



Republic of the Philippines
 Department of Health
 Regional Office I
MARIANO MARCOS MEMORIAL HOSPITAL AND MEDICAL CENTER
 City of Batac, Ilocos Norte
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 e-mail address: mmmh_doh@yahoo.com
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MINUTES OF PRE-BIDDING CONFERENCE

November 9, 2020 9:00 AM
 5th Floor Function Hall, Surgical Annex Building

Agenda:

Pre-Bidding Conference for the projects:

- Various Laboratory Supplies and Reagents for FY 2021 Use
- Supply and Delivery of Various Laboratory Supplies and Reagents

Attendance

Committee	Name	Designation	Remarks
BAC	Elyzel Puguon	Chairperson	Present (Video Conferencing)
	Diego Ofiaza	Vice-Chairperson	Present
	Monique Tahilan	Member	Present
	Tennessee Huyaban	Member	Present
TWG	Ma. Fidelis Hermano	Member	Present
	Donna Marie Calaoagan	Member	Present
	Vanessa Rosete	Member	Present
	Manolito Diculen	Member	Present
	Claire Macugay	Member	Present
	John Mark Maruquin	Member	Present
	Gaizelle Mabeza	Member	Present
	Marilyn Tariga	Member	Present
	Zues Alcaraz		Present
	Uzziel Bascao		Present
BAC Secretariat	Stella Llacuna	Member	Present
	Kristine Almazan	Member	Present
Suppliers	Ruth Britos	Asia Phil.	Present
	Mark Alvin Buena	Medical Center Trading Corporation	Present
	Aleeza Aguilar	Patient Care Corporation	Present (Video Conferencing)
	Allan Opguar	Zafire Distributors	Present (Video Conferencing)
	Arvil Villacorta	Lifeline Diagnostic	Present (Video Conferencing)
	Arvin Jay dela Cruz	Lifeline Diagnostic	Present (Video Conferencing)
	Chersey Alipio	Patient Care Corporation	Present (Video Conferencing)
	Florence Genosa	Allied Hospital Int'l	Present (Video Conferencing)
	Gerrald Meneses	Murex Diagnostic Group	Present (Video Conferencing)
	Irene Eugenio	Scientific Biotech Specialties Inc.	Present (Video Conferencing)
	May Nicolas	Jayyam Enterprises	Present (Video Conferencing)
	Michael Angelo Felix	Scientific Biotech Specialties Inc.	Present (Video Conferencing)



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	Judylyn Sulang	MRL Cybertec Corp.	Present (Video Conferencing)
	Julius Eugenio	Patient Care Corporation	Present (Video Conferencing)
	Leah Aurelio	Sta. Ana Enterprises	Present (Video Conferencing)
	RB Malong	Fas Diagnostic Group	Present (Video Conferencing)
	Tiffany Russel Torres	MRL Cybertec Corporation	Present (Video Conferencing)
	Rosanne Mauricio	Lifeline Diagnostic	Present (Video Conferencing)
	Glenn Ida	Allied Hospital Int'l	Present (Video Conferencing)
	Lady Jessica Kris Velasquez	Lifeline Diagnostic	Present (Video Conferencing)
	Darwin Llanes	Lifeline Diagnostic	Present (Video Conferencing)
Observer	Bermerly Ramos	COA	Present (Video Conferencing)

Time Started and Quorum:

The Pre-Bidding Conference held at 5th Floor Function Hall, Surgical Annex Building, Mariano Marcos Memorial Hospital and Medical Center, was called to order and declaring a quorum at 9:15 AM, November 9, 2020, and was presided by Mr. Diego L. Ofiaza, BAC Vice Chairperson.

The Pre-Bidding Conference was done through teleconferencing via Google Meet and through face to face meeting with suppliers who were physically present.

DISCUSSION:

GENERAL ORIENTATION

I. HOUSE RULES

House Rules were being projected on the screen to be strictly followed by the online participants and to write down all their queries on the chat box.

II. COMPOSITION OF THE BIDS AND AWARDS COMMITTEE

Mr. Ofiaza introduced the chairperson and members of the Bids and Awards and acknowledged the presence of the suppliers and observer who joined through online as well as those who are physically present.

III. BIDDER'S CHECKLIST (Checklist of Technical Proposals including Eligibility Requirement and Checklist Financial Proposals)

- Mr. Ofiaza presented the arbitrary checklist that they will be using to preliminarily evaluate their bid proposals. The only thing the BAC check during the Opening of Bids is the presence or absence of these documents. If the BAC finds one of these documents missing, it would be automatically failed. If you are eligible with the eligibility requirements then we move to the next checklist and evaluation of the financial proposal.
- For those suppliers who are part of Joint Venture Agreement (JVA) must also present the prior requirement such as PhilGEPS Certificate, the Statement of all on-going contracts, and statement of SLCC and NFCC computation.
- Mr. Ofiaza said that when using Bid Security Declaration shall be based on the Approved Budget for the Contract and may come in any form (e.g. Cash or



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cashier's/manager's check, bank guarantee, surety bond) it should be properly notarized, signed and sealed.

