



**Republic of the Philippines  
Department of Health  
WESTERN VISAYAS SANITARIUM  
Santa Barbara, Iloilo**



**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE MEETING  
PRE-BID CONFERENCE**

**Procurement of Various Drugs and Medicines**

**IB No. 2020-06-011-G**

WVS Board Room, Western Visayas Sanitarium,

Santa Barbara, Iloilo

July 6, 2020

10:00 AM

**Present During the Meeting:**

**BAC Members**

1. Dr. Faith Daphne H. Estrada, FPSMS
2. Mae Anne E. Prugalidad, PTRP
3. Immaculada Concepcion A. Alonzaga, RPh
4. Junalen S. Capanang, RN, MAN
5. Beltran J. Mones, Jr., RRT

**TWG Members**

1. Dr. Renia Grace G. Salapare, FPAFP
2. Engr. Emily A. Subigca, ME
3. Ann Marie S. Uy
4. Delfin J. Lemos, Jr.

**Procurement Head**

1. Maribel M. Buenaflor

**BAC Secretariat**

1. Gredalie R. Acopio, RN

**End User:**

1. Regina A. Bacallan, RPh (Pharmacy Department Head)

**Prospective Bidders:**

1. Jeraldine Suplemento (Maggot Pharma Trading)
2. Ruccel B. Vipinosa (Medethix Inc.)

3. Clarita O. Tubongbanua (Buena Vida Pharma)
4. Edwin Santos, Jr. (Josmef Enterprises)
5. Jude Victor Andrada (MG Prime Pharma)
6. Leizel Tordecillas (BGC Pharmacy)
7. Mark Anthony Esmaya (RBC-MDC Corp.)
8. Lucas Jose Andrada (Sannovex Pharmaceuticals)
9. Christian Rey Marco (Sannovex Pharmaceuticals)
10. Ma. Jeda Antiquiera (Sungem Pharma)
11. Vangie Quito (Getz Bros. Phil. Inc.)
12. Joyce Gales (BGC Pharmacy)

**Absent from the Meeting (BAC&TWG only):** Hegen Ada Grace T. Apiado

Topic	Discussion	Recommendations/Remarks
Agenda of the Meeting	<p>This Pre-Bid Conference will discuss important matters concerning the following bidding activity:</p> <p>1. Procurement of Various Drugs and Medicines</p> <p>The meeting started with a prayer led by Dr. Faith Daphne H. Estrada (BAC Chairman) then Gredalie R. Acopio (BAC Secretariat) acknowledged the presence of everyone attending the meeting as per signed attendance sheet: BAC &amp; TWG Members, BAC Secretariat, End User and Prospective Bidders.</p>	The BAC sent letter of invitation to observers but no invited observers were present.
Meeting Venue	In order to comply with the social distancing as one of the means to stop spread of COVID-19, and because the BAC is expecting many potential bidders for this procurement activity, the BAC agreed to have this pre-bid conference here at the WVS Board Room.	
Invitation to Bid Procurement of Various Drugs and Medicines	<p>Invitation to Bid was presented by Dr. Estrada.</p> <p>Name of Project: Procurement of Various Drugs and Medicines</p> <p>IB No: 2020-06-011-G</p> <p>ABC: Php 10,710,930.10</p> <p>Fund Source: CAF No. 2020-038-GF</p> <p>Delivery Period: Within twenty (20) working days upon receipt of Notice to Proceed (NTP) except for Line Item No.228 wherein 50% will be delivered within twenty (20) working days upon receipt of the NTP and the remaining 50% will be delivered on the month of December 2020.</p>	<p>Dr. Estrada reminded the prospective bidders to make sure that the IB No. and procurement title must be correct in their bidding documents.</p> <p>Line Item No. 228 is PNSS 1L, 8,000 bottles.</p>

