



Republic of the Philippines  
Department of Health  
Regional Office I  
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"PHIC Accredited Health Care Provider"  
"ISO 9001:2015 Certified"  
"PGS Compliant"

## BIDS AND AWARDS COMMITTEE

### MINUTES OF PRE-BIDDING CONFERENCE FOR THE PROJECT, SUPPLY AND DELIVERY OF VARIOUS MEDICAL SUPPLIES FOR OPERATING ROOM, CATHETERIZATION LABORATORY, CENTRAL SUPPLY ROOM, COVID ISOLATION, MEDICAL INTENSIVE CARE UNIT AND NEONATAL INTENSIVE CARE UNIT FOR 2020 USE

#### Agenda:

Pre-bidding Conference for the project, Supply and Delivery of Various Medical Supplies for Operating Room, Catheterization Laboratory, Central Supply Room, COVID Isolation, Medical Intensive Care Unit and Neonatal Intensive Care Unit for 2020 use with an Approved Budget for the Contract (ABC) of Five Million One Hundred Seventeen Thousand Seven Hundred Sixty Four Pesos and 30/100 Only (Php 5,117,764.30)

#### Attendance:

Committee	Name	Designation
BAC	Elyzel B. Puguon	Chairperson
	Diego L. Ofiaza	Vice Chairperson
	Rizzaly A. Vicente	Member
	Edina Monique G. Tahilan	Member
	Tennessee Huyaban	Member
BAC Secretariat	Ervin Ralph T. Lagmay	Member
	Wihl Jay C. Agcaoili	Member
	Loyolo A. Urulaza	Member
	Stella Marie Andrea Llacuna	Member
TWG	Carine R. Lacuesta	Member
	Jemima-Lee Bueno	Member
	Richard Irvin Bismonte	Member
	Lyla Edissey Adalla	Member
	Paula Mariano	Member
Observer	Bermely Ramos	COA Auditor
Company Representative	Mark Alvin Buena	Medical Center Trading Corporation
	Jarome Gabriel	Medisafe Philippines, Inc.

There were seven (7) company representative who attended via videoconference, namely:

Company	Representative/s
RMG Marketing, Inc.	Ana Sevilla
Luzon-Quick Serve Trading	Dan John Gonzales
	Mary Claire Rondez
Patient Care Corporation	Erik James Ignas
Panamed Philippines, Inc.	Jhessa Deo
RG Meditron, Inc.	Nelia Ardan
Vallery Enterprises	Lorenz Rivera



**Time Started and Quorum:**

The Pre-Bidding Conference for the project, Supply and Delivery of Various Medical Supplies for Operating Room, Catheterization Laboratory, Central Supply Room, COVID Isolation, Medical Intensive Care Unit and Neonatal Intensive Care Unit for 2020 use held at 2<sup>nd</sup> Floor, Board Room, Main Building of Mariano Marcos Memorial Hospital and Medical Center at 9:00 AM of November 5, 2020 and was presided by Mr. Diego L. Ofiaza, BAC Vice Chairperson. It was also presented via videoconference for the prospective bidders who cannot attend physically due to the COVID-19 pandemic.

**Proceedings:****Pre-Bidding Conference**

For the project, Supply and Delivery of Various Medical Supplies for Operating Room, Catheterization Laboratory, Central Supply Room, COVID Isolation, Medical Intensive Care Unit and Neonatal Intensive Care Unit for 2020 use with an ABC of Php 5,117,764.30, posted at the website of PhilGEPS on October 28, 2020 and posted at the bulletin board and agency website on October 28, 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, November 17, 2020" and all sealed parts should be signed. He also announced that orange envelope should be used for the project, Supply and Delivery of Various Medical Supplies for Operating Room, Catheterization Laboratory, Central Supply Room, COVID Isolation, Medical Intensive Care Unit and Neonatal Intensive Care Unit for 2020 use





- **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 November 17, 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 November 16, 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 November 17, 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, Supply and Delivery of Various Medical Supplies for Operating Room, Catheterization Laboratory, Central Supply Room, COVID Isolation, Medical Intensive Care Unit and Neonatal Intensive Care Unit for 2020 use. During the presentation, there were questions and clarifications asked.
- **Bidlist**  
The BAC Vice Chairperson ran through to those items' technical specifications of the project, Supply and Delivery of Various Medical Supplies for Operating Room, Catheterization Laboratory, Central Supply Room, COVID Isolation, Medical Intensive Care Unit and Neonatal Intensive Care Unit for 2020 use to wit; MS 115, MS 2, OR 35, OR 36. 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.
- **Questions and Clarifications**
  - i. Representative from Panamed Philippines Inc., Ms. Jhessa Deo asked if they can offer disposable chest drainage for item MS 115. The BAC Vice-Chairperson asked the End-Users but still preferring the one that is autoclavable.
  - ii. Mr. Dan John Gonzales, representative from Luzon-Quick Serve Trading, asked about the item MS 2 if they can offer different composition of the product. The BAC Vice-Chairperson asked again the End-Users but decided to stick with the current specifications.
  - iii. Ms Jhessa Deo of Panamed Philippines Inc., queried if they were allowed to offer a longer size of tube from 75 -100 cm for the item OR 35. The End-Users agreed but it should range from 75 - 110 cm.



- iv. Representative from Patient Care Corporation, Mr. Erik James Ignas raised question if they can range a bigger dimension from 10 cm x 15 cm to 15 cm x 15 cm for item OR 36. The End-Users granted their request.
- v. Mr. Dan John Gonzales, representative from Luzon-Quick Serve Trading, has a concerned about the suppliers having a difficulties in the supply chain and asked if they can deliver items with below 18 months shelf life. The BAC Chairperson together with the help of End-Users will check on the items that requires shelf life and it will reflect in the Bid Bulletin.

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 11:00 AM.

Transcribed and Prepared by:

  
**WIHI JAY C. AGCAOILI**

*BAC Secretariat*

  
**KAPELHOFF A. QUIDANG, MBA**

*Head, BAC Secretariat*

Noted by:

**ELYZEL 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*