

	QUIRINO MEMORIAL MEDICAL CENTER				
	MINUTES OF MEETING				
	DIVISION/DEPARTMENT/SECTION/UNIT: BIDS AND AWARDS COMMITTEE				
TYPE OF MEETING: <input type="checkbox"/> Management Review <input type="checkbox"/> MANCOM Meeting <input type="checkbox"/> EXECOM Meeting <input type="checkbox"/> COMMITTEE Meeting <input type="checkbox"/> DEPARTMENT Meeting <input type="checkbox"/> BAC Meeting _____					
DATE: Feb.6,2019		TIME STARTED:3:00PM		TIME ENDED:4:05PM	VENUE: Board Room
AGENDA	DISCUSSION	AGREEMENT			
		ACTION	TIME TABLE	BUDGET NEEDED	RESPONSIBLE PERSON
1.Pre-Bid Conference	1. The Invitation to Apply for Eligibility and to Bid (IAEB) under IB 2019-01-05 Procurement of Human Resources Information & Payroll System with finger and facial Recognition Time and Attendance Biometrics System		Opening of Bid: Feb.19,2019 / 2:00PM	Php5,500,000.00	-BAC (Services) -BAC Sec -TWG -End-User)
	2. The meeting commenced at 3:00PM with Mr. Cesar Castro, BAC Vice Chairman as the presiding officer.			Source of Funding: Income Fund	
	3. Mr.Cesar Castro, BAC Vice-Chairman presented the details of the Instruction to bidders to make the participating prospective bidders enlighten on the documents needed to prepare and submit.		Bid Evaluation: Feb.20,2019		
	4. Proceedings of the meetings are as follows:		Post Qualification: Feb.21,2019		

Prepared By:

Ma.Geralyn N. Aquino, MMHA
BACSEC Member

Noted By:

Rellie Monroe Navarrete, CCNA, MMHA
BACSec Chairman

Janice Blandina Almeda, MD
Chairman, Bid and Awards Committee
(Services)

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	<ul style="list-style-type: none"> ➤ Annex A of Technical Specification bidder raise the unit of biometric device and end user reply Two (2) units – System Kiosk and Four Units(4) : Facial, Fingerprint, and RF ID Card Recognition Biometric Device. Four on the top of two. ➤ The bidder also asks of the current device we are using however end-user replies that the winning bidder shall supply a device and set including the swing door for door access control system. 				
	<ul style="list-style-type: none"> ➤ #115 of technical specification - same model offered by the bidder on the current Biometric Device Implemented in the Hospital System (HRIS / PAYROLL SYS) is interoperable to the existing DTR Info Sys implemented in the hospital. The System will retrieve/pull data from the DTRIS for the computation on the Payroll System.(shall be deleted) 	For Bid Bulletin			

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	<ul style="list-style-type: none"> ➤ Bidder asks for the clarification on Four (4) Units - 1500 VA APC UPS for the Kiosks and Biometrics end-user replies 2 for kiosk and 2 for the device. ➤ Networking devices will provide by the end-user. 				
	<ul style="list-style-type: none"> ➤ Bidder asks on the design of the booth. End-user replies preferably design from a hotel with core devices and submit a copy of design of the booth for approval. 				
	<ul style="list-style-type: none"> ➤ #68 of technical specification the Medicare was also ask by the bidder and end-user clarify that Medicare describe in #68 was the Philhealth share or the allowance from the Philhealth for the individual employees. 				
	<ul style="list-style-type: none"> ➤ Bidder also asks on the number of the user Ms. Eloisa De Jesus Head of the HR replies at least 3,500. 				
	<ul style="list-style-type: none"> ➤ Current Network -120 to 150 wards and offices 				
	<ul style="list-style-type: none"> ➤ #7 of technical specification 24/7 availability of IT support can be on-line, GoTo Meeting 				

