



**Republic of the Philippines**  
**National Kidney and Transplant Institute**  
**Bids and Awards Committee**  
East Avenue, Quezon City 1100  
981-0300 / 981-0400 Local 1157  
<http://www.nkti.gov.ph/>

**MINUTES OF PRE-BID CONFERENCE**  
**ITB No. 20-003**

Present were:

**BAC Chairperson:**

Gerardo M. Silva, MD

**End-user:**

Rowena B. Bautista

**BAC Members:**

Cynthia A. Corcino, RN

Eduardo H. Dolor

**BAC Secretariat:**

Mary Jane Ancheta – Head, BAC Secretariat

Gilbert Platon

The **Pre-Bid Conference** for the **One (1) Lot Supply and Delivery of Eighteen Thousand Six Hundred (18,600) Liquefied Petroleum Gas, Skid Tank 1,000 kgs capacity and Five Hundred (500) Liquefied Petroleum Gas, Cylinder at 50kgs (10 back-up units) (Lot Bidding)** with ITB No. 20-003, held at BAC Conference, G/F NKTl Main Building was called to order by **Dr. Silva, BAC Chairman** at 2:09 PM of December 6, 2019.

1. Agenda:

- Presentation of the following:
  - a. technical and financial components of the Bid, and
  - b. the explanation of the different documents to be submitted by each bidder.
- Discussion of:
  - a. the requirements in the Instructions to Bidders,
  - b. the replies to the bidders' queries about the requirements, specifications and other conditions of the contract,

2. Business arising:

- Upon ascertaining proper BAC quorum, Ms. Mary Jane Ancheta, the BAC Head announced the formal start of the Pre-Bid Conference for ITB No. 20-003.
- Dr. Silva introduced the project and acknowledged the presence of various interested parties and prospective bidders, namely:

1. **Masagana Gas Corp. represented by:**
  - a. Jenette Morente

| NAME OF PROJECT   | Approved Budget for the Contract (ABC) | Price of Bidding Documents (non-refundable) |
|---|--|---|
| ITB NO. 20-003<br>ONE (1) LOT SUPPLY AND DELIVERY OF EIGHTEEN THOUSAND SIX HUNDRED (18,600) LIQUIFIED PETROLEUM GAS, SKID TANK 1,000 KGS CAPACITY AND FIVE HUNDRED (500) LIQUIFIED PETROLEUM GAS, CYLINDER AT 50 KGS (10 BACK-UP UNITS) (LOT BIDDING) | Php 1,241,500.00                       | Php 5,000.00                                |

- Date of Publication/ Posting **November 29, 2019 at the PhilGeps, NKTl Website and at a conspicuous place at NKTl**
  - Date of invitation to observers **November 28, 2019**
    1. Makati Business Club
    2. Sentro Ng Alternatibong Lingap Panligal
    3. NAMFREL
    4. Philippine Chamber of Commerce and Industry
    5. NKTl – Internal Audit
    6. NKTl – COA
  - Opening of Bids **December 18, 2019 (Wednesday) at 2:00 PM**  
**BAC Conference Room**  
**G/F, NKTl Main Building**
3. For the benefit of the participating/prospective bidder, the Section III Bid Data Sheet specifically the Title of the Project, the Corporate Operating Budget, the ABC of the project, and all the required documents (Eligibility, Technical and Financial documents) to be submitted by the prospective bidder were presented and discussed by Dr. Silva. Also the proper sealing of bids was discussed.
- No changes were made on the Bid Data Sheet.
4. The End-user presented the Section VII Technical Specification of the project.

## TERMS OF REFERENCE

**One (1) Lot Supply and Delivery of Eighteen Thousand Six Hundred (18,600) Liquefied Petroleum Gas, Skid Tank 1,000kgs capacity and Five Hundred (500) Liquefied Petroleum Gas, Cylinder at 50kgs (10 back-up units) (Lot Bidding)**

### I. BACKGROUND

The Institute / NDD requires supply of Liquefied Petroleum Gas (LPG) for continuous hospital operation.

