



Republic of the Philippines  
Department of Health  
Regional Office 1  
**MARIANO MARCOS MEMORIAL HOSPITAL AND MEDICAL CENTER**  
City of Batac, Ilocos Norte  
Trunk line 077-792-3144; Fax line 077-792-3133  
e-mail address: [mmmh\\_doh@yahoo.com](mailto:mmmh_doh@yahoo.com)  
"PHIC Accredited Health Care Provider"  
"ISO 9001:2015 Certified"

### MINUTES OF PRE-BIDDING CONFERENCE

HELD ON DECEMBER 17, 2019, 9:00 AM AT THE 6<sup>TH</sup> FLOOR STRATEGIC ROOM OF MARIANO MARCOS MEMORIAL HOSPITAL AND MEDICAL CENTER

#### PROJECT/S:

- PROCUREMENT OF 1 LOT COURIER SERVICES OF NEWBORN SCREENING CENTER – NORTHERN LUZON CENTER
- PROCUREMENT OF 1 LOT HAULING/TRANSPORTING, TREATMENT AND DISPOSAL OF THE 350,000 KLS HAZARDOUS AND INFECTIOUS WASTE OF THE HOSPITAL FOR 2020 USE
- PROCUREMENT OF 1 LOT OUTSOURCING SECURITY GUARDS FOR MMMH&MC
- VARIOUS INFORMATION TECHNOLOGY SUPPLIES FOR 2020 USE
- VARIOUS HOUSEKEEPING AND LINEN SUPPLIES FOR 2020 USE
- PROCUREMENT OF FUEL, OILS AND LUBRICANTS

#### PRESENT were:

BAC MEMBERS, TWG, SECRETARIAT AND End-Users  
(PLEASE SEE ATTACHED ATTENDANCE SHEET)

All participants present were welcomed to the Pre-Bidding Conference. An attendance sheet was circulated for all to fill in their particulars.

Dr. Elyzel B. Puguon, BAC Chairperson, has come to order the conference at 9:20 AM.

Opening Prayer: Ms. Stella Llacuna

Dr. Puguon welcomed the respective bidders for the following projects provided above.

#### DISCUSSION:

##### I. CASH BASED APPROPRIATION BY MR. CELSO B. LIGSAY, HEAD OF THE FINANCE MANAGEMENT OFFICE

- a. Mr. Celso B. Ligsay, gave brief discussion about the transition we will go through for DOH Hospitals as one of the top (10) agencies that will implement the annual cash based appropriations as per directive of the DBM.
- b. Mr. Ligsay differentiates the Obligation Based Appropriation and Cash Based Appropriation. For the Obligation Based Appropriation, items delivered for a particular year could be paid on the next year. While for the Cash Based Appropriation, items delivered particular year should also be paid within the same year. In this case, delivery of the bidded-out items is very critical so that it would be also be paid.
- c. He encouraged the suppliers to deliver on time and he also informed that the delivery schedule is indicated on their contract agreement.

##### II. GENERAL ORIENTATION BY DR. ELYZEL B. PUGUON Bidder's Checklist (Checklist of Technical Proposals including Eligibility Requirements and Checklist of Financial Proposals)

- a. Dr. Puguon presented the arbitrary checklist that will be use during the preliminary evaluation of their bid proposals. The only thing that the BAC will check during the Opening of Bids is the completeness of these documents. If the BAC finds out that one of the documents is missing it will be a result of automatic disqualification/fail. If the suppliers bidding documents passed the technical checklist then the BAC will move forward to the checklist for financial proposal for evaluation.

documents. If the BAC finds out that one of the documents is missing it will be a result of automatic disqualification/fail. If the suppliers bidding documents passed the technical checklist then the BAC will move forward to the checklist for financial proposal for evaluation.

- b. Dr. Puguon informed the end-users that the ABC that they will be using is based on the ABC of the bidden items and not for the grand total of the entire project.
- c. Dr. Puguon said that when using Bid Security Declaration, it should always be properly signed, notarized and sealed.
- d. Dr. Puguon said that the Omnibus Sworn Statement must also be properly filled-up, notarized, signed and sealed.
- e. Dr. Puguon reminded the bidders that any missing document on the above-mentioned checklist for both technical and financial proposal is a ground for outright rejection of the bid.
- f. Dr. Puguon reminded the suppliers that when they compute their NSFC, use the factor "15".
- g. Dr. Puguon said that for the SLCC, the prospective bidders must have completed within two (2) years a similar contract to what they are bidding for. SLCC for expendable supplies has to amount to at least 23% of the ABC that they are bidding for. This is our way of checking that bidders may modify its bid, provided that this is done.
- h. Dr. Puguon also informed the bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. Bid modifications received after the applicable deadline shall not be considered.

#### **SEALING AND MARKING OF ENVELOPES**

- a. Dr. Puguon said that we have three (3) copies of the bid envelope; the original bid, copy 1 and copy 2, in which each one is made of technical component and financial component.
- b. She said to provide same copies of the documents in each developed and she also said that an envelope has to be properly sealed and signed across the signature.

#### **THE BREAKING METHOD**

- a. Dr. Puguon informed the bidders that in case of a tie with a supplier and both passed the post qualification evaluation, a tie breaking method will be done in "draw lots". The suppliers concerned will be invited back for a draw lots which will be witnessed by the BAC and observers.

#### **ADDITIONAL INSTRUCTIONS**

- a. Dr. Puguon synchronized the time with the bidders. Any bidder who will submit its envelope beyond 8:30AM will be automatically rejected.
- b. Dr. Puguon said to present the Original Official Receipt upon the submission of bids.
- c. Dr. Puguon said that bidding documents bought from the Bids and Awards Committee together with a photocopy of the Official Receipt should be included in the Original Bid – Financial Component Envelope. This is just an additional requirement and not a part of the checklist.
- d. Dr. Puguon said that aside from the Bid Form, fill out also the Bid List Form because we need to know the brand, packaging, manufacturer and the bidder's quotation. The bidders can only fill-out the items which they are bidding for, but just make sure to maintain the Code Numbers.
- e. Additional Requirements are to be validated during Post Qualification.
- f. PhilGEPS Certificate must be valid and required during the opening of bids while during Post Qualification, other documents are to be verified.

#### **COLOR CODING OF ENVELOPES**

- a. PROCUREMENT OF 1 LOT COURIER SERVICES OF NEWBORN SCREENING CENTER – NORTHERN LUZON CENTER - **YELLOW**
- b. PROCUREMENT OF 1 LOT HAULING/TRANSPORTING, TREATMENT AND DISPOSAL OF THE 350,000 KLS HAZARDOUS



AND INFECTIOUS WASTE OF THE HOSPITAL FOR 2020 USE -  
**BROWN**

- c. PROCUREMENT OF 1 LOT OUTSOURCING SECURITY GUARDS FOR MMMH&MC - **RED**
- d. VARIOUS INFORMATION TECHNOLOGY SUPPLIES FOR 2020 USE - **ORANGE**
- e. VARIOUS HOUSEKEEPING AND LINEN SUPPLIES FOR 2020 USE - **BROWN**
- f. PROCUREMENT OF FUEL, OILS AND LUBRICANTS - **BROWN**

**PROCUREMENT TIMELINE**

- a. Dr. Puguon announced the procurement timeline and she also informed that they will strictly follow the prepared schedule.
- b. Submission of Performance Bond must be received by the MMMH & MC BAC Secretariat/ Procurement Unit on or before the deadline.
  - i. 1<sup>st</sup> Notice – Notice of Award
  - ii. 2<sup>nd</sup> Notice – 7 days after receipt of Notice of Award
  - iii. 3<sup>rd</sup> Notice – 1 day before the deadline
  - iv. Failure to submit within the prescribed timeline will lead to the transfer of award to the next lowest responsive bidders and appropriate sanctions and penalties shall be imposed.

**CUT-OFF TIME FOR ACQUIRING/BUYING OF BIDDING DOCUMENTS**

- a. The buying/acquiring of bidding documents of the projects above mention will be cut-off on January 3, 2020 at 5:00 PM.

**BIDDING DOCUMENTS**

- a) 1 lot Courier Services of Newborn Screening Center- Northern Luzon Center

- ❖ Dr. Puguon reiterated the Invitation to Bid
- ❖ Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- ❖ Technical Specifications
  - Ms. Ma. Angela Rodriguez a representative from 2GO Express asked for a soft copy of the bidding documents and Dr. Puguon stated that if there is a problem or query regarding the posting of information in the PhilGEPS they may approach the BAC Secretariat of MMMH & MC.

- b) 1 lot Hauling/Transporting, Treatment and Disposal of the 350,00kls Hazardous and Infectious Waste of the Hospital for 2020 use.

