



Republic of the Philippines
 Department of Health
 Regional Office I
MARIANO MARCOS MEMORIAL HOSPITAL AND MEDICAL CENTER
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 “PHIC Accredited Health Care Provider”
 “ISO 9001:2015 Certified”
 “PGS Compliant”

BIDS AND AWARDS COMMITTEE

MINUTES OF THE BAC MEETING

December 11, 2020, 2:30 P.M.
 Board Room, 2nd Floor Main Building
 Mariano Marcos Memorial Hospital and Medical Center, City of Batac, Ilocos Norte

AGENDA:

Pre Bidding Conference for the procurement of the following projects.

| ITB No. | Project Title | Approved Budget for the Contract (ABC) |
|-------------|---|--|
| ITB2020-020 | Supply, Delivery, Installation and Commissioning of Various Medical Equipment (HFEP 2021) | Ten Million Four Hundred Thirty Thousand Pesos Only (₱ 10,430,000.00) |
| ITB2020-021 | Micro Data Center Phase I - Supply, Delivery, Integration, Installation and Configuration of Hyper Converge Infrastructure (HCI) with Disaster Recovery (DR) Software | Fifteen Million Pesos Only (₱ 15,000,000.00) |

ATTENDANCE:

| Committee | Name | Designation | Remarks |
|-----------------------|----------------------------|--------------------------------------|------------------|
| BAC | Louie A. Guerrero | Chairperson | Present |
| | Feliciano D. Quilala, Jr. | Vice Chairperson | Absent |
| | Efleda Sarah V. Marders | Member | Present |
| | Bernadine G. Nicolasora | Member | Absent |
| | Jazzelle Joise C. Rosario | Member | Present |
| | Alma P. Rubio | Member | Present |
| | Ronalyn R. Tagudin | Member | Present |
| TWG Members/End-Users | Richmond Jefveemar Rumbaoa | | Present |
| | Dennis Rubio | | Present |
| | Jane Lu | | Present |
| | Carlo Santi Albano | | Present |
| | Rosemarie Garganta | | Present |
| | Justo Manuel Orros Jr. | | Present |
| BAC Secretariat | Precious P. Rumbaoa | | Present |
| | Ervin Ralph T. Lagmay | | Present |
| Observers | Bermely C. Ramos | COA Audit Team Leader | Present (online) |
| | Ronie P. Pillós | Representative, Social Action Center | Absent |
| | Leonardo Ruiz | Representative, Bishop's Residence | Absent |
| | Pastor Albano | President, PCCI-Ilocos Norte | Absent |

OPENING PRAYER: Precious P. Rumbaoa

TIME STARTED AND QUORUM:

The Pre Bidding Conference held at the Board Room, 2nd Floor Main Building, MMMH & MC, City of Batac, was called to order at 2:30 P.M., December 11, 2020, and was presided by Dr. Louie A. Guerrero, BAC Chairperson, five (5) members of the BAC were present during the meeting.

PROCEEDINGS:

Pre-Bidding Conference

The pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.

The Invitation to Bid for the abovementioned projects were posted at the PhilGEPS, Agency Website, hospital's bulletin board on December 4, 2020. Invitations were sent to three (3) observers, COA Audit Team Leader, President of PCCI-Ilocos Norte and Representatives of Diocese of Ilocos Norte.

Two (2) company representatives attended the pre-bid conference. The following are the companies and their representatives who attended the conference:

| No. | Name of Company | Representative |
|-----|---|----------------------|
| 1 | Maximum Solutions Corporation | Merly Siaron |
| 2 | Cred General Trading | Danielito Ramirez |
| 3 | Macrologic Diversified Technologies, Inc. | Gil Menta |
| | | Clavel Antonio |
| 4 | Medilight Incorporated | Charity Lavarias |
| 5 | Microdata Systems & Management, Inc. | Manuel Dela Cruz Jr. |
| 6 | Blue Sky Trading Co., Inc. | Kimberly Mae Delizo |
| | | Easter Joy Bayona |
| 7 | Berovan Marketing, Inc. | Fritzie Alviar |

The BAC Chairperson encouraged the representatives present to raise their queries and clarifications while the presentation is on-going so that it will be discussed and resolved right away. Whatever changes or amendments agreed upon during the pre-bidding conference will be effected through the issuance of a supplemental/bid bulletin.

