



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
Early Procurement Activity (EPA) of VARIOUS HOSPITAL SUPPLIES CY 2022
November 26, 2021, 9:11 PM
CBB Conference Room

Present were:

Chairperson, HBAC-B:
Vice-Chairperson, HBAC-B:
HBAC- B, Member(s):

Dr. Joselito C. Rodriguez
Ms. Lirio Cabang - Palomar
Ms. Beatriz Doloiras - Sawal
Ms. Aurea Gemma Molina - Alvarez

Technical Working Group

1. Ms. Lolita Garabato- Nursing Division
 2. Mr. Airol Alminar- Department of Pathology and Laboratories
 3. Ms. Nydia M. Bandaeril- Nutrition & Dietetics Management Department
 4. Mr. Rommel Delgado- Housekeeping Section
 5. Ms. Cecilia Millomida- Linen Unit
 6. Engr. Rymo Bartolome-
 7. Ms. Pachie Gapa -
 8. Engr. Albert Tajuna-
- } Facilities and Engineering Department

Bidders:

1. DC Star Gasez Petroleum Co., Inc. – Mr. Noel T. Lumanglas
2. Prime Essentials Mfg. & Trading Company – Mr. Ronald Q. Yander
3. Britesky Enterprises – Ms. Eugie Arañez
4. England Textiles - Mr. Alex Tee
5. New Mides Enterprises Inc. – Ms. Carla S. Granada
6. Care1st Corp. – Mr. Allan N. Pellesco
7. Builtrade Construction Supply - Ms. Sheramie Gamboa

The pre-bidding conference for Early procurement Activity (EPA) of Various Hospital Supplies CY 2022 was held at the CBB Conference Room and was called to order at 9:11pm, 26 November 2021, presided by Dr. Joselito C. Rodriguez, Chairperson.

I. Business Matter

- a) Dr. Rodriguez introduced the BAC Members and Technical Working Group (TWG) and reminded that all items are under Early Procurement Activity (EPA).
- b) Framework Agreement List was flashed in the monitor and reviewed by the Supplier's representative. Changes were agreed by the BAC, Technical Working Group and 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 explained that all bidders are required to submit the Class A documents (ie. Mayor's Permit/ Business Permit, SEC/DTI Certificate and Tax Clearance) even if Platinum is the only requirement since it is being asked by the TWG during Post Qualification.
 - ii. For Technical Documents – *All attachment must be included in the Bidding documents* for Statement of all its on-going government and private contracts within the last **Two (2)**



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- iii. **years** prior to the deadline for the submission and opening of bids, including contracts awarded but not yet started and Single Largest Completed Contract (SLCC).
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 or “AFS for year 2020” 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) – The chairperson just added that their accountant must know the procedure with regards to NFCC.
 - (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 must put “comply” or “not comply” and should be supported by evidence in a Bidders Bid and cross-referenced to that evidence as stated in the bidding documents.
 - (g.) Revised Omnibus Sworn Statement must be notarized and form is available in the bidding documents and downloadable in GPPB website.
 - (h.) The Chairperson clarified the components of the 2nd envelope which is the financial components consisting of Bid form and price schedule and was shown to the bidders and explained how the information was filled up.
 - (i.) The Chairperson also explained how the envelope is being sealed with the use of presentation to avoid confusion during opening of bids.
 - (j.) The Chairperson reminded the suppliers the following:
 - 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.**
- d.) The Chairperson reminded all the bidder that ordering all items depends on the needs of the hospital and also in regards to the quantity indicated for QI, there is no guarantee that items might be procured if the said facility which is under Jose Reyes is ordered to be closed down since its main purpose is temporary modular site for the Covid patients.

✦ **LIQUEFIED PETROLEUM GAS (LPG)**

- Approved Budget for the contract was announced to the suppliers as ₱792,000.00 for 13,200 kg at ₱60.00/kg of LPG 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 DC Star Gasez Petroleum asked if it is possible to increase the ABC since the price of LPG has increased during this pandemic.
- The BAC and TWG decided to increase the ABC but quantity was decrease.
 - ❖ Quantity is modified from 13,200 kilograms to **“12.000 kilograms”**

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- ❖ ABC is modified from ₱60.00 to **"₱66.00"** per kilogram
- ❖ Total ABC is the same as **"₱792,000.00"**
- Delivery period of 7 working days was modified to **"as called for"**

✚ **HOUSEKEEPING SUPPLIES**

- Approved Budget for the contract was announced to the suppliers as ₱7,565,664.00 for 25 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.
- Commercially known brand was added to the specification of the following items:
 - ❖ **Item no. 11- Insecticide, multi-insect killer, at least 1 liter (Commercially known brand)**
 - ❖ **Item no. 12- Liquid Disinfectant Concentrate, with active ingredient phenol and cresol, non bleach, non corrosive at least 500 ml (commercially known brand)**
 - ❖ **Item no. 18- Soap, dishwashing, scented antibacterial at least 600 ml (commercially known brand)**
 - ❖ **Item no. 22- Solution, Soap, liquid, w/ with antimicrobial/antibacterial quality (scented w/ moisturising properties, triclosan or CHG contents/ at least 1L (commercially known brand)**
 - ❖ **Item no. 25- Spray, Aerosol, hospital grade, at least 510 grams (commercially known brand)**
- Representative from Britesky Enterprises asked if it is possible to modify Item no. 14 "Paper, Towel, Interfolded, s- 200mm x 200mm, 100% virgin pulp, at least 175 pulls to "at least 195 mm x at least 200mm" and the BAC and TWG agreed with the suggestion.
 - ❖ Thus, it was modified as **"Paper, Towel, Interfolded, s-at least 195 mm x at least 200mm, 100% virgin pulp, at least 175 pulls"**
- Quantity for Item no. 19 "Soap, powder, detergent, at least 500grams (commercially known brand)" was modified from 18,372 sachets for JR to **"9,372 sachets"** and 600 sachets for QI to **"300 sachets"** and Total ABC was reduced from ₱1,233,180.00 to **"₱628,680.00"**.
- Item no. 23, Solution, Sodium Hypochlorite, branded, clear liquid with original scent, must present product testing certificate indicating that the product has passed the antimicrobial testing of 8 microorganisms was modified by the TWG and was agreed by the BAC which was stated below:
 - ❖ **Solution, Sodium Hypochlorite, branded, clear liquid with original scent, must present product testing certificate indicating that the product has passed the antimicrobial testing of 8 microorganisms (with random testing during the contract implementation period)**
 - **Acinetobacter baumannii**
 - **Candida albicans**
 - **Escherichia coli**
 - **Klebsiella pneumoniae**
 - **Methicillin-resistant Staphylococcus aureus**
 - **Micrococcus luteus (may use Bacillus subtilis if not available)**
 - **Pseudomonas aeruginosa**
 - **Mycobacterium TB**
- Item no. 24, Solution, Sodium Hypochlorite, branded, clear liquid with scent, must present product testing certificate indicating that the product has passed the antimicrobial testing of 8 microorganisms was modified by the TWG and was agreed by the BAC which was stated below:

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- ❖ ***Solution, Sodium Hypochlorite, branded, clear liquid with scent, must present product testing certificate indicating that the product has passed the antimicrobial testing of 8 microorganisms (with random testing during the contract implementation period)***
 - ***Acinetobacter baumannii***
 - ***Candida albicans***
 - ***Escherichia coli***
 - ***Klebsiella pneumoniae***
 - ***Methicillin-resistant Staphylococcus aureus***
 - ***Micrococcus luteus (may use Bacillus subtilis if not available)***
 - ***Pseudomonas aeruginosa***
 - ***Mycobacterium TB***

✚ **LINEN OUSOURCING**

- Approved Budget for the contract was announced to the suppliers as ₱3,174,000.00 for 20 items.
- The Chairperson read the item description indicated in the Framework Agreement List to be reviewed by the suppliers.
- Representative from England Textiles asked to modify the following specifications:
 - To put a range of “70-72” inches width for Item no. 1 - Bed sheet blue, 108 inches length, 72 inches width, oxford with printed hospital logo (navy blue) (see hospital sample)
 - ❖ The TWG agreed with the suggestion, thus, it was changed to ***“Bed sheet blue, 108 inches length, 70-72 inches width, oxford with printed hospital logo (navy blue) (see hospital sample)”***
 - To put a range of “70-72” inches width for Item no. 2 - Bed sheet light blue, 108 inches length, 72 inches width, lacoste with printed hospital logo (navy blue) (see hospital sample)
 - ❖ The TWG agreed with the suggestion, thus, it was changed to ***“Bed sheet light blue, 108 inches length, 70-72 inches width, lacoste with printed hospital logo (navy blue) (see hospital sample)”***
 - To put a range of “70-72” inches width for Item no. 3 - Bed Sheet Maroon, 108 inches length, 72 inches width, oxford with printed hospital logo (navy blue) (see hospital sample)
 - ❖ The TWG agreed with the suggestion, thus, it was changed to ***“Bed Sheet Maroon, 108 inches length, 70-72 inches width, oxford with printed hospital logo (navy blue) (see hospital sample)”***
 - To put a range of “62-65” inches width for Item no. 4 - Bed sheet pink, 90 inches length, 65 inches width, oxford with printed hospital logo (navy blue) (see hospital sample)
 - ❖ The TWG agreed with the suggestion, thus, it was changed to ***“Bed sheet pink, 90 inches length, 62-65 inches width, oxford with printed hospital logo (navy blue) (see hospital sample)”***
 - To put a range of “70-72” inches width for Item no. 5 - Bed sheet printed blue personalized, 108 inches length, 72 inches width, lacoste with printed hospital logo (navy blue) (see hospital sample)
 - ❖ The TWG agreed with the suggestion, thus, it was changed to ***“Bed sheet printed blue personalized, 108 inches length, “70-72” inches width, lacoste with printed hospital logo (navy blue) (see hospital sample)”***
 - To put a range of “70-72” inches width and cotton thick “35-40%” polyester “60-65%” cotton for Item no. 6 - Bed sheet White plain 108 inches length, 72

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inches width, cotton thick 40% polyester "60%" cotton with printed hospital logo (navy blue) (see hospital sample)


- ❖ The TWG agreed with the suggestion, thus, it was changed to **"Bed sheet White plain 108 inches length, "70-72" inches width, cotton thick "35-40%" polyester "60-65%" cotton with printed hospital logo (navy blue) (see hospital sample)"**
- To put a range for cotton thick of "35-40%" polyester "60-65%" cotton for Item no. 10 - Fitted Sheet White, with garter, 72 inches length, 38 inches width and 6 inches thick 40% polyester, "60%" cotton with printed hospital logo (navy blue) (see hospital sample)
 - ❖ The TWG agreed with the suggestion, thus, it was changed to **"Fitted Sheet White, with garter, 72 inches length, 38 inches width and 6 inches thick "35-40%" polyester, "60-65%" cotton with printed hospital logo (navy blue) (see hospital sample)"**
- Delivery period was agreed to be **"30 calendar days"**

✚ **ENGINEERING SUPPLIES**


- The Chairperson read the item description indicated in the Framework Agreement List to be reviewed by the suppliers.
- Representative from Builtrade Construction Supply asked in regards with Item no. 56 - Fluorescent Tube T5 Holder, G5, Snap Fit Type (pair) and Item no. 57 - Fluorescent Tube T8 Holder, G13, w/o Starter Holder, Snap Fit Type (pair) if it is okay to offer an alternative item for "Snap Fit Type" since the said specification is not available.
 - ❖ The TWG approved with the suggestion, thus, it was deleted and specification was changed to "Item no. 56 - **"Fluorescent Tube T5 Holder, G5, (pair)"** and Item no. 57 - **"Fluorescent Tube T8 Holder, G13, w/o Starter Holder, (pair)"**
- Representative from Builtrade Construction Supply asked if it is possible to adjust the delivery period of Seven (7) working to Thirty (30) days.
 - ❖ The TWG and BAC approved the suggestion, thus, it was modified to **"Thirty (30) calendar days"**.
- ✚ The Chairperson recapped that all changes discussed will be included in the Bid Bulletin.
- ✚ Deadline of submission of all bidding documents for Early Procurement Activity (EPA) of Various Hospital Supplies for CY 2022 will be on **December 10, 2021, 9:00am** at the Hospital Canteen, Ground Floor, Medical Arts 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 Early Procurement Activity (EPA) of Various Hospital Supplies CY 2022 was adjourned at 11:35am.

Prepared by:


JENILYN P. SAN LUIS
BAC Secretariat

Attested by:


JOSELITO RODRIGUEZ, DMD.
Chairperson, HBAC-B

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