

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

MINUTES OF THE MEETING
Pre-Bidding Conference for the
Procurement of SOLUTION, SODIUM HYPOCHLORITE CY 2022 (REBID)
March 16, 2022, 2:15 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. Christal Kaye Q. De Vera
	Ms. Blessed Garcia (Alternate)

Absent was:

HBAC-B, Member:	Ms. Aurea Gemma Molina – Alvarez
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Observer:

1. Mr. Arnold F. Pascual- AHW Member

Bidders:

1. Firstchem Technologies Inc.- Elen Espera / Arjane Sazon
2. Kleangram Manufacturing Corp. – Rowell Catabay/ Concepcion Verzabal
3. Prime Essentials Mfg. & Trading Company – Mr. Ronald Q. Yauder
4. Britesky Enterprises- Eugie Arañez
5. Crystal Green Enterprises – Ma. Angela F. Palma

The pre-bidding conference for Procurement of Solution, Sodium Hypochlorite CY 2022 (Rebid) was held at the CBB Conference Room and was called to order at 2:15pm, 16 March 2022, presided by Dr. Joselito C. Rodriguez, Chairperson.

I. Business Matter

- a) Dr. Rodriguez introduced the BAC Members, TWG 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
 - The following Class A documents shall be included in the bidding documents
 - SEC/DTI 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.



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- ii. For Technical Documents –
- Statement of all its on-going government and private contracts within the last **Two (2) years** prior to the deadline for the submission and opening of bids, including contracts awarded but not yet started a
 - ✓ *All attachment or proof of compliance must be included in the Bidding documents*
 - Single Largest Completed Contract (SLCC).
 - ✓ *All attachment or proof of compliance must be included in the Bidding documents*
 - ✓ *25% of the Total ABC*
 - ✓ *Similar Project- Various Housekeeping Supplies*
- iii. Financial Documents – The Chairperson explained the following:
- (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 2nd 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.



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- 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**.

SOLUTION, SODIUM HYPOCHLORITE (REBID)

- Approved Budget for the contract was announced to the suppliers as ₱1,705,000.00 for 2 items with delivery period which is within seven (7) working days upon receipt of Call-Off.
- The Chairperson read the item description indicated in the Framework Agreement List to be reviewed by the suppliers.
- The Chairperson clarified that submission of the clinical testing of 8 microorganism was already under the Terms and Condition. It was also specified if bidder will offer market known and proven reputable brands, the laboratory testing of 8 microorganisms is not needed or required but if the supplier shall offer a self-manufactured brand then the clinical testing is required.
 - Representative from Kleangram Manufacturing Corp. asked if they will offer their product with laboratory testing of a certain bacteria.
 - The TWG replied that it was already stated in the Terms and Condition in which they must present product testing certificate indicating that the product has passed the antimicrobial testing of 8 microorganisms from reputable laboratory which will be strictly implemented.
 - Representative from Kleangram Manufacturing Corp. asked if they have a specific laboratory institution that will carry the clinical testing.
 - The TWG replied that the clinical testing was done in UST in the past but it is a little expensive. The supplier in the last Public bidding went to DOST but making an appointment for schedule is a bit problematic. So the TWG just said that it must be from a reputable laboratory/institution which was stated in the Terms and Condition.
 - The Chairman also reminded the supplier that they can submit a Committed Line of Credit from commercial or universal bank which is 10% of the ABC which will be readily available after the bidding if their NFCC is not sufficient.
 - The Chairperson announced that bidding fee will be based on the "Total ABC" of the line item to be bid and those who joined the last Public Bidding, bidding fee will be waived since it was decided as Failure due to technical specification.
 - Britesky Enterprises – Bidding fee will be waived for Solution, Sodium Hypochlorite original and with scent
 - Prime Essentials Mfg. & Trading Company- waived for Solution, Sodium Hypochlorite with scent only.

- Deadline of submission of all bidding documents for the Procurement of Solution, Sodium Hypochlorite for CY 2022 (REBID) will be on **March 30, 2022, 2:00pm** at the CBB Conference Room, 2nd Floor, CBB Building, Jose R. Reyes Memorial Medical Center, Rizal Ave., Sta. Cruz, Manila.



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There having no other remaining queries for discussion the Pre-Bidding Conference for the Procurement of SOLUTION, SODIUM HYPOCHLORITE CY 2022 (REBID) was adjourned at 3:15pm.

Prepared by:


JENILYN P. SAN LUIS
BAC Secretariat

Attested by:


JOSELITO RODRIGUEZ, DMD.
Chairperson, HBAC-B

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