



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. 20-062

Present were:

BAC Vice Chairperson (via Online)

Violeta M. Valderrama, MD

BAC Members:

Exequiel B. Gaspar, Jr., RMT

Jamilla Cecilia L. Gomez, MD

Technical Working Group:

Hazel M. Villafranca, RN

Macaria G. Aseoche

End-user:

Rowena Bautista

BAC Secretariat:

Nicole Cabiles

Teresa Fines

The **Pre-Bid Conference** for the **Supply and Delivery of Disposable Tray and Purified Drinking Water (Line Bidding)** with **ITB No. 20-062**, held at BAC Conference, G/F NKTi Main Building was called to order by **Dra. Valderrama, BAC Vice Chairman at 9:45 AM of July 17, 2020.**

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:

- Mr. Gaspar introduced the project and acknowledged the presence of various interested parties and prospective bidders, namely:

1. Pharmachoice Corp. represented by:

- a. Mirasol M. Selmon

NAME OF PROJECT	Approved Budget for the Contract (ABC)	Price of Bidding Documents (non-refundable)
ITB No. 20-062		
SUPPLY AND DELIVERY OF DISPOSABLE TRAY AND PURIFIED DRINKING WATER (LINE BIDDING)	Php 2,760,000.00	Php 5,000.00

- Date of Publication/ Posting **July 8, 2020 at the PhilGeps, NKTi Website and at a conspicuous place at NKTi**
- Date of invitation to observers **July 8, 2020**
 1. Transparency International Philippines
 2. Sentro Ng Alternatibong Lingap Panligal
 3. Parliament of Youth Leader
 4. Philippine Chamber of Commerce and Industry
 5. NKTi – Internal Audit
 6. NKTi – COA
- Opening of Bids **August 4, 2020 (Tuesday) at 9:00 AM
BAC Conference Room
G/F, NKTi 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 Dra. Valderrama. Also the proper sealing of bids was discussed.

- **Section III, Clause 1.2**
 - The lot(s) and reference is/are:
SUPPLY AND DELIVERY OF DISPOSABLE TRAY AND PURIFIED DRINKING WATER (LINE BIDDING)
- **Section III, Clause 2**
 - The Funding Source is:
The Corporate Operating Budget of 2020 *in the total amount of Two Million Seven Hundred Sixty Thousand Pesos Only (Php 2,760,000.00)*

The name of the Project is: **SUPPLY AND DELIVERY OF DISPOSABLE TRAY AND PURIFIED DRINKING WATER (LINE BIDDING)**

- **Section III, Clause 5.4**
 - The prospective bidder should have completed within **THE PAST THREE (3) YEARS:**
 - a. A Single Largest Similar Completed Contract (SLSCC) must be equivalent to at least **TWENTY-FIVE percent (25%) of the (ABC).**

For this purpose, similar contracts shall refer to **Grocery Items.**

- **Section III, Clause 12.1 (a)(i to vii)**
 - All notes regarding COVID-19 pandemic removed.
- **Section III, Clause 12.1 (a)(vii)**
 - Certified True Copy by the bidder's authorized representative of Audited Financial Statements, showing, among others, the prospective 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 (**comparative year 2018 & 2019**) from the date of bid submission.

4. Section VI Schedule of Requirements was presented by Dra. Valderrama.
- Delivery Period: Initial delivery is **within 7 calendar days** upon receipt of P.O and thereafter on staggered delivery as per schedule. Delivery of materials shall be allowed from Monday-Friday, 9:00 am-4:00pm.
NOTE: Any replacement outside of the approved specification is NOT ALLOWED.
 - Terms of Payment: Staggered payment within 60 days from receipt of original copy of Invoice/DR stamped & received by SMD. No payment for incomplete delivery unless there's a written and signed notice from supplier that a particular item/s cannot be delivered for any reason.
5. The End-user presented the Section VII Technical Specification of the project.

Item No.	Particulars	Minimum Requirements
1	Disposable Tray	Features: -Size: At least 7.5 inches x 9.5 inches -Tray: Any color -Lid: Clear, Removable -Material: Polypropylene -With 3-4 Compartments -Biodegradable and Microwavable Functionality: -Lid fits snugly -Spill proof
2	Water, Purified Drinking	Features: -Purified -Net Vol.: 330-350 ml

6. 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 **10:24 AM** after the BAC reiterated that deadline and opening of bids shall be on August 4, 2020 at 9:00 am 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:


ARNOLD JOSEPH M. FERNANDEZ, MD
 BAC Chairman