



QUIRINO MEMORIAL MEDICAL CENTER

MINUTES OF MEETING

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

TYPE OF MEETING:

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

DATE: March 22, 2019

TIME STARTED: 9:00AM

TIME ENDED: 12:10PM

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 2019-03-06 Procurement of Hemodialysis Supplies CY 2019		Opening of Bid: April 3, 2019 / 9:00AM	Php18,450,270.00	-BAC (Drugs and Medicine/Other Supplies) -BAC Sec -TWG -End-User)
	2. The meeting commenced at 9:00AM with Ms. Isabel Elona as the presiding officer.		Bid Evaluation: April 4, 2019	Source of Funding: INCOME FUNDS	
	3. There are 2 possible bidders who attended the Pre-bid meeting namely, Sta. Ana, an exclusive distributor of B. Braun and Pharma Star.				
	4. Ms. Isabel Elona, BAC Chairman presented the details of the Instruction to bidders to make the participating prospective bidders enlighten on the documents needed to prepare and submit.		Post Qualification: April 5, 2019		
	5. Proceedings of the meetings are as follows:				

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)

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	➤ ITB Clause 20.3 Color of Envelope and Folder is WHITE .				
	➤ STA.ANA – suggest specifying all items to be bid.	For complete specifications c/o Dr.Ang			
	➤ Low 1.25 mmol / liter calcium acid concentrate 5 Liter container (as per Dr.Ang 5 liter container is for single use of patient)	For Bid Bulletin			
	➤ Machine Surface Disinfectant, 750ml.(as per manufacturer specification) 30 bottles	For Bid Bulletin			
	➤ Dressing Pad 9cm x 25 cm	For Bid Bulletin			
	➤ 1.5 mmol/L Acid Concentrate 5 Liter container	For Bid Bulletin			
	➤ Other Terms and Condition was discussed by Dr. Victoriano				
	➤ Sta.Ana- inform the end-user if the 9 units are brand new. Dr.Victoriano told them that units are negotiable.				
	➤ 10 units Hemodialysis machines: ❖ 9 Brand new unit and ❖ 1 refurbished as back-up machine(Less than 30,000 hours): • 3 units for outpatient use, • 3 units non-hepatitis A and non-hepatitis B machines for in patient use,	For Bid Bulletin			

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Ma.Geralyn N. Aquino, MMHA
BACSEC Member

Noted By:

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	<ul style="list-style-type: none"> • 1 Hep B machine, • 1 Hep C machine, • 1 machine for ICU use, • 1 back up machine for HD unit use. 				
	<ul style="list-style-type: none"> ➤ Sta.Ana –notify the BAC that they measure the floor area of Hemodialysis. ➤ Suggest and request a copy of floor area signed by Arc.Rivera. 				
	<ul style="list-style-type: none"> ➤ 9 Brand new machine providing floor plan with approved licensing from DOH. 				
	<ul style="list-style-type: none"> ➤ Sta. Ana inform Engr. Concepcion the 2,400 watts for hemodialysis unit. 				
	<ul style="list-style-type: none"> ➤ 2 x 3 6 meters DOH approval 				
	<ul style="list-style-type: none"> ➤ Dr.Victoriano – as per Arch. Rivera storage is not included in the unit ➤ Division ,comfort room ,nurse station and comfort room are removed in hemodialysis floor plan ➤ Hepa C –will use refurbish back-up machine 				
	<ul style="list-style-type: none"> ➤ Obligation of the bidder to assist in preparation of all necessary requirements/ documents needed for the issuance of permits and licenses for the operation of the dialysis unit without cost to the winning bidder including but not 	For Bid Bulletin			

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	limited to the following: DOH license, PCSO accreditation, Philhealth accreditation, Medical waste disposal, and DENR license				
	➤ Replacement of a brand new machine as soon as practicable if the operating hour meter is already breaching the 30,000 hours mark	For Bid Bulletin			
	➤ Provide regular and preventive maintenance (every 3 months, calibration of machines every 6 months.	For Bid Bulletin			
	➤ Sta.Ana ask on License to operate 1.1.1.Renovation of the hemodialysis unit will start once all of the renovation plans has been approved by the engineering department of QMMC. ➤ (to verify by the end-user)				
	➤ Water purification system a. 10 machines capacity (8 machines capacity for HD unit, 1 back –up machine, 1 HD machine for ICU)	For Bid Bulletin			
	➤ Dr.Victoriano informs that the budget for Hemodialysis was measures in 6 machines for 200 patient monthly treatments.				
	➤ Sta.Ana verify the following : • Unit / Machine • Room for RTO • Floor Plan	For BAC Meeting on March 25, 2019/ 10:00am before the issuing of an amendment.(Bid Bulletin)			

Prepared By:

Ma.Geralyn N. Aquino, MMHA
BACSEC Member

Noted By:

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	➤ Site Visit : March 27,2019 /Wednesday 10:00am				
	4. There having no other remaining topics for discussion and no other queries from the bidders the Pre-Bid Conference adjourned at exactly 12:10PM. issued as an amendment				

Attendance; (Pls. See Attached)

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BACSEC Member

Noted By:

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

TYPE OF MEETING: PRE-BID CONFERENCE HEMODIALYSIS SUPPLIES CY 2019

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

DATE: March 22, 2019

TIME STARTED: 9:00AM

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.	Katherine Palanis	IM/OPD			16	Jahira Bolleta	KALSA		
2.	Noriel Cabaungan	ICMS			17				
3.	MOLLY DR. CHUA	RT			18				
4.	JAN CARLOS F. JAMES	Trans Twg		9:00	19				
5.	Jonil de Vega	EPM		9:00	20				
6.	KABER ELONA	Dys		8:57	21				
7.	Anne Ang	IM		9:00	22				
8.	CATHERINE P. LATE	TWG		9:00	23				
9.	MARK JOHN P. CHAVEZ	THU		9:00	24				
10	JOSHUA A. ANONDO	NON		9:00	25				
11	delia Mark Chari	THU		9:00	26				
12	J. VICORIANO				27				
13	LEONARDO E. GONZALEZ	EPM			28				
14	EDUARD O. GONZALEZ	EPM			29				
15	Ma. Genelyn Apri	BACSU			30				

Prepared By:

Noted By:



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SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	COMPANY	SIGNATURE	TIME-IN
1.	EDM L. PANG	STA-ANA BIRANAN		8:50	16				
2.	Jaycel Alan	with document but no sign Goshen		8:51	17				
3.	Jay C				18				
4.	Ang. Ang			9:04	19				
5.	JP PANGILINAN	STA-ANA		9:04	20				
6.	CRISTINA GARCIA	PHARMAS TAN		9:10	21				
7.					22				
8.					23				
9.					24				
10					25				
11					26				
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13					28				
14					29				
15					30				

Prepared By:

Noted By: