



## MINUTES OF PRE-BID CONFERENCE

1. Supply and delivery of Laboratory Chemicals and Supplies  
ABC: P 2,074,944.00 (GAA Fund)
2. Supply and delivery of AI Gloves and Veterinary Supplies  
ABC: P 1,029,096.00 (GAA Fund)
3. Supply and delivery of Ruminant Feeds Concentrates (2,816 BAGS) 1 Lot  
ABC: P 2,774,015.00 (GAA Fund)

PCC Madamba Hall  
August 2, 2018 (10 am)

### Attendance:

Dr. Annabelle S. Sarabia	-	Chairperson
Dr. Eric P. Palacpac	-	Vice Chairperson
Mr. Jeffrey Jerome M. Balaoing	-	Member
Ms. Marissa L. Octavio	-	Member, TWG
Ms. Charito A. Gutierrez	-	Member, TWG
Ms. Noemi V. Balais	-	Member, TWG/Head, BAC Secretariat
Mr. Benjamin R. Gonzales	-	Member, BAC Secretariat
Dr. Marvin A. Villanueva	-	End-user/Representative
Ms. Jade Cabral	-	End-user/Representative
Ms. Tere Baltazar	-	End-user/Representative
Ms. Paulene S. Pineda	-	End-user/Representative
Mr. Jimmy Espina	-	End-user/Representative
Mr. Eugene Cruz	-	Chemline Scientific Corporation
Mr. Adrian Badilla	-	Advira Trading Corporation
Ms. Lea Fei Pumaras	-	Lifeline Diagnostic Supplies
Ms. Giselle Evangelista	-	Yana Chemodities Inc.
Mr. Karl Justine Gonda	-	3M Philippines
Ms. Malacia Seacor	-	GRB Enterprises, Inc.
Ms. Chanda Chua	-	Biotriune, Inc.
Mr. Joel Cuamel	-	Interlab Analytics

The pre-bid conference started at 10:00 a.m. It was held at the PCC Madamba Hall, Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija. The attending members of the PCC BAC and the bidders were requested to sign the attendance sheet.

Eight (8) bidders participated in the pre-bid conference.

Dr. Annabelle S. Sarabia, BAC Chairperson, presided the pre-bidding conference. Details of the PCC project/s for bidding were read, specifically, the approved budget for the contract, contract duration, deadline of submission of bid proposals and the venue of the bid opening.

The **BAC Chairperson** read the Instruction to Bidder and discussed the Bid Data Sheet (BDS) one by one.

**Supply and delivery of Laboratory Chemicals and Supplies**

ITB Clause 1.1:

The name of the Contract is **SUPPLY AND DELIVERY OF LABORATORY CHEMICALS AND SUPPLIES**

The identification number of the Contract is  
ITB No./PhilGEPS Reference No. **5510653**

ITB Clause 1.2:

The lot(s) and reference is/are: **(awarded per item)**

ITB Clause 2:

The Government of the Philippines (GOP) through the **GAA Fund** in the amount of **Two Million Seventy Four Thousand Nine Hundred Forty Four Pesos (P 2,074,944.00)**.

The name of the Project is:  
**SUPPLY AND DELIVERY OF LABORATORY CHEMICALS AND SUPPLIES**

ITB Clause 5.2:

None of the circumstances mentioned in the **ITB** Clause exists in this Project. Foreign bidders, except those falling under **ITB** Clause 5.2(b), may not participate in this Project.

ITB Clause 5.4:

The Bidder must have completed, **within the last five (5) years** from the submission of bids, a single contract that is similar to this Project, equivalent to at least **twenty five percent (25%)** of the ABC equivalent to **Five Hundred Eighteen Thousand Seven Hundred Thirty Six Pesos (P 518,736.00) OR**

In view of the determination by the Procuring Entity that imposition of the provisions of Section 23.5.1.3 of the IRR of RA 9184 will likely result to “failure of bidding” or “monopoly that will defeat the purpose of public bidding”, the Bidder should comply with the following requirements:

- a) Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least **“twenty five percent (25%)”** of the ABC for this Project; and

- b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above amounting to **Two Hundred Fifty Nine Thousand Three Hundred Sixty Eight Pesos (P 259,368.00)**.

Definition of Similar Contract: **Project/s or contract/s that involves supply and delivery of laboratory chemicals, reagents, supplies and equipment.**

ITB Clause 12.1

The **BAC Chairperson** read and discussed the documents comprising the eligibility and technical documents one by one. She presented samples for the sealing and marking of bids, the use of dog-ear codes as well as the latest issuances from the Government Procurement Policy Board (GPPB).

