



# 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: April 26, 2019

TIME STARTED: 9:00AM

TIME ENDED: 11:28AM

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 2019-04-21 Procurement of Human Resources Information & Payroll System with finger and facial Recognition Time and Attendance Biometrics System		Opening of Bid: May 8, 2019 / 9:00AM	Php5,500,000.00	-BAC (Services ) -BAC Sec -TWG -End-User)
	2. The meeting commenced at 9:00AM with Dr. Katherine Joy Palacio, BAC Vice Chairman as the presiding officer.			Source of Funding: Income Fund	
	3. Dr. Katherine Joy Palacio, 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: May 9, 2019		
	4. Proceedings of the meetings are as follows:		Post Qualification: May 10, 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  
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	<ul style="list-style-type: none"><li>➤ For the recap of Pre-Bid Conference last Tuesday, April 23, 2019 the announcement coming from Malacañang that all government offices/agencies were suspended and BAC voted to conduct another Prebid-Conference on April 26,2019/9:00AM.</li><li>➤ Bid bulletin #1 will be posted in Philgeps on revised timetable of bidding activities schedule</li><li>➤ Opening of Bids: May 8,2019 / 9:00AM</li></ul>				
	<ul style="list-style-type: none"><li>➤ <b>DONA ALEJANDRA</b> ask for the clarification of sealing of bids</li><li>• ITB Clause 20.1 Bidders shall enclose their properly sealed original and copy 1 of eligibility and technical documents in one sealed envelope marked "TECHNICAL COMPONENT", and the properly sealed original and copy 1 of their financial component in another sealed envelope marked "FINANCIAL COMPONENT".</li></ul> <p>-BAC Vice Chairman change the sealing of bids to the previous sealing of bids as stated in Section 2 Instruction to the bidders</p> <p>C-preparation of bids (sealing and marking of bids):</p> <p>Clause 20.1 Bidders shall enclose their original eligibility and technical documents in one</p>	<p><b>For Bid Bulletin(Clause 20.1,clause 20.2,and clause</b></p>			

Prepared By:  
  
**Ma. Geralyn N. Aquino, MMHA**  
**BACSEC Member**

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	<p>sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT" sealing them all in an outer envelope marked "ORIGINAL BID".</p> <p>Clause 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelope as "COPY NO. 1 – TECHNICAL COMPONENT" and "COPY NO. 1 - FINANCIAL COMPONENT" and the outer envelope as "COPY NO.1", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.</p> <p>Clause 20.3 Each Bidder shall submit <b>one original and one copy</b> of the first and second components of its bid. Bid Documents should be <b>ring bound</b>. Color of Envelope and Folder shall be <b>ORANGE</b>.</p> <p>➤ Conformity with technical specifications, as enumerated and specified in Sections VI and</p>	20.3)			
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	<p>VII of the Bidding Documents was also question by <b>DONA ALEJANDRA</b></p> <p>-BAC replies that brochure shall attach in technical specification.</p> <p>➤ <b>DONA ALEJANDRA</b> inquires on #3 of Technical specification that the 12 modules delivery schedules for hardware and software is 15 days.</p> <p>➤ <b>SERT TECH INC.</b> can be delivering by 7 days on hardware and software.</p> <p>-Dr.Palacio, BAC Vice Chairman told the bidders that this will be for the final discussion of the BAC and end-user if changes will be made it will include in the addendum.</p> <p>➤ <b>BLUE SKY</b> informs that cardscan is a brand.</p> <p>-End-user Ms.G.Cuadra and Mr.J.Revilla told the bidders that it is a CARD SCAN, a process and not a brand.</p> <p>➤ <b>SERT TECH.INC.</b> suggest to use Tablet instead of the system Kiosk to be installed. This is for the real time use and also ask the end-user on what is the main use of the</p>				
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	<p>kiosk.</p> <p>➤ <b>DONA ALEJANDRA</b>- notify that tablet and kiosk is same network</p> <p>-Ms.G.Cuadra, End-user replies that kiosk has the feature that can be access and used only by the end-user.</p> <p>➤ <b>BLUE SKY</b> –ask if Touch Screen Monitor/Kiosk installed is together installed in one place.</p> <p>➤ <b>SERT TECH.INC.</b> Suggest for wall mounted.</p> <p>➤ <b>DONA ALEJANDRA INC.</b> - Kiosk Industrial Grade cannot compare on a tablet.</p> <p>-for BAC and End-user deliberation.</p>				
	<p>➤ <b>BLUE SKY</b> cannot follow the name of the needs in #12 In the Module Security Access Menu/Function.</p> <p>➤ <b>DONA ALEJANDRA INC</b>- they also have the different name in modules.</p> <p>-End-User Ms.G.Cuadra told the bidders that they can show the function or its equivalent.</p>				

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	<p>➤ <b>DONA ALEJANDRA INC.-ask</b> to when will check the system</p> <p>-End User Mr.J.Revilla replies systems will be check during post qualification.</p>				
	<p>➤ <b>BLUE SKY- ask on SMS</b></p> <p>-End-User Ms.Grace Cuadra informs the bidder that as long as have their provisions on SMS.</p>				
	<p>➤ <b>BLUE SKY-ask on #65 of</b> technical specification who will be the encoder for the professional fees of the doctors. Is it a part of payroll or accounting</p> <p>-End-User Ms.E. De Jesus-it will summarized by the end-coder ,manual encoded from cashier and to be include in hospital system for manual data</p> <p>-End-User Mr.J.Revilla told the bidders to put the Integration</p> <p>-for manually encoded or can be included integration at no cost to the existing HIS.</p>				
	<p>➤ <b>DONA ALEJANDRA INC.- (3)</b> IT HRIS systems installations and/or implementations at any private/corporate or government agencies thus,private is mandated by DOLE and government is from civil service ,they are two</p>				

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	<p>different system. Suggest deleting the private agency.</p> <p>➤ <b>SERT TECH.INC</b>-was approved for systems installations and/or implementations at any private and government agencies</p> <p>-End-User Ms.G.Cuadra-was strict to systems installations and/or implementations at any private/corporate or government agencies. this will be use for the track record only.</p>				
	<p>➤ <b>TRENDS</b>-suggest lower cores</p> <p>-End-User Ms.G.Cuadra required the higher cores.</p>				
	<p>➤ <b>BLUE SKY</b>-ask if there is a specification on booth as stated in #116.</p> <p>-End-User Ms.G.Cuadra told the bidders that there are no requirements on booth.</p> <p>➤ <b>BLUE SKY</b> also asks on the power outlets costing.</p> <p>-suggest the power outlets to be embedded on structural (lay-out)</p> <p>-for BAC and End-User deliberation.</p>				
	<p>-Other Terms and condition was read and discuss by Engr.Custodio</p> <p>➤ <b>DONA ALEJANDRA</b>-suggest to remove source code on # 8</p>				

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	<p>Perpetual ownership of the Information System</p> <p>-for BAC and End-User deliberation.</p>				
	<p>➤ <b>TRENDS-</b> Customization period covers from date of the acceptance up to three (3) months</p> <p>-End-User Ms.G.Cuadra reminds the bidders on the ff:</p> <ul style="list-style-type: none"> <li>- system of Twelve (12) modules must comply by the bidders</li> <li>- Formats of the forms are the mostly with changes and revisions.</li> </ul>				
	<p>➤ <b>DONA ALEJANDRA INC.</b> - Ask on how to comply the Certificate of Good Performance with at least 500 users.</p> <p>-for BAC and end-user deliberation(for bid bulletin)</p>				
	<p>5. Addendum No. 02 will be issued as an amendment to the Bidding Documents for the procurement of <b>Human Resources Information &amp; Payroll System (HRIPS) with Finger &amp; Facial Recognition Time &amp; Attendance Biometrics System</b>. This shall form as an integral part of the said documents which shall be submitted during the Opening of Bids on <b>May 08, 2019/9:00AM</b></p>				
	<p>5. There having no other remaining topics for discussion and no other queries from the</p>				

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	bidders the Pre-Bid Conference adjourned at exactly 11:28AM.				
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Attendance; ( Pls. See Attached)

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

TYPE OF MEETING: PRE-BID CONFERENCE Human Resource Information & Payroll System and Finger and Facial Recognition Time and Attendance Biometric Systems  
☐ Management Review ☐ MANCOM Meeting ☐ EXECOM Meeting ☐ COMMITTEE Meeting ☐ DEPARTMENT Meeting ☐ Others \_\_\_\_\_

DATE: April 26, 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.	Kathrin Palacin	IM/OPD			16				
2.	Molly Dv. Chua	BAC/RT			17				
3.	Noriel Cabacungan	BAC/TOUR			18				
4.	EDWIN MONICO	pub			19				
5.	JOMA REVILVA	FWD VSTN			20				
6.	ELORA M. DE JESUS	HA			21				
7.	GRACE A. CUAORA	HA			22				
8.	EDILBERTO S. CUSTODIA	HA			23				
9.	Julia Dillido	BAC			24				
10.	Ma. Gerelyn Guir	PAC STN			25				
11					26				
12					27				
13					28				
14					29				
15					30				

Prepared By: \_\_\_\_\_ Noted By: \_\_\_\_\_



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DATE: April 26, 2019

TIME STARTED: 9:00AM

TIME ENDED:

VENUE: BAC Office

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SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	COMPANY	SIGNATURE	TIME-IN
1.	Alpha de Leon	Blue Sky Int.		8:55	16				
2.	Johel Bernardo	Sent Tech. Inc		8:55	17	Noted Site Visit			
3.	CRIS FELDER	TRENDS		9:00	18				
4.	ARTURO S. DEVILLA	TRENDS		9:00	19				
5.	RAMELITO RAMIREZ	DAI		9:02	20				
6.	Mark Arvin Dionisio	DAI		9:02	21				
7.	Enil Tantian	Blue Sky Int.		9:40	22				
8.	Kenneth Benson	Amigokas		9:44	23				
9.					24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				

Prepared By: \_\_\_\_\_

Noted By: \_\_\_\_\_

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