

QUIRINO MEMORIAL MEDICAL CENTER

MINUTES OF MEETING

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

TYPE OF MEETING: PRE-BID CONFERENCE

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

DATE: August 8, 2019

TIME STARTED: 10:05am

TIME ENDED: 11:06am

VENUE: QMMC Boardroom

AGENDA	DISCUSSION	AGREEMENT			
		ACTION	TIME TABLE	BUDGET NEEDED	RESPONSIBLE PERSON
Pre-Bid Conference	1. The Invitation to Apply for Eligibility and to Bid (IAEB) under IB 2019-07-32 Procurement of Commercial Washer		Submission and Opening of Bid August 22, 2019 / 10:00am	Php425,000.00	-BAC (Equip) -BAC Sec -TWG -End-User
	2. The meeting commenced at 10:05am with Dr. Ofelia De Leon, BAC Chairperson (Equipment) as the presiding officer.			Source of Funding: Income Fund	
	3. Mr. John Christopher Santos, TWG Member presented the details of the instruction to prospective bidders and enlighten them on the documents needed to prepare and submit.		Bid Evaluation August 23, 2019		
	4. Proceedings of the meetings are as follows: BID DATA SHEET 5.4 For the procurement of Non-expendable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer: Commercial Washer	BID DATA SHEET For Bid Bulletin 5.4 For the procurement of Non-expendable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer: Washer			

Prepared By:

IVY V. MEJIA
BAC Sec Member

Noted By:

RELLIE MONROE C. NAVARRETE, CCNA, MMHA
BAC Sec Chairman

Approved By:

OFELIA R. DE LEON, MD, FPPS, MMHA
Chairman, Bids and Awards Committee

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	<p>SECTION VI: SCHEDULE OF REQUIREMENTS</p> <p>15-30 calendar days upon receipt of Notice to Proceed</p> <p>TECHNICAL SPECIFICATIONS</p> <p>*10-12 kg capacity</p> <p>*Dimension: depth: 27-29" width: 25-27" height: 43-45"</p> <p>TERMS AND CONDITIONS:</p> <p>1. Shall submit a copy of the Certificate of Exclusive Distributorship or Authority to Distribute from Manufacturer of the specific item offered to QMMC. Original certificate must be present during post qualification.</p> <p>5. Shall submit a duly notarized Declaration of the following:</p> <p>e. Supplier has the capability for corrective and preventive maintenance of the unit.</p> <p>h. That the bidder has available qualified Service technician after the warranty period subject to terms mutually agreed by both parties (charges, schedule, etc.)</p>	<p>SECTION VI: SCHEDULE OF REQUIREMENTS</p> <p>Within 30 calendar days upon receipt of Notice to Proceed</p> <p>TECHNICAL SPECIFICATIONS</p> <p>*at least 10 kg capacity</p> <p>*Dimension: as per manufacturer's specification</p> <p>*with installation to include</p> <p>TERMS AND CONDITIONS:</p> <p>1. Shall submit a copy of the Certificate of Exclusive Distributorship or Authority to Distribute from Manufacturer/Supplier of the specific item offered to QMMC. Original certificate must be present during post qualification.</p> <p>5. Shall submit a duly notarized Declaration of the following:</p> <p>e. Supplier's Authorized Service Center has the capability for corrective and preventive maintenance of the unit and provide service report within the warranty period.</p> <p>h. That the supplier's authorized service center has available qualified Service technician after the warranty period subject to terms mutually agreed by both parties (charges, schedule, etc.)</p>			
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BAC Sec Member

Noted By:

RELLIE MONROE C. NAVARRETE, CCNA, MMHA
BAC Sec Chairman

Approved By:

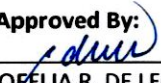
OFELIA R. DE LEON, MD, FPPS, MMHA
Chairman, Bids and Awards Committee

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	<p>i. That the bidder is willing to conduct site visit during post-qualification. The demo unit's specifications should reflect the bidder's offer.</p>	<p>i. That the bidder is willing to conduct product demonstration during post-qualification. The demo unit's specifications should reflect the bidder's offer.</p> <p>k. Shall provide free corrective/preventive maintenance semi-annual or if needed during warranty period whichever comes first and shall provide service report. (to be deleted)</p>			
	<p>Ms. Feliza Rasine M. Teñoso of Prime essentials Manufacturing and Trading Co. informed the group that they are the one who will coordinate with the service center in the event of corrective and preventive maintenance of the unit offer.</p>				
	<p>No further discussion was made, meeting adjourned 11:06am</p>				

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☐ Management Review ☐ MANCOM Meeting ☐ EXECOM Meeting ☐ COMMITTEE Meeting ☐ DEPARTMENT Meeting ☒ Others BAC

DATE: August 8, 2019

TIME STARTED: 10:00am

TIME ENDED:

VENUE: BOARDROOM

ATTENDANCE SHEET

SN	NAME	DIV / DEPT / SEC / UNIT	SIGNATURE	TIME-IN	SN	NAME	DIV / DEPT / SEC / UNIT	SIGNATURE	TIME-IN
1	OFELIA R. DE LEON	BAC	[Signature]		16				
2	LEONARDO T. CONCEPCION Jr.	BAC	[Signature]	10:01	17				
3	Ma. Luisa Luyas	BAC	[Signature]	10:00	18				
4	Robert John A. Norey	BAC	[Signature]	10:00	19				
5	Vanessa T. Virtusio	BAC	[Signature]	10:00	20				
6	EDVIN V. Monico	twb	[Signature]	10:00	21				
7	EDUARDO S. CUSTODIO, JR.	twb	[Signature]	10:00	22				
8	Jan Camarero Jr. [unclear]	twb	[Signature]	10:00	23				
9	Ma. Luisa B. [unclear]	ESU	[Signature]	10:00	24				
10	Patricia J. Humer	CYSU	[Signature]	10:00	25				
11	Cyril Pabito		[Signature]		26				
12	FRANK J. [unclear]	twb	[Signature]	10:00	27				
13	Ivy V. Mejia	BAC Sec	[Signature]	11	28				
14	Unira Doleto	BAC Sec	[Signature]		29				

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SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	DIV / DEPT / SEC / UNIT	SIGNATURE	TIME-IN
1	Feliza Rasine M. Terrero	Prime Essentials Manufacturing and Trading Co.	[Signature]	10:03	16				
2					17				
3					18				
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6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				

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