



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
3/F PCA Bldg., Elliptical Road, Diliman, Quezon City, Philippines 1101
Tel. No.: +02. 332. 4661 website: www.bfar.da.gov.ph e-mail: bac.eps@bfar.da.gov.ph

MINUTES OF MEETING

- Date :** March 24, 2020
- Time :** 10:00 AM (Wednesday)
- Venue :** BFAR BAC Room, 3rd /F PCA Bldg., Elliptical Road, Diliman, Quezon City and thru Zoom Meeting Application)
- Agenda:** Pre-Bid Conference of: **2021-11 “SUPPLY AND DELIVERY OF REFERENCE STANDARDS and MATERIALS for ANTIBIOTIC RESIDUE ANALYSIS-NFLD”**
- Attendance :** **BIDS AND AWARDS COMMITTEE**
1. Atty. Demosthenes R. Escoto - *Vice-Chairman (through video conferencing)*
 2. Mary Joy A. Malvas - *Member (through video conferencing)*
 3. Marc Lawrence J. Romero *(through video conferencing)*
- END-USER/PROVISIONAL MEMBER**
4. Judith Mae B. Arvesu *(through video conferencing)*
 5. Kara Amanda C. Macadangdang *(through video conferencing)*
- BAC SECRETARIAT**
6. Madeleine E. Manapat
 7. Jenny A. Hernandez *(through video conferencing)*
 8. Gabrielle Monica Perez *(through video conferencing)*
- TECHNICAL WORKING GROUP (TWG)**
9. Wilhelmina C. Guliman *(through video conferencing)*
 10. Joseph Adrian G. Loja *(through video conferencing)*
 11. Rizzie Kimberly M. Raguindin *(through video conferencing)*
 12. Jeryl Belle C. Rafanan *(through video conferencing)*
 13. Ivy Dyan P. Banogon *(through video conferencing)*
- PROSPECTIVE BIDDER/S**
14. Nelly Rose Socorro - *Microgenetix, Inc. (through video conferencing)*
 15. Eugene Cruz - *Chemline Scientific Corporation (through video conferencing)*
 16. Carmina de Robles - *Ae Alchemists Inc. (through video conferencing)*
 17. Carren Ugtuhan - *Belman Laboratories (through video conferencing)*

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 10:00 AM with the BAC Chairman presiding. 2. The Chairman presided the conference and acknowledged the presence of the attendees. 3. The Chairman introduced himself first followed by BAC members, BAC Secretariats, End-users, TWG and prospective Bidders (including those who attended thru video conferencing). 4. Having established the required quorum, the Chairman requested the BAC Secretariat to discuss the bid documents proceeded with the discussion of the Invitation to Bid (ITB) as posted and the general requirements for the procurement project. 5. The BAC Secretariat inquired if all the bidders present have seen the bid documents and proceeded with its presentation. 6. The BAC Secretariat also presented the procedure for the submission of bids through online including the two-factor security procedure.
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Discussion:

BID DOCUMENTS																															
INVITATION TO BID	<ol style="list-style-type: none"> 1. The procurement project has an Approved Budget for the Contract (ABC) amounting to ONE MILLION THIRTY-EIGHT THOUSAND THREE HUNDRED TEN PESOS ONLY (PhP 1,038,310.00). 2. The procurement project is divided into four (4) lots, which are as follows. <table border="1" style="margin: 10px auto; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="text-align: center;">PR No.</th> <th style="text-align: center;">Lot no.</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Approved Budget for the Contract (ABC) (PhP)</th> <th style="text-align: center;">Bidding Documents Fee (PhP)</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">21-02-130</td> <td style="text-align: center;">1</td> <td>Reference Standards of Antibiotic Residue Analysis using ELISA Method for Method Validation</td> <td style="text-align: right;">650,910.00</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Reference Standards of Antibiotic Residue Analysis for Method Validation for the Expansion of Analysis using ELISA Method</td> <td style="text-align: right;">78,000.00</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Reference Standards of Antibiotic Residue Analysis for Method Development using HPLC Method</td> <td style="text-align: right;">257,400.00</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Reference Materials to be used in the Method Validation of Residue Analysis of Feed Samples using ELISA Method</td> <td style="text-align: right;">52,000.00</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">TOTAL:</td> <td style="text-align: right;"><u>1,038,310.00</u></td> <td style="text-align: right;">2,500.00</td> </tr> </tbody> </table> 3. The schedule and venue of the procurement activities were also discussed: xxx 				PR No.	Lot no.	Description	Approved Budget for the Contract (ABC) (PhP)	Bidding Documents Fee (PhP)	21-02-130	1	Reference Standards of Antibiotic Residue Analysis using ELISA Method for Method Validation	650,910.00	1,000.00	2	Reference Standards of Antibiotic Residue Analysis for Method Validation for the Expansion of Analysis using ELISA Method	78,000.00	500.00	3	Reference Standards of Antibiotic Residue Analysis for Method Development using HPLC Method	257,400.00	500.00	4	Reference Materials to be used in the Method Validation of Residue Analysis of Feed Samples using ELISA Method	52,000.00	500.00			TOTAL:	<u>1,038,310.00</u>	2,500.00
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	PROCUREMENT ACTIVITY	DATE	TIME	VENUE						
	DEADLINE OF SUBMISSION OF BIDS	April 7, 2021 Wednesday	9:30 AM	BFAR BAC OFFICE 3 rd Flr. PCA Bldg., Diliman, Q.C. and thru online submission						
	DATE OF OPENING OF BIDS	April 7, 2021 Wednesday	10:00 AM	BFAR BAC OFFICE Room 3 rd Flr. PCA Bldg., Diliman, Q.C. and thru Zoom Meeting Application						
	<p>xxx</p> <p>a. The bidder must have completed delivery of test kits for: Supply and Delivery of Reference Standards and Materials or Equivalent Pharmaceutical Standard.</p> <p>b. completed within two (2) years prior to the deadline for the submission and receipt of bids and must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</p>									
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM BIDDERS									
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	<p>4 din po na bid security na gagawin? Tama po?</p> <p>"Ok ok sir!"</p>	<p>technical documents of the bid proposal so, kung eligibility documents ok lang pero pag technical dapat per lot meron kayo nun."</p>
<p>Prospective Bidder: "Can we go back to the sealing of envelope?"</p> <p>"Mam sa technical component one documents lang po ipapasa namin but per lot 4 na financial, tama po ba?"</p> <p>"Yes, separate po mam but icocontain sya sa iisang envelope, tama po ba?"</p> <p>"Or iba iba sya ng pag pasa?"</p> <p>"So bale mam 4 original envelopes ang ipapasa containing the lot 1, 2, 3 and 4 technical and financial, tama po ba?"</p> <p>"Yes sir!"</p>	<p>BAC Secretariat: "Ah sa sealing po, wait lang. Ito po yung sealing ng envelope."</p> <p>"Pati ho pla sa technical ah specifications db po ung number, yung delivery at technical specifications po kung 4 na lots ang sasalihan nyo, 4 pa rin po un. So, kung bale for lot 1, lot 2, lot 3, lot 4 po separate."</p> <p>"Hindi"</p> <p>"Iba iba po ng folder."</p> <p>"Opo"</p> <p>Chairman: "Tama po mam. Opo. Ibig sabihin you can have 1 eligibility document for the 4 lots pero pagdating sa technical documents talagang kelangan nyong mag submit ng on per lot basis un eh, technical specifications, delivery schedule per lot yan. So, but you can contain it in one envelop. Kasi ang gagawin naman namin is we have to you before opening ng bid on which particular lot you will participating, para alam na ho naming kung saan kayo nagpaparticipate from the beginning."</p>	
<p>Prospective Bidder: "Question po mam sa online. Tanong ko lang po ah db po yung online mam is PDF file sya, PDF file nya halimbawa sa eligibility document continues PDF file sya?"</p> <p>"Gusto nyo po mam sunod sunod po sya one PDF file whole eligibility documents in consecutive pages na lang? Same with financial? Magiging dalawang zip file. Isang eligibility</p>	<p>BAC Secretariat: "Mas maganda po sana continues sya hindi po yung kada, sample po PhilGEPS Certificate isang file po sya."</p> <p>"Opo, as we discussed po kanina."</p>	