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	or phone support.				
	<ul style="list-style-type: none"> ➤ #4-Other terms and condition the bidder confuse on Delivery and Installation in Fifteen (15) days upon receipt of Notice to Proceed. The end-user clarifies on Delivery of Hardware and # 5. Two (2) months system implementations are the basics. ➤ Standard HRIS is customized to QMMC. ➤ Standard platform of Data Base. 				
	<ul style="list-style-type: none"> ➤ Another concern from the Bidders is the Customization period covers from date of the acceptance up to twelve (12) months. End-user defines that within 2 months is the implementation of complete basic modules and in the 12 months is the customization. For the total of 14 months. 				
	<ul style="list-style-type: none"> ➤ #110 of technical specification The supplier must have a track record of at least three (3) IT <u>HRIS</u> systems installations and/or 	For Bid Bulletin			

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	implementations at any private/corporate or government agencies				
	➤ Section VI –Schedule of Requirements: 15 days upon receipt of Notice to Proceed <u>(for Hardwares)</u> .	For Bid Bulletin			
	➤ For additional other terms and condition to clear the installation payment for the bidders: <u>Payment Scheme:</u> <ul style="list-style-type: none"> • 50% upon system implementation (refer to no. 5 of other terms and conditions). 12 modules must be up and running. • 50% full system implementation with customization (refer to no. 9 of other terms and conditions). Upon acceptance of the end-user. 	For Bid Bulletin			
	➤ To include in other terms and condition: (as per end-user) <ul style="list-style-type: none"> • Certificate of Good performance from government and private hospital. 	For Bid Bulletin			
	5. There having no other remaining topics				

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	for discussion and no other queries from the bidders the Pre-Bid Conference adjourned at exactly 4:05PM.				
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Attendance; (Pls. See Attached)

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MINUTES OF MEETING

DIVISION/DEPARTMENT/SECTION/UNIT: BIDS AND AWARDS COMMITTEE

TYPE OF MEETING: PRE-BID CONFERENCE HUMAN RESOURCES INFORMATION & PAYROLL SYSTEM W/FINGER & FACIAL RECOGNITION TIME AND ATTENDANCE BIOMETRICS SYSTEM

☐ Management Review ☐ MANCOM Meeting ☐ EXECOM Meeting ☐ COMMITTEE Meeting ☐ DEPARTMENT Meeting ☐ Others _____

DATE: Feb. 6, 2019

TIME STARTED: 3:00PM

TIME ENDED:

VENUE: Board Room

ATTENDANCE SHEET

SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN	SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN
1.	Cesar Carbo	BAT		3:10	16				
2.	Reina B. Tio	ORS		3:00	17				
3.	Angelica C. Echeverria	Org.		3:00	18				
4.	ARNE BRIONES	HRDS		3:00	19				
5.	EDWIN V. MONICO	ICM		3:00	20				
6.	EDILBERTO CUSTODIO JR.	EFM		3:00	21				
7.	NORMITA S. CLANDIA	LATS		3:00	22				
8.	JONIA RIVERA	ICM		3:00	23				
9.	GRACE A. CUAONA	HR		3:00	24				
10.	ERNESTO M. DE JESUS	HR		3:00	25				
11.	Julia Dolletan	HAL SEC		3:00	26				
12.	ROBERTO MANDAYAO	BAC SEC		3:00	27				
13.	Pa. Geraldine RIVERA	PRO EN		3:00	28				
14.					29				
15.					30				

Prepared By:

Noted By:



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SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	COMPANY	SIGNATURE	TIME-IN
1.	TINA ROBLES	PH-IT	[Signature]	3:00	16				
2.	Engr. Tantian	BlueSky	[Signature]	3:00	17				
3.	RAMON M. MARTINEZ	DAI	[Signature]	3:00	18				
4.	JOAN ISABELO	NET-SYSTEMS	[Signature]	3:00	19				
5.	MARICAR CRUZ	TTHI	[Signature]	3:25	20				
6.	ARTURO S. DE VILLA	TERATOMO	[Signature]	3:25	21				
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Prepared By:

Noted By: