



MINUTES OF THE PRE-BID CONFERENCE
01 September 2026 @ 9:00 am
Public Bidding VMC No. 2026-068
SUPPLY AND DELIVERY OF ANTI-RABIES SERUM AND RABIES VACCINES
FOR 4TH QUARTER OF CY 2026

Present during the meeting were as follows:

BIDS & AWARDS COMMITTEE:

Mr. Edsel S. Martin – Chairperson
Ms. Shirlene V. Vianzon – Vice-Chairperson
Dr. Gene Rose B. Burgos – BAC Member
Mr. Juan B. Sapasap Jr. – BAC Member
Ms. Cheryl Ann Toyocan – BAC Member
Ms. Jonelyn M. Vegafria – Provisional Member

BAC SECRETARIAT:

Ms. Ligaya E. Ubalde – Head, BAC Secretariat
Ms. Angelita B. Dayego
Ms. Aileen C. Pacheco
Ms. Mary Shely Angeli F. Aurigue
Ms. Kezia-Therese M. Guevarra
Mr. Lester John Jake R. Divino
Ms. Diana C. Pulido – In-charge

PROSPECTIVE BIDDER/S:

Mr. Elbert V. Barrocamo – Endure Medical Inc.
Ms. Jacqueline Delos Santos – Pharma Surrey

OBSERVER/TWG/END-USER:

Dr. Jeffrey C. Capian – End-user, ABTC
Mr. Roderick R. Balagtas – Observer, Procurement
Ms. Richelle U. Sarno – TWG, Drugs and Medicines
Ms. Zenith Kal El D. Damian – TWG, Drugs and Medicines

CALL TO ORDER:

The conference started at 9:00 am and was presided by **Mr. Edsel S. Martin**, Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, 2nd Floor, Admin Building, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. He acknowledged the presence of all representatives of each prospective bidder, the members of the BAC, BAC Secretariat, TWG as well as the invited observers. He reminded everyone that the Committee strictly adheres to Republic Act No. 12009 and its Implementing Rules and Regulations or the New Government Procurement Act.

PROJECT DESCRIPTION:

PROJECT TITLE:	SUPPLY AND DELIVERY OF ANTI-RABIES SERUM AND RABIES VACCINES FOR 4TH QUARTER OF CY 2026
PB No.	VMC-2026-068
Bid Opening	September 15, 2026, at 9:00 am
Approved Budget for the Contract (ABC)	P 5,548,500.00
Source of Fund	GAA / INCOME
Implementing Unit	Pharmacy Department
Delivery Schedule	20 Calendar Days with succeeding Delivery/ies
Amount of Bidding Documents	See ITB
Criteria	Lowest Calculated and Responsive Bid (LCRB)

BUSINESS MATTERS:

The BAC discussed the requirements as stated in the Bidding Documents, the eligibility requirements, and technical and financial components of the procurement project, including questions, clarifications raised by the bidders before and during the pre-bid conference. (Section 51)

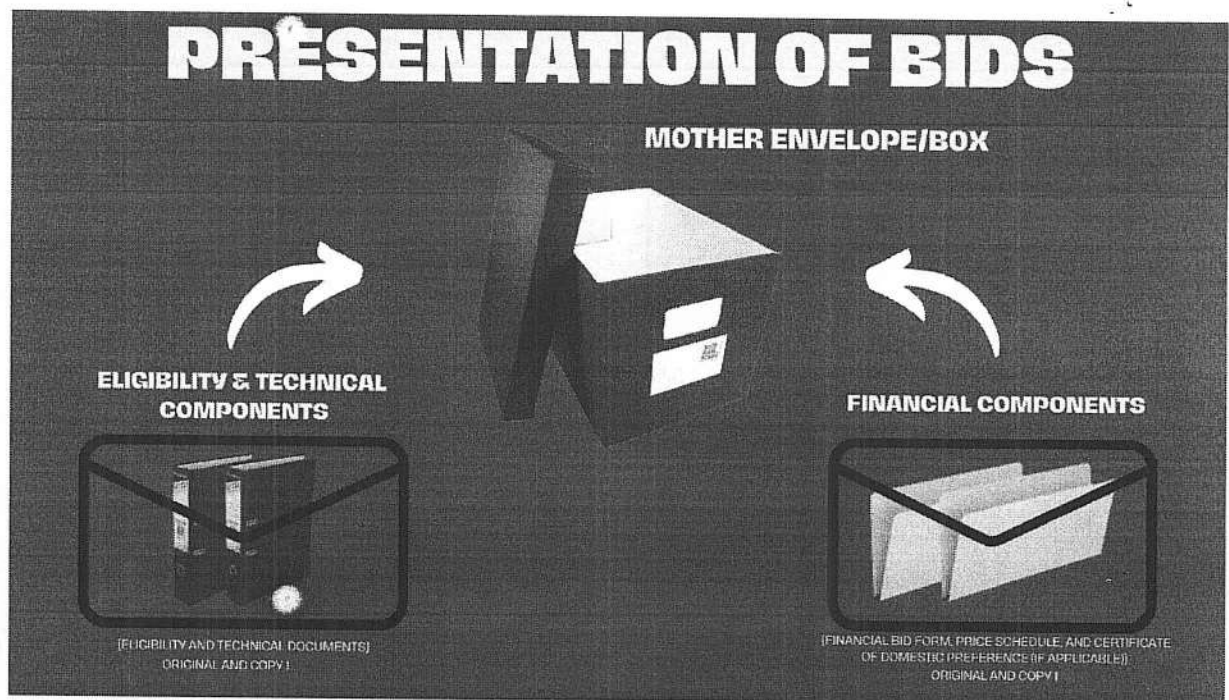
- In accomplishing the Technical Specifications and Schedule of Requirements, **bidders shall** follow the following:
 - a. Indicate your **OFFER** in the “Statement of Compliance” column and put the word “Comply” after the BIDDER’s specifications.

- b. If with variance or discrepancy in the VMC specifications, please indicate your offer in accordance with the brochure submitted, if applicable
- Bid Security will be forfeited if withdrawn during the validity period.
 - Forms as mentioned in ITB Clause 17.1 must be completed without any alterations to their format. No substitute form shall be accepted. (ITB Clause 17.2)
 - Each and every page of the Bid Form, including the Price Schedule, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid. (ITB Clause 17.3)
 - Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder. (ITB Clause 17.4)
 - 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.
 - Notice of Award will be **emailed using official email address indicated in the attendance during bid opening** to winning bidders. The following day will be counted as 1st day of receipt.
 - Modification of Bid is strictly prohibited. The description stated in the bid offer shall be followed and cannot be amended
 - Request of delivery extension before due date indicated in the approved Purchase Order is subject for approval of the Implementing Unit (IU).

PRESENTATION OF BIDS:

Sealing and Marking of Bids (Section 18 of Bidding Documents)

- Bidders shall enclose their technical documents described in ITB Clause 12 in one sealed envelope marked "TECHNICAL COMPONENT", and the financial component in another sealed envelope marked "FINANCIAL COMPONENT", sealing them all in an outer envelope marked "BID".
- The Bid as indicated in the Bidding Documents shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- All envelopes shall: (18.3)
 - a. contain the name of the contract to be bid in capital letters;
 - b. bear the name and address of the Bidder in capital letters;
 - c. be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
 - d. bear the specific identification of this bidding process indicated in the ITB Clause 1.1;
 - e. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 19.
- 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 a 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 and tabulated in words. Failure to follow instructions will mean disqualification.



➤ **Documents Comprising the Bid: Technical and Financial Components**

(I) **TECHNICAL COMPONENT ENVELOPE including Eligibility Documents – 1st Envelope**

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 20 of the IRR;
- b. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Section 52.4.1.3. of the New IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents; **and**
 - Amount of the completed contract should be fifty percent (50%) of the total ABC of the Project.
- c. Computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit in the case of goods or services; **and**
- d. Statement of 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**
- e. 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.
- f. Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15 Original copy of Bid Security
 - Bid Securing Declaration or any form of bid security in accordance with Section 56.2 of the IRR of RA 12009 or the New Government Procurement Act.
- g. Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service or parts, if applicable; **and**
- h. Original copy of Omnibus Sworn Statement (OSS); **and** accompanied by Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Notarized Special Power of Attorney in the case of Single Proprietorship;
- i. Declaration of Beneficial Ownership as stated in section 82 of the implementing rules and regulations of RA 12009 (for corporations, partnerships, private sector organizations, foundations, and associations)

For Sole Proprietorship: Submit an updated General Information Sheet or Declaration of Beneficial Ownership or any equivalent document
- j. For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

(II) **Financial Component Envelope – 2nd Envelope**

- k. Original of duly signed and accomplished Financial Bid Form.
- l. Original of duly signed and accomplished Price Schedule(s) in accordance with ITB Clause 13.1.
- m. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity. (If applicable)

ADDITIONAL REQUIRED DOCUMENTS (to be submitted during Post – Qualification Evaluation)

- 1. CTC copy of Official Receipt as proof of payment of bidding documents.
- 2. 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. All pages including Declaration of Beneficial Ownership
- 3. 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.
- 4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- 5. The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR with 2025 ITR or its duly accredited and authorized institutions, for online submission, an email confirmation from BIR for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- 6. Certificate of Good Performance issued by the Procuring Entity of the Bidder with at least Satisfactory Rating - CY 2025 to present, and a Certificate of Good Performance from Procurement Section for existing suppliers with Satisfactory Rating.
- 7. For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order, Notice of Award, Sales Invoice and Certificate of Completion and Acceptance. **At least 50% of total ABC.**
- 8. Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document.
- 9. License to Operate (LTO) from FDA
- 10. Certificate of Stocks Availability from Bidders (Notarized)
- 11. Certificate of Product Registration (CPR) (**complete pages**) from FDA or Certificate of Exemption. (CPR Manufacturer shall be visible) (If expired, attach proof or renewal)

REVIEW OF TECHNICAL SPECIFICATIONS:

ITEM NO.	ITEM DESCRIPTION	QTY.	UOM	UNIT PRICE	TOTAL AMOUNT	AMENDMENT
1	Anti-rabies serum (equine) 200 IU/mL, 5 mL vial (IM) For New Winning Bidder: Provision of Pharmaceutical Refrigerator	4,500	vial	754.00	3,393,000.00	None
2	Rabies vaccine, vero cell (purified) lyophilized powder, 2.51U/0.5ml + diluent For New Winning Bidder: Provision of Pharmaceutical Refrigerator	4,500	vial	479.00	2,155,500.00	None
				TOTAL:	5,548,500.00	

OTHER ISSUES AND CONCERNS:

- All requests for cancellation will be reflected to the Performance Evaluation of the Supplier.
- Content higher than the requirement is acceptable if advantageous to the government.
- *PRICE SCHEDULE***
- Column 1 – Should be in accordance with VMC’s item number.
- Column 2 - Indicate the **item description of your offer** with BRAND. If no BRAND, indicates **GENERIC OR NO BRAND. Please include your packaging for each item to be bid.**
- Column 3 – Country of Origin/Source of Domestic Product, as certified by the Relevant Agency
- The Price Schedule should be filled completely or put zero (0) or dash (-) 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.

- Bidders are advised to use two (2) decimal places in setting up their bid prices.
- For on-going contracts, please indicate total amount of all outstanding contracts.
- Failure of the supplier to deliver on time will be subjected to termination of contract as to awarded item. Performance Bond shall be forfeited in favor of VMC.

BID Opening will be on September 15, 2026, at 9:00 AM

The pre-bidding conference was adjourned at 11:00 am.

Prepared by:


DIANA C. PULIDO
BAC Secretariat

Noted by:


EDSEL S. MARTIN
Chairperson, BAC 

"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center...Where your health matters most"



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