



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE
26 SEPTEMBER 2018; 10:00 A.M.
COBAC CONFERENCE ROOM

HIRING OF A SERVICE PROVIDER FOR DIGITIZATION OF ARCHIVAL OF
PROCUREMENT RELATED DOCUMENTS
IB NO. 2018-298

I. PRESENT:

A. CENTRAL OFFICE BIDS AND AWARDS AND COMMITTEE-B:

- | | | |
|-----------------------------|---|---------------------------|
| 1. DIR. MA. THERESA G. VERA | - | VICE-CHAIRPERSON, COBAC-B |
| 2. MS. CHARITY TAN | - | REGULAR MEMBER, COBAC-B |
| 3. MS. ROSA GONZALES | - | ALTERNATE MEMBER |

Absentees:

- | | | |
|---------------------------------|---|-------------------------|
| 1. ASEC. MARIA ROSARIO VERGEREI | - | CHAIRPERSON, COBAC-B |
| 2. DIR. MARIA JOYCE DUCUSIN | - | REGULAR MEMBER, COBAC-B |
| 3. DIR. MAYLENE BELTRAN | - | REGULAR MEMBER, COBAC-B |

B. SECRETARIAT:

- | | | |
|--------------------------|---|-------------------|
| 1. MS. GENICAR BAROTILLA | - | COBAC SECRETARIAT |
| 2. MS. DAWNAVI LACSADO | - | COBAC SECRETARIAT |
| 3. MS. CELINE VELASCO | - | COBAC SECRETARIAT |
| 4. MR. JAYCEE PALGOD | - | COBAC SECRETARIAT |

C. END-USER REPRESENTATIVE/S:

- | | | |
|-----------------------|---|-------|
| 1. MS. GERLY BOBIER | - | PS |
| 2. MR. RICHARD REGINO | - | KMITS |

D. PROSPECTIVE BIDDERS PRESENT

- | | | |
|----------------------|---|------------------------------|
| 1. MR. CARLO VELEZ | - | ETOPIAN |
| 2. MR. RICHARD FLORO | - | FLORO INTERNATIONAL CORP. |
| 3. MS. SANDRA PALAG | - | TOP INTL. |
| 4. MS. NANCY MABAGOS | - | UBIX CORP. |
| 5. MR. AJ BACLEON | - | EPDS |
| 6. MS. JANE MENDOZA | - | MICRODATA SYSTEM INC. (MDSI) |
| 7. MR. JAYSON ARDENT | - | MDSI |
| 8. MR. RAMMON BOBINO | - | EISI |

II. CALL TO ORDER

The Pre-bidding Conference was called to order by Dir. Ma. Theresa G. Vera, Vice-Chairperson, COBAC-B.

III. MINUTES

- Eight (8) prospective bidders attended the aforesaid conference.
- The COBAC-B informed the Prospective Bidders (PBs) that they will first discuss the common requirements and eventually go through the discussion of the Approved Budget

for the Contract, Schedule of Requirement and Technical Specification. It was highlighted that the specific requirements for procurement project are in the bidding documents and must be referred to by each PBs if they wish to bid on.

3. The following subject matters were emphasized:
 - a. Date of Submission and Opening of Bids;
 - b. Eligibility Requirements;
 - c. Technical Requirements;
 - d. Financial Requirements;
 - e. Post-qualification Document Requirements;
 - f. Delivery Schedule under Section VI of the Bidding Documents; and,
 - g. Technical Specification under Section VII of the Bidding Documents.

4. The following were the issues and concerns raised/ discussed

| PARTICULAR | ISSUES/COMMENTS | RECOMMENDATION |
|---|---|---|
| Date of Delivery | Immediately upon Issuance of Notice to Proceed (NTP) | Duration of the Project: Six (6) to Seven (7) months upon receipt of Notice of Proceed. |
| Scope of Work | Index Fields <ul style="list-style-type: none"> • Procurement Package Title • End-User Unit • Year • Procurement Package Code • Number | To add other indexes, for example category. |
| | xxx h. The service provider shall ensure that scanner image must scan in Black and White with have minimum 300dpi resolution and information displayed on image must not get erased during cleaning of scanned images. | xxx To clarify if the requirement is black and white only. |
| | i. Along with the document scanning the service provider will have to provide cleaning and image quality check, Meta data entry and Meta data quality control. | To clarify if there is a need to clean the documents or it will remain as it is. |
| | xxx k. Converted PDF documents should be written on external hard disk base removable hard disk by the service provider. | xxx To clarify if the hard disk will be provided by the bidder or by the End-user. |
| xxx o. Upload/migrate scanned documents to the DOH system and provide copy in a storage media (external hard disk) | xxx To provide the DOH system and to clarify whether the DOH system or the bidder's system will be the one to use. | |

5. It was also agreed that an onsite visit will be conducted to the area of work upon approval and availability of the venue.

6. It was also recommended by the COBAC-B to conduct another Pre-bidding Conference once the revised TOR is received. The COBAC-B also advised the End-user to review carefully and to make sure the completeness of their TOR before submission.
7. The COBAC-B said that any changes in the Public Bidding Documents (PBD) will be through the issuance of a Bid Bulletin.
8. The COBAC-B reiterated that should there be any more clarifications, the bidders may send the COBAC-B Chairperson a formal letter two (2) calendar days after the Pre-bidding Conference.
9. The COBAC-B instructed the Secretariat to ensure that in the next Pre-Bidding Conference there must be a technical person on the project, in attendance.

IV. ADJOURNMENT

Having no other matters to discuss, the meeting was adjourned at 11:30 AM.

Prepared by:


DAWNAVI LAE V. LACSADO
Secretariat, COBAC-B

10/1/18

Approved by:


MA. THERESA G. VERA, MD, MPH, CESO III
Vice-Chairperson, COBAC-B