



**MINUTES OF PRE-BID CONFERENCE**

SPMO, Conference Room

16 AUGUST 2017

**UPLB-S-063-8-17**

**SUPPLY AND DELIVERY OF DRUGS AND MEDICINES  
(UNIVERSITY HEALTH SERVICE, UPLB, COLLEGE)**

Present:

*Bids and Awards Committee:*

For. Roberto P. Cereno – *Chairman*  
Mr. Allan B. Anoyo- *Vice-Chairman*  
Engr. Teodulfo S. Delgado – *Regular Member*  
Prof. Zoilo D. Belano Jr. - *Provisional Member*  
Mr. Vernon I. Velasco - *Provisional Member*

*Legal Consultant:*

Atty. Paul Kenneth B. Davis

*BAC Secretariat:*

Ms. Liza G. Custodio – *BAC SEC Chair*  
Ms. Gelina A. Zerrudo- *Member/Secretary*  
Ms. Mary Ann E. Mateo- *Member/Secretary*  
Ms. Rhea G. Aquino - *Member/Secretary*

*Observers:*

Dr. Virgilio V. Garcia – *PAFT*  
Ms. Elena Y. Pasuquin – *ICO*

*End-user/TWG:*

Ms. Fe Navarro– *UHS*

The Pre-bid Conference for the **UPLB-S-063-8-17 SUPPLY AND DELIVERY OF DRUGS AND MEDICINES** was held on 16 August 2017 at 1:32 p.m. presided by For. Roberto P. Cereno.

Other persons in attendance were:

*Prospective Bidders/Representatives:*

Ms. Melody Villamin – *Euro Med Lab Philippines*  
Ms. Suncel Bolisig – *Zuellig Pharma Corp.*  
Ms. Ronalyn Mijares - *Zuellig Pharma Corp*

**Matters Discussed:**

The BAC discussed the requirements in the Philippine Bidding Documents for proper filling-up of necessary forms and guidance in the submission of bids by the prospective bidders. The summary of the requirements for the project is indicated in the Checklist of Requirements for bidders. (Attachment 1)

The technical specifications were discussed with the end-user and prospective bidders. No changes were done. (Attachment 2)

The deadline for submission of bids is on 30 August 2017, 1:00 pm.

There having no other remaining topics for discussion, the pre-bid conference adjourned at 1:57 pm.



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
**Bids and Awards Committee (Regular)**  
SPMO, Rambutan Road, College, Laguna  
Tel. Nos. (049) 544-0382  
[uplb.bacsecretariat@gmail.com](mailto:uplb.bacsecretariat@gmail.com)  
<http://www.bac.uplb.edu.ph>

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56 **PREPARED:**  
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58           SGD  
59 GELINA ZERRUDO  
60 BAC Secretariat, *Member/Secretary*  
61 18 August 2017  
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65 **APPROVED:**  
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67           SGD  
68 ROBERTO P. CERENO  
69 BAC Regular, *Chair*

**CONCURRED WITH:**  
  
              SGD  
LIZA G. CUSTODIO  
BAC Secretariat, Chair