	<p>Note: At least twenty four (24) months expiration date from the date of delivery. If the supplier for the line item cannot comply with the required expiration date of at least twenty four (24) months from the date of delivery, the same supplier should replace the near expiring drug basing on their return of goods policy.</p> <p>This is a line bidding with 278 items.</p> <p>The bidder's Single Largest Completed Contract similar to the contract to be bid should have been completed within 3 years from the date of the deadline of submission and receipt of bids, award for this contract should have been awarded by a hospital or health facility and not by another supplier. Likewise, the contract price of the SLCC should be at least 25% of the sum of the ABC of the line items joined.</p> <p>Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.</p> <p>Procurement Timeline:  <i>Posting of Advertisement:</i>  June 22-29, 2020</p> <p><i>Pre-Bid Conference:</i>  July 6, 2020 (Monday), 10:00 am at the Rotary Building Conference Room, Western Visayas Sanitarium, Sta. Barbara, Iloilo</p> <p><i>Opening of Bids:</i>  July 20, 2020 (Monday), 10:00 am at the Rotary Building Conference Room, Western Visayas Sanitarium, Sta. Barbara, Iloilo</p> <p>Late bids or bids after 10:00 am of July 20, 2020 will not be accepted despite the different levels of quarantine since bids could already be submitted from the date of posting of advertisement up to the date and time of opening of bids.</p> <p>Cost of Bidding Documents:  Php 15,000.00 regardless of the number of items intended to join and to encourage bidders to quote for several items.</p> <p>Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System</p>	<p>Return of Goods Policy is a post qualification requirement.</p> <p>SLCC must be completed within July 20, 2017 to July 20, 2020.</p> <p>Those SLCC awarded by the DOH Central, Regional or Provincial Office, or LGU for the purpose of distributing the drugs and medicines to the DOH or LGU hospitals or RHU will be accepted because they will fall under the category of a health facility.</p> <p>SLCC with private hospital will be accepted.</p> <p>Venue changed to WVS Board Room for the reason mentioned above.</p> <p>Bidders are advised to drop their bidding documents at the BAC Office and if there will be change of venue for the opening of bids, BAC will post one (1) staff at the previous venue to inform bidders of the new venue.</p> <p>During opening of bids, if numerous bidders will join, the BAC will limit the number of representatives to one per bidder inside the venue to practice social distancing.</p> <p>Official Receipt issued after purchase of bidding documents is not required to be</p>
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	<p>(PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p> <p>For further information bidders may refer to the BAC Secretariat thru (033) 523-0388 loc. 119 and at email address: wvsbac.procurement@gmail.com</p>	<p>attached/submitted during opening of bids because the BAC Secretariat is securing a copy of it prior to issuance of bidding related documents.</p> <p>Email address of BAC/Procurement Office is active during office hours.</p>
<p>Eligibility and Technical Documents Checklist</p> <p>PhilGEPS Certificate</p>	<p>If Platinum PhilGEPS Certificate (a post qualification requirement) is not available during opening of bids, the bidder may submit the following valid Class "A" Documents:</p> <ol style="list-style-type: none"> <li>1. Registration Certificate from SEC for Corporation, DTI Certificate for Sole Proprietorship or CDA for cooperatives</li> <li>2. Valid and current Mayor's permit</li> <li>3. Tax Clearance reviewed and approved by The BIR (Provisionary Tax Receipt will not be accepted)</li> </ol> <p>For bidders with Platinum PhilGEPS Certificate, they may submit the certificate only provided that all eligibility documents listed in the platinum certificate are valid. However, if there is an expired document in the list of eligibility documents, the bidder must submit the valid copy of the expired document during the opening of bids.</p> <p>Prospective bidders were reminded that all photocopied documents must be clear with no missing portion when compared to the original document.</p>	<p>Bidders who bought bidding documents are given a copy of the Checklist for Eligibility and Technical Documents and Financial Proposal to serve as their guide in preparing bidding documents.</p> <p>Prospective Bidders were reminded that the checklist is just a guide in preparing bidding documents and it is the bidder's responsibility to follow the instruction to bidders stated in the bidding documents.</p>
All Ongoing Contracts	<p>The bidder must submit a "Statement of all its ongoing government and private contracts", usually in the form of table with the following details: name of contract, date of contract, kinds of goods, amount of contract or value of outstanding contracts and date of delivery. The bidder must declare all its ongoing projects with government or private institutions including those awarded but not yet started even if not related with drugs and medicines.</p> <p>Amount of all ongoing contracts is being verified if deducted in the NFCC thus, bidders are advised to put the sum of all its ongoing contracts to save the BAC from spending time computing for the total amount. However, if the bidder fails to put the sum, it will not be a ground for disqualification.</p>	<p>Sample form presented will also be provided to bidders who will buy bidding documents.</p> <p>Absence of this document, or submitting an unfilled/unsigned form is a ground of disqualification.</p> <p>Bidders were reminded to fill up all the blanks for the forms since the information that they will provide (i.e. name(s), contact numbers, and addresses of their clients for ongoing and/or completed projects) will be used by the BAC and its TWG during verification of information submitted by the bidder.</p>

