



Republic of the Philippines

Department of Health

Regional Office I

MARIANO MARCOS MEMORIAL HOSPITAL AND MEDICAL CENTER

City of Batac, Ilocos Norte

Trunk line 077-600-8000; Fax line 077-792-3133

e-mail address: mmmh_doh@yahoo.com

“PHIC Accredited Health Care Provider”

“ISO 9001:2015 Certified”

“PGS Compliant”

BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE FOR THE PROJECT, VARIOUS MEDICAL SUPPLIES OF CENTRAL ENDOSCOPY UNIT FOR 2020 USE AND VARIOUS MEDICAL SUPPLIES OF OPERATING ROOM FOR 2020 USE RE-BID

Agenda:

Pre-bidding Conference for the project, Various Medical Supplies of Central Endoscopy for 2020 use with an Approved Budget for the Contract (ABC) of Seven Hundred Eighty Two Thousand Nine Hundred Fifty Pesos Only (Php 782,950.00) and Various Medical Supplies of Operating Room for 2020 use Re-Bid with an Approved Budget for the Contract (ABC) of Two Million One Hundred Thousand Nine Hundred Forty Pesos Only (Php 2,100,940.00)

Present were:

Please see attached attendance sheet.

Time Started and Quorum:

The Pre-Bidding Conference for the project, Various Medical Supplies of Central Endoscopy Unit for 2020 use and Various Medical Supplies of Operating Room for 2020 use Re-Bid held at 2nd Floor, Board Room, Main Building of Mariano Marcos Memorial Hospital and Medical Center at 9:00 AM of October 8, 2020 and was presided by Mr. Diego L. Ofiaza, BAC Vice Chairperson. It was also presented via video conference for the prospective bidders who cannot attend physically due to the COVID-19 pandemic.

Proceedings:

Pre-Bidding Conference

For the project, Various Medical Supplies of Central Endoscopy Unit for 2020 use with an ABC of Php 782,950.00, posted at the website of PhilGEPS on October 1, 2020 and published on October 1, 2020 with reference number of 7217526, posted at the bulletin board and agency website on October 1, 2020.

For the project, Various Medical Supplies of Operating Room for 2020 use Re-Bid with an ABC of Php 2,100,940.00, posted at the website of PhilGEPS on October 1, 2020 and published on August 28, 2020 with reference Number of 7217489, posted at the bulletin board and agency website on October 1, 2020.

The BAC Vice Chairperson formally opened the conference, introducing the members of the BAC and certified that there is quorum to conduct the Pre-Bidding Conference.

- **Bidder's Checklist**

The BAC Vice Chairperson apprised the prospective bidders the importance of the checklist which will be used to evaluate prospective bidders' bid proposals. He further discussed and explained one by one the contents of the Technical and Financial Checklist. The BAC Vice Chairperson stressed that they should complete what is included in the checklist otherwise their bid proposals will be declared failed.

- **NFCC**
The BAC Vice 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 Vice 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 Vice 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, copy 1 and copy 2. The envelopes for original, copy 1 and copy 2 shall be sealed in one envelope. All envelopes shall bear a warning "Please do not open before 9:00 AM, October 21, 2020" and all sealed parts should be signed. He also announced that red envelope should be used for the project, Various Medical Supplies of Central Endoscopy Unit for 2020 use, and blue envelope for the project, Various Medical Supplies of Operating Room for 2020 use Re-Bid in order to easily differentiate the bid proposal from other project.
- **Procurement Timeline**
The BAC Vice Chairperson discussed the procurement timeline to the prospective bidders. He emphasized that they should pass their bid proposals until 8:30 AM on October 21, 2020 and the opening of bids will begin at exactly 9:00 AM of the same date. He also announced that the cut-off time for acquiring Bidding Documents is on October 20, 2020 at 5:00 PM.
- **Cost of Bidding Documents**
The BAC Vice Chairperson presented to the prospective bidders the cost of bidding documents which shall correspond to the ABC range.
- **Tie Breaking Method**
The BAC Vice Chairperson discussed the rules and regulations if in case a tie will occur. He 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 October 20, 2020 and to refer to the BAC secretariat if ever there are any further information needed.
- **Technical Specifications and General Terms and Conditions**
The BAC Vice Chairperson presented first the details of specifications for the project, Various Medical Supplies of Central Endoscopy Unit for 2020 use and second for the project, Various Medical Supplies of Operating Room for 2020 use Re-Bid. During the presentation, there were questions and clarifications asked.

- Bidlist

The BAC Vice Chairperson ran through to those items for the technical specifications of the project, Various Medical Supplies of Central Endoscopy Unit for 2020 use to wit; CENDU 11 and MS 324. After which, he ran through to those items' technical specifications of the project, Various Medical Supplies of Operating Room for 2020 use Re-Bid to wit; MS 440. Changes of the aforementioned items will be posted through a 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.

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 10:22 AM.

Transcribed and Prepared by:


WIHL JAY C. AGCAOILI

BAC Secretariat


KAPELHOFF A. QUIDANG, MBA

Head, BAC Secretariat

Noted by:

ELYZEI. B. PUGUON, MD, DPSBNM, CCD

BAC Chairman


DIEGO L. OFIAZA, 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

ATTENDANCE SHEET

30 TITLE: PRE-BID CONFERENCE - VARIOUS MEDICAL SUPPLIES OF CENTRAL INQUIRY UNIT FOR EDOUSE RI-PID
DATE: OCTOBER 8, 2020

1	PRINTED NAME	DEPT./SIGNATURE	SIGNATURE	CP#
2	MARR ALVIN GUYNA	MCTC	my	099920,41792
3	MARR ALVIN GUYNA	MCTC	my	099920,41792
4	RIZZAL VILLAR	MCTC	my	099920,41792
5	RIZZAL VILLAR	MCTC	my	099920,41792
6	DR. D. OFFER	MCTC	my	099920,41792
7	MARION R. YAP	MCTC	my	099920,41792
8	IRVIN RALPH J. LAGUNA	PCM	my	099920,41792
9	WILLIAM C. ACCARIN	PCM	my	099920,41792
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				