



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 HOUSEKEEPING SUPPLIES CY 2022 (REBID)**  
**February 2, 2022, 1:47 PM**  
**CBB Conference Room**

**Present were:**

Chairperson, HBAC-B:	Dr. Joselito C. Rodriguez
Vice-Chairperson, HBAC-B:	Ms. Lirio Cabang - Palomar
HBAC- B, Member(s):	Ms. Aurea Gemma Molina – Alvarez Ms. Christal Kaye Q. De Vera

**Absent was:**

HBAC-B, Member:	Ms. Beatriz Doloiras - Sawal
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**Observer:**

1. Mr. Arnold F. Pascual- AHW Member

**Bidders:**

1. Prime Essentials Mfg. & Trading Company – Mr. Ronald Q. Yauder

The pre-bidding conference for Procurement of Housekeeping Supplies CY 2022 (Rebid) was held at the CBB Conference Room and was called to order at 1:47pm, 2 February 2022, presided by Dr. Joselito C. Rodriguez, Chairperson.

**I. Business Matter**

- a) Dr. Rodriguez introduced the BAC Members and the Observer from AHW.
- b) Framework Agreement List was flashed in the monitor and reviewed by the Supplier's representative.
- c) The Chairperson read and explained the *Checklist of Requirements* to be followed by the bidders in preparing for the bidding documents.
  - i. For Legal Eligibility Documents - The Chairperson reminded the bidder who attended the Pre-Bidding Conference of the following requirements:
    - PhilGEPS Certificate must be Platinum
    - SEC/DTI Certificate - since the supplier is Partnership as stated by the Representative from Prime Essentials, then the Certificate to be submitted is SEC Certificate.
    - Mayor's Permit/ Business Permit- must be renewed and conditions set forth in the Mayor's Permit must be complied.
    - Tax Clearance must be updated.
  - ii. For Technical Documents – *All attachment or proof of compliance must be included in the Bidding documents* for Statement of all its on-going government and private contracts within the last **Two (2) years** prior to the deadline for the



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- submission and opening of bids, including contracts awarded but not yet started and Single Largest Completed Contract (SLCC).
- iii. Financial Documents – The Chairperson explained that for:
- (a.) Audited financial statements, it must be stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year and must include Balance sheet, Income statement and Independent Auditor’s Report certifying that he/she has examined/ audited the Financial Statements.
  - (b.) Net Financial Contracting Capacity (NFCC) Computation. The values of the bidder’s current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS)
  - (c.) Bid Security – The Chairperson mentioned the following as stated in the checklist which were (c.1.) 2% of ABC, if bid security is in cash, cashier’s/manager’s check; (c.2.) **2% of ABC, if Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank;** (c.3.) **5% of ABC, if Surety bond** and (c.4.) Bid Securing Declaration.
  - (d.) Conformity with Section VI: Framework Agreement List must be included in the Bidding Document.
  - (e.) Conformity with Section VII: Technical Specifications of the Bidding Documents: “comply” or “not comply” must be indicated and should be supported by evidence in a Bidders Bid and cross-referenced to that evidence as stated in the bidding documents and “Brand” must also be indicated.
  - (g.) Revised Omnibus Sworn Statement must be notarized and signed by the authorized representative.
  - (h.) The Chairperson clarified the components of the 2<sup>nd</sup> envelope which is the financial components consisting of Bid form and price schedule which was shown to the bidder and explained how the information was to be filled up.
  - (i.) The Chairperson also explained how the envelope should be sealed with the use of presentation to avoid confusion during opening of bids.
  - (j.) The Chairperson reminded the suppliers of the following and to follow the sequence from the Checklist which shall be sent to them along with the bidding documents once they have secured their payment for the bidding documents.
    - Proper tabbing must be observed.
    - Certified True Copy Stamp may be in any color of ink but the signature must be **RED INK.**
    - Folders and Envelopes must be in any shade of **BLUE.**

✚ **HOUSEKEEPING SUPPLIES**

- Approved Budget for the contract was announced to the suppliers as ₱1,135,450.00 for 5 items with delivery period of 7 working days.
- The Chairperson read the item description indicated in the Framework Agreement List to be reviewed by the suppliers.
- Representative from Prime Essentials clarified with regards to Item no. 4 Solution Soap, liquid, w/ anti-microbial/antibacterial quality, w/ moisturising





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properties, with CHG contents, does not settle and no crystallization formation/gal, **with provision of 50 dispenser within the period of contract** if it is *colored or scented* since as per their chemist if it is scented or with color the content will react with CHG and also asked the content or percent of CHG.

- The Chairperson said that with regards to their clarification it was not indicated in the specification and the bidder should provide certification or proof of compliance that the item has the following contents.
- Representative from Prime Essentials also asked with regards to Item no 5. Solution, Soap, liquid, w/ with antimicrobial/antibacterial quality (scented w/ moisturising properties, triclosan or CHG contents/ at least 1L (**commercially known brand**) if there is really an item that will comply with the specification which is "*commercially known brand*".
  - The Chairperson said that their inquiry will be coordinated to the TWG and modifications will be included in the Bid Bulletin.
- The Chairperson stated that similar contract shall be "Housekeeping Supplies" and bidding fee is ₱5,000.00.

✚ Deadline of submission of all bidding documents for the Procurement of Housekeeping Supplies for CY 2022 (REBID) will be on **February 16, 2022, 1:30pm** at the CBB Conference Room, 2<sup>nd</sup> Floor, CBB Building, Jose R. Reyes Memorial Medical Center, Rizal Ave., Sta. Cruz, Manila.

There having no other remaining queries for discussion the Pre-Bidding Conference for the Procurement of Housekeeping Supplies CY 2022 (REBID) was adjourned at 1:50pm.

Prepared by:

**MARITESS L. DELA CRUZ**  
BAC Secretariat

Attested by:

**JOSELITO RODRIGUEZ, DMD.**  
Chairperson, HBAC-B