	<p>Failure on the part of the bidder to declare all its ongoing contract shall be a ground for disqualification.</p> <p>Contracts that are not yet fully paid or without official receipts are still considered ongoing contracts.</p> <p>For no ongoing projects, a statement that there is no ongoing project must be provided and signed by the bidder or the bidder could simply put "None" in the table and sign it.</p> <p>There is no need to attach supporting documents to prove that the declared contracts are ongoing as these can be verified during detailed bid evaluation and post-qualification periods but, bidders may attach supporting documents if they want to.</p>	
Single Largest Completed Contract (SLCC)	<p>The bidder must submit a "Statement" of its single largest completed contract similar to the contract to be bid usually in the form of table with the following details: name of contract, date of contract, kinds of goods, amount of contract or value of outstanding contracts and date of delivery and end user's acceptance or official receipts (OR) issued for the contract if completed.</p> <p>Dr. Estrada emphasized that bidders must submit supporting documents to prove the following:</p> <ul style="list-style-type: none"> <li>- That the contract was awarded to the bidder (Notice to Award/Proceed, Contract of the project or Purchase Order)</li> <li>- That the contract was completed (official receipts, inspection and acceptance reports.)</li> </ul> <p>The bidder's Single Largest Completed Contract similar to the contract to be bid should have been completed within 3 years from the date of the deadline of submission and receipt of bids, award for this contract should have been awarded by a hospital or health facility and not by another supplier. Likewise, the contract price of the SLCC should be at least 25% of the sum of the ABC of the line items joined.</p> <p>Similar contracts shall refer to Procurement of Various Drugs and Medicines.</p>	<p>Sample form presented will also be provided to bidders who will buy bidding documents.</p> <p>If the bidder failed to attached supporting documents for the declared SLCC they will be disqualified because during the opening of bids, the bidder must have already proven that the SLCC is indeed completed, and truly awarded to them. Such supporting documents will not be accepted after the deadline of submission of bids.</p>

Audited Financial Statement (AFS)	Audited financial statements, 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 bid submission.	
NFCC	<p>NFCC computation must be at least equal to or above the ABC of the line items joined.</p> <p>Formula:  <math display="block">[(\text{Current Asset} - \text{Current Liabilities}) \times 15] - \text{Value of all ongoing/ outstanding contracts.}</math> </p> <p>In NFCC, if the BAC will find out that there is a deducted value but no declared ongoing contracts, the bidder could be disqualified because they failed to declare their ongoing contracts.</p> <p>Representative of Getz Bros. Phil. Inc. inquired if CLC will be accepted in lieu of NFCC.</p> <p>Dr. Estrada informed everyone that bidders may submit Committed Line of Credit (CLC) in lieu of NFCC Computation provided that it must be at least equal to the 10% of the ABC of the line items joined. It must be issued by foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</p>	CLC is acceptable for procurement of goods but not for Infrastructure Projects.
Joint Venture Agreement (JVA)	If applicable only, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	For non-JVA, absence of "No JVA" statement is not a ground for disqualification.
Technical Documents Bid Security	<p>The bidder may choose from any of these forms:</p> <ul style="list-style-type: none"> <li>-Cash/ manager's check, bank draft/ guarantee, irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation form a Universal or Commercial Bank (2% of the sum of the ABC of line items and/or lots joined)</li> <li>-Surety Bond (5% of the sum of the ABC of line items and/or lots joined)</li> <li>-Bid Securing Declaration (no amount of money involved) is procurement specific thus, the IB number, procurement title and procuring institution must be correct.</li> </ul>	The IB No., procurement title and date must be correct in all documents.

