



Republic of the Philippines  
Province of Albay  
**CITY OF TABACO**

## **Bids and Awards Committee**

Minutes of the Pre-Bid Conference  
Supply & Delivery of Drugs & Medicines  
CHU, SMLIK, MCK & FWK, Tabaco City  
Contract ID No. 011-07-2019-GOODS, ABC: Php 2,407,787.36

July 12, 2019, 9:30 AM

BAC Conference Room, Mezz. Flr. City Legal Office, City Hall Annex Building, Tabaco City

### **1. Attendees:**

#### **BAC Members:**

Atty. Jovito B. Codenis, Jr.  
Ricardo B. Arjona  
Arch. Franco Bite

BAC Chairman/  
BAC Vice Chairman  
BAC Member

#### **Technical Working Group/Secretariat/ End-User:**

Engr. Roland B. Garcia  
Engr. Myla Broncano  
Roselyn Chia  
Victoria Rowena Asancha  
Melissa Biron  
Cristy Barcenas  
Lexter Cao  
Audwin Azada

TWG Member  
TWG Member  
Chief BAC Secretariat  
BAC Secretariat  
BAC Secretariat  
End User Representative, Mother and Child K-Linik (MCK)  
End User Representative, Fatima Wellness Klinik (FWK)  
End User Representative, City Health Unit (CHU)

#### **Participating Bidders:**

MGM Medical Supplies & Gen. Mdse., Tabaco City - Noel Conda

### **1. Call to Order and Declaration of Quorum**

The Pre-Bid Conference was called to order at 9:40 in the morning. With the presence of the majority BAC Members, a quorum was declared. BAC Chairman Atty. Codenis presided the conference.

### **2. Digest of the Pre-Bid Conference**

- The BAC Secretariat stated the compliance of the BAC with regards to the invitation of observers. It was noted that the observers from TFCCCI, PRRM, and COA who were duly notified and invited for the activity, were not present.
- Before proceeding with the discussion, the BAC explained to the prospective bidder present that the pre-bid conference was originally dated on July 09, 2019 as posted in the PhilGEPS. However, due to an important matter to be attended to by the BAC members on the said date, the BAC had issued a notice of postponement and resetting of schedule of pre-bid conference and bid opening and submission. Said notice was duly posted at the PhilGEPS and Tabaco City website on July 04, 2019 as Supplemental Bid Bulletin of the foregoing project. The bidder was advised to secure a copy of the Supplemental Bid Bulletin as it form parts of the Bidding Documents.
- The BAC presented and discussed the bidding documents of the project. Clarifications/amendments and emphasis were likewise made, as follows:

Section I-Invitation to Bid	Clarification/ Amendment as per posted Bid Bulletin on July 04, 2019:
	Bid submission: July 25, 2019, 9:00 AM Bid Opening: July 25, 2019, 9:30 AM

Section II-Instruction to Bidders	No other discussions, amendments, and clarifications.
Section III-Bid Data Sheet	<p><b>Discussion/Clarifications/ Amendments:</b></p> <p><i>Clause 9.1, Amendment:</i> Pre-Bid Conference shall be amended from July 09, 2019 to July 12, 2019, as per issued and posted Bid Bulletin on July 04, 2019.</p> <p><i>Clause 12.1 Documentary Requirements</i>  <b>First Envelope: Technical Component – Eligibility and Technical Documents</b></p> <ul style="list-style-type: none"> <li>o Eligibility Documents:</li> </ul> <ol style="list-style-type: none"> <li>1. Registration certificate from SEC for a corporation, DTI for a sole proprietorship, or CDA for cooperatives.</li> <li>2. Mayor's / Business permit issued by the city or municipality where the principal place of business is located.</li> <li>3. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.</li> <li>4. In lieu of the above requirements, a bidder may submit a valid PhilGEPS Registration Certificate (Platinum Membership) or a combination of the aforementioned documents if such has been duly updated.</li> <li>5. <i>Valid and current License to Operate (as Drug Distributor/Retailer/Wholesaler).</i></li> <li>6. Statement of ongoing 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.   Note: Indicate all the required information in the form found in Section VIII of the Bidding Documents as Form 1 and attach the required supporting documents, e.g NOA, PO, NTP.</li> <li>7. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, with a value of <i>at least 25% of the ABC</i> and completed within the past three years from bid opening of the project.   Note: <i>The similar contract refers to the supply and delivery of drugs and medicines.</i> The statement shall be supported with Contract, Certificate of Completion and Acceptance issued by the client and/or Official Receipt or Sales Invoice. The form for such statement is found in Section VIII of the Bidding Documents as Form 2.</li> <li>8. NFCC – at least equal to the ABC of the project, or in lieu of NFCC, a bidder may also submit a Credit Line Certificate issued by a Universal or Commercial Bank which must be at least 10% of the ABC. The formula in getting the NFCC is as follows:   NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid</li> </ol>

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

*The AFS shall be for the year ending December 31, 2018.*

***Class "B" Documents:***

1. Joint Venture Agreement or duly notarized statements from all the potential joint venture partners, if applicable;

Note: If the bidder is a joint venture or will enter into a Joint Venture, each partner of the JV shall submit the required legal eligibility requirements. For the technical and financial eligibility requirements, any of the joint venture partners may submit and such constitute compliance.

- o Technical Documents:

1. Bid Security – in the form of Bid Securing Declaration (BSD) or any of the other form mentioned in the Bidding Documents. If BSD is used, it must be duly notarized.
2. Conformity with the Technical Specifications which includes the following documents, to wit:
  - (i) Section VI-Schedule of Requirements
  - (ii) Section VI. Technical Specifications
  - (iii) Manpower requirements – Organizational Chart / List of Manpower involve in the project
3. Omnibus Sworn Statement

Note: This should be compliant in substance and in form and duly notarized. For representatives, the statement shall be supported with Special Power of Attorney (SPA) for Sole Proprietorship or Board Resolution/ Secretary's Certificate, for corporation or cooperatives.

For the Financial Component of Bid (2<sup>nd</sup> Envelope), there is no other instruction from the BAC. Hence, the financial documentary requirements are as stated in Clause 13.1 of Section II- Instruction to Bidders, of the bidding documents, to wit:

1. Financial Bid Form – should be compliant in substance and in form; each page shall be duly signed by the bidder's representative.
2. Price Schedule – shall be filled-in in accordance with Clause 15 of the ITB. No column shall be left blank. If no amount is indicated, the bidder should at least put zero (0) or dash (-) signifying that the item is given for free. Otherwise, the bid will be automatically rejected and disqualified. Each page shall be duly signed by the bidder's representative.

***Clause 13.2, Clarification:*** The total bid shall not exceed the total ABC of the project as well as the bid for each item shall also not exceed the allocated budget for each item which is indicated in Section VI-Schedule of Requirements, of the bidding documents.

