



**Minutes of the Pre-Bid Conference for the
Procurement of Technical and Scientific Equipment (Rebid)**

Date: October 22, 2020

Time: 1:00-3:55 PM

Venue: Ground Floor, Dormitory Building II

Attendance:

Bids and Awards Committee:

1. Rryam A. Jaralve – Chair
2. Robinson S. Luzon – Vice-Chair/TWG Chair
3. Gil M. Dacera – Member
4. Bernard O. Callao – Member

Technical Working Group:

1. Lee Castor I. Canono – Member
2. Dysa L. Enmacino – Member
3. Angelie M. Moroscallo – Member
4. John Pierce O. Alintana – Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Head (*via Google Meet*)
2. Danny A. Sulit – Member
3. Arturo V. Abera - Member

Prospective Bidders and their Representatives (attendance via Google Meet)

1. Jasmin Neri – American Technologies, Inc.
2. Armae Leather Leonardo and Christian Dautz – Atarashi Technologies International
3. Marvin Ocampo – Humil International Corporation
4. Athena Fua – Visayan Northstar Enterprises
5. Roldan B. Waslo and Colin Lam – Metos Offshore, Inc.
6. Anj Flores – Red Guts Trading
7. Alberto Camaddo – Labtraders, Inc.
8. Leo Mari Recimilla – Gilmed Enterprises and Services
9. Aldren Mark Flores and Dindo Rellosa – Elite Scientific and Diagnostic Supplies International

I – Call to Order

With three BAC members present at the start of the meeting, the Pre-Bid Conference was called to order by the BAC Chair.

The BAC Chair acknowledged the presence of all those who were present in the Pre-Bid Conference, including all the representatives of prospective bidders who were attending the meeting virtually via Google Meet.

II – Discussion of the Project's Invitation to Bid, Technical Specifications, et. al.

The BAC Chair started discussing the salient points involved in the Procurement of the Technical and Scientific Equipment, namely:

1. That the project's Approved Budget for the Contract (ABC) as reflected in the General Appropriations Act (GAA) of FY 2020 is **ELEVEN MILLION ONE HUNDRED THOUSAND PESOS (Php 11,100,000.00)**;
2. That the project is subdivided into three lots, namely:
 - a. Lot 1 – Laboratory Furniture – ABC is Php6M;
 - b. Lot 2 – Technical Equipment – ABC is Php3M;
 - c. Lot 3 – Scientific Equipment – ABC is Php2.1M;
3. That the delivery of the goods is required within 120 calendar days;

4. That bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to project;
5. That the description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, *Instructions to Bidders*.
6. That bidding will be conducted through open/competitive bidding procedures using the non-discretionary "pass/fail" criterion as specified in the 2016 Revised IRR of RA 9184;
7. That prospective bidders who shall participate in the bidding process shall pay a non-refundable fee of
 - a. Php8,000 for Lot 1;
 - b. Php3,000 for Lot 2;
 - c. Php3,000 for Lot 3;
8. That the date, time, and venue for the submission of bids and opening thereafter immediately, will be on November 3, 2020, 1:00 PM., Ground Floor of the Dormitory Building II;
9. That PSHS-ZRC BAC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders;
10. That questions and concerns pertaining to the project shall be directed to the Head of the BAC Secretariat Team, Ms. Sherl Dianne S. Estoque;
11. That the following are the items to be procured for this project:
 - a. For Lot 1
 - i. Laboratory Furniture
 1. Two (2) laboratory rooms;
 2. One (1) chemical preparation room;
 3. One (1) instrumentation room;
 - b. For Lot 2
 - i. One (1) set CNC Router (Full-size Gantry);
 - c. For Lot 3
 - i. One (1) Unit Drying Oven, 220 V;
 - ii. One (1) Set UV-VIS Spectrophotometer-Double Beam, 220V;
 - iii. One (1) Set Digital Rotary Evaporator, 220V;
 - iv. 25 Units Binocular Microscope;
 - v. One (1) Unit Human Skeleton Model;
 - vi. Five (5) Sets Laboratory Micropipette Kit
12. That bidder must have completed, within the period specified, a single contract that is similar to the project, equivalent to at least fifty percent (50%) of the ABC;
13. That the bid validity is 120 calendar days reckoned from the date of submission of bids;
14. That the bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

Lot	Form and Amount	
	Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit	Surety Bond
Lot 1	Not less than Php 120,000.00	Not less than Php 300,000.00
Lot 2	Not less than Php 60,000.00	Not less than Php 150,000.00
Lot 3	Not less than Php 42,000.00	Not less than Php 105,000.00

15. That Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid;
16. That the following are the eligibility and technical requirements that a participating bidder needs to submit upon bid submission:
 - a. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR

- i. It was emphasized that this requirement already covers the four documentary requirements:
 1. Mayor's Permit
 2. DTI Certificate of Registration
 3. Tax Clearance
 4. Audited Financial Statements
- ii. For purposes of the bidding, a participating bidder may no longer submit the first three documents during bid submission but such shall still be a subject for validation during the post-qualification stage to whoever be declared by the BAC as the Lowest Calculated Bidder (LCB);
- b. Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, and
- c. Statement of the bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS.

The two (2) statements required shall indicate for each contract the following:

1. Name of the contract;
 2. Date of the contract;
 3. Contract duration;
 4. Owner's name and address;
 5. Kinds of Goods;
 6. For Statement of On-going Contracts – amount of contract and value of outstanding contracts;
 7. For Statement of SLCC – amount of completed contracts, adjusted by the Bidder to current prices using PSG's consumer price index, if necessary, for the purpose of meeting the SLCC requirements;
 8. Date of delivery; and
 9. End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements
- d. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank. (Attach: latest audited financial statements stamped "received" by the BIR which should not be earlier than two (2) years from the date of bid submission).
 - e. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already inexistence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1L(b) of the IRR
 - f. The Bid Security or Bid Securing Declaration in accordance with ITB Clause 18. (*may not be notarized, pursuant to GPPB Resolution No. 09-2020*)
 - g. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.
 - h. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms. (*may not be notarized, pursuant to GPPB Resolution No. 09-2020*)
 - i. Bidder must have been engaged in the business of Security Services in good standing in the Philippines for at least five (5) years from the date of the invitation to bid.
17. That the financial requirement that a participating bidder needs to submit upon bid submission is the Financial Bid, which includes Bid Prices in the prescribed Bid Form and the Cost Distribution;
 18. That additional specifications and/or modifications of the project not stated in the published Technical Specifications shall be announced in a Supplemental/Bid Bulletin to be issued, if any;

III – Queries and Concerns

The following are the queries and concerns and the corresponding answers raised by prospective bidders' representatives during the project's Pre-Bid Conference:

1. A question was asked with regards to the submission and receipt of bids. The BAC Chair retorted that the BAC had maintained its earlier decision not to allow electronic or online submission of bids and that bids have to be submitted manually only;
2. A representative asked on the mode of sending bid documents through courier. The BAC Chair then replied that the BAC would still have to meet and discuss the concern and shall just issue a bid supplement announcing any information regarding the query;
3. Another query was on the payment of bid documents, whether it could be done through bank-to-bank transaction. The BAC Chair then replied that the BAC would still have to meet and discuss the concern and shall just issue a bid supplement announcing any information regarding the query;
4. That a bidder who wishes to participate in the bidding of the three lots of the project shall prepare separate technical and financial documents for each of the lots;
5. On the question whether the SLCC should be based per lot or for the entire project, the BAC ruled to require each bidder to present its SLCC per lot that they intend to join. The same SLCC, however, may be submitted by a bidder for each of the three lots that may have included already Lab Furniture, Technical Equipment and Scientific Equipment in it, reaching the threshold of at least 50% of the ABC and was similar for each lot;
6. Whether or not during the opening of bids, bidders' representatives still have to be present, the BAC informed them that they may attend the bid opening virtually, provided that their bids have already been received manually;
7. Bidders' representatives were also requesting if it would be possible to move the deadline of the submission of bids from November 3, 2020 to some other date. To which the BAC Chair responded that the BAC actually adopted the shortest possible time that a project may be procured; hence, the schedule or timeline of activities. The BAC Chair, however, assured the representatives that should there be any changes, then the BAC would just post bid supplements to that effect;
8. In response to a representative's query, the BAC again reiterated that as per Government Procurement Manual for the Procurement of Goods and Services, in page 45, the SLCC must be at least fifty percent (50%) of the ABC, since what are being procured are not expendable supplies;
9. Whether or not there would be an extension as to the delivery of the procured items, given the present condition right now that people are still restricted with their movements, the BAC Chair informed the representatives that it could not give a definitive answer since it would be a discretion exercised by the management upon the implementation of the project;
10. Questions with corresponding answers regarding the technical specifications of the project may be gleaned in the Supplemental/Bid Bulletin No. 3.

Since there were no other matters discussed, the Pre-Bid Conference for the Procurement of Technical and Scientific Equipment (Rebid) was then adjourned at 3:55 PM.

As recorded by:

RRYAM A. JARALVE
BAC Chair

DANNY A. SULIT
BAC Sec Member

We concur:

ROBINSON S. LUZON
BAC Vice-Chair

GIL M. DARCEIRA
BAC Member

JUNIE ROV A. ENERO
BAC Member

BERNARD O. CALLAO
BAC Member