

QUIRINO MEMORIAL MEDICAL CENTER

MINUTES OF MEETING

DIVISION/DEPARTMENT/SECTION/UNIT: **Bid and Awards Committee**

TYPE OF MEETING: PRE-PROCUREMENT CONFERENCE for Hemodialysis Supplies CY 2019

☐ Management Review ☐ MANCOM Meeting ☐ EXECOM Meeting ☐ COMMITTEE Meeting ☐ DEPARTMENT Meeting ☐ BAC Meeting_

DATE: March 8, 2019

TIME STARTED: 9:00 AM

TIME ENDED: 10:51 AM

VENUE: Board Room

AGENDA	DISCUSSION	AGREEMENT			
		ACTION	TIME TABLE	BUDGET NEEDED	RESPONSIBLE PERSON
1. Pre-Procurement Conference	1. The meeting commenced at 9:00am with Dr. Katherine Palacio, BAC Vice-Chairman (Drugs and Medicine/Other Supplies) as the presiding officer.		Pre-Bid Conference: March 22, 2019 / 9:00am	Php 18,450,270.00 with CAF	BAC (Drugs and Medicine/ Other Supplies, BACSec,
	2. Dr. Katherine Palacio presented the Standard Bid Documents for the Hemodialysis Supplies CY 2019.		Opening of Bids: April 3, 2019 / 9:00am		TWG End-User (Hemodialysis)
IB# 2019-03-06	3. Title of the project: Procurement of Hemodialysis Supplies CY 2019		Bid Evaluation: April 4, 2019		
	4. For the procurement of expendable Supplies and Services of ITB Clause 5.4 shall be for the procurement of		Post Qualification: April 5, 2019		

Prepared By:

Ma. GERALYN N. AQUINO, MMHA
BACSEC Member

Noted By:

Relle MONROE NAVARRETE, CCNA, MMHA
BACSEC Chairman

Isabel Elona, MSc
Chairman, Bid and Awards Committee
(Drugs and Medicine/Other Supplies)

	Hemodialysis Supplies.				
	5.Schedule of Requirements: Quantity: 9 months Quarterly:3 Total: Php. 6,150,090.00 per quarter Delivered: as per schedule indicated in the Purchased Order				
	6. Dr.Victoriano (End-User) asks if they need the supplemental if the supply was debilitated. BAC told them to finish the contract before the supplemental.				
	7. Dr.Ang also asks of the turnaround time of every procedure. Ms.Susan Simbulan told them that start with RIS and PR the availability of signatories mostly is one week. Dr.Ang Suggest for the Tracking of papers.	One week process of the Papers.			
	8. Dr.Pabillo suggests to add back-up machine in terms and condition.				
	9.Annex A was discussed by Dr. Victoriano : <ul style="list-style-type: none"> • AV Fistula Needle Gauge 16 (2 pcs. per pack) • AV Fistula Needle Gauge 17 (2 pcs. per pack) • Low calcium acid 				

Prepared By:

Ma.Geralyn N. Aquino, MMHA
BACSEC Member

Noted By:

Rellie Monroe Navarrete, CCNA, MMHA
BACSec Chairman

Isabel Elona ,MSc
Chairman, Bid and Awards Committee
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	concentrate 5 Liter container <ul style="list-style-type: none"> • Machine Surface Disinfectant,(to be check by the end-user –Liter?) 				
	10. The winning bidder should provide the following: Water Analysis- DOH Standard Dr.Ang has her water analysis standard. <ul style="list-style-type: none"> • 10 units Hemodialysis machines (9 brand new unit and 1 refurbished as back up machine) 				
	Water Purification – <ul style="list-style-type: none"> • 8 machines for three treatment shifts and at least 4 machines for four treatment shifts 				
	Personal Computer- (minimum requirement) <ul style="list-style-type: none"> • Intel Core i5 or equivalent processor 				
	Printer- Wifi direct, wireless printing capability				
	Bio Refrigerator- 6 cu. ft. Bio Refrigerator with temperature monitoring and 5 storage separations for HD unit use				

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 Ma. GERALYN N. AQUINO, MMHA
 BACSEC Member

Noted By:


 Rellie Monroe Navarrete, CCNA, MMHA
 BACSEC Chairman



 Isabel Elona ,MSc
 Chairman, Bid and Awards Committee
 (Drugs and Medicine/Other Supplies)

	11. Obligations of QMMC Dr.Ang suggest to Mam Susan Simbulan to Connect the dialysis unit to a generator capable of handling eight machines in case of brownouts. >Temporary Room #428 while hemodialysis was renovated.				
	12. Collect from all point of use water sample at the dialysis unit and submit to DOH accredited testing center for physical and chemical water analysis every six months and make sure at all times that the water sample will PASS the PSN/AAMI standard.				
	13. There having no other remaining topics for discussion, the Pre-Procurement Conference adjourned at exactly 10:51AM.				


ATTENDANCE SHEET: Pls.See Attached

Prepared By:

Ma.Geralyn N.Aquino,MMHA
BACSEC Member

Noted By:

Rellie Monroe Navarrete,CCNA,MMHA
BACSec Chairman


Isabel Elona ,MSc
Chairman, Bid and Awards Committee
(Drugs and Medicine/Other Suuplies))



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

DATE: Feb. 8, 2019

TIME STARTED: 9:00AM

TIME ENDED:

VENUE: BAC Office

ATTENDANCE SHEET

SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN	SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN
1.	ALEX VICTORIANO MD	IM - DEPT		9:00 am	16				
2.	Katherine Palacio	any opp		9:00 am	17				
3.	Molly DV. CHUA	BAC		9:00	18				
4.	Noriel Cabacungan	ICMS		9:00	19				
5.	JONIL DE VEA	EFM		9:00	20				
6.	Jan Christopher Santos	Perms-Tel		9:00	21				
7.	Fidel John P. Chedon	ITM			22				
8.	Susan Simbulan	HSS		9:00	23				
9.	CATHERINE CAPE	TWG		9:00	24				
10.	Jessica A. Amorin	HRM/SEC		9:00	25				
11.	Ang, ANNE MARGARET	ITM		9:00	26				
12.	Julia Dillation	BAC SEC			27				
13.	Lem Pabillo	CMM			28				
14.					29				
15.					30				

Prepared By:

Noted By: