



MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF INVERTER AIR-CONDITIONING UNITS OF DIFFERENT AREAS IN HOSPITAL AND MOTORPOOL BUILDING PUBLIC BIDDING NO. VMC-2024-034

July 04, 2024, 10:00 AM

The following were present during the conference:

BIDS & AWARDS COMMITTEE:

Ms. Shirlene V. Vianzon – Chairperson
Mr. Edsel S. Martin – Vice-Chairperson
Dr. Gene Rose N. Burgos – BAC Member
Mr. Juan B. Sapasap, Jr. – BAC Member
Ms. Cherryl Ann L. Toyocan – BAC Member
Engr. Melvin C. Orog – Provisional Member
Engr. Gerardo E. Lingat – Provisional Member

BAC SECRETARIAT:

Ms. Ligaya Ubalde - Head
Ms. Kristine Joy Manuel
Ms. Angelita B. Dayego
Ms. Aileen Pacheco
Mr. Lester John Jake Divino
Ms. Maiko Janzel Dizon
Ms. Aileen S. Cali

TWG, END-USERS & OBSERVERS:

Mr. Joy Lariosa – TWG
Mr. Dennis V. Santillan – TWG
Ms. Mara Almira B. Bernardo – TWG
Dr. Edilberto V. Cavaneyro – Observer, OIC-CMPS
Ms. Almira G. Satumba – Observer, OIC-FMO II
Ms. Rufina F. Vadil – Observer, Budget Section

Mr. Raymund Joe Macuana – Observer, Accounting
Ms. Ruby S. Gurrea – Observer, CNO
Mr. Billy T. Lucena – Observer, IMISS
Engr. Zoraida S. Cuadra – Observer, EFMS
Mr. Roderick Balagtas – Observer, Proc. Section

PARTICIPANTS / PROSPECTIVE BIDDERS:

1. Mr. Mark Kristoffer Canpaxia – FMG Refrigeration and Air-conditioning Services
2. Mr. Alvin R. Pedida – Galaxy Construction Supply and Services
3. Mr. Erico Angelo Francisco – Aequus Enterprise
4. Ms. Melody Garcia – Deokma Eight Trading Inc.

The conference started at 10:00am and was presided by Ms. Shirlene V. Vianzon, Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. She acknowledged the presence of all representatives of each prospective bidder, the members of the BAC Committee, BAC Secretariat, TWG Members as well as the invited observers. She reminded everyone that the Committee strictly adheres to Republic Act No. 9184 or the Government Procurement Act and the Standard Public Bidding Documents.

BUSINESS MATTERS:

- In accomplishing the Technical Specifications and Schedule of Requirements, state only the item that will be bid.
- Bid Security will be forfeited if withdrawn during the validity period.
- Notice of Award will be faxed to winning bidders. The following day will be counted as 1st day of receipt.
- CTC of documents by the bidder itself are acceptable provided that the bidder will submit the Omnibus Sworn Statement. (Note: State CTC based on original, photocopy, etc.)
- Any document or certification issued outside Philippines should be accompanied by the official red ribbon (authentication) by the Philippine Consular Office/Embassy where the subject document or certification is issued.
- Modification of Bid is strictly prohibited. The description stated in the bid offer will be followed and cannot be amended

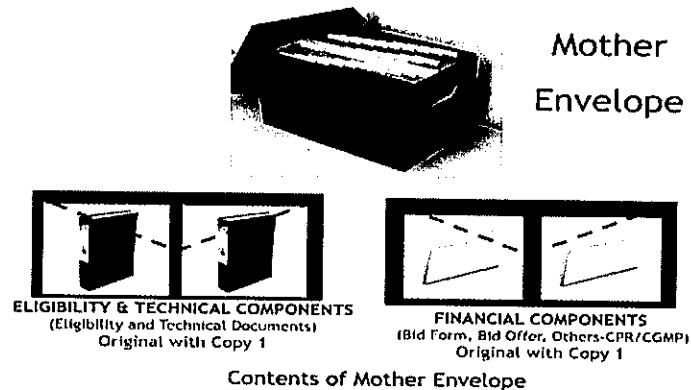
PRESENTATION OF BIDS:

Bidders shall submit their bids through their duly authorized representatives using the forms specified in the Bidding Documents in two (2) separate sealed envelopes, which shall be submitted simultaneously.

- Bidders shall enclose the "Original" and "Copy 1" of their Eligibility and Technical Documents in a separate envelope marked ELIGIBILITY and TECHNICAL COMPONENTS. The "Original" and "Copy 1" of their Financial Documents (Bid Form, Bid Offer & others) shall be enclosed in a separate envelope marked FINANCIAL COMPONENTS.

- These 2 envelopes shall be enclosed in any sealed box (preferably Data File Box) with cover.
- No color preference for the Folders and Boxes.
- All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound (*preferably 2 to 3 rings folder*) and tabulated in words. Failure to follow instructions will mean disqualification.

PRESENTATION OF BIDS



➤ **Documents Comprising the Bid: Eligibility and Technical Components – 1st Envelope**

(A) Eligibility Documents

Class "A" Documents:

(i)

(a) Valid PhilGEPS Registration Certificate Platinum Membership (all pages);

(ii)

- b. Statement of the prospective bidder of **ALL** its on-going 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;
- c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last three (3) years as provided in the Bidding Documents;
- d. Original copy of Bid Security. If in the form of a surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
- e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- f. Original duly signed Omnibus Sworn Statement (OSS);
 - For corporation/Partnership/Cooperative – attach Original Notarized Secretary's Certificate
 - For JVA - attach Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- g. The prospective bidder's computation of its Net Financial Contracting Capacity's (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- h. If applicable, a duly signed joint venture agreement (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.

➤ **FINANCIAL COMPONENT ENVELOPE – 2nd Envelope**

The second envelope shall contain the financial information/documents as specified in the PBDs

- i. Original of duly signed and accomplished Financial Bid Form;
- j. Original of duly signed and accomplished Price Schedule(s);
- k. Brochure/Data Sheets

Other documentary requirements under RA No. 9184 (as applicable)

- (I) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

ADDITIONAL REQUIRED DOCUMENTS (to be submitted during post-qualification)

1. Bidding Documents duly signed/initialed by the authorized representative of the prospective bidder (each page). **May attach Official Receipt as proof of payment of bidding documents.**
2. Document Request List (DRL) from PhilGEPS (Optional)
3. Bid Bulletin/s
4. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
5. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
6. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
7. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR with 2023 ITR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
8. Certificate of Good Performance from at least one (1) Government or Private Hospital / Agency except from VMC (CY 2023-present)
9. Special Power of Attorney (SPA) for authorized representative if OSS is Sole Proprietorship for SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement
10. Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document
11. Proof of evidence for Green Procurement Policy (GPP)
12. Certificate of Stocks Availability from Suppliers (Notarized).

PR# 23-05-418

ITE M NO.	UNIT	ITEM DESCRIPTION	QTY.	ABC	TOTAL ABC
1	lot	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISIONING OF INVERTER AIR-CONDITIONING UNITS, COMPLETE WITH STANDARD ACCESSORIES AS PER MANUFACTURER'S STANDARD FOR THE VMC - MAIN HOSPITAL, INFECTIOUS DISEASE CLINICS BUILDING & MOTORPOOL BUILDING	1	3,895,878.93	3,895,878.93
TOTAL					3,895,878.93

Other Concerns:

- All quantity should be served and no loose items will be cancelled even the packaging do not conform to the required quantity. All requests for cancellation will be reflected to the Performance Evaluation of the Supplier.
- All packaging is acceptable provided that they met the total quantity requirement (per pc/per box). **PLEASE SPECIFY YOUR PACKAGING in the PRICE SCHEDULE.**
- Content higher than the requirement is acceptable but subject for evaluation – must be advantageous to the government.
PRICE SCHEDULE
- Column 1 – Should be in accordance with VMC's item number. **Items to be bid only.**
- Column 2 - Indicate the **item description of your offer** with BRAND. If no BRAND, indicates **GENERIC OR NO BRAND**.
- Column 3 – Country of Origin
- **BRAND/COUNTRY OF ORIGIN** should be specified, without BRAND will be outright disqualification of the said line item.
- The Price Schedule should be filled completely or put zero if not applicable.
- The final unit price should be stated.
- In the Price Schedule, "*For Goods Offered from Abroad Form*" will be used if the origin of the item is from abroad, if manufactured in the Philippines, "*For Goods Offered from Within the Philippines Form*" shall be used. (Please use the attached Form/Template)

- Bid Bulletin will be posted, if any.

POSTED IN BIDDING DOCUMENTS	AMENDMENT
SECTION VI. SCHEDULE OF REQUIREMENTS	
TERMS OF REFERENCE:	
<ul style="list-style-type: none"> • TESTING AND COMMISSIONING <ul style="list-style-type: none"> f. Testing and commissioning should be done in the presence of PPA representative. Corresponding test results and start-up forms must be duly signed by a qualified technician and a VMC representative. Original copies to be transmitted to VMC. 	Testing and commissioning should be done in the presence of EFMS REPRESENTATIVE . Corresponding test results and start-up forms must be duly signed by a qualified technician and a VMC representative. Original copies to be transmitted to VMC.
<ul style="list-style-type: none"> • ANNEX C <ul style="list-style-type: none"> d. The goods to be supplied have been available in the market for a period of not less than five (5) years nationwide 	Complete Removal of letter d from Annex C
<ul style="list-style-type: none"> • ANNEX D <ul style="list-style-type: none"> 1. From the date of delivery and acceptance of the products, the winning bidder shall warrant that the products are free from defects in materials and workmanship and shall undertake repair or replacement of any part(s) or portion of the equipment without cost to the government. Warranty period should be five (5) years on compressor and also (2) years on parts and labor with free cleaning service on a quarterly basis 	<ul style="list-style-type: none"> 1. From the date of delivery and acceptance of the products, the winning bidder shall warrant that the products are free from defects in materials and workmanship and shall undertake repair or replacement of any part(s) or portion of the equipment without cost to the government. Warranty period should be five (5) years on compressor and also (2) years on parts and labor with free cleaning service on a quarterly basis.
ADDITIONAL REQUIREMENTS BY VMC (POST-QUALIFICATION)	
<ul style="list-style-type: none"> • Proof of evidence for Green Procurement Policy (GPP) • Bid Data Sheet <ul style="list-style-type: none"> - 5.3 For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. OFFICE EQUIPMENT b. completed within the last three (3) years prior to the deadline for the submission and receipt of bids. 	<ul style="list-style-type: none"> • Proof of evidence for Green Procurement Policy (GPP) - DOE MINIMUM RATING OF 4.0 STAR - 5.3 For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. INSTALLATION, TESTING AND COMMISSIONING OF INVERTER AIR-CONDITIONING UNITS b. completed within the last three (3) years prior to the deadline for the submission and receipt of bids.

BID Opening will be on July 16, 2024, 10:00 AM (FACE-TO-FACE) at the BAC Office, 2nd Floor Annex Building, Valenzuela Medical Center.

The pre-bidding conference was adjourned at 12:00 pm.

Prepared by:


LESTER JOHN JAKE R. DIVINO, LPT
 BAC Secretariat

Noted by:


SHIRILENE V. VIANZON
 Chairperson, BAC