Section VII. Technical Specification	<p>Prospective bidders were instructed to put the word “not complied” to all items not joined. On the other hand, and for items they will join, they should write “complied” and/or write the own specification of their offer, if applicable. They must also specify the brand offered and for generic offer, the BAC advised bidders to state the country of its origin.</p> <p>Prospective bidders were also advised to follow and use the format of the technical specification in the bidding documents. Also, they must properly fill up and sign the bottom portion of the form to include their operational email address and telephone number.</p> <p>The date that an Email is sent by WVS BAC to the bidder is the date received, whether or not the addressee has opened his email.</p>	Prospective bidders were advised to acknowledge all emails sent by the BAC.
Section VI. Schedule of Requirements	<p>Prospective bidders were instructed to sign the bottom portion of the form even though they will not join in all items because signing only signifies that they agree with the delivery term.</p> <p>Prospective bidders were also advised to follow and use the format of the schedule of requirement in the bidding documents.</p> <p>Bidders were instructed to include their operational email address and telephone number in this form and they must acknowledge receipt of all email sent by WVS BAC.</p>	Bidders must sign this form in conformity with the required delivery period.
Omnibus Sworn Statement	<p>Omnibus Sworn Statement must be complete and must be duly notarized.</p> <p>Dr. Estrada emphasized these statements:</p> <ul style="list-style-type: none"> <li>- The bidder is aware of and has undertaken the following responsibilities as a Bidder: <ul style="list-style-type: none"> <li>a. Carefully examine all the Bidding Documents; and</li> </ul> </li> <li>-Did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.</li> </ul>	<p>Omnibus Sworn Statement is procurement specific with correct procurement title, IB number and date.</p> <p>Acceptable date is between June 22, 2020 (the date ITB appeared “Active” in PhilGEPS) to July 20, 2020 (date of bid opening).</p>

Authority of Signatory/ Secretary's Certificate	<p>Dr. Estrada encouraged that the authorized representative will attend during the opening of bids, so that in case BAC needs to clarify something in the documents submitted by the bidder, they could easily clarify these matters with the authorized representative.</p> <p>For single ownership, absence of the Special Power of Attorney for a representative will be construed by the BAC that the owner the business will be the authorized signatory., and all transactions by the WVS will be conducted with him/her, and no other.</p>	Procurement specific with correct procurement title, IB number and date.
Bid Bulletin	<p>If with issuance, Bid Bulletin should be submitted as part of the Technical Component of the bid.</p> <p>Non-submission of this document will result in outright disqualification.</p>	
Notes for Eligibility and Technical Documents Checklist	<p>These notes were emphasized:</p> <ol style="list-style-type: none"> <li>1. Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.</li> <li>2. The Authorized Representative must sign every page of the bidding documents.</li> </ol> <p>Prospective Bidders were also encouraged to put Table of Contents and/or Tabs in their bidding documents to facilitate faster document evaluation but absence of this will not disqualify the bidder.</p>	Dr. Estrada emphasized that the documents listed in the checklist must be submitted as part of the Technical Component of the bid and absence of any of the documents could lead to outright rejection of the bid.
Checklist for Financial Envelope  Bid Tender	<p>The bidder must use the official Bid Tender issued by the BAC which is duly signed by the BAC Chairman.</p> <p>Prospective Bidder could also download the signed Bid Tender from PhilGEPS.</p> <p>Prospective bidders were instructed to properly indicate their unit prices in words and in figures. If there are discrepancies between unit prices in words and in figures, the unit price in words will prevail. Also, for the line items, they were instructed to put "no bid" in items not joined and not to use "zero (0)" or "dash (-)" because the BAC will interpret it as "free" or "donation".</p>	<p>Only Bid Tender signed by the BAC Chairman or Vice-Chairman (if the BAC Chairman is not present) will be accepted.</p> <p>Dr. Estrada gave examples to illustrate what is being meant in the instruction in order to avoid any misinterpretation on the part of the bidder.</p>



