should be coming directly from the distributor, Mr. Catindig
52 stated that may be submitted purposely to determine the capacity of the supplier to deliver and as proof of
53 availability of medicine supply.

54



1 As to the query of the bidder if bid bulletin will be issued after 7 days together with the bid docs, Dr.
2 Razon stated that the bidding document is already available.

3
4 ➤ Mr. Catindig discussed the bidding forms.

5
6 As to the query of the bidder if they can still use the notarized documents submitted before, Mr. Catindig
7 stated that as to the bid securing declaration it could not be possible since the bid reference number is
8 different and as to the validity of omnibus the BAC will seek legal opinion to the Legal Officer and the
9 bidders will be notified on the matter thru supplemental bid bulletin. He further added that the NFCC is
10 not necessarily notarized.

11
12 As to the Schedule of Prices, Mr. Catindig stated that the need to indicate Comply or not comply if not
13 bided.

14
15 He also mentioned the Shelf life of 18 months from the date of acceptance

16
17 As to the query of the bidder if they can submit a guarantee letter, Ms. Malou Palad replied in affirmative.
18 Mr. Catindig added that LTO and CPR will be submitted during post qualification period.

19
20 **VI. ADJOURNMENT**

21
22 There having no other clarifications to be made, the conference adjourned at around 4:00 P.M.

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24 Taken and prepared by:

25
26 
27 **COII QUIN ANNE J. CABIAS**
28 Member, BAC Secretariat

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30 Checked by:

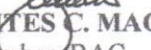
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32 **MR. WILLIAM M. TERRADO**
33 Head, BAC Secretariat

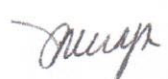
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35 Concurred by:

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37
38 **Absent**
39 **CSSUPT. CELSO S. BRAVO**
40 Member, BAC

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42
43 **Absent**
44 **CSSUPT. DAISY S. CASTILLOTE**
45 Member, BAC

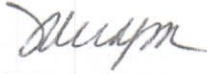
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47 **Absent**
48 **MR. MANUEL L. SESCAR, JR.**
49 Member, BAC

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52 **MS. MARITES C. MAGTALAS**
Member, BAC



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



CTCSUPT. MA. LOURDES M. RAZON, MD
Chairperson, BAC