ITB Clause 12.1(a)(i)

**PhilGEPS Certificate of Registration and Membership (PLATINUM) with updated Annex A**

**OR**

**Combination of the following documents:**

- 1. PhilGEPS Certificate of Registration and Membership (PLATINUM)**
- 2. SEC or DTI or CDA**
- 3. Valid Mayor's Permit** (*issued by the city or municipality where the principal place of business of the prospective bidder is located*)
- 4. Audited Financial Statements** (*stamped "received" by the BIR for current year or the most recent year, whichever is applicable*)
- 5. Valid TAX Clearance**

ITB Clause 12.1(a)(ii)

Statement of all its ongoing and completed 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, within the **last five (5) years** prior to the deadline for the submission and receipt of bids, **AND**

Statement identifying the bidder's single largest completed contract similar to the contract to be bid amounting to at least **"twenty five percent (25%)"** of the ABC within the **last five (5) years** prior to the deadline for the submission and receipt of bids

**The statement shall include, for each contract, the following:**

- 1. Name of the contract;**
- 2. Date of the contract;**
- 3. Kinds of Goods;**
- 4. Amount of contract and value of outstanding contracts for all ongoing government and private contracts;**
- 5. Date of delivery; and**

6. End user's acceptance or official receipt(s) issued for the contract, if completed

The two (2) statements must be in the matrix/table form and must be supported by the following documents:

- a) Contract or Purchase Order
- b) Certificate of Acceptance or Official Receipt(s) issued if the contract is completed.

ITB Clause 12.1(a)(iii)

The bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equivalent to the sum of the ABC of the project.

The total amount of the NFCC computation is at least **Two Million Seventy Four Thousand Nine Hundred Forty Four Pesos (P 2,074,944.00)**.

**OR**

**Committed Line of Credit from a Universal or Commercial Bank in lieu of NFCC computation.**

ITB Clause 12.1(a)(iv)

**If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.**

ITB Clause 13.2

The Approved Budget for the Contract is:

**Two Million Seventy Four Thousand Nine Hundred Forty Four Pesos (P 2,074,944.00).**  
Any bid with a financial component exceeding this amount shall not be accepted.

ITB Clause 17.1

Bids will be valid until One Hundred Twenty (120) calendar days from the bid opening.

ITB Clause 18.1

The bid security will be **based on the total approved budget for the contract** with the amount stated under Bid Data Sheet, ITB Clause 18.1.

It was reiterated that the Bid Securing Declaration **as an option for bid security** must bear the PhilGEPS Reference No. **5510653**. Failure to include the ITB No./PhilGEPS Reference No. in the Bid Securing Declaration (BSD) for project identification purposes shall mean outright disqualification.

The bid security shall be valid until One Hundred Twenty (120) calendar days from the bid opening date.

### ITB Clause 20.3

The **BAC Chairperson** reiterated and instructed the bidders to use envelope in sealing bid proposals. All of the **ten (10)** envelopes must be properly sealed and duly signed by the bidders/authorized representatives at the sealed part of the envelopes/across the seal flap and bottom flap of the envelopes.

All pages of the Original Eligibility and Technical Documents must be stamped “certified true copy/certified photocopy” and originally signed by the bidder/authorized representative.

The original and number of copies of the bid documents as indicated in the Bid Data Sheet (BDS) shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s. Presentation of the original eligibility documents shall be required during the Post-Qualification period for validation purposes. Failure to follow the instructions indicated in the Bid Data Sheet for the Sealing and Marking of Bids shall mean outright disqualification.

The bidder was instructed to use the dog ear codes as indicated in the Bid Data Sheet marked as Annex “B” for easy reference of the BAC.

### ITB Clause 21

The deadline of submission of bid proposals will be on **August 14, 2018 (9:00 a.m.) - Philippine Standard Time (PST)** at the BAC Secretariat Office, Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija. Bidders may submit their bid proposals on or before the deadline. Late bids shall not be accepted.

### ITB Clause 28.3(a)

Each item will be evaluated and compared with other bids separately and recommended to form complete contract separately.

The bidder was also instructed to include brochures, catalogues, literatures and if available website of manufacturer of the item being offered as part of the Technical Documents and will be used during the evaluation/validation of the PCC Technical Working Group. (refer to Technical Specifications of the bidding documents).

The **BAC Chairperson** reiterated that No. 8 (d) of the Omnibus Sworn Statement states that “the bidder is aware of and has undertaken the following responsibilities as a bidder to inquire or secure Supplemental/Bid Bulletin(s) issued for the specific project”. It was also reiterated that as per Revised IRR of RA 9184 Section 22.5.3 states that “any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the PhilGEPS and the website of the procuring entity concerned, if available. It shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with Section 26.1 of the IRR.

