



# 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: Dec.4,2018

TIME STARTED: 3:15PM

TIME ENDED: 3:40PM

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 2018-11-92R Procurement of Laundry Services Laundry Services 2019(Rebid).		Opening of Bid: Dec.17,2018 / 2:00PM	Php3,750,000.00	-BAC (Services ) -BAC Sec -TWG -End-User)
	2. The meeting commenced at 3:15PM with Ms. Gorgonia Lomagbas as the presiding officer.			Source of Funding: INCOME FUND	
	3. Ms. Gorgonia Lomagbas, 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: Dec.18,2018		
	4. Proceedings of the meetings are as follows:		Post Qualification: Dec.19,2018		
	➤ The Service Provider/Contractor shall report to the Head of the Engineering and Linen Section, Administrative Services for contract	For Bid Bulletin			

Prepared By:

Ma.Geralyn N. Aquino, MMHA  
BACSec Member

Noted By:

Isabelita T. Arao, RN, MAN, PhD  
BACSec Chairman

Gorgonia P. Lomagbas, MPA  
Chairman, Bids and Awards Committee (Services)

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	implementation. Work coordination, instructions, directives, incident reports and communications shall be coursed through the said office.(to be deleted).				
	<ul style="list-style-type: none"> <li>➤ Duly Notarized Undertaking(additional):</li> <li>i) The Head of Linen Section shall be responsible for checking the completeness of delivered clean linen and overall performance of Service Provider/Contractor.</li> <li>➤ j) The Service Provider/Contractor shall have a delivery van to deliver clean linen, and pick-up soiled linen, and a back –up vehicle in case of breakdown.</li> <li>k) Laundered linen shall be disinfected, free from stains, ironed, folded and delivered the following day after pick-up.</li> <li>➤ l) Delivery crew shall be in proper uniform/attire and wearing their company ID when picking-up soiled linen and during delivery of clean linen.</li> </ul>	For Bid Bulletin			

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BACSec Member

Noted By:

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BACSec Chairman

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Chairman, Bids and Awards Committee (Services)

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	5. There having no other remaining topics for discussion and no other queries from the bidders the Pre-Bid Conference adjourned at exactly 3:40PM.				

Attendance; ( Pls. See Attached)

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

**Noted By:**  
  
Isabelita T. Arao , RN, MAN, PhD  
BACSec Chairman

  
Gorgonia P. Lomagbas ,MPA  
Chairman,Bids and Awards Committee(Services)



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

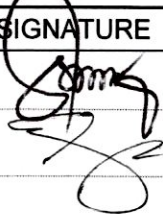

DATE: Dec. 4, 2018

TIME STARTED: 3:00PM

TIME ENDED:

VENUE: BAC Office

### ATTENDANCE SHEET

SN	NAME	COMPANY	SIGNATURE	TIME-IN	SN	NAME	COMPANY	SIGNATURE	TIME-IN
1.	Ricelle Sta Ana	Laundrest		3:00	16				
2.	Almond DIA	" "		3:05	17				
3.					18				
4.					19				
5.					20				
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8.					23				
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11					26				
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13					28				
14					29				
15					30				

Prepared By:

Noted By:



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VENUE: BAC Office

## ATTENDANCE SHEET

SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN	SN	NAME	DIV/DEPT/SEC/UNIT	SIGNATURE	TIME-IN
1.	LEONARDO F. CONCEPCION Jr	BAC			16				
2.	Voltaire T. Tesoro	BAC			17				
3.	RONALDO VENZON	HRE			18				
4.	GARCERIA P. LOMACERAS	BAC			19				
5.	MA. LUISA B. CAÑEZ	TWC			20				
6.	ALMA A. MANLACENT	CSM			21				
7.	ISABELITA T. ARAD	BAC SEC			22				
8.	Ma. Gervilyn Apur	Proc SN			23				
9.	J. Doleto	BAC SEC			24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				

Prepared By:

Noted By: