



# QUIRINO MEMORIAL MEDICAL CENTER

## MINUTES OF MEETING

DIVISION/DEPARTMENT/SECTION/UNIT:

**Bid and Awards Committee**

**TYPE OF MEETING: PRE-PROCUREMENT CONFERENCE for Laboratory Reagents and Supplies CY 2019 Rebid**

☐ Management Review ☐ MANCOM Meeting ☐ EXECOM Meeting ☐ COMMITTEE Meeting ☐ DEPARTMENT Meeting ☐ BAC Meeting\_

DATE: March 8, 2019

TIME STARTED: 11:00 AM

TIME ENDED: 12:16 PM

VENUE: Board Room

AGENDA	DISCUSSION	AGREEMENT			
		ACTION	TIME TABLE	BUDGET NEEDED	RESPONSIBLE PERSON
1. Pre-Procurement Conference	1. The meeting commenced at 11:00am 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 4,441,848.00 with CAF	BAC (Drugs and Medicine/ Other Supplies, BACSec,
IB# 2019-03-06	2. Dr. Katherine Palacio presented the Standard Bid Documents for the Laboratory Reagents and Supplies CY 2019 (Rebid) <ul style="list-style-type: none"><li>Lot 8-Microbiology-Anti-Microbial Sensitivity Testing Disc</li><li>Other Line Items</li></ul>		Opening of Bids: April 3, 2019/ 9:00am		TWG End-User (Hemodialysis)
	3. Ms. Susan Simbulan told the BAC that Connectivity Fee should be specified in other Terms and Condition.		Bid Evaluation: April 4, 2019		

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 Supplies)

	<p>4. For the Send-out procedure the winning bidder shall: In cases that the reagent is not available, and there is a delay in delivery or malfunction of machine, the bidder MUST shoulder ALL the expenses (<i>transportation cost, laboratory procedures and other expenses incurred</i>) by sending out specimen/s to the laboratory facility with MOA without any deduction in quantity of the original bidded reagents and supplies.</p>		Post Qualification: April 5, 2019		
	<p>5. Calibration and control in Lot 8 Microbiology is deleted. And must be included next bidding in other lots (general) .-for assurance and quality.</p>				
	<p>6. Leptospira is now out of stock. (Mam Susan Simbulan told them to check the Principal and Distributor of Leptospira.</p>				
	<p><b>11. Obligations of QMMC</b> Dr. Ang suggest to Mam Susan Simbulan to Connect the dialysis unit to a generator capable of handling eight machines in case of brownouts. &gt;Temporary Room #428 while hemodialysis was renovated.</p>				

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	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 <b>PSN/AAMI standard</b> .				
	13. There having no other remaining topics for discussion, the Pre-Procurement Conference adjourned at exactly 12:16M.				

ATTENDANCE SHEET: Pls. See Attached

Prepared By:

Ma. GERALYN N. AQUINO, MMHA  
BACSEC Member

Noted By:

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# QUIRINO MEMORIAL MEDICAL CENTER

## MINUTES OF MEETING

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

TYPE OF MEETING: PRE-PROCUREMENT CONFERENCE

UNOFFICIALLY

☐ 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.	Kathrine Palacio	Imp/orn	[Signature]	11:00	16				
2.	MOLLY DI. CHUK	BAC	[Signature]	11:00	17				
3.	Noriel Cabacungan	ICMS	[Signature]	11:00	18				
4.	JONIL DE VERA	EFM	EFM	11:00	19				
5.	REGINA D. DE VERA	LAB	[Signature]	11:00	20				
6.	KATSUAKI U. YOSHIDA	LAB	[Signature]	11:00	21				
7.	Celso Samarin	TWG	[Signature]	11:00am	22				
8.	VINCE Cipres	TWG	[Signature]	11:00am	23				
9.	NORBERTO PAMOLPAS	UPB	[Signature]	11:00am	24				
10	JUSTIN SIMPSON	Admin	[Signature]	11:00	25				
11	Grace Catherine A. Chig	Budget	[Signature]	11:00	26				
12	ANIL JOSE P. CAYAN	TWG	[Signature]	11:00	27				
13	JAN CARLOS J. JAMES	TWG	[Signature]	11:00	28				
14					29				
15					30				

Prepared By:

Noted By:

Minutes of Meeting  
Rev 109 Apr 2014