

**BID 5 AND AWARD COMMITTEE-BFP REGION 6**  
2/F New BFP Building, Block 19-A 4<sup>th</sup> Main Avenue,  
Phase 3, Alta Tierra Village, Jaro, Iloilo City

**MINUTES OF THE MEETING**  
06 0930H July 2022

**Pre-Bid Conference**

1. Pre Bid Conference for the Procurement of EMS Jump Bag and Medical Supplies for the use of all EMS of all Fire Stations in Region 6 in Responding to EMS Calls.

**PRESENT**

SR SUPT LESTER KENNETH C GIMOTEA	Chairperson
SR SUPT BARTOLOME O BELIRAN	Vice Chairperson
CINSP ALAN G GATUNGAY	Member
CINSP STEPHEN G JARDELEZA	Member, BAC
SFO4 Le M Sampiano	Member

**Secretariat**

INSP MARY ANGELIE B BOLOCON	Head
SFO3 Lyra P Villafranca	Member
SFO3 Amalyn P Lopez	Member

**Technical Working Group**

SINSP DIOSDADO P HADCAN JR	Head
SFO4 Mary Cheryl S Montña	Member
SFO3 Ma. Joelyn T Animas	Member
SFO1 Christopher D De Guia	Member

**ABSENT**

SFO3 Lovella C Saliba	Asst. Head Secretariat
SFO1 Constantine E Puno	Member, TWG

Bidder(s)

Negros Medical Trading  
B Shine Pharma

**I. AGENDA:**

2. Pre Bid Conference for the Procurement of EMS Jump Bag and Medical Supplies for the use of EMS of all Fire Stations in Region 6 in Responding to EMS Calls with an ABC of One Million Nine Hundred Ninety Nine Thousand Eight Hundred Sixty Pesos and 09/100 (Php 1,999,860.09).

**II. CALL TO ORDER**

The Proceeding was called to order at 0930H at the Office of Bids and Awards Committee (BAC), 2<sup>nd</sup> Floor, New BFP Building, Block 19-A 4<sup>th</sup> Main Avenue, Phase 3, Alta Tierra Village, Jaro, Iloilo City. It was presided by SR SUPT LESTER KENNETH C GIMOTEA, Chairperson, BAC, BFP6, which directed the Head Secretariat to call for an attendance check. Having four members present SR SUPT GIMOTEA moved to declare a quorum to signal the start of the proceedings.

### III. MINUTES OF THE MEETING

Prospect bidders were asked by SR SUPT GIMOTEA if they have bought the bid documents but none of them have it yet. The BAC then through CINSIP STEPHEN G JARDELEZA proceeded with the discussion on the said Pre Bid Conference following the rule that bidders can participate and ask question during the Pre-Bid Conference even if they have not yet purchased the bid documents. He discussed that the said procurement have two items in a lot which compose of EMS Jump Bag with contents and Medical Supplies. Delivery period is 60 Calendar Days upon receipt of Notice to Proceed. Bidding will be conducted through open competitive using the non discretionary pass or fail criterion as specified in 2016 Revised IRR of RA 9184. Complete set of bid documents is available at BAC office from 28 0800H June 2022 to 18 0800H July 2022 with a production cost of Five Thousand Pesos (Php 5,000.00). Bids must be duly received by the BAC Secretariat through manual submission on 18 0930H July 2022, late bids will not be accepted. It must be accompanied by Bid Security in any acceptable forms and in an amount stated in ITB Clause no. 16. CINSIP JARDELEZA emphasized that the place of delivery will be at the Office of the Fire Provincial Directors. He further discussed that the medical supplies will be 75 packs with different contents depending on the need of the recipient fire station. One of the prospect bidder asked if the content of each bag is specified which was answered by SR SUPT GIMOTEA in affirmative since all the items to be distributed per bag was specified in the bid documents. CINSIP GATUNGAY added that bid documents was uploaded to the BAC Website so that prospect bidders can review anytime at their convenience. He advised them to submit the sample of items/contents before the scheduled delivery. BAC issued an addendum of supplemental bid bulletin which amended the specification of other items for procurement such as portable suction machine with suction hose, 12 volts in 1 liter canister, portable oxygen tank with regulator, forceps, anti bacterial ointment, gloves and other items. For the benefit of the present prospect bidders CINSIP GATUNGAY read the whole addendum. They were also reminded that submission of certificate must be during the opening of bids. Failure to comply will automatically disqualify them to participate the bidding.

BAC then proceeded to the discussion of legal and technical documents. First requirement discussed were the Authority of Signatory in the form of Secretary Certificate signed by the secretary of the board. For sole proprietorship SPA is enough but when the owner or the proprietor of the business entity is the one who signs the documents, SPA is no longer required. Next is PhilGEPS Registration Certificate with Platinum membership valid and updated this 2022 or Registration Certificate from SEC, DTI for sole proprietorship. Mayor or Business Permit issued by the municipality where the principal place of the business of the bidder is located. Next is valid Tax Clearance reviewed and approved by the BIR. Submission of PhilGEPS Registration Certificate has 3 options: Option 1. Registration Certificate reflecting the updated legal documents, such as Business Permit, Audited Financial Statement and Income Tax Return. Option 2. PhilGEPS Registration Certificate which reflect the updated eligibility documents or Class A documents. Option 3. PhilGEPS Registration Certificate that does not reflect the updated class A documents with attached complete updated documents. Next are Statement of All Ongoing Government and Private Contracts awarded but not yet started. CINSIP GATUNGAY emphasized that bidders must use the updated standard form provided by BFP. Next is Statement of SLCC in standard form. Next is the NFCC computation or credit line commitment, for joint venture agreement it must be duly notarized by Notary Public with MCLE 6 compliant. Next is the Bid Security in a prescribed form with amount and validity period in a form of cash, manager's check, bidders bond or the Bid Securing Declaration. Next is schedule of requirements, Technical Specification which shall include production and delivery schedule and all manpower requirements and after sales service. Omnibus Sworn Statement in accordance with Section 35.3 of the IRR of RA 9184 composing of 10 paragraphs.

Next requirement, under 13.b of ITB financial component of the bids shall contain duly signed Financial Bid Form and price schedule. The BAC likewise discussed the sealing and marking of envelopes. There must be three envelopes with label copy 1, copy 2, and original copy. Each envelop will contain the technical and financial documents and shall be sealed in one mother envelope with following markings: 1. Name of Contract to be bid, name and address of the prospective bidder in capital letters and address to procuring entity BAC in accordance with IB clause 1.1. Envelope shall not be opened before 18 0930H July 2022 in accordance with ITB clause 21. Lastly, they were advised to coordinate to the Operations Division for their further inquiries regarding the product to be bid.


CINSP GATUNGAY moved for the adjournment of the Pre Bid Conference for the Procurement of EMS Jump Bag and Medical Supplies for the use of all EMS of all Fire Stations in Region 6 in Responding to EMS Calls and was duly seconded by SFO4 Sampiano with no objection.

SR SUPT GIMOTEA approved the motion having no other objections from the other members.

#### **IV. ADJOURNMENT**

Having no other issues to discuss, the meeting was adjourned by SR SUPT LESTER KENNETH C GIMOTEA at exactly 1100H.

Prepared by:



**MARY ANGELIE B BOLOCON**  
INSP BFP  
Head, Secretariat, BAC-BFP6

Certified Correct by:



**LESTER KENNETH C GIMOTEA, CESE, CSEE**  
SR SUPT (DSC) BFP  
Chairperson, BAC-BFP6