



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 PRE-BIDDING CONFERENCE FOR THE PROJECT, VARIOUS OPHTHALMOLGY SUPPLIES FOR 2020

Agenda:

Pre-Bidding Conference for the project, Various Ophthalmology Supplies for 2020 use with an Approved Budget for the Contract (ABC) of One Million Four Hundred Fourteen Thousand Seven Hundred Pesos Only (Php 1,414,700.00)

Attendance:

| Committee | Name | Designation |
|-----------------|--------------------------|------------------|
| BAC | Elyzel B. Puguon | Chairperson |
| | Diego L. Ofiaza | Vice Chairperson |
| | Rizzaly A. Vicente | Member |
| | Edina Monique G. Tahilan | Member |
| BAC Secretariat | Ervin Ralph T. Lagmay | Member |
| | Wihl Jay C. Agcaoili | Member |
| | Precious P. Rumbaoa | Member |
| TWG | Clarissa Jelene De Rosas | Member |
| Observer | Bermely Ramos | COA Auditor |

There were three (3) company representatives who attended via videoconference, namely:

| Company | Representative |
|---------------------|---------------------|
| MTC Opto-Medic Inc. | Jose Syjueco |
| Metro Drug Inc. | Leonel Yosuco |
| I-Senz Medical Inc. | Cherrifer Tagalisma |

Time Started and Quorum:

The Pre-Bidding Conference for the project, Various Ophthalmology Supplies for 2020 use held at 2nd Floor, Board Room, Main Building of Mariano Marcos Memorial Hospital and Medical Center at 9:30 AM of October 29, 2020 and was presided by Dr. Elyzel B. Puguon, BAC 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

The project, Various Ophthalmology Supplies for 2020 use with an ABC of Php 1,414,700.00 was posted at the bulletin board, agency website and PhilGEPS on October 20, 2020 and published on October 21, 2020 with reference number of 7273153.

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

- I. Bidder's Checklist
The BAC Chairperson apprised the prospective bidders the importance of the checklist which will be used to evaluate prospective bidders' bid proposals. She further discussed and explained one by one the contents of the Technical and Financial Checklist. The BAC Chairperson stressed that they should complete what is included in the checklist otherwise their bid proposals will be declared failed.
- II. NFCC
The BAC 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.
- III. SLCC
The BAC Chairperson talked through the significance of SLCC and emphasized that the prospective bidders should have completed at most 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.
- IV. Sealing and Marking of Bids
The BAC 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 11, 2020" and all sealed parts should be signed. She also announced that white envelope should be used in order to easily differentiate the bid proposal from other project.
- V. Procurement Timeline
The BAC Chairperson discussed the procurement timeline to the prospective bidders. She emphasized that they should pass their bid proposals until 8:30 AM on November 11, 2020 and the opening of bids will begin at exactly 9:00 AM of the same date. She also announced that the cut-off time for acquiring Bidding Documents is on November 10, 2020 at 5:00 PM.
- VI. Cost of Bidding Documents
The BAC Chairperson presented to the prospective bidders the cost of bidding documents which shall correspond to the ABC range.
- VII. Tie Breaking Method
The BAC Chairperson discussed the rules and regulations if in case a tie will occur. She 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.
- VIII. 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 11, 2020 and to refer to the BAC secretariat if ever there are any further information needed.
- IX. Technical Specifications and General Terms and Conditions
The BAC Chairperson presented the details of specifications of the project, Various Ophthalmology Supplies for 2020 use and there were no questions and clarifications being asked.

X. Bidlist

The BAC Chairperson ran through the items' technical specifications to be bid and asked if there were questions relating to the items. There were no questions raised, hence the BAC Chairperson announced to the prospective bidders that they can simply send a letter if they have clarifications regarding the items and changes will be posted through a Bid Bulletin.

XI. Additional Instructions

The BAC 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. She 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.

XII. Other Announcement

The BAC Chairperson announced to the prospective bidders that once they accepted their Notice of Award and submitted their performance security this means that it is already legally binding hence, they can start to deliver the items that will be awarded to them.

XIII. Questions and Clarifications

Representative from I-senz Medical Inc., Ms. Cherrifer Tagalisma asked if they can facilitate the payment of performance bond through online. BAC Chairperson responded with yes and advised her to coordinate with the Hospital's Cash Operations Section on the details of the bank account.

Since there were no more clarifications or questions being asked from the prospective bidders, the BAC 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.

Other Matters:

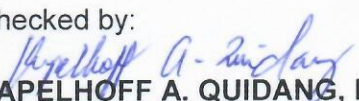
The BAC Secretariat informed and gave copies to the BAC Chairperson regarding the latest updates from the Undersecretary of Health for her review before discussing it with the members of the BAC.

There being no other matters for discussion, the meeting was adjourned at 10:30 AM.

Transcribed and Prepared by:


ERVIN RALPH T. LAGMAY
BAC Secretariat



Checked by:


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


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BAC Members