- d. Mr. Ofiaza informed the prospective suppliers that the ABC that is referring to would be the items only that they are bidding for and not the entire total amount of the contract.
- e. Mr. Ofiaza said that Omnibus Sworn Statement must also be properly file-up, notarized, signed and sealed.
- f. Mr. Ofiaza reminded the bidders that any missing document on the above-mentioned checklist both for the technical and financial proposal is a ground for outright rejection of the bid.
- g. Mr. Ofiaza reminded the suppliers that when they compute their NFCC, use the factor "15". In all cases it must be sufficient for all the lots or contracts to be awarded to the Bidder.
- h. Mr. Ofiaza elaborated 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 25% and for non-expendable supplies has to amount to at least 50% of the ABC they are bidding for. This is a way of checking that bidders are capable of serving their products.

IV. SEALING AND MARKING OF ENVELOPES

- a. Mr. Ofiaza 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. He said to provide same copies of the documents in each enveloped and he also said that envelopes has to be properly sealed and signed across the signature.

V. COLOR CODING OF ENVELOPE

- a) Various Laboratory Supplies and Reagents for FY 2021 use, the color of envelopes to be submitted is **PINK**
- b) Supply and Delivery of Various Supplies and Reagents, the color of envelopes to be submitted is **VIOLET**.

VI. PROCUREMENT TIMELINE

Mr. Ofiaza announced the procurement timeline and he also inform that they will strictly follow the prepared schedule. In addition, Mr. Ofiaza instructed all the prospective bidders to submit their samples during the opening of bids to fast track the evaluations of the Technical Working Group and to submit their Performance Bond once they have received the Notice of Award.

VII. COST OF BIDDING DOCUMENTS

Mr. Ofiaza informed the standard rates for acquiring/buying the bidding documents and will be based on the cumulative ABC bidding for.

VIII. TIE BREAKING METHOD

Mr. Ofiaza informed the bidders that in case of a tie with 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.

IX. ADDITIONAL INSTRUCTIONS

- a. Mr. Ofiaza synchronized the time with the bidders. Any bidder who will submit its envelope beyond 8:30 AM on the date of deadline for the submission of bids will be automatically rejected.
- b. Mr. Ofiaza said to present the Original Official Receipt upon the submission of bids
- c. Mr. Ofiaza said that bidding documents bought from the Bids and Awards Committee together with a photocopy of the Official Receipt should be included



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in the Original Bid - Financial Component Envelope. This is just an additional requirement and not a part of the checklist.

X. CUT-OFF TIME FOR ACQUIRING BIDDING DOCUMENTS

The buying/acquiring of bidding documents of the project will be cut-off on November 23, 2020 at 5:00 P.M.

BIDDING DOCUMENTS: VARIOUS LABORATORY SUPPLIES AND REAGENTS FOR FY 2021 USE

- a. Mr. Ofiaza reiterated the Invitation to Bid for the two projects.
- b. Mr. Ofiaza presented the items to be awarded per lot and per line items for the project.
- c. Presentation of Schedule of Requirements with Signed of the Bidder's Representative
- d. Mr. Ofiaza presented the Technical Specifications and the General Terms and Conditions of all Tie-Up Items.

BIDDING DOCUMENTS: SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES AND REAGENTS

- a. Mr. Ofiaza presented the items to be awarded per lot and per line items for the project.
- b. Presentation of Schedule of Requirements with Signed of the Bidder's Representative

QUESTIONS

- I. Mr. RB Malong, representative from FAS Diagnostic Group asked if they can buy the bidding documents online
 - Mr. Ofiaza answered that they can buy the bidding documents through bank transfer transaction and ask the details to the BAC Secretariat.
- II. Mr. Arvil Villacorta, representative from Lifeline Diagnostic Supplies asked if they will submit a hard copy or a soft copy of their bidding documents.
 - Mr. Ofiaza answered that they will submit a hard copy of their bidding documents.
- III. Mr. Allan Opguar, representative from Zafire Distributor clarifies if the Item H-5, Fibrinogen is per test or per set.
 - Mr. Ofiaza answered that the Item H-5, Fibrinogen is per set.
- IV. Ms. May Nicolas, representative of Jayyam Enterprises asked for the clarification of the bidding documents rate, if the 5,000.00 and 25,000.00 are the maximum amount for the projects and if they can purchase less depending the ABC they will bid on.
 - Mr. Ofiaza answered that they can purchase the bidding documents based on the ABC that they will bid on.
- V. Another question asked from RB Malong as to the Item H-26, Peripheral Blood Smear if it still needs a slide maker and stainer.
 - Mr. Ofiaza answered that for Item H-26, it will need a slide maker and stainer.
- VI. Another question asked from Arvil Villacorta as to the items: SI-36, SI-37, SI-38, SI-39 if they are included in the Immunology Analyzer Tie-up.
 - Mr. Ofiaza answered that the items above are included.
- VII. Ms. Irene Eugenio, representative from Scientific Biotech Specialties Inc. asked if it is possible to attached either local or international NEQAS for the Hematology Analyzer since it was not indicated in the technical specifications
 - Mr. Ofiaza answered that it is acceptable either local or international NEQAS to be attached.
- VIII. Mr. Florence Genosa, representative from Allied Hospital Int'l asked if it is allowed to submit other certification that proves that their machines are existing for the Hematology Analyzer.



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- Mr. Ofiaza approved the proposal of Mr. Genosa as long as it is related to NEQAS.
- IX. Another question asked from Ms. Irene if the Item Capillary Electrophoresis is per test or per kit.
 - Mr. Ofiaza answered that the Item Capillary Electrophoresis is per test.
- X. Mr. Julius Eugenio, representative from Patient Care Corporation asked if the Item CC-6, HbA1c will consider other method (principle) other than HPLC.
 - Mr. Ofiaza denied the proposal of Mr. Eugenio and stick to HPLC method for the item.
- XI. Another question asked from Mr. Julius if the items SI-40 to SI-44 is awarded per line item or per lot item.
 - Mr. Ofiaza answered that it is awarded per line item.
- XII. Another question from Mr. Florence asked if it is possible that the Items SI-36 to SI-39 for Immunology Analyzer Tie-up to provide separate machine.
 - Mr. Ofiaza answered that they should only provide one (1) machine for the Immunology Analyzer Tie-up.
- XIII. Ms. Tiffany Torres, representative from MRL Cybertec Corporation asked if it is possible to provide semi-automated for the item AU-1 as long as they can provide imaging.
 - Mr. Ofiaza answered that it should be fully automated.
- XIV. Another question from Mr. Julius asked if it possible to range the items B-136 and B-137 to 40-50 bottles/box.
 - Mr. Ofiaza accepts the proposal of Mr. Julius.
- XV. Another question asked from Mr. Julius if it is acceptable to provide ECLIA for the item SI-65.
 - Mr. Ofiaza approved the proposal of Mr. Julius.
- XVI. Another question asked from Mr. RB if the antibiotic disks are awarded per lot.
 - Mr. Ofiaza answered that the items are awarded per item.
- XVII. Mr. Glen Ida, a representative from Allied Hospital Int'l asked for the clarification of the throughput of the Hematology Analyzer if it is 100-900 samples per hour.
 - Mr. Ofiaza clarifies that the throughput of the Hematology Analyzer is 100-200 samples per hour instead of 100-900.
- XVIII. Mr. Arvin Jay dela Cruz, representative from Lifeline Diagnostic asked if the winning bidder is required to provide backup unit for the Fully Automated Chemistry Analyzer same with the HbA1c (HPLC).
 - Mr. Ofiaza answered that it is required to provide a backup machine for the Fully Automated Chemistry Analyzer, however for HbA1c (HPLC), it does not require a backup machine but in case of instrument breakdown, the supplier is responsible for sending out tests to a laboratory of choice. The supplier shall shoulder all expenses incurred.
- XIX. Follow up questions from Mr. Arvin for the item AU-1 (Automated Urine Analyzer): (i) are the consumable like specimen cups and test tubes included in the cost per test; (ii) if they have consideration to join the bid without body fluid testing. For item AP-12 (Urine Strips), if they can still join without "Iodate impregnated MESH Layer" but provided with an Official Research Studies that support their Urine Strips that has no interference to Ascorbic Acid.
 - Mr. Diego answered the following questions: for AU-1 (i) consumables are not included in the unit cost, (ii) they can still join even without body fluid testing; for AP-12, Mr. Ofiaza approved the proposal of Mr. Arvin.
- XX. Mr. Darwin Llanes, a representative from Lifeline Diagnostic asked if the Wet Chemistry needs a backup unit when there is a Dry Chemistry.
 - Mr. Ofiaza answered that the two analyzer differs from one another, therefore it needs a backup unit for each analyzer.
- XXI. A follow up question from Mr. Darwin if it is possible for Wet Chemistry to shoulder the cost of send outs in case of back down.
 - Mr. Ofiaza reiterated that all Analyzers shall be provided with a backup unit.



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- XXII. Ms. Sherill Basco, a representative from MRL Cybertec asked if it is possible to provide a same machine for ABG (Main) and ABG (Backup).
- Mr. Ofiaza answered that it is acceptable to provide same machine for the two analyzers as long as they can beat the approved budget.

Mr. Ofiaza reiterated the Procurement Timeline for the two projects and reminded the submission of samples during the Opening of Bids. In addition, Mr. Ofiaza informed the online suppliers as well as those who are present during the conference to contact the Procurement Section if there are still clarifications.

There no other matters to be discussed, the meeting was adjourned at 12:00 PM.

Transcribed by:

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BAC Secretariat

Checked by:

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for Head of BAC Secretariat

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