The BAC Chairperson informed the prospective bidders present that the projects for procurement will be undertaken through an Early Procurement Activity or Short of Award. The following were emphasized by the BAC Chairperson:

- There is no actual funds available yet for the projects; and
- The procurement may be awarded upon the approval of the GAA and upon release of the Sub Allotment Advice (SAA) for HFEP 2021.

The BAC Chairperson further emphasized to take of the significant information while the bidding requirements are presented. There is also a checklist provided for their guide. The bidding documents is can be downloaded from the PhilGEPS and Agency Website but they are required to pay the bidding documents fee if they are interest to bid.

The presentation of the parts of the bidding documents including the Technical Specifications were presented and discussed by Miss Ronalyn Tagudin, BAC Member.

The following were presented and discussed with the prospective bidders' representatives:

I. Invitation to Bid

The details of the invitation to bid was presented containing the Approved Budget for the Contract and its Fund Source, the title of the project, cost of bidding documents, the procurement timelines, availability of the bidding documents is from December 4, 2020 to December 23, 2020, and refer to the head of the BAC secretariat if ever there are any further information needed.

The deadline of submission of the bidding documents is on December 23, 2020 at 1:30 P.M., the bidders were advised to synchronize their time with the time presented.

II. Instruction to Bidders

The BAC presented the content of this section for every project. They informed the prospective bidder's representatives that only the salient data in the bidding documents. Emphasis was made on the following:

- a) Scope of Bid and Funding Source: To carefully examine all the bidding documents to avoid disqualification due to non-compliance. The Procuring Entity will only accept bids from those who have paid the applicable fee for the Bidding Documents.

The source of fund is the HFEP 2021, it will be available upon approval of the GAA.

- b) Clarification and amendment of bidding documents: The prospective bidder's representatives present were informed that they may request for further clarification and/or interpretation of any part of the bidding documents in writing and must be submitted to the Procuring Entity's address indicated in the Bid Data Sheet at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the bidding documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids. Said bulletin shall also be posted in the PhilGEPS and the website of the Procuring Entity.
- c) Bid validity: The bid shall remain valid for one hundred twenty (120) calendar days from the date of the opening of bids, hence, this project procurement is valid until April 22, 2021.
- d) Sealing and Marking of Bids: Each Bidder shall submit one copy of the first and second components of its Bid. The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.
- e) Submission of Bids: The Bidders shall submit on the specified date and time at its physical address as indicated in paragraph 7 of the IB.
- f) Process to be confidential: No contact rule during bid evaluation.

III. Bid Data Sheet

The members of the BAC ran through the content of this section per project. No clarification was made.

IV. General Conditions of the Contract

The BAC ran through the content of this section for each project. No clarifications or any queries from the prospective bidders were raised.

V. Special Conditions of the Contract

Per project, the BAC presented the details of this section. The inspections and tests that will be conducted were emphasized. No clarifications or any queries from the prospective bidders were raised.

The criteria for Post Qualification evaluation.

| CRITERIA | PERCENTAGE |
|-----------------------------------|------------|
| 1. Price | 20% |
| 2. Track Record: | |
| a. After sales service | 15% |
| b. Availability of spare parts | 15% |
| c. Reliability as supplier | 10% |
| 3. Completeness of Specifications | 10% |

| | |
|--|------------|
| 4. Warranty | 10% |
| 5. Quality/Clarity of Results of Machine | 10% |
| 6. Possibility of Upgrading the Machine | 10% |
| | <hr/> 100% |

VI. Schedule of Requirements

The line items/equipment under the project, Supply, Delivery, Installation and Commissioning of Various Medical Equipment (HFEP 2021) stipulates a completion schedule of 60 calendar days from the receipt of Notice to Proceed.

Further, the Supply, Delivery, Integration, Installation and Configuration of Hyper Converge Infrastructure (HCI) With Disaster Recovery (DR) Software should be completed within 90 calendar days.

VII. Technical Specifications

Supply, Delivery, Installation and Commissioning of Various Medical Equipment (HFEP 2021)

NC 1 1 unit Weighing Scale
No query was raised.

NC 2 5 units Infusion Pump
No query was raised.

NC 3 1 unit Radiant Warmer
Blue Sky Trading Co., Inc. asked if the increments in the required manual mode indicates can be adjusted to 10%.
Ms. Tagudin informed the representative that the matter will be referred to the end-user and any changes will be indicated in the Bid Bulletin.

NC 4 5 units Phototherapy
No query was raised.

ER 1 8 units Powered Air Purifying Respirator
No query was raised.

LAB 1 1 unit Autoclave Machine
No query was raised.

OPH 1 1 unit Fast Autoclave Sterilizer
No query was raised.

OPH 2 1 unit Standard Automatic Perimetry
Medilight, Inc. requested if they can give counter offer equivalent to the required specifications, features, standards and other requirements.
Ms. Tagudin asked the end-user present during the meeting. And, Dr. Justo Manuel Orros, Jr. was on the other line, he mentioned that equivalent offer to the requirements as allowed or accepted.

RC 1 2 units Hemodialysis Machine
No query was raised.

Ms. Tagudin presented also the documentary requirements for compliance of the bidders. Dr. Guerrero gave emphasized to the additional requirements applicable for all the line item equipment to be bid. Changes to the requirements shall also apply.

Addendum/Changes

- To guarantee a good track record and after sales services, the bidder must have at least five (5) installation with the same brand/model nationwide with the same distributor/principal/manufacturer.*
- The bidder shall provide five (5) years warranty with insurance. The equipment to be delivered shall be insured for all acts of God or any unforeseen contingency.*

VIII. Checklist of Technical and Financial Documents

The Checklist of Technical and Financial Documents including the Legal Documents, Technical Documents, Financial Documents and other requirements are presented by Ms. Tagudin.

Medilight, Inc. asked for the number of documents to be submitted if they will join the bidding for two (2) line items.

Dr. Guerrero answered that only one (1) bid will be submitted containing the proposal for the two (2) line items.

Berovan Marketing, Inc. asked for the basis in the computation of the SLCC.

Dr. Guerrero mentioned that the basis will be per line item and not the ABC as a whole.

Macrologic Diversified Technologies, Inc. questioned regarding the submission of the Price Schedule if it is itemized or lot.

Dr. Guerrero confirmed the matter to the end-user, they said that itemized quotation shall be submitted to ensure that all items containing the projects will be quoted for inventory purposes.

IX. Procurement Timeline

| Procurement Stage | Date |
|--|--------------------------|
| Pre Procurement Conference | 12/02/2020 |
| Advertisement | 12/03/2020 to 12/10/2020 |
| Pre-bid Conference | 12/11/2020, 2:00 PM |
| Submission and Receipt of Bids | 12/23/2020, 9:30 AM |
| Bid Opening | 12/23/2020, 10:00 AM |
| Bid Evaluation | 12/24/2020 to 12/29/2020 |
| Post Qualification | 12/30/2020 to 01/06/2021 |
| Approval of Resolution and Notice of Award | 01/07/2021 to 01/12/2021 |

Other Matters:

Reiteration was made that the prospective bidders may request for further clarification and/or interpretation of any part of the bidding documents in writing and must be submitted to the Procuring Entity's address at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the bidding documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids. Said bulletin shall also be posted in the PhilGEPS and the website of the Procuring Entity.

Dr. Guerrero made an announcement that the time of the Submission, Receipt and Opening of Bids will be adjusted. Submission and Receipt of Bids will be on or before 9:30 AM on the 23rd of December, 2020. The Opening of Bids shall follow at 10:00 AM on the same day.

There being no other matters for discussion, the meeting was adjourned at 3:45 P.M.

Prepared by:

(sgd) **PRECIOUS P. RUMBAOA**
Procurement Document Clerk
Administrative Assistant III

Reviewed by:

(sgd) **KAPELHOF A. QUIDANG, MBA**
Head, BAC Secretariat
Head, Procurement Section
Administrative Officer III

Approved by:

(sgd) **LOUIE A. GUERRERO, MD, FPCR**
BAC Chairperson