



# 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: Sept. 17, 2019

TIME STARTED: 1:00PM

TIME ENDED: 2:30PM

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 2019-09-38 Procurement of Advance Wound Dressing (various sizes)		Opening of Bid: Sept. 30, 2019 / 1:00PM	Php 1,900,000.00	-BAC -BAC Sec -TWG -End-User (BURN UNIT)
	2. The meeting commenced at 1:00PM with Ms. Isabel Elona as the presiding officer.			Source of Funding: INCOME FUND	
	3. Mr. Noriel Cabacungan, BAC Member 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: Oct. 1, 2019		
	4. Proceedings of the meetings are as follows:		Post Qualification: Oct. 2, 2019		
	<ul style="list-style-type: none"><li>➤ METRODRUG – BDS under ITB clause 5.4 similar contracts shall refer to Advance Wound Dressing (various sizes) METRODRUG ask if it is consider under medical supplies.</li><li>➤ BACSEC Chairman, Mr. R. Navarrete replied to attached the PO for the item of advance wound dressing.</li><li>➤ Schedule of Requirements</li></ul>	No further questions from the supplier.			

Prepared By:  
Ma. GERALYN N. AQUINO, MMHA  
BACSEC Member

Noted By:  
Rellie Monroe Navarrete, CCNA, MMHA  
BACSEC Chairman

Isabel Elona, MSc  
Chairman, Bids and Awards Committee

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	<ul style="list-style-type: none"> <li>➤ Annex A-was read and discuss by the End-User Mr.Sadian.</li> <li>➤ Per line items –Line item #1 to Line item #4 with a total of Php 1,900,000.00</li> <li>➤ The Bidders check the specific item with their exact item.</li> </ul>	No further queries from the bidders			
	<ul style="list-style-type: none"> <li>➤ Mr.JC Santos ask if Line #4 Negative Wound Pressure Therapy Machine Disposable Canister 600cc with filter is included in Advance wound dressing single largest contract that is similar to the Project</li> <li>➤ BAC Sec Chairman replied to attach present Purchased Order.</li> </ul>				
	<ul style="list-style-type: none"> <li>➤ Terms and condition was discuss by Mr.JC Santos</li> <li>➤ Metro Drug requested good performance for the last quarter of 2018.</li> <li>➤ BAC SEC Chairman replied to submit only one latest Certificate of good performance.</li> </ul>				
	<ul style="list-style-type: none"> <li>➤ Technical Documents -</li> </ul>	No further queries from the bidders			
	<ul style="list-style-type: none"> <li>➤ Expiry date shall be at least 14 months shelf life upon delivery</li> </ul>	For bid bulletin			
	5. There are no questions and no other clarification from suppliers in Bidding Documents presented. Pre-Bid Conference adjourned at exactly at 2:30PM.				

Attendance; (Pls. See Attached)

Prepared By:  
Ma.Geralyn N. Aquino, MMHA  
BACSec Member

Noted By:  
Rellie Monroe Navarrete, CCNA, MMHA  
BACSec Chairman

Isabel Elona, MSc  
Chairman, Bids and Awards Committee

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

TYPE OF MEETING: PRE-BID CONFERENCE (ADVANCE WOUND DRESSING-VARIOUS SIZES) ) /

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

DATE: Sept. 17, 2019

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## ATTENDANCE SHEET

SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN	SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN
1.	Isabel A. Elan	DAC/BS			16				
2.	Molly DV. Chun	BAC/RT			17				
3.	Noriel Cabacungan	BAC/ICMS			18				
4.	Jan Camacho	TWC-PHS		1:30	19				
5.	Rogelio A. Sadian Jr.	BIDAN UNIT		1:05pm	20				
6.	JONN DE LEAS	EFM/BAC			21				
7.	CATHERINE GATE	MMX/TWC		1:00	22				
8.	Ree Ceralpa	BAC/BS			23				
9.					24				
10					25				
11					26				
12					27				
13					28				
14					29				



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## ATTENDANCE SHEET

SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	COMPANY	SIGNATURE	TIME-IN
1.	Annamer Cabarang	Zuelig	<i>[Signature]</i>	1:00 PM	16				
2.	STANLEY RAMIREZ	MDI	<i>[Signature]</i>	12:50 PM	17				
3.	Isabelo Puyos	MDI	<i>[Signature]</i>	1:10 PM	18				
4.					19				
5.	Fernando Pano	Brewery	<i>[Signature]</i>	1:10 PM	20				
6.					21				
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