	<p><i>Clause 21, Amendment:</i> Bid submission shall be amended from July 22, 2019, 9:00 AM to July 25, 2019, 9:30 AM as per issued and posted Bid Bulletin on July 04, 2019.</p> <p><i>Clause 24.1, Amendment:</i> Bid opening shall be amended from July 22, 2019, 9:30 AM to July 25, 2019, 9:30 AM as per issued and posted Bid Bulletin on July 04, 2019.</p> <p><i>Clause 29.2, Clarification:</i> Post Qualification Documents which shall be submitted by the bidder declared as the single/lowest calculated bidder:</p> <ol style="list-style-type: none"> <li>1. Latest income/business tax returns filed and paid thru EFRPS for the past six months;</li> <li>2. BIR Registration Certificate;</li> <li>3. Certificate of Product Registration (CPR) of goods to be bid;</li> <li>4. Certificate of Good Manufacturing Practice (CGMP)</li> <li>5. PhilGEPS Certificate of Registration (Platinum Membership), as the case may be.</li> </ol>
Section IV-General Conditions of the Project	No other discussions, amendments, and clarifications.
Section V-Special Conditions of the Contract	No other discussions, amendments, and clarifications.
Section VI-Schedule of Requirements	<p><b>Discussion/Clarifications/ Amendments:</b></p> <p>The Schedule of Requirements is part of the bid proposal to be submitted by the bidder. It consist the description of each item to be delivered, the quantity of each item, the budget allocation per item, the delivery period and the place of delivery.</p> <p>There are four (4) end-users of the goods being purchased and the Schedule of Requirements showed the quantity requirements of each end-user for each item. The items shall be delivered in accordance with the Quantity Schedule.</p> <p>End-Users/Requesting Offices:  City Health Unit (CHU), Tabaco City  Mother and Child K-Linik (MCK), San Antonio, Tabaco City  Fatima Wellness K-Linik (FWK), Fatima, Tabaco City  San Miguel Lying-In Klinik (SMLIK), SML, Tabaco City</p> <p>For the delivery, the items shall be delivered within 30 calendar days from receipt of the NTP. The delivery shall be made only during working days, Monday to Friday at 8:00 AM to 1:00 PM only, in which an inspection shall be made right after the receipt of the items.</p> <p>For the goods requested by the SMLIK, considering the location which is in the island, delivery and receipt of the items shall be made at the City Health Unit.</p>
Section VII-Technical Specifications	<p><b>Discussion/Clarifications/ Amendments:</b></p> <p>This document is also part of the bid proposal to be submitted by the bidder. The bidder shall indicate across the column of each item, the bidder's statement of compliance either "comply" or "not comply" and the brand of the goods offered, if applicable.</p> <p><b>Amendments:</b></p> <ul style="list-style-type: none"> <li>▪ The markings on the bid which was entered in the Forms provided as "Do not open before July 22, 2019, 9:30 AM" shall be amended to "Do not open before July 25, 2019, 9:30 AM" in accordance with the issued and posted bid bulletin on July 4, 2019.</li> </ul>
Section VIII-Bidding Forms	<p><b>Clarifications:</b></p> <ul style="list-style-type: none"> <li>▪ Forms provided herein shall be strictly used. No alterations shall be made. Otherwise, the bid will be disqualified.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Bid Form – should be compliant in substance and in form; each page shall be duly signed by the bidder’s representative.</li> <li>▪ Observe proper marking and sealing of bids. The bidder shall submit 1 Original Bid and 2 Copies of the first and second envelope. Each and every page of the Technical and Financial Bid should be duly signed or initialed by the bidder’s authorized person.</li> </ul>
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- The bidders were told that the clarifications / amendments made shall form part of the bidding documents and therefore shall be incorporated in their bids. It was clarified that bidders shall be responsible in obtaining supplemental/bid bulletin, if there is any.

- The bidder asked if it is possible to remove the instruction that a bid which exceed the per item allocated budget shall be rejected and make the overall ABC as the basis. The BAC told him that the rule cannot be removed as there are four end-user for the project, each with separate budget for their respective purchase request.


- The bidder also asked if the LGU is allowed to make additional mark up to the price given by the DOH. The BAC said that LGU cannot as the prices in the DPR1 are already determined by the DOH and is final.

- It was also clarified to the bidder’s representative present that other prospective bidders are still welcome to participate in the bidding and may obtain the bidding documents before the deadline for bid submission.

**v. Adjournment**

There having no further matters to discuss, and upon motion duly made and seconded, the conference was adjourned at 11:35 in the morning.

Prepared by:

  
**MELISSA BIRON**  
 BAC Secretariat

Noted:



**ROSELYN R. CHIA**  
 Chief BAC Secretariat

**APPROVED:**

  
**ATTY. JOVITO BRON CODERRIS, JR**  
 BAC Chairman

  
**RICARDDO B. ARBONA**  
 BAC Vice Chairman

**(OB)**  
**ENGR. DINDO B. BONGALOSA**  
 BAC Member

  
**ARCH. FRANCO B. BITE**  
 BAC Member

**(OB)**  
**SHERRY A. TRILLES**  
 BAC Member