	<p><i>technical at isa financial?"</i></p> <p><i>"Db po nagsubmit na po ng soft copy tpos mag susubmit pa rin po kami ng hard copy 3 copies?"</i></p> <p><i>"Sa online submission po, do I need to sign all the documents before I scan?"</i></p> <p><i>"Parang scan copy talaga ng document na isusubmit naming."</i></p> <p><i>"Noted po mam!"</i></p>	<p><i>"Mas maganda po pero we encourage po talaga yung online submission kasi po like po nung kaninang diniscuss pag hindi po natin ma open ang inyong online submission babalik po tayo sa hard copy."</i></p> <p><i>"Opo. Kelangan po."</i></p> <p><i>"Opo."</i></p>
SCHEDULE OF DELIVERY	<p>1) The bidders requested for the adjustment of delivery schedule, to which the end-user agreed with.</p> <ol style="list-style-type: none"> a. Lot 1 will be delivered within THIRTY (30) to SIXTY (60) calendar days upon receipt of the Notice to Proceed; b. Lot 1 will be delivered within THIRTY (30) to SIXTY (60) calendar days upon receipt of the Notice to Proceed; c. Lot 1 will be delivered within THIRTY (30) to SIXTY (60) calendar days upon receipt of the Notice to Proceed; and, d. Lot 1 will be delivered within THIRTY (30) to SIXTY (60) calendar days upon receipt of the Notice to Proceed; <p>2) Due to the nature of the items, these will be delivered straight to NFLD. A prior coordination with the Property Section will be done.</p>	
TECHNICAL SPECIFICATIONS	<p>NO QUESTIONS FROM BIDDERS</p> <p>The BAC Secretariat emphasized the additional requirements as follows:</p> <ul style="list-style-type: none"> • <i>Winning bidder must submit a CERTIFICATE OF ANALYSIS UPON DELIVERY</i> • <i>Packaging Requirement: Packaging of materials or test kits upon arrival at the laboratory must conform to the criteria specified by the manufacturer.</i> • <i>MINIMUM OF ONE (1) YEAR EXPIRATION DATE UPON DELIVERY</i> 	
BIDDING FORMS	NO QUESTIONS FROM BIDDERS	
CHECKLIST OF BID ENVELOPE REQUIREMENTS FOR BIDDERS	<ol style="list-style-type: none"> 1. The prospective bidders were reminded to attach all pages of their PhilGEPS registration certification. 2. The new format for all its 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 and Single Largest 	

	<p>Completed Contract (SLCC) was presented.</p> <ol style="list-style-type: none"> 3. For Technical Requirements, the bidder must also submit a brochure of the offered product. 4. The BAC Secretariat presented the Preparation of Bid Documents through online submission. 5. Although bidders may choose in submitting either the soft copy or hard copy of bid documents, the Secretariat explained that it is better for them to submit both.
OTHER MATTERS	<ol style="list-style-type: none"> 1. The BAC Chairman reminded the secretariat that the issuance of Supplemental Bid Bulletin is till Friday March 26, 2021. 2. The BAC Chairman reminded the bidders to take note of the Opening of Bids on April 7, 2021 (Wednesday). No late submission will be accepted. The agency is using the Philippine Standard Time. 3. The Supplemental Bid Bulletin be made available to at least ten (10) calendar days before the deadline for the submission and receipt of bids. 4. He asked the prospective bidders to send if they have any additional questions and clarifications either in original bid document or issued supplemental bid bulletin in writing and send it to the BAC Secretariat. 5. The BAC Chairman required the end-user to attend the Bid Opening as one of the provision members of the BAC. And so, with the TWG for endorsement of the bidding documents after the said activity for evaluation.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:00 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted March 24, 2021 .

Prepared by:

Original signed

JENNY A. HERNANDEZ

BAC Secretariat

Noted by:

Original signed

MADELEINE E. MANAPAT

Head, BAC Secretariat

Approved by:

Original signed

ATTY. DEMOSTHENES R. ESCOTO

Chairman, BAC