- ❖ Dr. Puguon reiterated the Invitation to Bid
- ❖ Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- ❖ Technical Specifications
  - Additional requirements for the Terms of References were presented by Engr. Nathaniel Yadao.
  - Dr. Puguon said that this project requires man power so she reminded the prospective bidders that the hospital needs two (2) of their employees to be in house and collect the hazardous wastes to be evaluate during Post Qualification.
  - Mr. James Marders, head of the Materials Management Section suggested that it is preferable that the Transporter and Treater shall be of the same company and Dr. Puguon granted that suggestion.

- c) 1 Lot Outsourcing Security Guards for MMMH & MC

- ❖ Dr. Puguon reiterated the Invitation to Bid

- ❖ Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- ❖ Technical Specifications
  - Ms. Marcelina Matas a representative of North Pacific Agency raised a question regarding the allotted budget for the project reiterating that it is not enough for the 13<sup>th</sup> month pay and other remunerations that is to be given to the security guards. In addition, the said budget cannot meet the Labor Standard Laws and a chance of violating as such. Ms. Bernadette Ipac, Chief Administrative Officer answer the query of Ms. Matas, stating that the budget allotted for the project is in line for the new provisions of the Labor Standard Laws and the term of references for that project should be strictly followed.
  - Mr. James Marders noticed that the Approved Budget for the Contract indicated in the Terms of References was C.Y. 2017 and it is to be changed to C.Y. 2019.

d) Various Information Technology Supplies for 2020 use

- ❖ Dr. Puguon reiterated the Invitation to Bid
- ❖ Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- ❖ Technical Specifications
  - Dr. Puguon informed that they will only bid the items available; nonetheless indicated it as "NO BID" per line item.

e) Various Housekeeping and Linen Supplies for 2020 use

- ❖ Dr. Puguon reiterated the Invitation to Bid
- ❖ Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- ❖ Technical Specifications
  - Ms. Neah Daduyo, end-user, informed the BAC Secretariat that the delivery schedule and some of the items to be bid should be modified.

f) Procurement of Fuel, Oils and Lubricants

- ❖ Dr. Puguon reiterated the Invitation to Bid
- ❖ Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- ❖ Technical Specifications

There being no other matters to be discussed, the BAC meeting was adjourned at 12:19PM.

Transcribed by:

  
**STELLA MARIE ANDREA R. LLACUNA**  
BAC Secretariat

  
**KAPELHOFF A. QUIDANG, MBA**  
Head of BAC Secretariat

Noted by:

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



ATTENDANCE SHEET

TITLE: PRE BIDDING CONFERENCE - OTHER SUPPLIES

DATE: DEC. 17, 2019, OFFICE ROOM 9:00 A.M.

	PRINTED NAME	DEPT./SECTION	SIGNATURE	CPI#
1	LARRY RAKOP	MOCKING		
2	CAMILLE NEPOMOCENO	NEED INK SALES & SERVICES		09093571857
3	ROMELDA BORRETA	NEED INK SALES & SERVICES		0966 7798333
4	Kenneth Mendoza	NEED INK SALES & SERVICES		0926 1987558
5	Christine Tugzon	NEED INK SALES & SERVICES		09453269021
6	MA. Angela B. Rodriguez	NEED INK SALES & SERVICES		0922 639 6511
7	Bella C. Tugzon	NEED INK SALES & SERVICES		09175498788
8	Therese Matus	North Pacific Sec		677-55-01
9	Charmaine Tany Baco	COA		0708-517-4065
10	JERRY RAKOP	ABEST EXPRESS		
11	Jenny Lat San Juan	A Best Express		09152499464
12	Yvonne Palomares	Cyber Technology Co		09176245275
13	Gil Agnes Tampoa	Cyber Technology Co		09190017547
14	Thelma S. Burgame	INDOPAC Phils. INC		09177147694
15	John Lay	CEMSI		09178083080
16	DR. EVA F. VERGARA	Servo-Trent		09175845960
17	Dece Roman	NSC-NL		09176304103
18	Anthony James Amador	NSC-NL		
19	Christopher T. Raval	OSM/MMHMC		
20	Mary Jane A. Palacan	NSC-NL		
21	NEAH M. DADIVO	GEN. SERVICES		
22	NATHANIEL P. YADAO	CAO		09173725299
23	Teddy B. Villanueva	HAMS		
24	HEIDI DE LA CRISTA	OMCU-ICT		
25	VICTORIO MACARAS	BAC B		
26	DELOD ORERA	BAC		
27	Sherry Raval	BAC B		
28	JAMES J. MARQUEZ	MMO		
29	William Dumbao	MMO		
30	Maria P. Pison	MMO		
31	Bernadette G. Espac	MMO		
32	LAC BAPAPA INC	LAC BAPAPA INC		
33	Amado G. Conventan Jr	TWG		0933281119
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