



**MINUTES OF THE PRE-BID CONFERENCE FOR THE
 SUPPLY AND DELIVERY OF VARIOUS MEDICINE FOR NBP AND CIW 2019
 PhP 111,994,611.81**

The pre-bid conference for Medicine held at BAC Conference Room was called to order at around 9:00A.M. of 30 April 2019, and was presided over by the BAC Chairperson, CTCSUPT. MA. LOURDES M. RAZON.

I. IN ATTENDANCE

CTCSUPT. MA. LOURDES M. RAZON,MD	-BAC CHAIRPERSON
CCSUPT. RICHARD W. SCHWARZKOPF	-VICE CHAIRPERSON
CSSUPT. CELSO S. BRAVO	-BAC MEMBER
MS. MARITES C. MAGTALAS	-BAC MEMBER
MR. MANUEL L. SESCAR JR. MBA,MSCA	-BAC MEMBER
MR. WILLIAM M. TERRADO	-HEAD, BAC SEC
CO2 MARIA ADORACION I. VIÑAS	-ASST. HEAD, BAC SEC
CO2 QUIN ANNIE J. CABIAS	-BAC SECRETARIAT
CO2 LOVELY C. MARIANO	-BAC SECRETARIAT
CO2 SHEILA I. DICHOSO	-BAC SECRETARIAT
CO2 EMMYLOU P. MIRANDA	-BAC SECRETARIAT
ATTY. FREDRIC ANTHONY SANTOS	-HEAD, TWG
CTOII ALEXIS CATINDIG	-TWG
CTI KRISTINE B. CENAL	-END USER
CTCI MARJORIE ANNE SANIDAD, MD.	-END USER
CTCI MAY ANN A. MARASIGAN	-END USER

Bidder's attendance attached as Annex A.

II. CALL TO ORDER

The meeting was called to order and presided by Dr. Tamayo at 9:00 in the morning.

III. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

IV. HIGHLIGHTS OF THE PRE-BID CONFERENCE

- CTCSupt. Razon acknowledged the presence of the prospective bidders and established that there is quorum. Further, she encouraged the bidders to raise questions if there is any clarification on the bidding documents.
- Mr. Alexis Catindig greeted and welcomed the suppliers who joined the pre-bid conference. Further, he mentioned the Approved Budget for Contract (ABC) to be bid for the whole project.

(Handwritten signatures and initials)

- 1 ▪ He also stated that the Delivery of the Goods is required within 30 days from
2 the receipt of Notice to Proceed (NTP) and Contract Agreement. Bidders
3 should have completed, within the last two (2) years from the date of
4 submission and receipt of bids, a contract similar to the Project equivalent to at
5 least twenty-five (25%) percent of the ABC to be bid.
6
7 ▪ He further stated that the bidding documents, upon payment of a non-
8 refundable fee for the bidding documents pursuant to the latest guidelines
9 issued by the GPPB in the amount of one tenth of one percent of the total ABC
10 to be bid.
11
12 ▪ He presented the Class A documents/eligibility documents to be submitted;
13
14 ✓ Valid and Current PhilGeps Certificate of Registration and
15 membership in accordance with section 8.5.2 of the revised IRR
16 of 9184 Platinum membership. Suggested to still submit the legal
17 and financial documents for post qualification purposes and to
18 include also the Sec registration for corporation and for sole
19 proprietorship the DTI certification of registration.
20
21 ✓ Legal Documents; valid and current SEC registration for
22 corporation, valid and current DTI certificate of registration for sole
23 proprietorship, valid and current development cooperative
24 authority, valid and current mayor's business permit, in case
25 business permit is already expired they still can submit together
26 with the proof of renewal provided that the mayor's permit will be
27 submitted on post qualification period.
28
29 ✓ Technical documents; statement of prospective bidders of all its
30 ongoing government and private contracts included awarded but
31 not yet started if any whether similar or not similar in nature.
32
33 ✓ Statement identifying the single largest contract similar to the
34 contract to be bid within the last four years from the date of
35 submission and receipt of bids equivalent to at least 50% of the
36 ABC per lot. With supporting documents of Certificate of end-
37 user's acceptance (EUA) or Acceptance Report or official receipt
38 (OR) or collection receipt (CR) or sales invoice (SI).
39
40 ▪ Mr. Sescar added that Charge Invoice will only be accepted if supported with
41 Collection Receipt.
42
43 ▪ As to the query of the bidder if which invoice is needed to be submitted as
44 support to their document since their deliveries are on a staggered basis, Mr.
45 Catindig encouraged submission of all P.Os. and the invoice upon completion
46 of their delivery. One of the bidders further asked if it is possible to submit the
47 last invoice and the last collection receipt, Mr. Catindig stated that if there are
48 problems on the invoice they could submit the EUA or proof of the completed
49 project.
50
51 ✓ Financial documents; valid and current audited financial
52 statements (FS) showing among others the prospective bidder

