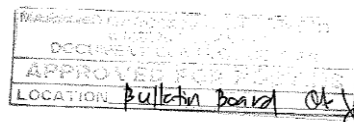




Republic of the Philippines
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"ISO 9001:2015 Certified"
"PGS Compliant"



BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE FOR THE PROJECT, HAULING, TREATMENT AND DISPOSAL OF HAZARDOUS AND INFECTIOUS WASTE OF THE HOSPITAL 2021

Agenda:

Pre-bidding Conference for the project, Hauling, Treatment and Disposal of Hazardous and Infectious Waste of the Hospital 2021 with an Approved Budget for the Contract (ABC) of Eighteen Million Seven Hundred Twenty Thousand Pesos Only (Php 18,720,000.00)

Attendance:

Committee	Name	Designation
BAC	Dr. Elyzel B. Puguon	Chairperson
	Mr. Diego L. Ofiaza	Vice Chairperson (via video conference)
	Ms. Rizzaly A. Vicente	Member
	Dr. Tennessee Huyaban	Member (via video conference)
	Ms. Edina Monique G. Tahilan	Member (via video conference)
BAC Secretariat	Mr. Ervin Ralph T. Lagmay	Member
	Mr. Wihl Jay C. Agcaoli	Member
TWG	Ms. Joy Inormin Alegado	Member
	Mr. James S. Marders	Member
	Engr. Nathaniel Yadao	Member (via video conference)
Observer	Ms. Bermely Ramos	COA Auditor

There were six (6) company representatives who attended via videoconference, namely:

Company	Representatives
Servo-Treat Philippines, Inc.	Ms. Eva M. Sagkal
	Dr. Eva F. Vertucio
	Ms. Erica B. Bongcayao
Cleanway Environmental Management Solutions Inc.	Ms. Jennilyn A. Lay
	Mr. Mikhail V. Mallonga
	Ms. Guiah L. Madronero

Time Started and Quorum:

The Pre-Bidding Conference for the project, Hauling, Treatment and Disposal of Hazardous and Infectious Waste of the Hospital 2021 held at 2nd Floor, Board Room, Main Building of Mariano Marcos Memorial Hospital and Medical Center at 9:00 AM of January 4, 2021 and was presided by Dr. Elyzel B. Puguon, BAC Chairperson. It was also presented via videoconference for the prospective bidders who cannot attend physically due to the COVID-19 pandemic.

Proceedings:

Pre-Bidding Conference

For the project, Hauling, Treatment and Disposal of Hazardous and Infectious Waste of the Hospital 2021 with an ABC of Php 18,720,000.00, posted at the website of PhilGEPS on December 19, 2020 and published on December 21, 2020 with reference number of 7374283, posted at the bulletin board and agency website on December 21, 2020.

The BAC Chairperson formally opened the conference. Some members of the BAC attended via videoconference and certified that there is quorum to conduct the Pre-Bidding Conference.

- **Bidder's Checklist**
The BAC Chairperson apprised the prospective bidders the importance of the checklist which will be used to evaluate prospective bidders' bid proposals. She further discussed and explained one by one the contents of the Technical and Financial Checklist. The BAC Chairperson stressed that they should complete what is included in the checklist otherwise their bid proposals will be declared failed.
- **NFCC**
The BAC Chairperson discussed the importance of the NFCC and reminded the prospective bidders that in all cases, the NFCC computation, if applicable must be sufficient for all the lots or contracts to be awarded to the bidders.
- **SLCC**
The BAC Chairperson talked through the significance of SLCC and emphasized that the prospective bidders should have completed at least two (2) similar Contracts, the aggregate amount of which should be equivalent to at least "fifty percent (50%)" in the case of Non-expendable supplies and services or "twenty-five percent (25%) in the case of expendable supplies of the ABC for this project.
- **Sealing and Marking of Bids**
The BAC Chairperson showed the slides on how to properly seal and mark the bid proposals. There will be two envelopes to be submitted: the first shall contain the technical component of the bid, including eligibility requirements and the second shall contain the financial component of the bid. The first and second envelopes shall be sealed in one envelope. The bidder is required to submit an original and copy 1. The envelopes for original and copy 1 shall be sealed in one envelope. All envelopes shall bear a warning "Please do not open before 9:00 AM, January 18, 2021" and all sealed parts should be signed. She also announced that green envelope should be used for the project, Hauling, Treatment and Disposal of Hazardous and Infectious Waste of the Hospital 2021.
- **Procurement Timeline**
The BAC Chairperson discussed the procurement timeline to the prospective bidders. She emphasized that they should pass their bid proposals until 8:30 AM on January 18, 2021 and the opening of bids will begin at exactly 9:00 AM of the same date. She also announced that the cut-off time for acquiring Bidding Documents is on January 15, 2021 at 5:00 PM.
- **Cost of Bidding Documents**
The BAC Chairperson presented to the prospective bidders the cost of bidding documents which shall correspond to the ABC range.
- **Tie Breaking Method**
The BAC Chairperson discussed the rules and regulations if in case a tie will occur. She emphasized that the measure determined by the procuring entity shall be non-

discretionary and non-discriminatory such that the same is based on sheer luck or chance. The procuring entity may use "draw lots" or similar methods of chance.

- **Bidding Documents**
The details of the invitation to bid was presented containing the approved ABC, the title of the project, cost of bidding documents, the conduct of pre-bid conference, deadline for the submission of bids, the opening of bids, availability of bidding documents from until the deadline for the submission of bids which is on January 15, 2021 and to refer to the BAC secretariat if ever there are any further information needed.
- **Technical Specifications and General Terms and Conditions**
The BAC Chairperson presented first the details of specifications for the project, Hauling, Treatment and Disposal of Hazardous and Infectious Waste of the Hospital 2021. It was specified that Contractor must be eligible and technically responsive and must be of good standing. Bidder must have no legal violation of any law, ordinances or regulations such as those pertaining to RA 6969 - An act to Control Toxic Substances and Hazardous and Nuclear Wastes, Providing Penalties for Violations Thereof, and For Other Purposes. Permits must be valid during the procurement process and implementation of the contract. It was also agreed that it will be posted in a form of Bid Bulletin.
- **Additional Instructions**
The BAC Vice Chairperson instructed the prospective bidders to synchronize the time reflected in the computer as this will be the time to be followed on the submission and opening of bids. He further informed them that original official receipt should be presented upon submission of bids and bidding documents bought together with a photocopy of official receipt should be included in the original bid-financial component.
- **Questions and Clarifications**
 - i. Representative from Servo-Treat Philippines, Inc., Dr. Eva F. Vertucio asked if ongoing contracts needs some proof of evidence. The BAC Chairperson said they are preferring to have supporting documents as an attachment. After which, she asked again about what will be stand of Joint Venture Agreement (JVA) with No Subcontracting. The BAC Chairperson responded that in the JVA, the institution would have a contract with each member of the JVA and can be held responsible for their roles in the agreement, including in terms of liabilities. In subcontracting situation, the Procuring Entity can only hold the main contractor or supplier accountable (in case of failure to fulfill any part of agreement). The BAC also upheld the specifications of not allowing the subcontracting. Dr. Puguon agreed that there will be a Minutes for this Pre-Bidding Conference and it will be sent through e-mail.
 - ii. Ms. Jennylyn Lay of Cleanway Environmental Management Solutions Inc. queried if there will be a Minutes of Meeting for this Pre-Bidding Conference. Dr. Puguon granted it and it will be sent through e-mail.

Since there were no more clarifications or questions being asked from the prospective bidders, the BAC Vice Chairperson reminded again the prospective bidders the date of opening, that if they need more clarifications, they may formally submit a letter at least ten (10) days before the opening of the bids and the BAC will deliberate their queries and issue a bid bulletin in response to their queries seven (7) days before the opening of bids.

There being no other matters for discussion, the meeting was adjourned at 10:33 AM.

Transcribed and Prepared by:


WIHL JAY C. AGCAOILI
BAC Secretariat


KAPELHOFF A. QUIDANG, MBA
Head, BAC Secretariat

Noted by:



ELYZEL B. PUGUON, MD, DPSBNM, CCD
BAC Chairman


DIEGO L. OFIÁZA, RMT, MPH
BAC Vice Chairman


RIZZALY A. VICENTE, RPH, MBA
BAC Member

SHERYL Q. RACELIS, MD, PHSAE, DPSP
BAC Member

MARIE JOYCE U. SANTOS, MD, FPCP, FPSMID
BAC Member


EDINA MONIQUE G. TAHILAN
BAC Member

TENNESSEE R. HUYABAN, MD, FPSO-HNS, FPCS
BAC Member