### II. SCOPE OF WORKS

1. The Supplier shall conduct site inspection to verify actual location, condition, area measurement for the equipment to fit in, access road survey and other necessary works. Certificate of site inspection will be issued by the end-user.
2. The Supplier shall deliver and install the required storage tank (at least 1000 kgs capacity) and accessories free of charge. The storage tank is the supplier's property and shall be returned upon termination of contract.
3. The Supplier shall deliver the required LPG on per kilogram basis depending on the end-user's request for one (1) year. **Delivery truck must be equipped with flow meter. Provide conversion table if reading is in cubic meters or liters.**
4. The Supplier shall provide and maintain ten (10) units – 50 kgs LPG cylinder with chain / harness support at site as back-up supply. **If not utilized after one (1) year, supplier shall replace the units without back load charge to the institute.**
5. The Supplier shall conduct technical trainings, seminars, and orientation with regard to safe handling and efficient use of LPG to end-users, Engineering, and GSD staff twice during contract period.

6. The Supplier shall conduct testing and commissioning of the equipment.
7. The Supplier shall conduct Quarterly Preventive Maintenance of the equipment during the contract period (gas leak, tank farm, pipelines including kitchen area and other accessories such as leak detector).

### III. MATERIALS / EQUIPMENT SPECIFICATIONS AND STANDARDS

The LPG storage tank, materials and accessories shall be designed, constructed, installed and tested in accordance with the applicable local and international standards.

#### Specifications:

Capacity: 1000 kgs / 250 US Gallons  
Mounting: Above ground  
Standards: ASME, NFPA 58, DTI-PNS/DOE FS 3:2006, BFP or any local and international standards

#### Name Plate (Engrave):

- a. Name of tank manufacturer
- b. Address and number of manufacturer
- c. Capacity
- d. Design Parameters
- e. Serial Number
- f. Year of Manufacture/Test date

Safety Features: Automatic Shut-off Valve in case of earthquake or leaks.

Contents Gauge: Gauges shall clearly indicate percent (%) or fractional LPG capacity

### IV. DELIVERY

- A. Delivery shall be made ~~twice~~ once a month and when necessary (any day/time of the week) to be witnessed by the Engineering representative and security guard on duty.
- B. Delivery shall be done within two (2) calendar days after notification of re-ordering through phone call from end-user / purchasing.

Upon discharging or refilling the gas, the authorized representative of the winning supplier must issue a certificate that the facility is leak free and volume delivered is correct.

### V. TESTING AND COMMISSIONING

Testing and commissioning of the LPG Storage Tank shall be conducted only by competent personnel and in accordance with manufacturer's instructions, local and international standards. Tank shall be inspected externally and internally, before being placed into service. Inspection and tests shall include visual examination, verification of proper installation, safety features test, leak test, hydro test, purging, and other related tests. A manufacturer's certificate and records of inspection shall be provided to the end-user's representative after its completion.

### VI. WARRANTY

The Supplier shall submit Certificate of Warranty (parts, services, workmanship and other related accessories) for the equipment for at least one (1) year.

5. Any changes in the specifications and requirements discussed in this Pre-Bid Conference shall be issued in the form of Bid Bulletin. Supplemental/Bid Bulletins will be issued not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

There being no other remaining topics for discussion, the **Pre-Bid Conference** was adjourned at **2:23 PM** after the BAC reiterated that deadline and opening of bids shall be on December 18, 2019 at 2:00 pm at BAC Conference, G/F Main Building of NKTl.

Minutes taken by:

  
**TERESA MAE FINES**  
BAC Support Staff

Reviewed by:

  
**MARY JANE ANCHETA, LLB**  
Head, BAC Secretariat

Approved by:

  
**GERARDO M. SILVA, MD**  
BAC Chairman