1 total current assets and liabilities stamped received by the BIR or
2 its duly authorized institutions, for the preceding calendar year,
3 which should not be earlier than two (2) years from the bid
4 submission.
5

6 As to the query of the bidder on what to submit if their 2018 FS was not yet
7 released by the BIR, Mr. Catindig stated that they can submit their 2016 to 2017
8 FS provided that during post-qualification period they have already their
9 updated FS.

- 10 ✓ NFCC which must be at least equal to the ABC to be bid and
11 calculated as follows; current assets minus current liabilities
12 multiply by 15 plus the value of all outstanding or uncompleted
13 portion of the project under ongoing contract including contract
14 awarded but not yet started.
15
16 ✓ The values of the bidder's current assets and current liabilities
17 shall be based on the latest Audited Financial Statements
18 submitted to the BIR, through its Electronic Filing and Payment
19 System (EFPS). In Lieu of NFCC the bidder may submit a
20 committed line of credit from a universal or commercial bank it
21 must be equal to ten percent of the ABC to be bid.
22
23
24 ■ He suggested that the arrangement of the documents as discussed will be the
25 same on what will be submitted to speed up the reading of bids.
26
27 ✓ Bid Security; the bidder shall have the option to post bid securing
28 declaration it must be duly notarized in accordance with the
29 provision of 2004 rules for notarial practice. Other forms; Cash,
30 Cashier/Managers check issued by the universal bank, bank draft
31 guarantee or irrevocable line of credit issued by a universal or
32 commercial bank at least two percent of the ABC to be bid,
33 Surety bond callable upon demand issued by a surety or
34 insurance company duly certified by the insurance commission as
35 authorized to issue such surety at least five percent of the ABC to
36 include 14 grounds.
37
38 ✓ Duly conformed schedule of requirement.
39
40 ✓ Duly conformed technical specification.
41
42 ✓ Duly notarized omnibus sworn statement. It must be by a proof of
43 authority of the designated representative for the purpose of this
44 bidding. SPA for sole proprietorship, Secretary Certificate for
45 Corporation, or a combination if Joint Venture.
46
47 ✓ Packaging and sealing of documents. Each Bidder shall submit
48 the following in one (1) big envelope duly labelled containing two
49 sets of envelopes: First envelope must contain four (4) copies of
50 Eligibility and Technical Documents duly marked as "Copy No.1",
51 "Copy No.2", "Copy No.3" and "Copy No.4" Second envelope

1 must contain four (4) copies of Financial Bid Form duly marked as
2 "Copy No.1", "Copy No.2", "Copy No.3" and "Copy No.4"
3

- 4
- 5 ■ As to the query of the bidder if there is color coding on the envelopes that
6 needs to be submitted, Mr. Catindig stated that there is no need for color in
7 order to ease difficulty in the bidding process.
 - 8 ■ CSSupt. Bravo emphasized the importance of labelling the envelopes for the
9 eligibility requirements and financial documents submitted.
 - 10
 - 11 ■ As to the query of the bidder if the three copies are not original copy of the first
12 envelope, Mr. Catindig stated that the three copies are only photo copies of the
13 original documents and that the signatures affixed on it are original.
 - 14
 - 15 ■ He mentioned that the opening of bids will be on May 14, 2019 at 9:00AM and
16 late submission will not be accepted.
 - 17
 - 18 ■ Schedule of requirements; thirty calendar days' delivery period, from the
19 issuance of NTP.
 - 20
 - 21 ■ Mr. Catindig presented the Technical Specifications and bidding forms.
 - 22
 - 23 ■ Mr. Catindig emphasized that bidders who have loose packaging may not join
24 since they would never comply with the required specifications.
 - 25
 - 26 ■ The BAC Members requested for a five minutes recess.
 - 27
 - 28

29 **V. QUERIES FROM INTERESTED BIDDERS**
30

- 31
- 32 ■ Item #4 (Acetylcysteine 600 mg)
 - 33 ○ Relative to the statement of the the dosage form for item #4 is for tablet
34 while sachet is for 100 to 200mg, CCSupt. Razon stated that
35 amendments from sachet to milligrams will be reflected in the
36 supplemental bid bulletin. Another bidder stated that individually packed
37 is available on the market that is and some are on its canister form. And
38 there are also on its capsule preparation.
 - 39 ■ Item #12 (Alpha- lipoic Acid 920 mg)
 - 40 ○ As to the comment that alpa lipoic acid is just one of the ingredients of
41 920mg and that there are still other ingredients that was not reflected
42 which is the same problem encountered previous year, CCSupt. Razon
43 stated that it will be supplemented.
 - 44
 - 45 ■ Items #18 & 19
 - 46 ○ Quantity was changed to 1500 and will be subject for supplemental bid
47 bulletin.
 - 48
 - 49 ■ Item #20 & 21
 - 50 ○ Was removed and according to CSSupt. Tamayo they are the same
 - 51
 - 52 ■ Item #33

- 1 ○ As to the query if there is possibility to convert the specification into
2 capsule form, Dr. Tamayo stated that he needs to consult the end user.
3
4 ▪ Item #82
5 ○ Another query if the specification can be converted to capsule
6 preparation instead of tablet.
7
8 ▪ Item 84
9 As to the query if it is the same with citicholine sodium 500mg, Mr.
10 Catindig stated that the corrections it is noted.
11
12 ▪ Item #99:
13 ○ so I notice that the preparation is very specific to one product can we
14 have a range like 800 to 900 nalang? Doc t: hindi pwede kasi pag range
15 ng gram my Malaki may maliit isan price lang kasi pag Malaki ang gram
16 mas mahal
17
18 ▪ Item 100
19 ○ As to the requirement of the hospital for HMB, Dr. Tamayo stated that it
20 is intended for cancer patients.
21
22 ▪ Item 148
23 As to the comment that the there is missing in the specifications, Dr.
24 Tamayo stated that the end-users will be asked about it.
25
26 ▪ Item 152
27 As to the query if 60 mg ferrous sulfate may be replaced with folic acid
28 250, Dr. Razon replied that it is not acceptable.
29
30 ▪ Item 171
31 Dr. Razon noted corrections that it should be 300mg
32
33 ▪ Item 193
34 As to the query if the volume is 10ml or 3ml, Dr. Tamayo stated that it
35 would be difficult to use 3ml since there will be lots of used bottles and that
36 there is difficulty in storage. However, Dr. Tamayo stated that it can be
37 amended if there will no bids received.
38
39 Item 194
40 As to the query on whether the specifications can be 3.64mg/ml by
41 100mg/ml, Dr. Tamayo stated that the specs mentioned is lower than the
42 required.
43
44 ▪ Item 226
45 As to the query if ingredients is specifically milk, Dr. Razon replied in
46 affirmative.
47
48 ▪ Mr. Catindig stated that there are request from bidders to amend the schedule
49 of prices. He emphasized that there is a need to change the schedule of prices.
50 ▪ As to the query of a bidder if they can suggest different dosage for items that
51 require tablets such as proposing for capsule form, Dr. Tamayo stated that it is
52 the milligrams that it important. He emphasized that they must be specific and
53 that ampule is more difficult because there is no sealing once it was opened.


