MINUTES OF THE PRE-BIDDING CONFERENCE

16 March 2021; 10:00 A.M.

COBAC CONFERENCE ROOM

Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021

IB No. 2021-149

1. ATTENDANCE:

Central Office Bids and Awards Committee (COBAC)-D:

PRESENT:

1. Dir. Enrique A. Tayag -Vice-Chairperson (via Cisco WebEx)

1. Dir. Melissa T. Sena -Regular Member
2. Ms. Arlene Arbas -Alternate Member (via Cisco WebEx)

ABSENT

1. Usec. Lilibeth C. David - Chairperson

2. Dr. Rodolfo M. Albornoz - Regular Member

END-USER REPRESENTATIVE

1. Ms. Jennifer Santos - Health Promotion Bureau (HPB)

COBAC SECRETARIAT

* 1. Ms. Dawnavi Lae Lacsado
  2. Ms. Mercedita A. Flores
  3. Ms. Kreenzel Joy Pagaduan
  4. Mr. Ray John K. Habig
  5. Ms. Alicia A. Escamilla
  6. Ms. Jackie Lou Dimatulac
  7. Mr. Lorenzo A. Javier

OBSERVER

No Representative

PROSPECTIVE BIDDER

* 1. Mr. Jubel Mauricio - Cozoz Inc. (CI)
  2. Ms. Candice Rodriguez - Touch XDA (TX) (via Cisco WebEx)

1. CALL TO ORDER

The Pre-Bidding Conference for the above-mentioned project was called to order and presided over by Dir. Enrique A. Tayag, COBAC-D Vice-Chairperson on 16 March 2021, 10:00AM at the COBAC Conference Room, DOH, Manila.

1. AGENDA
2. Dir. Enrique A. Tayag, COBAC-D Vice-Chairperson, introduced one (1) COBAC Regular Member and one (1) alternate member; then acknowledged the presence of the prospective bidder s’ representatives.
3. The COBAC-D reiterated the PBD posted on the PhilGEPS and DOH website and emphasizing the following Sections of the cited PBD:

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| Particular | Discussion |
| Section I: Invitation to Bid  No. 10: Electronic submission of bids must be sent via e-mail to [cobacdsecretariat@doh.gov.ph](mailto:cobacdsecretariat@doh.gov.ph) provided that it complies with the following conditions:   1. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in two (2) password protected Bidding Documents in compressed archive folders pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 IRR of RA 9184; 2. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference; 3. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein. 4. For electronic bid submission, the passwords for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 IRR of RA 9184).   Note:  The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 IRR of RA 9184)  Note:  Further, once the GCQ is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Bid, whichever comes first, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative. | No comment or query was raised. |
| ITB Clause 5.3: Single Largest Completed Contract (SLCC)  Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:   |  |  | | --- | --- | | PACKAGE NAME | SLCC | | Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021  IB No. 2021-149 | 50% | | No comment or query was raised. |
| ITB Clause 5.3: Similar Contracts   |  |  |  | | --- | --- | --- | | Package Name | Contract Similar to: | Completed within: | | Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021  IB No. 2021-149 | Advertisement (in newspaper/tabloids) | Three (3) years prior to the deadline for the submission and receipt of bids | | No comment or query was raised. |
| ITB Clause 19.4: The Project shall be awarded as follows:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Package Name | Particulars | | Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021  IB No. 2021-149 | One project that is one lot or item, which shall be awarded as one contract | |  | | |  | |  | |  | |  | | No comment or query was raised. |
| ITB Clause 14.1: The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:   |  |  |  | | --- | --- | --- | | PROJECT | BID SECURITY (PhP) | | | Cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit (2%) | Surety Bond  (5%) | | Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021  IB No. 2021-149 | 200,000.00 | 500,000.00 | | No comment or issue was raised. |
| ITB Clause 20.1: The S/LCB shall submit three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory within a non-extendible period of five (5) calendar days from receipt of the notification arranged, numbered and tabbed as enumerated below:   1. Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005); 2. Latest Business Tax Return filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns covering the previous six (6) months (per Revenue Regulations 3-2005);   The latest income and business tax returns are those within the last six months preceding the date of bid submission   1. Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration as part of the Eligibility Documents, if applicable; and 2. Valid and current Certificate of PhilGEPS Registration and Membership – Platinum (In the event the bidder opted to submit only the Class “A” Eligibility Documents (Pursuant to GPPB Circular 07-2017 dated 31 July 2017).   Failure of the Bidder declared as S/LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for award.  NOTE:   1. In case of a JVA, each joint venture partners shall submit the above-cited Post-Qualification Documentary Requirements (GPPB NPM 006-2010 dated 04 February 2010). 2. As the possible Single/Lowest Calculated Responsive Bidder (S/LCRB), please provide the COBAC – D, soft copy in “Word” and in PDF the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project. 3. All submitted documents during the Submission and Opening of Bids (original and the two (2) copies) by the S/LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory | No comment or issue was raised. |
| Special Conditions of the Contract  GCC Clause 2.2   |  |  | | --- | --- | | Project | Terms of Payment/Billing | | Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021  IB No. 2021-149 | Note:  Service Provider shall shoulder payments before publication and/or posting of DOH Priority Programs and Advisories | | No comment or issue was raised. |

1. The Checklist of Technical and Financial Documents to be submitted during Opening of Bids were emphasized as well, to wit:

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| 1. **TECHNICAL COMPONENT ENVELOPE**   **Class “A” Documents**    **Legal Documents**     1. **Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);**   **or**   1. **Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document. And,** 2. **Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas (together with corresponding copy of receipt(s) of payments of the said permit);**     **In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor’s or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor’s or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020); and**   1. **Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).**     **Technical Documents**   1. **Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and** 2. **Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid of which should be equivalent to at least fifty percent (50%) of the ABC for this Project, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and** 3. **Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and** 4. **Conformity with the Technical Specifications and Schedule of Requirements, which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable; and** 5. **Original duly signed Omnibus Sworn Statement (OSS);and** 6. **if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.** 7. **The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and** 8. **The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.** 9. **If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.**   **Other documentary requirements under RA No. 9184 (as applicable)**   1. **For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.** 2. **Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.** |
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| 1. **FINANCIAL COMPONENT ENVELOPE** 2. Original of duly signed and accomplished Financial Bid Form; and 3. Original of duly signed and accomplished Price Schedule(s). |
| 1. **ADDITIONAL REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM, ARRANGED, NUMBERED, AND TABBED AS ENUMERATED BELOW:** 2. Company profile, that shows that the company/firm is a full media planning and advertisement placement agency with at least three (3) years’ experience in managing print and publication of print advertisement with required personnel and staff; 3. Curriculum Vitae of proposed staff to be assigned;   3. Sworn Statement using the prescribed form. |

1. The COBAC-D also reminded all the prospective bidders to use the updated prescribed forms which can be seen or downloaded in the following:

Note:

Please refer to <https://doh.gov.ph/sites/default/files/basic-page/COBAC-Sample-Forms.pdf> for the following requirements:

a) Sworn Statement;

b) Computation of NFCC;

c) Manufacturer's Authorization;

d) Secretary's Certificate;

e) Special Power of Attorney;

f) Statement of Ongoing Contracts; and

g) Statement of SLCC.

For the following requirements, please refer to GPPB Resolution No. 16-2020:

a) Bid Form;

b) Price Schedule;

c) Bid Securing Declaration; and

d) Omnibus Sworn Statement

1. The following were the issues and concerns raised by the prospective bidders:

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| --- | --- |
| PARTICULAR | ISSUE/CONCERN |
| Technical Specifications:  Additional Requirements to be attached in the Technical Specifications Form, Arranged, Numbered, and Tabbed:  xxx   1. Curriculum Vitae of proposed staff to be assigned.   Scope of Work  xxx  d. Secure space according to technical specifications for publication of DOH advisories and priority programs in selected newspapers and tabloids | Will e-signature suffice or it has to be originally signed? COBAC-D informed the prospective bidders that curriculum vitae must be duly signed.  Secure space for print ad placements in accordance with technical specifications and timelines (Please see attached Annex A for color, size, frequency)  A bid bulletin will be issued to reflect the attachment. |

1. The COBAC-D stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through issuance of Bid Bulletin.
2. The COBAC-D mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-D Chairperson, must be received within three (3) calendar days after the Pre-Bidding Conference or at least ten (10) calendar days before the slated deadline of submission and opening of bids.
3. The COBAC-D reiterated that the deadline of submission of bids is on 30 March 2021, 9:00 A.M.
4. ADJOURNMENT:

Having no other matters to be discussed, the cited conference was adjourned at 11:20 A.M.

Prepared by: Approved by:

**MERCEDITA A. FLORES**  **ENRIQUE A. TAYAG, MD, PHSAE, FPSMID, CESO III**

COBAC-D Secretariat COBAC-D Chairperson

03/18/21