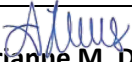

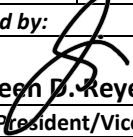
	POLICY AND PROCEDURE		DOC NO.	BMI-PP-SLS-001
	TITLE Bidding Process		REV NO.	
			PAGE	1 of 2
			EFFECTIVE DATE	March 3, 2025
Prepared by:	Reviewed by:	Approved by:		
 Adrienne M. Ducos	 Stephen Hernandez	 Kathleen D. Reyes, MHM, DBA		
Bidding Team Leader	National Sales Director	President/Vice President		

1. PURPOSE

The purpose of this policy and procedure is to have a written document on bidding process ensuring timely submission of bidding documents.

2. SCOPE

This policy applies to all employees involved in the bidding process.

3. ACCOUNTABILITY


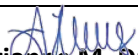

- 3.1. Bidding Associate – monitors Philgeps website, processes bidding documents and fee, coordinates with other departments involved prior the deadline of submission
- 3.2. Bidding Team Leader – reviews and monitors the tasks of bidding associates are being done accordingly.
- 3.3. Medical Sales Representatives – signs bidding documents, represents the company in the opening of bids and files the demo request form for post-qua
- 3.4. District Sales Manager – monitors the projects joined by their MSRs ensuring timeliness submission of required documents.
- 3.5. National Sales Directors – recommends the bid projects and pricing to the President/Vice-President.
- 3.6. Product Manager – recommends suitable products and specifications for the joined bidding projects.
- 3.7. Service Coordinator – coordinates the availability of the service engineer and machine for post-qua.
- 3.8. Service Engineer – install the machine/s needed during post-qua
- 3.9. Product Application Specialist – presents to the customers during psot-qua

4. POLICY

- 4.1. Bid advisory must be cascaded to the respective sales team within 24 hrs of bid posting.
- 4.2. The product manager shall review and response on the item compliance two (2) days after the acceptance of the bid invitation.
- 4.3. Bid pricing must be submitted within 48 hrs upon receipt of the item compliance by the product manager.
- 4.4. Final review of all necessary documents shall be done two (2) days before the submission date to the account.

5. PROCEDURE

- 5.1. The bidding associate shall monitor the Philgeps website on a daily basis based on the following categories:
 - 5.1.1.1. Laboratory Supplies and Equipment
 - 5.1.1.2. Medical Supplies and Laboratory Instrument
 - 5.1.1.3. Hospital / Medical Equipment
 - 5.1.1.4. Medical and Dental Equipment
- 5.2. The bidding associate shall send the Invitation to Bid (ITB thread) to sales team, product manager, service team thru email and group chat.
- 5.3. The assigned medical service representative shall coordinate to the product manager, service team and regulatory for gathering of non-compliant specifications and other supporting documents for the pre-bid.

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- 5.4. The medical sales representative shall attend the pre-bid to raise questions discussed within the team for clarification.
- 5.5. The bidding associate shall process the cash advance form for the bidding fee, and upon receipt of the cash, the medical sales representative shall buy the bidding documents and submits the official receipt to the bidding associate for liquidation.
- 5.6. The bidding team shall prepare all the necessary bidding documents and other supporting documents within the allowable period prior to the submission deadline following the bidding checklist.
- 5.7. The bidding associate shall process the notary request form as part of the requirements on some bidding documents.
- 5.8. Upon completion of all bidding documents, the medical sales representative and district manager shall ensure the correctness and completeness of all the bidding documents prior to submission to the account.
- 5.9. The medical sales representative shall submit the bidding documents to the account.
- 5.10. The medical sales representative shall attend the opening of bids and must submit the bidding abstract to the bidding associate right after.
- 5.11. Once Lowest Calculated Bid letter has been received, the account shall provide Notice of Post qualification within 3-5 calendar days after the bid date.
- 5.12. The bidding associate shall submit the postqua requirements within five (5) calendar days. If required, the sample must be submitted by the medical sales representative together with the postqua requirements.
- 5.13. Once passed the postqua, the account shall email the Notice of Award and must be signed by the medical sales representative within 2 days from the receipt of the email.
- 5.14. The bidding associate shall request to the finance department the performance bond and must be submitted within ten (10) calendar days from the NOA signed date.
- 5.15. The Notice to Proceed and contract/PO shall be received from the account.

6. REFERENCE DOCUMENTS

- 6.1. BMI-PP-FAA-002 Non-trade Accounts Payable

7. FORMS

- 7.1. BMI-FORM-FAA-002 – Cash Advance Form
- 7.2. BMI-FORM-SLS-007 – Notary Request Form
- 7.3. BMI-FORM-SLS-008 – Bidding Fund Liquidation Form

8. AMENDMENT CLAUSE

- 8.1 Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.