



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: 11:00AM

TIME ENDED: 11:29AM

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 2019-09-37 Procurement of Leviteracetam 500mg/5ml vial		Opening of Bid: Sept. 30, 2019 / 11:00AM	Php 2,800,000.00	-BAC -BAC Sec -TWG -End-User (Pharmacy)
	2. The meeting commenced at 11:00am with Ms. Isabel Elona as the presiding officer.			Source of Funding: REVOLVING FUND-MOOE	
	3. 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.		Bid Evaluation: Oct. 1, 2019		
	4. Proceedings of the meetings are as follows:		Post Qualification: Oct. 2, 2019		
	<ul style="list-style-type: none">➤ Additional Requirements was read and discuss by Ms. Dolores Alvarez➤ Submission on Certificate of Good Performance shall be from Second Sem. of 2018 from July to December.➤ Supplier to submit samples for evaluation (Zuellig is the existing)➤ Submit USB and attached in technical documents				

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 (Services)

Minutes of Meeting
Rev 109 Apr 2014

	5. There having no other remaining topics for discussion, the Pre-Bid Conference adjourned at exactly 11:29AM.				
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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 (Services)

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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.	Dianne Kay Ferrer	CNS		10:45 AM	16				
2.	Hana Angelica Msa Lupera	CNS		10:50	17				
3.	Dolores D. Awanos	TWC		10:55	18				
4.	Molly D. Chu	BAC/RT			19				
5.	Noriel Cabalungan	BAC/CMO		10:55	20				
6.	JONIL DE VERA	BAC/EFM		10:55	21				
7.	FIMA JOHN R. MENDOZA	JWB		10:55	22				
8.	LAMOS, Keshia	ONE		11:00	23				
9.	La. Gerelyn P. Puno	PM SN			24				
10					25				
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1.	Annaner cabarang	Zuellig	d.	11:00	16				
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