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- Item 256
As to the query of they can offer tablet or capsule form, Dr. Tamayo stated that they can offer different form provided that dosage is the same.
 - As to the query of Dr. Razon if the rule would apply for all, Dr. Tamayo stated that it is only for the 2 mentioned items.
 - Item 275
As to the query if the table can be dispersible, Mr. Catindig stated that there is 10 dispersible. Dr. Tamayo stated that 276 dispersible 5mg. Dr. Razon replied in affirmative.
 - Item 322 & 323:
As to the comment of the bidder that the specification is higher, Dr. Razon emphasized to check the price.
 - Item 330
A bidder made corrections on the spelling.
 - Item 347:
As to the query if the specifications are the same (seraptase at serapeptase), Dr. Tamayo stated that it is serapeptase.
 - Item 356
As to the query if it is in tablet or capsule, Dr. Tamayo emphasized that the price should not change.
 - Item 337
Refaximin Alpha was noted to be the correct spelling
 - Item 23 & 24:
The dosage was noted to have typo error.
 - As to the query if the price is inclusive of vat exempt, Mr. Catindig stated that according to accounting, they need to identify the medicines which are vat exempted.
 - As to the suggestion if vat exemption be reflected in the P.O., Mr. Catindig emphasized that there may be double entry on the part of Accounting. He added that they will discuss the issue with Accounting.
 - As to the query if the P.O. may be separated, Mr. Catindig replied in affirmative and stated that it would be fewer burdens to the Accounting.
 - Item 176
Dr. Tamayo stated that it is capsule. Dr. Razon requested to specify salt.
 - Item 202:
Dr. Razon stated it is MR and not SR.
 - As to the issue on VAT exemption, Mr. Catindig stated that it is the way it was posted.

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- 2 ▪ Mr. Catindig stated that the shelf life is 18 months.
- 3
- 4 ▪ As to the query if it can be reduced, Mr. Catindig stated that stocks should be
- 5 replaced if medicines are already expired. He emphasized that there is a
- 6 guarantee letter.
- 7
- 8 ▪ Dr. Tamayo stated that LTO is not yet issued because of the need to attend a
- 9 seminar about it. He emphasized that there is schedule on July.
- 10
- 11 ▪ Mr. Catindig presented the bidding forms, on-going government & private
- 12 contracts. He emphasized that a copy of Supplemental Bid Bulletin should be
- 13 attached.
- 14
- 15 ▪ As to the query on whether there is a need to attach the CPR or PR, Mr.
- 16 Catindig stated that it can be submitted during post-qualification.
- 17
- 18 ▪ As to the query if there will be notice for post-qual, Mr. Catindig stated that the
- 19 notice will require submission within 5 days.
- 20
- 21 ▪ It was emphasized that the bidders must be able to supply the medicines.
- 22

23 **VI. ADJOURNMENT**

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25 There having no other clarifications to be made, the conference adjourned at around
26 12:00 A.M.
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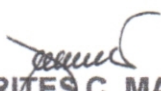
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29 Taken and prepared by:

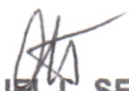
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31 
32 **CO2 QUIN ANNIE J. CABIAS**
33 Member, BAC Secretariat
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35 Checked by:

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37 **MR. WILLIAM M. TERRADO**
38 Head, BAC Secretariat
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43 Concurred by:

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46 **MS. MARITES C. MAGTALAS**
47 Member, BAC
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46 **MR. MANUEL L. SESCAR, JR.**
47 Member, BAC
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CSSUPT. CELSO S. BRAVO
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