Bid Form	<p>Bidders were reminded to be careful with the dates because future dates will not be accepted and this form is procurement specific.</p> <p>Total bid for all line items joined must be reflected in this form and must be both in words and figures which are consistent with each other.</p> <p>Sample of Bid Form was presented.</p>	<p>The earliest acceptable date is June 22, 2020, the date the ITB became "Active" in PhilGPEPS and the latest is July 20, 2020, the date of the opening of bids.</p> <p>Dr. Estrada emphasized that the documents listed in the checklist must be submitted as part of the Financial Component of the bid and absence of any of the documents could lead to outright rejection of the bid.</p>
Notes for Financial Envelope Checklist	<p>These notes were emphasized:</p> <ol style="list-style-type: none"> <li>1. Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.</li> <li>2. The Authorized Representative must sign every page of the bidding documents.</li> </ol> <p>Prospective Bidders were also encouraged to put Table of Contents and/or Tabs in their bidding documents to facilitate faster document evaluation but absence of this will not disqualify the bidder.</p>	<p>Dr. Estrada emphasized that the documents listed in the checklist must be submitted as part of the Financial Component of the bid and absence of any of the documents could lead to outright rejection of the bid.</p>
Post Qualification Requirements	<p>The LCB shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification:</p> <p>(a) Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005);</p> <p>(b) Latest Business Tax Return filed thru Electronic Filing and Payment Systems (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns covering the previous six (6) months (per Revenue Regulations 3-2005);</p> <p>(c) License to Operate (LTO) as distributor, manufacturer, wholesaler or importer but NOT RETAILER;</p>	<p>If these requirements were submitted during opening of bids, it will not be required anymore during post qualification but the bidder will still be notified that they are the LCB for certain line items.</p>

	<p>(d) Valid, current, certified true copy or an original copy of Certificate(s) of Product Registration (CPR) issued by FDA for the brand offered for all registerable items; If the CPR is expired, the bidder must attach the expired CPR together with the receipt or proof of renewal. However, for new application of CPR, official receipt or certificate of ongoing processing will not be accepted;</p> <p>(e) Valid, current, certified true copy or an original copy of either a Certificate of Pharmaceutical Product (CPP) or Certificate of Good Manufacturing Practice (CGMP), if bidder is a manufacturer, issued by the FDA or equivalent document from the issuing country and authenticated by the Philippine Consulate;</p> <p>(f) Certificate of distributorship authenticated with red ribbon by the DFA, if bidder is a drug distributor;</p> <p>(g) Valid, current, certified true copy or an original copy of Certificate of FDA authenticated Lot/Batch Notification Exemption (for antibacterial) or Lot/Batch Release Certificate for biologicals.</p> <p>(h) Return of Goods Policy to include return of defective drugs and/or near expiry drugs, as applicable; with name, business address and contact number of person in charge;</p> <p>(i) Supplier's written policy on the Mode of Transport for products with cold chain requirement;</p> <p>(j) PhilGEPS Platinum Certificate if not submitted in the eligibility documents.</p>	
Marking and Sealing of Envelope	<p>Dr. Estrada reminded the bidders to properly label and seal their envelopes and documents with correct IB No. and procurement title.</p> <p>Bidders are given these options when it comes to sealing of bidding documents:</p> <p>First Option: One envelope for all Eligibility and Technical Documents (original, copy 1 and copy 2) and one envelope for all Financial Documents (original, copy 1 and copy 2).</p> <p>Second Option:</p>	<p>Bidders are advised to put tabs in their documents for easy and faster evaluation.</p> <p>All envelope flaps must be signed by the bidder or authorized representative.</p> <p>All envelopes should be properly labelled, and properly sealed. Unsealed and unlabeled envelopes will not be opened.</p>

	<p>One envelope for Original Eligibility and Technical Documents and Original Financial Documents</p> <p>One Envelope for Copy 1 Eligibility and Technical Documents and Copy 1 Financial Documents</p> <p>One envelope for Copy 2 Eligibility and Technical Documents and Copy 2 Financial Documents</p> <p>Dr. Estrada informed the prospective bidders that if during the process of opening of bids there will be ineligible part of the Bidding Documents, the BAC will finish checking the entire documents to make sure all ineligible parts will be noted.</p>	<p>Financial Documents must be properly sealed if bidders opted for this type of sealing.</p> <p>Financial Envelope of ineligible bidders will not be opened.</p>
Deadline for Written Queries	Prospective Bidders are given three (3) calendar days to inquire in writing and their deadline is on July 9, 2020 (Thursday) on or before 5:00 pm and the BAC is given until July 14, 2020 (Tuesday) to answer such query and to post bid bulletin.	
<p>Bidder's Concerns</p> <p>Procurement timeline</p>	<p>One prospective bidder inquired regarding the procedure after the opening of bids.</p> <p>The BAC showed this timeline:  Opening of Bids- July 20, 2020, 10:00am  Bid Evaluation (up to 7 days)- July 21-27, 2020  Post Qualification Period (up to 12 days): July 28 to August 10, 2020.  This timeline is for the first qualification period. the BAC could conduct several post qualifications depending on the result of previous evaluation.</p>	<p>The timeline could be shorter or maximized depending on certain circumstances that could affect the process.</p> <p>If the deadline of a process falls on a holiday or weekend, the deadline will be moved to the next working day.</p>
<p>Bidder's Concerns</p> <p>Preparation/quantity of drugs and medicines</p>	<p>Representative of Getz Bros. Phil. Inc. inquired regarding the preparation or quantity of items to be procured because according to her the required quantity is not equal to the quantity per box for some items.</p> <p>BAC will consider the total quantity required as stated in the bidding documents.</p>	
<p>Bidder's Concerns</p> <p>Change of brand offered after issuance of Notice to Award</p>	<p>Representative of Josmef Enterprises inquired regarding the steps to be done if they will change their brand offered after issuance of Notice to Award.</p> <p>Dr. Estrada and Ms. Buenaflor informed that they must write a letter regarding the change to the MCC which is subject for approval. IF requeste is approved, the supplier must attach the CPR of the new offer and other related documents. They were informed that if WVS has no choice but to grant the request of the</p>	

	supplier, (e. g. there is an immediate need of the goods in question) an “equivalent or higher product” being offered will be accepted but an offer of lower specification is not acceptable. Then again, there is no guarantee that the request of the supplier to change their brand offered will be accepted during the implementation period, and so the bidder must ensure that the brand of medicine they are offering is still available in the market, or in abundance in their inventory.	
Bid Bulletin	As of this pre-bid conference, the BAC will not issue any bid bulletin.	
Adjournment	12:00 PM	

Prepared by:

  
**GREDA LIE R. ACOPIO, RN**  
 BAC Secretariat

Noted by:

  
**DR. FAITH DAPHNE H. ESTRADA, FPSMS**  
 BAC Chairman  
 Drugs and Medicines, Medical Supplies, Equipment  
 and Infrastructure

Mae Anne E. Prugallid, PTRP-Vice Chairman  
 Immaculada Concepcion A. Alonzaga, RPh-Member  
 Beltran J. Mones, Jr, RRT- Member  
 Junalen S. Capanang, RN, MAN, Member

