

MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Sports Performance Testing
Equipment for PSC Sports Physiology Unit (Lot 4) Re-bid

July 25, 2019, 10:20 AM

Conference Room

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Michael Tanglaw	BD Scientia MDS - Lot 2A Gladiola St., Baguio, Benguet
2.	Jeremy Cruz	Pointcare Medical -304 M. B., Aguirre Bldg., KM 29, Tunasan, Muntinlupa

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
3.	Epifanio G. Cordero, Jr.	BAC Member
4.	Marc Edward D. Velasco	BAC Member
5.	Anna Christine S. Abellana	BAC Member Alternate
6.	Abigail Marie V. Rivera	BAC Member Alternate
7.	Ethel M. Goh	BAC Secretary
8.	Jun Michael T. Unzo	Assistant BAC Secretary
9.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
10.	Jeanette Dinglasan	BAC Secretariat Support Staff
11.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
12.	Ariel Flores	BAC Secretariat Support Staff
13.	Justine Anne Buhat	BAC Secretariat Support Staff

C. TWG

	Names	Position
1.	Atty. Michelle Labajanan	TWG Member
2.	Erwin Guillermo	TWG Member
3.	Caroline Tobias	TWG Member
4.	Irene Dato	TWG Member
5.	Engr. Victoria Moya	TWG Member

D. Others

	Names	Position
1.	Engr. Jose Damole	Consultant
2.	Roxanne Narciso	End-User

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Sports Performance Testing Equipment for PSC Sports Physiology Unit (Lot 4) Re-bid**, with an Approved Budget for Contract of **Forty Million Three Hundred Seven Thousand Two Hundred Pesos (Php 40, 307, 200.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on July 17, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, Technical Working Group (TWG) members and Other/s. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above was mentioned).*

The Philippine Chambers of Commerce, Inc. (PCCI), Commission on Audit (COA) Representative and Philippine Institute for Supply Management (PISM) were invited, however, the said offices failed to send representatives to attend the Pre-Bid Conference.

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Chairman started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Goods must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided, in case the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit whose validity period had already lapsed / expired before the expiration of the PhilGEPS Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. **The General Information Sheet for 2019** shall also be submitted in case bidder is a corporation. In case the following document is not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.
5. Duly signed and notarized Valid Joint Agreement, in case of Joint Venture. In case bidder does not have Joint Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY**;
6. Duly signed and notarized statement of complete similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
7. Duly signed and notarized statement of ongoing similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;

- c. Total contract cost;
- 8. **Duly Signed and notarized statement** of completed single largest contract that is similar to the contract to be bid, and whose value must be **at least fifty percent (50%) of the ABC**;
- 9. End user's Certificate of Commendation of Satisfactory Performance (for Bidders who have contract with PSC) or Certificate of Commendation of Satisfactory Performance from Client.
- 10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited Financial Statement (AFS) for 2018, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. **Only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted;**
- 11. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC OR Committed line of credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal / Commercial bank, it shall be authenticated by a local Universal / Commercial Bank. The Bank issued Committed Credit Line must be specifically be for Procurement Project and must state the name of the Philippine Sports Commission;

B.2. As to Technical Documentary Requirements:

12. Bid Security

- Required Bid Security Form
- **Duly Signed and Notarized Bid Securing Declaration** or any/either of the following:
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
 - c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security;

13. Technical Specifications;

Item Descriptions:

SPORTS PERFORMANCE TESTING EQUIPMENT

1. 6 pcs Urine Specific Gravity Pen Refractometer

- Digital Hand Held Urine Specific Gravity Pen Refractometer
- Resolution: Urine S.G. 0.001
- Measuring time: 2 seconds
- Urine Specific Gravity: 1.000 to 1.0600

2. 6 pcs Urine Specific Gravity Refractometer

- Scale: Urine S.G., Serum Protein, Refractive Index
- Instant display of urine S.G from few drops of sample
- Zero setting in water without need for calibration solution
- Compact palette design
- Light weight
- Automatic temperature compensation
- Water resistant

3. 3 pcs Medicine Ball, 2kg

- Rubberized Grip

4. 2 pcs Medicine Ball, 3kg

- Rubberized Grip

5. 2 pcs Medicine Ball, 5kg

- Rubberized Grip

6. 1 unit Treadmill with Accessories

- Running surface (190x65cm), speed 0-4km/h,
elevation -25 to +25%, drive motor 4.3 KW with high performance 3 phase power supply, 2 interfaces ports for PC-ECG, ergospirometry, blood pressure monitor system.
- Footboard speed safe for jumping on and off the moving
running belt, extra width and yellow/black safety marking.
- Safety arc with harness, fall stop, chest belt & auto,
running belt stop h/p cosmos Sirius lactate test meter measurement within 10 seconds.
- Software H/p cosmos para analysis, professional evaluation
software for performance diagnostic and training control.
- Pre-installation and configuration of satellite PC
included software solutions. Treadmill pulsar 3p running machine 190/65 science port speed output TTL handrail left shortened (speed) 190/65 footboard left extra wide (speed) 190/65 safety Arch 65, harness, emergency switch interface connection cable RS 232, 10m USB to RS232 Interface Adapter - cable
- Chestbelt system for safety Arch Harness (sizes: S, M, L)
evaluation software for performance diagnostics, heart rate and lactate analysis and training management starter Kit Sirius with Lactate Scout Lactate test Meter lactate test strips Sirius lactate scout - 72 strips per box h/p/cosmos satellite PC med crate for transport TM65 (SB) assembled packing, part assembled on pallet with cardboard hood incl. safety arch transport charge CIF HK seaport on site installation testing commissioning and instruction 2 days on site performance diagnostic by h/p cosmos expert.

7. 4 pcs Weight Plates, 2.5kg.

- Easy Grip

8. 4 pcs Weight Plates, 5 kg.

- Easy Grip

9. 1 unit Sports Radar Gun

- Speed range: 10 to 199 in MPH or Km/H
- Point and shoot technology
- Range: typical 60 on balls 1000 on cars
- Trigger or continuous modes
- Tripod mount
- Quick read mode
- Average speed statistic
- Selectable audio indicator
- Operates on six standard AAA alkaline batteries
- Battery life: 100 hours
- Low battery indicator

- Includes soft case and speed turning fork
- Weight: 0.8 lbs

10. 2 units Weighing scales with height rod

- Balance scales
- Mechanical with height rod; display type beam;
- Weighing capacity; 200 kg column type configuration

11. 10 pcs Pulse Oximeter

- Measure SpO2 and PR accurately LED display and lightweight USB

interface to computer, software to analyze, store and print data
rechargeable Lithium battery with USB and AC charger

12. 2 units Echo Training System

- 15 Man team echo training system bundle package 15 bioharness 3 side strap SM-M bluetooth connectivity to receiver or external sensor measures
- Heart rate, breath rate and position/posture 3 axis acceleration to 16g red/ orange/ green subject status indication. Transmit and logging modes 250hz ECG
- Transmission and logging with 100hz accelerometer logging USB connectivity for data download and charging bioharness 3 side strap SM-M for small to medium
- Size frame (69-84 cm; 27 -33 inches) bioharness 3 side strap SM-M padded for small medium size frames (69-84 cm 37-33 inches padded)

13. 4 units Cycling Ergometer

- Bike frame 30kg., 800mm x 400mm thick zinc shield primed steel frame provide strong and stable platform. Frame feet: 5cm diameter rubber feet
 - Transportation roller fitted with incline skate ball-bearing wheels bottom bracket 30mm thick industrial grade bearing
 - Cranks: 170mm long thematically treated hardened steel, Pedal: combination pedals are fitted as standard with SPD fitting on one side one toe cage on the other. Chain and blt driver: 1/2" x 1/8 steel, automotive industry rubber, Kevlar reinforced belt handlebar & seat stems & horizontal sliders. Steam are 45mm square, 3mm thick stainless slider with 5mm marker increment height adjustment. Lever saddle height adjustment 59cm-48cm
 - Handlebar: stainless steel spinning handle bars with vulcanized rubber grip 55-74cm air resistance flywheel industrial grade zinc anodized iron steel flywheel air gear lever magnetic resistance control level (second resistance system) performance monitor measures 42 different parameters receives and data from HR monitors
- Broadcast:
- Bike power protocol, bike speed and cadence, bike protocol for power cycling SE data customizable, display the polar view battery Lion & 4v; 2550 mAh Battery charge 12v 1000mA 12w max charging time from flat 8-10 hours battery autonomy 20hrs.

14. 13 units Rowing Ergometer

- Performance monitor. Nickel plated steel chain, monorail aluminum from legs, steel rear easy storage and mobility
- Adjustable footrest and ergonomic handle

15. 20 units Action Camera

- Adhesive mount, live-view remote, micro USB cable
- Rechargeable battery pack, waterproof case, dust proof shock proof
- Steady shot electronic image stabilization
- Shutter speed 1/10,000
- Noise reduction, burst shooting motion shot LE wind noise reduction, interval recording
- Built in stereo microphone 4k micro HDMI output HD micro HDMI output memory card slot multi/micro USB terminal stereo minijack

with accessories:

- a. 20 pcs Underwater Housing
- b. 20 pcs Chest Mount Harness
- c. 20 pcs Float Attachment

16. 3 units Professional Video Camera

- High Definition
- Video Recording system
- Compression: MPEG-2 Long GOP
- Color Space: 4:2:2 (at 50Mbps recording)
- File Format: MXF
- Recording Modes:
 - 50Mbps (CBR) 4:2:2, 1920x1080, (60i/30p/24p), 1280x720 (60p/30p/24p);
 - 35Mbps (VBR) 4:2:0, 1920x1080 (60i/30p/24p), 1440x1080 (60i/30p/24p), 1280x720 (60p/30p/24p);
 - 25Mbps (CBR) 4:2:0, 1440x1080 (60i/30p/24p)
- Image Sensor: 1/3 inch CMOS
- Total Pixels: Approx. 2.37 megapixels (2044 x 1160 pixels) each x 3

17. 3 units High Speed Professional Video Camera (Standard)

- Powerful 40x Clear Image Zoom
- Internal ND Filter
- Built-in adjustable LED Light
- Wi-fi
- OLED EVF & MI Shoe
- 3G-SDI OUTPUT
- 3-chips Imager
- ½.8 EXMOR CMOS
- 28.8-576mm Focal Length
- Optical Zoom 20x
- MS/SD slot x1
- SD slot x1
- Recording Format XAVC S(HD) AVCHD 2.0 DV

18. 1 package Underwater Camera

- Platinum plus package Prox package Wall Mount Package StartCam Package Claw Cam package iQ2 analysis recorder
- supercharge enterprise software travel/ storage
- camera package bags bonus commentary cam wireless based on 802.11n standard
- performance is environmentally dependant

19. 15 units Watch with Heart Rate Monitor

- Operating temperature: 14 deg f 122 deg F

20. 4 units Clamp Dynamometer

- Digital dynamometer with 2 shackles 5000lbs

21. 10 units Accelerometer

- Dimension: 4.6cm x 3.3cm x 1.5cm 30-100Hertz
- Memory 4GB water resistance of 1 meter, 3 axis MEMS
- Accelerometer and filter algorithm
- ANT5+Transmission
- Actilife Software
- Watchband

22. 15 units Heart Rate Monitor Wrist Wear

- Fitness Tracker

23. 4 units Hand Dynamometer

- Digital, hydraulic hand dynamometer
- Dual Scale (kg or pounds)

24. 2 units Body Composition Monitor

- Efficient in monitoring various body compositions – body weight, BMI, fat percentage, segmental skeletal muscle percentage, visceral fat level and much more.
- Runs on just 4 AA batteries.
- weight quite less i.e. 2.6 Kg approximately.

- It also consists of a progress chart and can store data for 90 days.
- Resting Metabolism
- Same age comparison
- 1 year warranty
- Can weigh up to 135 Kg

- For ideal weight management, body composition- body fat percentage, visceral fat level, subcutaneous fat and skeletal muscle percentage
- Full Body Sensing Technology for a more accurate and precise body composition analysis.
- Weight management:
- Segmental (Full Body, Trunk, Legs and Arms) Subcutaneous Fat & Skeletal Muscle Percentage
- Progress chart display
- Same Age Comparison
- Body composition analysis:
- Body Weight display
- BMI
- Body Fat Percentage & classification
- Segmental Subcutaneous Fat & Skeletal Muscle Percentage (Whole Body, Trunk, Legs and Arms)
- Resting Metabolisms
- Visceral Fat Level and classification
- Body Age
- Same Age comparison
- Progress Chart (NEW)
- Memory up to 90 days ago

25. 2 units Portable Force Plate

- Rectangular shaped portable force platform
- Dimensions: width -810mm, length-610mm, height-60mm, weight 15.55kg
- Some of the calculated parameters are:
 - Jump height by air Time and take off Velocity
 - Maximum power, force and impulse
 - Average Power and Force
 - Flight and Contraction time
 - Rate of force Development at any stage of the jump
- Minimum system required for the force jump software
- Microsoft window 7/8/8.1/10
- Screen resolution of 1024 x 768 or recommended
- 256mb of ram
- USB port
- Include four widely used jump test protocols.
- The protocols are static, counter-movement drop jump and fatigue test (multiple jump 15,30, 45, 60 seconds) an elasticity test can be performed separately or combined from existing jumps. Performing a jump test is made very easy by using the jump to test wizard. The product includes the USB powered platform (no external power required other than the laptop) a carrying bag and the labs jump test software for window 7/ 8/ 8.1 10 or newer dimensions 61 cm x 6cm, weight 14kg.

26. 10 units Yoga Mats

- 68" x 24" durable PVC Non slip Mat

Delivery Schedule: Supply and Delivery within 60 days upon issuance of Notice to Proceed except the following:

HP Cosmos Threadmill	90 days
Echo Training System	90 days
Accelerometer	90 days
Force Plate	90 days

14. Tax Payers Identification Number/Certificate of Registration;
15. Tax Clearance Certificate per Executive Order 398, series of 2005, ***as finally reviewed and approved by the BIR issued for Bidding Purposes*** valid as of the date of Opening of Bids;
16. Organizational Chart;
17. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation;
18. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with a proof of ownership or contract of lease;
19. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be signed and notarized).
 - a. That the bidder is not "blacklisted" or barred from bidding by the National Government or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;
 - c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;

- d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and /or to represent the prospective bidder in the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture;
 - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of R.A. 3019 (*that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultants by consanguinity or affinity up to the third civil degree*);
 - f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's;
 - g. That it complies with existing labor laws and standards;
 - h. That the bidder has no contract terminated by reason of default;
 - i. That it did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, or personnel or representative, of the government in relation to any procurement project or activity.
20. Other documents as stated in the BDS such as Pre-Bid Minutes and Bid Bulletin, including Supplemental Bid Bulletin that may be issued prior to the Opening of Bids, if any.
- If the Bid qualifies and submitted all documents bidders shall be marked as eligible and hence shall be eligible for the opening of its financial envelope.

B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
 - a. Duly signed and notarized bid prices in the Bill of Quantities;
 - b. Duly signed and notarized Proposal/Bid Form;
 - c. Duly signed and notarized Recurring Maintenance Costs, if applicable (signed and notarized statement if not applicable)
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

B.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. If submitted a certified true copy document, all original documents should be presented during the Opening of the Bids, for verification of the same purposes.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be brown in color and shall be labeled properly, as shown in the sample.
 - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but reminded to strictly comply with the color.
 - Envelopes should be properly signed, sealed and labeled.
 - Bidders shall put the word "complied" in each of the technical specification, to manifest that the technical specification has been complied with.
 - Reiteration of the submission of Certificate of Non-Applicability for certain items where it is appropriate.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on August 06, 2019 at 10:00 AM at the same venue. Late submission of bid documents will not be accepted. The bidders must come on or before 10:00 AM to the venue where the opening of bids will take place.
- E. The Duly signed and notarized statement or completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC should be included/declared in the (No. 6 of the Eligibility Documentary Requirements) Duly signed and notarized statement of completed similar government and private contracts for at least three (3) years or more with copies of the contract.
- F. Bidders whose business permit has expired and has not secured their 2019 Business Permit may submit their 2018 Business Permit together with the Official Receipt for payment of renewal of such permit;
- G. A photocopy of signatory's Government Issued Identification Card should be attached to each notarized document, as a mandatory requirement for notarization.

- H. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- I. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

There having no other questions raised, the pre-bid conference adjourned at 10:30 AM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

Reviewed by:

ETHEL M. GOH
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman