



Republic of the Philippines  
Department of Health

**JOSE R. REYES MEMORIAL MEDICAL CENTER**  
HOSPITAL BIDS AND AWARDS COMMITTEE  
RIZAL AVE., STA. CRUZ, MANILA  
7119491 LOC. 245

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**MINUTES OF THE MEETING**  
**Pre-Bidding Conference for the Procurement of**  
**Various Drugs and Medicines - EPA CY 2024**  
**November 21, 2023, 9:31AM**  
**AVR, 5<sup>th</sup> Floor, Main Building**

**Present were:**

- |                               |   |
|-------------------------------|---|
| 1. Chairperson, HBAC-A2:      | Dr. Emelito O. Valdez-Tan                     |
| 2. Vice-Chairperson, HBAC-A2: | Ms. Natividad Sarmiento                       |
| 3. HBAC- A2, Member(s):       | Dr. Juanita Cariño<br>Mr. Arlie Felvin Gacias |

**Absent was:**

- |                         |                       |
|-------------------------|-----------------------|
| 1. HBAC- A2, Member(s): | Mr. Joseph Gatchalian |
|-------------------------|-----------------------|

**Technical Working Group/End-User**

1. Ms. Josefina Sudayan-Frugalidad - Pharmacy
2. Ms. Emelia Perez-Pausal - Pharmacy
3. Ms. Froilyn Corpuz - Pharmacy
4. Dr. Mark Paolo Obial- Radiotherapy
5. Dr. Catlyn Marie Cortez - Dermatology
6. Dr. Jasleen Dennise Monreal - Anesthesia
7. Dr. Marinel Yap - Anesthesia
8. Dr. Jelvin Irene - IM
9. Dr. Paul Le Benchin - IM
10. Dr. Diana Tamayo - OB
11. Dr. Julene Raphaelle O. Chan - OB
12. Ms. Ladelyn Ypanto - OB
13. Dr. Robert Venturina - Surgery
14. Dr. Manreal Johan Rables - Ophthalmology
15. Dr. Aniza Joy Doheve - Neurology
16. Dr. Ana Marie Fineza-Dela Cruz - Radiotherapy
17. Ms. Doris Muñiz - Pulmonary Unit
18. Dr. Alfonso Villancena - Surgery
19. Dr. Joanna Kho - Surgery
20. Mr. Lester C. Feliciano- TWG-Financial



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The meeting of the Hospital Bids and Awards Committee (HBAC-A2) held on 21 November 2023 at the AVR, 5<sup>th</sup> Floor, Main Building was called to order at 9:31 am and was presided by Dr. Emelito O. Valdez-Tan, Chairperson of HBAC-A2.

**Business Matters:**

1. The Chairperson introduced himself, the members of the HBAC-A2, the end-users and technical working group.

❖ **ANALGESIC DRUGS, ANESTHETIC DRUGS & MUSCLE RELAXANT**

- Framework Agreement List for **Analgesic Drugs, Anesthetic Drugs & Muscle Relaxant** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱23,677,429.20 for 66 items and delivery period is "As Called For".
- Representative from Zuellig Pharma Corporation inquired with regards to Item no. 15 Fentanyl Inj.: 50mcg/ml, 2ml amp. if 100mcg/2ml ampule is acceptable.
  - The TWG commented that it has the same equivalent thus it is acceptable
- Representative from Troikaa asked for Item no. 54 Propofol Inj. 10mg/ml, 20ml Ampule if vial is acceptable.
  - The BAC suggested to check the PNF and as per verification vial is included but the TWG said that they will still verify it with the End-User if they will accept the suggestion.
- The Chairperson reminded the bidder that if they still have clarifications or questions with regards to the said procurement, the submission of clarificatory letter is until November 24, 2023, 5pm which can be forwarded to the BAC Secretariat Office through manual submission or via email with electronic signature and letter head from the company. The Chairperson also reiterates that changes or modifications discussed during Pre-Bidding Conference shall be indicated in the Bid Bulletin.
- Bid Data Sheet was presented and was read by the Chairperson and the following informations were relayed to the bidders and will be applied to all categories for Various drugs and medicines:
  - Similar Project shall be referred to "Various drugs and medicines"
  - With regards to ITB Clause # 15 Marking and Sealing of Envelope it was modified as follows:
    - Each Bidder shall submit two (2) copies of the First and second components of its Bid with enclosed soft copy containing pdf file instead of 4 hard copies.
      - The Envelope 1 consists of Legal, Technical and Financial Eligibility documents with two (2) copies (Original and Copy 1)
      - The Envelope 2 consists of Financial Bid Proposal with two (2) copies (Original and Copy 1)
      - One (1) soft copy stored in USB containing all the PDF scan copy of Eligibility Documents (Legal, Technical and Financial Eligibility requirements) and Financial Bid Proposal (USB to be attached in the Original Financial Proposal)

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- The two (2) envelopes must be enclosed to One (1) Mother Envelope.
- The following documents are included the technical eligibility:
  - Certificate of at least two (2) years in the local market;
    - Updated Certificate of Product Registration approved by the Philippine FDA
    - Initial Certificate of Product Registration approved by the Philippine FDA
  - Updated Certificate of Good Manufacturing Practices (cGMP)
  - Updated Certificate of Compliance with the Electronic Drug Price Monitoring System (EDPMS)
  - One (1) Certificate of Good Performance from Jose R. Reyes Memorial Medical Center (*Certificate must be issued from the Materials Management Department (Year 2023)*)
    - For New bidders- to submit a certificate which was certified by their company that they didn't have any transaction or contract with Jose R. Reyes Memorial Medical Center.
  - Two (2) Certificate of Good Performance from other government hospitals/government agencies/LGU (Year 2023).
  - Notarized Certificate of Availability of Stocks (Letter of Assurance as to availability of stocks and prompt delivery of goods) during contract implementation
  - Material Safety Data Sheet" (MSDS) during initial delivery. (*All Winning bidders only, if applicable*)
  - To provide proof that the item you will offer is VAT-Exempt (e.g. FDA list, BIR List and etc.) (***Please attached the document in the Financial Proposal***)
- Representative from Getz Bros. Philippines Inc. asked with regards to the submission of two (2) years in the local market if they can still join if their product is new in the market.
  - The TWG said that the requirements for CPR must be at least two (2) years in the local market which will be seen in the issuance of the CPR that is why there is a requirement of an Initial Certificate of Product Registration (CPR).

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- Representative from Unilab, Inc. asked with regards to VAT-Exempt if they will still indicate the word VAT-Exempt in the Price Schedule.
  - The BAC replied with a sample which was shown to the bidders.

**For Goods Offered from Within the Philippines**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
			600	10.00	0.00	1.20	0.00	11.20	6,720.00 WITH VAT
			600	5.00	0.00	0.00	0.00	5.00	3,000.00 VAT-EXEMPT

**For Goods Offered from Abroad**

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIF named place (specify border point or place of destination)	Total CIF or CIF price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
								<b>WITH VAT</b>
								<b>VAT-EXEMPT</b>

- The BAC reminded that all bidders must provide proof such as FDA list, BIR List and etc. if the item that will be offered is VAT-Exempt which will be attached in the *Original Financial Proposal*
- Representative from Unilab, Inc. also asked with regards to the submission of bid docs if they can submit one complete eligibility if they will join multiple categories to ease their preparation.
  - The BAC replied that for suppliers who will join in multiple categories, they may submit one complete set of legal, technical and financial documents on one category. For the other categories it will start in the Bid Security which is indicated in the checklist of requirements and reminded the bidders that if the

Handwritten initials or signature.



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submitted one (1) complete set has lacking documents the bidders will be ineligible. The Chairperson also said that they should indicate the complete set of bid docs during Bid opening.

❖ **ANTIBIOTIC DRUGS**

- Framework Agreement List for **Antibiotic Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱35,532,491.40 for 93 items and delivery period is "As Called For".
- Representative from Zuellig Pharma Corporation asked with regards to Item no. 63 Fluconazole 200mg cap (in blister pack) in which the quantity indicated is 1200 capsules but stated that they do not served loose packaging.
  - The TWG said that since they cannot serve the loose packaging thus the remaining quantity will be cancelled.
  - The BAC said that they should indicate their offer like box of 28's in their bid proposal so it will be shown in the NOA which will be the reference of the End-User for the quantity to be requested.

❖ **BLOOD PRODUCT**

- Framework Agreement List for **Blood Products** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱40,032,628.80 for 27 items and delivery period is "As Called For".
- Representative from the Unilab, Inc. queried with regards to Item no. 13 Epoetin Alfa 4000 IU/0.4 mL, pre-filled syringe (IV, SC) (Recombinant Human Erythropoietin) (**VAT-EXEMPT**) if they can offer 4,000IU/1ml.
  - The TWG said that if they will offer 1ml pfs then it will be acceptable other unit of issue is not acceptable as per verification from PNF.
- Representative from Goodfellow Pharma Corporation asked with regards to Item no. 23 Sevelamer 800mg tablet if it is blister pack or per bottle.
  - The TWG modified it from Sevelamer 800mg tablet to "**Sevelamer 800mg tablet (blister pack)**"
- Representative from EC Zuric Biotherapies, Inc. queried with regards to Item no. 1 Albumin Human 20%, 50ml (IV Infusion) (bottle) if they can offer vial as its unit of issue.
  - The TWG said that it is the same due to its content thus it is acceptable.

❖ **CONTRAST**

- Framework Agreement List for **Contrast** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱16,629,840.00 for 6 items and delivery period is "As Called For".
- There was no queries raised from the bidders.





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❖ **GASTRO-INTESTINAL DRUGS & ANTIDOTES**

- Framework Agreement List for **Gastro-Intestinal Drugs & Antidotes** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱18,677,803.44 for 43 items and delivery period is "As Called For".
- There was no queries raised from the bidders.

❖ **IMMUNOLOGICALS/ VACCINES/ HORMONES/ CORTECOSTEROIDS DRUGS**

- Framework Agreement List for **Immunologicals/ Vaccines/ Hormones/ Cortecosteroids Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱39,847,855.28 for 45 items and delivery period is "As Called For".
- Representative from Zuellig/Pfizer asked with regards to Item no. 44 Vaccine, Pneumococcal Conjugate Multi-dose vial and if they can offer 13 - valent, 0.5 mL single dose, 0.5 mL pre-filled syringe since our requirement is not available in the market.
  - The BAC referred to PNF and upon checking, it was also included but the TWG from the Pharmacy can't decide since the item is from Geriatrics Pharmacy. The BAC decided that it will be verified to the End-User and modification will be included in the Bid Bulletin.

❖ **IV FLUIDS DRUGS & ELECTROLYTES**

- Framework Agreement List for **IV FLUIDS DRUGS & ELECTROLYTES** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱21,352,540.56 for 42 items and delivery period is "As Called For".
- Representative from Zuellig/Pfizer asked with regards to Item no. 37 Sodium Bicarbonate Inj.: 1mEq/ml, 50 ml vial (IV Infusion) if 8.4% is acceptable.
  - The TWG said that it is equivalent thus item was modified from Sodium Bicarbonate Inj.: 1mEq/ml, 50 ml vial (IV Infusion) to "***Sodium Bicarbonate Inj.: 1mEq/ml, 50 ml vial (IV Infusion) OR 8.4%***"

❖ **ONCOLOGIC DRUGS**

- Framework Agreement List for **Oncologic Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱94,744,443.00 for 52 items and delivery period is "As Called For".
- The TWG corrected item no. 1 from Anastrozole Oral: 1mg tablet (***VAT-EXEMPT***) (vial) to "***Anastrozole Oral: 1mg tablet (VAT-EXEMPT) (tablet)***"
- Representative from Pfizer asked with regards to the requirement of two (2) years in the local market.
  - The TWG said that it will be based on the issuance indicated in the CPR that is why there is a need to submit the Initial CPR.



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❖ **OPHTHALMIC & ENT DRUGS**

- Framework Agreement List for **Ophthalmic & ENT Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱4,648,158.00 for 30 items and delivery period is "As Called For".
- The BAC clarified the requirements indicated below for Item no. 14 Moxifloxacin 5 mg/mL, (0.5% w/v) 5 mL Ophthalmic Solution if it will still remain as their inclusion.
  - To provide Research / study that will show that it can be used for intracameral / intraocular injection.
  - It has to be non-preserved and the specific Brand should be the one used in the study or research.
- The End-User replied that other brand may cause intense inflammation that is why that requirements was needed and shall remain.

❖ **OXYTOCICS & TOCOLYTICS**

- Framework Agreement List for **Oxytocics & Tocolytics** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱1,860,033.60 for 6 items and delivery period is "As Called For".
- There was no queries raised from the bidders.

❖ **PSYCHIATRIC & NEUROLOGICAL DRUGS**

- Framework Agreement List for **Psychiatric & Neurological Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱8,452,803.00 for 38 items and delivery period is "As Called For".
- Representative from Getz Bros Philippines, Inc. asked with regards to Item 23 Levetiracetam 500mg/5ml concentrate solution for IV Infusion 5ml vial if ampule is acceptable.
  - The BAC check the PNF and it was stated that ampule is not included thus the suggestion of ampule is denied.

❖ **CARDIAC DRUGS**

- Framework Agreement List for **Cardiac Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱27,467,808.32 for 79 items and delivery period is "As Called For".
- Representative from Philcare Pharma, Inc. asked why Item no. 36 Glycerol Trinitrate (nitroglycerin) Inj.: 1mg/ml, 10ml ampule is not indicated as VAT-Exempt.
  - The TWG for Financial said that they should just attach a proof that the said item is really included in the list of VAT-Exempt drugs.
- Representative from Euro-Med Laboratories Phil., Inc. asked since the expiration of some of the VAT-Exempt drugs in which IV Fluids is included will expire on December 2023 and if they can still offer VAT-Exempt since the Bid opening is on 5 December 2023 or just offer it as with VAT.

*[Handwritten signature]*





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- The TWG for Financial said that it will still be verified to the Accounting first and modification shall be included in the Bid Bulletin.
- The TWG modified Item no. 59 Norepinephrine (as bitartrate) Inj.: 1mg/ml 4ml ampule (IV Infusion) to "***Norepinephrine (as bitartrate) Inj.: 2MG/ML, 4ml ampule (IV Infusion)***" and ABC will be changed from 118.45 to "***980.00/ampule***"
- ❖ **PULMONARY DRUGS**
  - Framework Agreement List for **Pulmonary Drugs** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱5,826,330.00 for 18 items and delivery period is "As Called For".
  - Representative from Getz Bros. Phils., Inc. asked with regards to Item no. 2 Acetylcysteine Oral: 200mg sachet if tablet is acceptable.
    - The TWG said that is not acceptable since it is not included in the PNF.
- ❖ **VITAMINS & MINERALS**
  - Framework Agreement List for **Vitamins & Minerals** was presented to the suppliers and Approved Budget for the contract was announced to the suppliers as ₱6,020,193.72 for 23 items and delivery period is "As Called For".
  - There was no queries raised from the bidders.
- ❖ The BAC read the following requirements from COA which will be added since this will be vital on the payment process of the suppliers:
  - Certificate of Product registration from Food and Drug Administration (FDA) – already a requirement
  - Certificate of good manufacturing practices from FDA
  - Batch release certificate from FDA
  - If the supplier is not a manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items
  - License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)
  - Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDP Current Edition.
  - Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines.
    - Representative from Euro-Med said that they don't have Batch release since they are manufacturer.
    - Representative from EC Zuric seconded that it is only applicable for Antibiotic Drugs and Vaccine in which there is also advisory from FDA
    - The TWG from the Pharmacy said that they should just attached the said document as proof of compliance.
  - Representative from Goodfellow asked with regards to Ongoing if all the documents will be included in the Bid Document.
  - Representative from Bellus Life asked with regards to SLCC if all attachments are needed to be attached in the bid documents.





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- The TWG for Financial replied that "for Ongoing projects there is no need to attach all documents or Statement only but with Single Largest Completed Contract all attachment must be included the Bid documents.
  - Representative from EC Zurich asked with regards to CTC if it is still needed.
    - The BAC said that there is no need to do the Certified True Copy.
  - Representative from Wisenheimer Trading asked if they still need to provide a letter of intent in purchasing Bid documents.
    - The BAC replied that it is already indicated in No. 5 of the Invitation to Bid which stated that bidding fee will be based on the "Total ABC" of the line item to be bid and the bidders must provide list of the items to be bid with computation to the BAC Secretariat upon purchasing of Bidding documents.
  - Representative from Getz Bros. Philippines, Inc. asked with regards to NFCC if they can submit Certificate of Line Credit per category.
    - The TWG (Financial) replied that they can submit one for all the categories if they will submit one complete eligibility.
  - TWG for Financial documents reminded all the bidders that in preparing for the Price Schedule
    - Make sure not to put "NOT APPLICABLE" since it will result to error or automatic "Post-Disqualification"
    - They should input the figure for taxes if they will indicate their bid offer as "WITH VAT".
- ✚ The following reminders were presented to the bidders through Power Point Presentation:
- Registration Documents must be ORIGINAL/ CERTIFIED TRUE COPY of the company or the ISSUING AGENCY if possible.
    - ✓ SEC for corporations or partnership, or
    - ✓ DTI for sole proprietorship, or
    - ✓ Cooperative Development Authority (CDA) for cooperative or any proof of registration as stated in the BDS.
  - Conditions set forth at the Mayor's permit should be *COMPLIED* by the company with attached proof of compliance.
  - Tax Clearance must be updated at the time of bid opening
  - Audited Financial Statement must have stamp received by the BIR
  - Bid Security must be addressed to **JOSE R. REYES MEMORIAL MEDICAL CENTER**
  - GOODS OFFERED FROM ABROAD FORM ( with 9 columns)
  - GOODS OFFERED WITHIN THE PHILIPPINES FORM ( with 10 columns)
  - ZERO "0" is acceptable instead of putting "N/A" for column/s that is not applicable to the supplier.
  - Amount in figures and in words must be included in the Price Schedule
  - **KINDLY INDICATE IN THE BID PROPOSAL IF ITEM IS VAT-EXEMPT OR VAT INCLUSIVE (To attach proof that the item you will offer is VAT-Exempt (e.g. FDA list, BIR List and etc.)**
  - DO NOT LEAVE blank entry in any column
  - Kindly observe proper tabbing for the Bid Documents
  - Folders and Envelopes must be colored **GREEN**.



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- Certified True Copy Stamp may be in any color of ink but the signature must be **RED INK**.
- Certificate of at least two (2) years in the local market (Certificate of Product Registration approved by the Philippine FDA)
  - in lieu of CPR with near expiry date and expired CPR: Renewal of Registration. No application for renewal shall be accepted unless the prescribed renewal fee is paid. There shall be automatic renewal of the CPR when the following conditions are satisfied:
    - ✓ *The application is filed before the expiration date of the registration;*
    - ✓ *The prescribed renewal fee is paid upon filing of the application; and*
    - ✓ *A sworn statement indicating no change or variation whatsoever in the product is attached to the application.*
- Certificate of Good Manufacturing Practice (CGMP) [issued by the Philippine FDA or from abroad] or if expired please attach the application for renewal;
- One (1) Certificate of Good Performance from Jose R. Reyes Memorial Medical Center (*Certificate must be issued from the Materials Management Department (Year 2023)*)
  - For New bidders- to submit a certificate which was certified by their company that they didn't have any transaction or contract with Jose R. Reyes Memorial Medical Center.
- Two (2) Certificate of Good Performance from other government hospitals/government agencies/LGU (Year 2023).
- Updated Certificate of Compliance with the Electronic Drug Price Monitoring System (EDPMS);
- Certificate of Availability of Stocks (Letter of Assurance as to availability of stocks and prompt delivery of goods) during contract implementation **MUST BE NOTARIZED**;
- Batch release certificate from FDA (to be submitted upon delivery)
- If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product/items (will be notified of the submission during post-qualification period)
- License to Operate from FDA with List of Sources (whether it is a manufacturer, importer, seller or distributor)
- Delivery Receipt/Invoice bearing Lot Nos. and Expiry Dates of the drugs and medicines (to be submitted upon delivery)
- All winning bidders must submit "Material Safety Data Sheet" (MSDS) during initial delivery (*if applicable*).
- *Each Bidder shall submit two (2) envelopes enclosed in one (1) mother envelope per category.*
  - *The first envelope shall contain one (1) original (marked as "Original") and One (1) photocopy of legal, technical and financial eligibility requirements (marked as "Copy 1").*
  - *The second envelope shall contain one (1) original (marked as "Original"), One (1) photocopy of Financial Bid Proposal (marked as "Copy 1") and One (1) soft copy stored in USB containing legal, technical and financial eligibility requirements and Financial Bid Proposal (to be attached in the Original Financial Proposal).*





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- 📌 Deadline of submission of all bidding documents for the Early Procurement Activity (EPA) of Various Drugs and Medicines CY 2024 will be on **December 5, 2023, 8:30am** at the AVR, 5<sup>th</sup> Floor, Main Building.

There having no other remaining queries for discussion, the Early Procurement Activity (EPA) of Various Drugs and Medicines CY 2023 was adjourned at 11:00am.

Prepared by:

  
**JENILYN P. SAN LUIS**  
BAC Secretariat

Attested by:

  
**DR. EMELITO O. VALDEZ-TAN**  
Chairperson, HBAC-A2

cc 11/22