



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

August 19, 2020, 2:00 P.M.

Dr. Juanito Rubio Hall, 2nd Floor Training Center

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)
ITB2020-006	Proposed Covered Driveway and Walkway/OPD and Emergency Triage Area	₱ 3,315,878.87 (Three Million Three Hundred Fifteen Thousand Eight Hundred Seventy Eight and 87/100 Only)
ITB2020-007	Supply, Delivery, Installation and Commissioning of Various Medical Equipment (2nd Semester)	₱ 25,961,000.00 (Twenty Five Million Nine Hundred Sixty One Thousand Pesos Only)
ITB2020-008	Supply, Installation and Commissioning of 300 CBM Tertiary System for Sewerage Treatment Plant including Electrical Requirements and Housing	₱ 11,000,000.00 (Eleven Million Pesos Only)
ITB2020-009	Supply, Delivery and Installation of Various Office and IT Equipment	₱ 6,946,000.00 (Six Million Nine Hundred Forty Six Thousand Pesos Only)
ITB2020-010	Supply and Delivery of Various Furniture and Fixtures	₱ 284,000.00 (Two Hundred Eighty Four Thousand Pesos Only)

ATTENDANCE:

Committee	Name	Designation	Remarks
BAC	Louie A. Guerrero	Chairperson	Present
	Feliciano D. Quilala, Jr.	Vice Chairperson	Present
	Efleda Sarah V. Marders	Member	Absent
	Bernadine G. Nicolasora	Member	Absent

	Jazzelle Joise C. Rosario	Member	Absent
	Alma P. Rubio	Member	Present
	Ronalyn R. Tagudin	Member	Present
TWG Members	Richard Irvin Bismonte	Member	Present
	Exequielson Tumaneng	Member	Present
	Cherisse Vinoya	Member	Present
	Mari Anne Orros	Member	Absent
	Donabel Castro	Member	Absent
	Michael Martin Baccay	Member	Present
	Elizabeth Domingo	Member	Present
	Carine Lacuesta	Member	Absent
	Susan Labuntog	Member	Absent
	Mario Cuaresma	Member	Present
	Riza Gallardo	Member	Present
	Manolito Diculen	Member	Absent
	Maria Fidelis Hermano	Member	Absent
	Harold Baytec	Member	Present
	Tennessee Huyaban	Member	Absent
	Xyrose Lex Deo Andres	Member	Absent
	Ranie Mark Soco	Member	Present
	John Alvin Bareng	Member	Present
	Nathaniel Yadao	Member	Present
	Jennivive Cabildo	Member	Present
	Amado Calventas Jr.	Member	Absent
	Vanessa Rosete	Member	Absent
	Christian Zen Balguna	Member	Present
	Richmond Jefveemar Rumbaoa	Member	Present
	Karlo Pedro	Member	Absent
	Rocamia Fermin	Member	Absent
	Marie Fae Victorine Rosario	Member	Absent
	Jemima-Lee Bueno	Member	Absent
	Romeo Dalinoc Sr.	Member	Present
	Clenntroy Vicka Guzman	Member	Absent
	Clarissa Jelene de Rosas	Member	Absent
	Exuperio Calantoc	Member	Absent
	Eddie Dugay Jr.	Member	Absent
	Jeric Austin Fernandez	Member	Absent
	Paul Anthony Sado		Absent
BAC Secretariat	Kapelhoff A. Quidang	Head	Absent
	Precious P. Rumbaoa	Member	Present
Observers	Bermely C. Ramos	COA Audit Team Leader	Present
	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 Board Room, 2nd Floor Main Building, MMMH & MC, City of Batac, was called to order at 2:40 P.M., August 19, 2020, and was presided by Dr. Louie A. Guerrero, BAC Chairperson, where four (4) members were present and they were introduced to the bidders.

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, Philippine Daily Inquirer, hospital's bulletin board on August 10, 2020. Invitations were sent to four (4) observers, COA Audit Team Leader, President of PCCI-Ilocos Norte and Representatives of Diocese of Ilocos Norte.

There were four (4) company representatives who personally attended the pre-bid conference. Their presence was acknowledged by the BAC Chairperson. The following are the companies and their representatives who attended the conference:

No.	Name of Company	Representative
1	Medical Center Trading Corp.	Mark Alvin Buena
2	Philippine Duplicators, Inc.	Cornelio Viernes
3	Asian Pearl Construction & Development Corp.	John Joseph Esteban
		Ian Castillo
4	VVH Construction Corporation	Marlowe Jay Ancheta
		Joshua Claor

Also, the Pre Bidding Conference was conducted through videoconferencing, twenty four (24) participants joined the online conference.

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 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 except for the Technical Specifications was presented and discussed by the BAC Chairperson. While the Technical Specifications were individually discussed by the Technical Working Group concerned.

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, the title of the project, cost of bidding documents, the procurement timelines, availability of the bidding documents is from August 10, 2020 up to the deadline of submission of bids, 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 September 2, 2020 at 1:30 P.M., the bidders were advised to synchronize their time with the time presented.

II. Instruction to Bidders

Dr. Alma Rubio presented the content of this section. She informed the prospective bidder's representatives that only the salient data in the bidding documents. Emphasis was made on the following:

- a) Bidder's responsibilities: 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.
- 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 December 31, 2020.
- d) Format and signing of Bids: The original copy shall prevail in the event of discrepancy between the original and the copies submitted. Also, every page should be signed by the duly authorized representative/s of the bidder to avoid disqualification. The forms supplies must be completely filled in and without any alterations. Substitute form shall not be accepted.
- e) Sealing and Marking of Bids: erasures are allowed if signed. All envelopes shall bear a warning of "DO NOT OPEN BEFORE SEPTEMBER 2, 2020, 2:00 P.M.". Each and every page of the Bid Form, including the Schedule of Prices, shall be signed by the duly authorized representative/s of the bidder. Failure to do so shall be grounds for the rejection of the bid. There are two envelopes to be submitted, the first shall contain, the technical component of the bid, including the eligibility requirements, and the second shall contain, the financial component of the bid. The first and second envelope shall be sealed in one envelope. The bidder is required to submit the original, copy 1 and copy 2. The technical and financial envelopes for original shall be sealed in one envelope same with the copy 1 and copy 2. The original, copy 1 and copy 2 shall be sealed in a mother envelope to be submitted in the BAC Office. In the event of discrepancy between the original, copy 1 and copy 2, the original shall prevail.

f) Process to be confidential: No contact rule during bid evaluation.

III. Bid Data Sheet

Ms. Ronalyn Tagudin ran through the content of this section. No clarifications or any queries from the prospective bidders were raised.

IV. General Conditions of the Contract

Ms. Tagudin ran through the content of this section. No clarifications or any queries from the prospective bidders were raised.

V. Special Conditions of the Contract

Ms. Tagudin presented the details of this section. No clarifications or any queries from the prospective bidders were raised.

VI. Schedule of Requirements

Ms. Tagudin mentioned the delivery schedule, sixty (60) calendar days for the equipment and one hundred twenty (120) calendar days for the project completion of Proposed Covered Driveway and Walkway/OPD and Emergency Triage Area.

VII. Technical Specifications

The TWG for each line item discussed the details of the specifications and requirements particularly on the documentary requirements.

Dr. Guerrero emphasized that the Bidders must state in the Statement of Compliance either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

The criteria for evaluation also in accordance with R.A. 9184 and its 2016 Revised IRR and Bid Documents and GPPB Regulations. There were Criteria for Evaluation used by the TWG for Equipment during the post qualification evaluation for the bids who meet the minimum requirements during Actual Demonstration.

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%

VIII. Bill of Quantities

Dr. Guerrero mentioned that the format of the Bill of Quantities shall be properly filled up/accomplished by the bidders, otherwise, the bid will be declared disqualified.

IX. Bidding Forms

Dr. Alma Rubio presented/read the content of this section. Emphasis was made on the following:

- a) Checklist of Technical and Financial Envelope Requirements for Bidders: Technical component of the bid: first envelope: Eligibility – it was emphasized that those with expired Class “A” Eligible documents shall submit the renewed copy. It was also emphasized that the PhilGEPS platinum membership should accompany its Annex “A”, only a certified machine copy is required to be submitted.
- b) All forms shall bear a signature at the bottom part as provided in the forms. All blank spaces shall be filled out. Forms provided should be used and in whatever form produced as long as the content of the form is the same as indicated in the bidding documents.
- c) Statement of all ongoing government and private contracts including contracts awarded but not yet started: It was emphasized that the statement may or may not be supported with the government contracts like Notice of Award (NOA), Contract or Service Agreement, and Notice to Proceed (NTP) at the time of submission of envelopes. But if declared as the Lowest Calculated Bid, said requirements shall be submitted in the Post Qualification within five (5) days from receipt of notice.
- d) Statement of Single Largest Completed Government or Private Contract, which is similar in nature to the project to be bid: It was emphasized that the form should be supported with Contract or Service Agreement for both private and government contracts and Certificate of Completion or Certificate of Acceptance for government contracts only. It is reminded that the single largest completed contract can only either be private or government. The requirement is only a single contract from either private or government.

For the two statements required (Statement of all ongoing government and private contracts including contracts awarded but not yet started and Statement of Single Largest Completed Government or Private Contract, which is similar in nature to the project to be bid) shall indicate for each contract the following:

- i. name of the contract;
- ii. date of the contract;
- iii. contract duration;
- iv. owner’s name and address;
- v. nature of work;
- vi. contractor’s role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- vii. total contract value at award;
- viii. date of completion or estimated completion time;
- ix. total contract value at completion, if applicable;
- x. percentages of planned and actual accomplishments, if applicable; and

- xi. value of outstanding works, if applicable.

If one from the requirement is absent, it will be grounds for disqualification or failure of bid.

The following are the issues raised by the prospective bidders' representative during the pre-bid conference:

Supply, Delivery, Installation and Commissioning of Various Medical Equipment (2nd Semester)

One (1) unit Defibrillator

- ❖ Query from Asya Medika, Inc. for the charging time 200 joules in 4 seconds, if 6 seconds is considered?
 - The TWG said that the specifications is sustained.
- ❖ Another query from Asya Medika, Inc. for the required internal defibrillator padels? Do you still need neonate padels, or pedia adult padels will do?
 - The requirements in the bidding documents is sustained. Adult, pedia and neonate padels are required.
- ❖ Query from Variance Trading Corporation on the required LED panel display, if the end-user may consider LCD display with a measurement of 8".
 - The TWG said that the LED is different from LCD, LED panel display is required with the measurement of 6" – 8".

One (1) unit Electro Cautery Machine

- ❖ Query from Technomed International, Inc., the representative mentioned that the details of the item are very specific as copied. Also, they asked if the equivalent of the specified parameters are considered.
 - Dr. Guerrero responded that questions should be specific instead of leaving comments.

One (1) unit Videolaryngoscope

- ❖ Concern from Technomed International,, Inc. is the revision of the required display pixel to 1024 x 768, including data transfer from internal SD card to computer via USB cable, and with insertion port for tubes (suction set tube)
 - Dr. Mario Cuaresma said that, as end-user, they will not revise the requirement instead the original specification shall prevail.
- ❖ Elan Vita Diagnostic Solutions asked for the required number of blades.
 - Dr. Cuaresma answered that based from the specifications, only one (1) blade is required with a size MAC #3.
- ❖ Clarification from Elan Vita Diagnostic Solutions if RCA Camera input is included in the requirements. RCA is coaxial cable use to connect the laryngoscope to the video output.
 - Dr. Cuaresma said that what is reflected in the bidding documents shall prevail, no changes will be made.

- ❖ RBGM Medical Express Sales, Inc. raised clarification on the monitor size if 17" or 7".
 - Dr. Gallardo said that it should be at least 7".

One (1) unit Treatment Unit with ENT Chair, with Video Capability and TV Monitor

- ❖ Dr. Harold Baytec, end-user/TWG for the item, he mentioned that the requirement for SPIES compatible progressive scan will be omitted.
 - Dr. Guerrero affirmed to include in the supplemental/bid bulletin.

Other Requirements:

- 1) Elan Vita Diagnostic Solutions asked if online submission of bidding documents will be accepted by the BAC.
 - The BAC agreed upon to deny the online submission of bid documents, instead the original process in the submission of bids will be followed. The hard copies of the bids will be received, checked and evaluated.
- 2) RBGM Medical Express Sales, Inc. asked clarification for the delivery extension is allowed.
 - As of the moment, request for extension of delivery is not allowed, the 60 calendar day schedule of requirements is sustained.
- 3) Concern from Mular Medical Distribution, Inc. for SLCC, is it 50% of the whole ABC of the project or ABC per line item.
 - Dr. Guerrero said that the basis for SLCC of 50% will be the ABC per line item.
- 4) Additional concern of Mular Medical Distribution, Inc. is regarding the authorized representative. Accordingly, is it necessary that the person is connected in a company or we can let somebody represent in behalf of us, especially the one who will sign in the documents or can we make a letter or authorization to that person?
 - In reference to Section 29 of the Revised IRR of RA 9184, that "The bidders or their duly authorized representatives may attend the opening of bids." Meaning the bidder's representative may or may not attend the opening of bids. The only concern of the BAC is that the authorized representative shall sign all pages of the bidding documents and the hard copy of the documents shall be submitted on or before the deadline of submission and receipt of bids. A special power of attorney is necessary to be attached in the in the documents as basis of the BAC in the evaluation of bids.
 - If in case the bidder's representative is absent, The BAC shall ensure the integrity, security, and confidentiality of all submitted bids.

Supply, Installation and Commissioning of 300 CBM Tertiary System for Sewerage Treatment Plant including Electrical Requirements and Housing

While the presentation of the bidding documents for project is on-going, the head of the BAC secretariat relayed the information from the on-going FPMC meeting. Ms. Kapelhoff Quidang informed the BAC through a text message that the procurement

activities/bidding process for the project, Supply, Installation and Commissioning of 300 CBM Tertiary System for Sewerage Treatment Plant including Electrical Requirements and Housing, will be put on hold as per Management's advice.

Supply, Delivery and Installation of Various Office and IT Equipment

Eight (8) units Photocopier Machine

- ❖ Mr. Cornelio Viernes from Philippine Duplicators, Inc. asked if the BAC can extend the required delivery schedule from 30 calendar days to 90 calendar days.
 - The BAC did not agree, they only allowed up to forty-five (45) calendar days.

Due to the technical difficulties happened because of the low internet connection during the time of discussion, the BAC reiterated the guidelines in the clarification and amendment of bidding documents: The prospective bidder's representatives 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.

There being no other matters for discussion, the meeting was adjourned at 5:30 P.M.

Transcribed by:

(sgd)PRECIOUS P. RUMBAOA

Procurement Document Clerk
Administrative Assistant III

Reviewed by:

Approved by:

(sgd)KAPELHOF A. QUIDANG, MBA

Head, BAC Secretariat
Head, Procurement Section
Administrative Officer III

(sgd)LOUIE A. GUERRERO, MD, FPCR

BAC Chairperson