



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: 2:19pm

TIME ENDED: 3:14pm

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 2019-07-35 Procurement of Laryngoscope Set (Rebid)		Submission and Opening of Bid August 22, 2019 / 2:00pm	Php11,000,000.00	-BAC (Equip) -BAC Sec -TWG -End-User
	2. The meeting commenced at 2:19pm with Dr. Ofelia De Leon, BAC Chairperson (Equipment) as the presiding officer.			Source of Funding: HFEP Fund	
	3. Engr. Edilberto Custodio, 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 Laryngoscope Set	For Bid Bulletin 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 ENT Instruments and Equipment	Post Qualification August 24, 2019		

Prepared By:

IVY V. MEJIA
BAC Sec Member

Noted By:

RELIE 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>TECHNICAL SPECIFICATIONS</p> <p>a) Biopsy forceps, flexible, double action jaws, oval diameter 1mm, length60cm</p> <p>b) Grasping forceps, flexible, double action jaws, diameter 1.7mm, length60cm</p> <p>Tele-Laryngoscope, with integrated lateral telescope 70°, angle of view 50°,5.8mm, length 20cm-23cm</p> <p>Microlaryngeal Hook 45 degrees, length 23-25cms</p> <p>5. Shall submit a duly notarized Declaration of the following:</p> <p>j. That the bidder is willing to conduct product demo within the hospital during post-qualification. The bidder must have proof of calibration for its demo unit. The demo unit's specifications should reflect the bidder's offer.</p>	<p>TECHNICAL SPECIFICATIONS</p> <p>a) Biopsy forceps, flexible, double action jaws, oval diameter 1-2mm, length60cm</p> <p>b) Grasping forceps, flexible, double action jaws, diameter 1-2mm, length60cm</p> <p>Tele-Laryngoscope, with integrated lateral telescope 70°, angle of view 50°,5.8mm, length 19cm-23cm</p> <p>Microlaryngeal hook or kleinsasser hook sharp , length 23-25cm</p> <p>5. Shall submit a duly notarized Declaration of the following:</p> <p>j. That the bidder is willing to conduct product demo for the equipment within the hospital during post-qualification. The bidder must have proof of calibration for its demo unit. The demo unit's specifications should reflect the bidder's offer. For instruments, bidder may present brochures for evaluation during post qualification.</p>			
	Ms. Lovely Arguelles of RBGM informed the BAC Member that not all the instruments are present during the post qualification if we can consider brochure only.	The end-user and the BAC agreed to issue a Bid Bulletin.			
	No further discussion was made, meeting adjourned 3:14pm				

Prepared By:

IVY V. MENA
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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DIVISION/DEPARTMENT/SECTION/UNIT: BIDS AND AWARDS COMMITTEE

TYPE OF MEETING: PRE-BID CONFERENCE: LARYNGOSCOPE SET (REBID) REBID IB 2019-07-35

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

DATE: August 8, 2019

TIME STARTED: 2:00pm

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	Vanessa J. Virtusio	BAC	[Signature]		17				
3	Ma. Luisa Lynne	BAC	[Signature]		18				
4	LEONARDO E. CONCEPCION Jr	BAC	[Signature]		19				
5	EDUARDO SANTIAGO JR	TW6	[Signature]	2:00	20				
6	EDWIN V. Monico	TW6	[Signature]	2:00	21				
7	Robert John Wang	BAC	[Signature]		22				
8	DEBORAH ANN SALES		[Signature]		23				
9	IVY V. MEJIA	PMCC	[Signature]		24				
10	Julia Dileten	HAL SEC	[Signature]		25				
11					26				
12					27				
13					28				
14					29				

Prepared By:

IVY V. MEJIA
BAC Sec Member

Noted By:

RELLIE MONROE C. NAVARRETE, MMHA
BAC Sec Chairman

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SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	DIV / DEPT / SEC / UNIT	SIGNATURE	TIME-IN
1	Lovely Arguelles	RBCM	<i>L. Arguelles</i>		16				
2					17				
3					18				
4					19				
5					20				
6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				

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IVY V. MEJIA
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