The **BAC Chairman** reiterated the use of the attached/prescribed financial bid form together with the template “for Goods offered abroad” or “for Goods offered within the Philippines”.

As agreed, the BAC will issue bid bulletin for the revision/updating of the technical specifications.

**Supply and delivery of AI Gloves and Veterinary Supplies**

ITB Clause 1.1:

The name of the Contract is **SUPPLY AND DELIVERY OF AI GLOVES AND VETERINARY SUPPLIES**

The identification number of the Contract is  
ITB No./PhilGEPS Reference No. **5510712**

ITB Clause 1.2:

The lot(s) and reference is/are: **(awarded per item)**

ITB Clause 2:

The Government of the Philippines (GOP) through the **GAA Fund** in the amount of **One Million Twenty Nine Thousand Ninety Six Pesos (P 1,029,096.00)**.

The name of the Project is:  
**SUPPLY AND DELIVERY OF AI GLOVES AND VETERINARY SUPPLIES**

ITB Clause 5.2:

None of the circumstances mentioned in the **ITB** Clause exists in this Project. Foreign bidders, except those falling under **ITB** Clause 5.2(b), may not participate in this Project.

ITB Clause 5.4:

The Bidder must have completed, **within the last five (5) years** from the submission of bids, a single contract that is similar to this Project, equivalent to at least **twenty five percent (25%)** of the ABC equivalent to **Two Hundred Fifty Seven Thousand Two Hundred Seventy Four Pesos (P 257,274.00) OR**

In view of the determination by the Procuring Entity that imposition of the provisions of Section 23.5.1.3 of the IRR of RA 9184 will likely result to “failure of bidding” or “monopoly that will defeat the purpose of public bidding”, the Bidder should comply with the following requirements:

- a) Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least **“twenty five percent (25%)”** of the ABC for this Project; and

- b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above amounting to **One Hundred Twenty Eight Thousand Six Hundred Thirty seven Pesos (P 128,637.00)**.

Definition of Similar Contract: **Project/s or contract/s that involves supply and delivery of veterinary drugs and biologicals, veterinary supplies, AI supplies and other related paraphernalias.**

ITB Clause 12.1

The **BAC Chairperson** read and discussed the documents comprising the eligibility and technical documents one by one. She presented samples for the sealing and marking of bids, the use of dog-ear codes as well as the latest issuances from the Government Procurement Policy Board (GPPB).

ITB Clause 12.1(a)(i)

**PhilGEPS Certificate of Registration and Membership (PLATINUM) with updated Annex A**

**OR**

**Combination of the following documents:**

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**The statement shall include, for each contract, the following:**

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The total amount of the NFCC computation is at least **One Million Twenty Nine Thousand Ninety Six Pesos (P 1,029,096.00)**.

**OR**

**Committed Line of Credit from a Universal or Commercial Bank in lieu of NFCC computation.**

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**If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.**

ITB Clause 13.2

The Approved Budget for the Contract is:

**One Million Twenty Nine Thousand Ninety Six Pesos (P 1,029,096.00).**

Any bid with a financial component exceeding this amount shall not be accepted.

ITB Clause 17.1

Bids will be valid until One Hundred Twenty (120) calendar days from the bid opening.

ITB Clause 18.1

The bid security will be **based on the total approved budget for the contract** with the amount stated under Bid Data Sheet, ITB Clause 18.1.

It was reiterated that the Bid Securing Declaration **as an option for bid security** must bear the PhilGEPS Reference No. **5510712**. Failure to include the ITB No./PhilGEPS Reference No. in the Bid Securing Declaration (BSD) for project identification purposes shall mean outright disqualification.

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ITB Clause 20.3



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The **BAC Chairman** reiterated the use of the attached/prescribed financial bid form together with the template “for Goods offered abroad” or “for Goods offered within the Philippines”.

As agreed, the BAC will issue bid bulletin for the revision/updating of the technical specifications.

**Supply and delivery of Ruminant Feed Concentrates (2,816 bags) 1 lot**

No bidder attended the prebid conference for the project.

Since there were no other issues being raised, the pre-bid conference was formally adjourned by the **BAC Chairperson** at exactly **11:50 a.m.**

Prepared by:

Attested by:

**(SGD)NOEMI V. BALAIS**

Head, BAC Secretariat

**(SGD)ANNABELLE S. SARABIA**

Chairperson, Bids and Awards Committee