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9 **Minutes of Pre-Bid Conference**

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11 **Procurement of Annual Physical Examination (APE) for CY 2021**  
12 **(Project Reference No. 2021-PB-APE-039-01)**  
13

14 Present:

15  
16 **Bids and Awards Committee (BAC)**

17 Mr. Glenn B. Santos Chairperson  
18 Atty. Glenda Leah A. Caringal Vice-Chairperson  
19 Atty. Frederick R. Tamayo Member  
20 Mr. Edgar C. Cabrera Member  
21 Mr. Ronald V. Siquioco Member  
22 Mr. Rey Evince R. Valencia Member-Alternate

23 **Technical Working Group (TWG)**

24 Ms. Maria Sheila B. Regis Head  
25 Ms. Katherine Ann L. Poso Member  
26 Ms. April Anne T. Gamboa Member

27 **BAC Secretariat**

28 Mr. Rommel R. Oira Head  
29 Ms. Maria Anna R. dela Cruz Member  
30 Mr. Caesar R. Antonio Member  
31 Ms. Annaliza C. Lopez-Cruz Member  
32 Ms. Mary Grace E. Catarin Member  
33 Ms. Aya N. Jacildo Member

34 **Bidder**

35 Mr. Mark Paul Dy Hi-Precision Diagnostic

36 **Observer**

37 Ms. Grace C. Pardines Manager, HRMDD  
38

39 The pre-bid conference for the Procurement of Annual Physical Examination  
40 (APE) for CY 2021 (“the Project”), held via ZOOM Cloud Meetings APP, was called  
41 to order at 09:16 PM on 21 July 2021, and was presided by the BAC Vice-  
42 Chairperson, Atty. Glenda Leah A. Caringal.  
43  
44

45 **1. Business Matters:**

46  
47 The BAC Vice-Chairperson asked the Head of the BAC Secretariat (HBS) if  
48 there is a quorum, to which the HBS replied in the affirmative.  
49

50 The BAC Vice-Chairperson asked the BAC Secretariat if observers were  
51 invited. The BAC Secretariat replied that invitations to observe the proceedings  
52 and the Zoom meeting details were sent to the Commission on Audit and other  
53 observers from the private sector and non-government organization, however, no  
54 one attended the proceedings except from the representative from HRASD.

55  
56 The BAC Vice-Chairperson asked the HBS to introduce the representative  
57 from the prospective bidder present, to which the HBS introduced Mr. Mark Paul Dy  
58 from Hi-Precision Diagnostic (HP).

59  
60 The BAC Vice-Chairperson then introduced the members of the BAC, the TWG  
61 and the members of the BAC Secretariat.

62  
63 The BAC then proceeded with the pre-bid conference.

## 64 65 **2. Presentation of the Bidding Document and Clarification from the Bidder**

- 66  
67 ○ The TWG presented and discussed first the details of the Invitation to Bid.
- 68  
69 ○ The TWG presented and discussed the other details of the Bidding  
70 Documents.
- 71  
72 ○ HP raised the issue that HP is VAT-exempt to which the Vice-Chairperson  
73 mentioned that they are still required to submit documents that HP is VAT-  
74 exempted and that they should submit their VAT-returns even though it  
75 bears zero (0) amount.
- 76  
77 ○ HP further informed the BAC that they have limited branches with treadmill  
78 and limited doctors to administer the test since it is still pandemic. With  
79 regard to the requirement of HP of antigen test and treadmill services, the  
80 Vice-Chairperson suggested that expenses to this kind of tests have to be  
81 included in the price quotation to be submitted in the detailed bid  
82 submission.
- 83  
84 ○ HP wished to be clarified about the meaning of Digital POC (Point-of-Care)  
85 which the TWG mentioned that it is only a matter of tracking the results of  
86 the examination online or digitally.
- 87  
88 ○ On the requirement of dental check-up and oral prophylaxis, HP does not  
89 have the parameter to check because the patient has to be assessed first. It  
90 was agreed that Hi-Precision will provide for the types of oral prophylaxis  
91 and its corresponding charges. Another option suggested by the Vice-  
92 Chairperson is to quote for the highest amount for the oral prophylaxis and  
93 later on will reflect in the statement of account of billing by Hi-Precision to  
94 the services rendered, provided it does not exceed the ABC.
- 95  
96 ○ On the pulmonary test, currently is not available per HP. HP will clarify if  
97 there is a way to offer this kind of test and will inform the end-user. The

- 98 Vice-Chairperson clarified that HP would have to bid out for all the services  
99 required.  
100
- 101 ○ On the issue of subcontracting, which is not allowed per the Bidding  
102 Documents, HP informed the BAC that they partnered with out-patient,  
103 Opta Clinic, which is located within NKTl. The Vice-Chairperson explained  
104 that if other entity will perform the services in other clinic other than that  
105 of HP, it would fall under subcontracting, otherwise, if the services will be  
106 done in another clinic but still under the supervision of HP, it would not be  
107 considered subcontracting.  
108
  - 109 ○ On the schedule of HP's clinics at 6 AM to 4 PM, majority of HP's clinics  
110 operate on 6 AM to 3 PM or 4 PM. The TWG will discuss on the request for  
111 adjustment of clinic hours of HP.  
112
  - 113 ○ On the clause of a special lane for PSALM, HP finds this as a challenge since  
114 it is not feasible at the moment because of limited health workers. Priority  
115 for Senior and PWD employees for PSALM can be considered. The TWG will  
116 discuss on the matter.  
117
  - 118 ○ On the issuance of the general results, HP cannot send it in pdf file if the  
119 system being used is in the clinic-based APE (off-site/HP clinics) since it is  
120 manually done, system-generated results can be provided, however, for on-  
121 site (PSALM office), results in pdf form can be provided. The TWG asked  
122 clarification from HP on how to get the comprehensive results of an  
123 employee if HP will be getting the results from off-site and on-site clinics. It  
124 was also a concern of HP that the Data Privacy Law will be breached since  
125 different HP employees would handle different results from different  
126 clinics, but only an excel file can be provided. The TWG will discuss further  
127 on this issue.  
128
  - 129 ○ HP raised the concern on billings that were not processed on-time due to  
130 lapses in employees' documentation handling that hamper facilitation of  
131 payment. TWG noted on the concern.  
132
  - 133 ○ HP also raised the issue on various incident reports between the employees  
134 and the doctors. The TWG asked for specific incidents which should be  
135 addressed and that the TWG can include in the advisory/reminder to  
136 prevent such incidents.  
137
  - 138 ○ HP raised the issue on the online submission on which the Vice-Chairperson  
139 responded that it would be preferable if they submit one file per envelope.  
140 However, as further clarified by the BAC Secretariat, zip file should be  
141 accompanied with a password while pdf file does not require any password  
142 as long as it was properly acknowledged.  
143

- 144       ○ The Vice-Chairperson reminded the TWG that they have to make the  
145       necessary changes in the Bidding Documents at least 8 days before the Bid  
146       Submission Deadline and issue the necessary SBB, if required.  
147  
148       ○ The Vice-Chairperson informed HP that they can still send clarifications in  
149       writing or through email to the TWG or BAC Secretariat to clear other  
150       matters that have to be addressed.

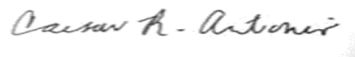
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### 153 **3. Adjournment:**

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Thereafter, having no further clarifications from the Bidder and other matters to be discussed, the pre-bid conference was adjourned at 10:46 AM.

Prepared by:



**CAESAR R. ANTONIO**  
BAC Secretariat Member

Reviewed by:



**ROMMEL R. OIRA**  
BAC Secretariat Head

Approved by:



**GLENDA LEAH A. CARINGAL**  
BAC Vice Chairperson

159