



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE PRE-BIDDING CONFERENCE**  
14 JUNE 2019 | 10:00 A.M. | COBAC CONFERENCE ROOM

**PROCUREMENT OF FLUORIDE VARNISH**  
**IB No. 2019-228**

**I. ATTENDEES:**

**A. Central Office Bids and Awards and Committee (COBAC) – C:**

- |                                |                  |
|--------------------------------|------------------|
| 1. Asec. Lyndon L. Lee Suy     | - Chairperson    |
| 2. Dir. Gloria J. Balboa       | - Regular Member |
| 3. Dir. Laureano C. Cruz       | - Regular Member |
| 4. Engr. David P. Masiado, Jr. | - Regular Member |

**Absent:**

- |                              |                    |
|------------------------------|--------------------|
| 1. Dir. Kenneth G. Ronquillo | - Vice-Chairperson |
|------------------------------|--------------------|

**B. COBAC-C Secretariat:**

1. Ms. Lara Mae Pares
2. Mr. Nigel Aleksei Tabion
3. Ms. Maria Charisma Lorenzo
4. Ms. Frances Jamaica Soliven

**C. End-user Representatives:**

- |                        |  |
|------------------------|--|
| 1. Ms. Lita Orbillo    | - Disease Prevention and Control Bureau (DPCB) |
| 2. Dr. Rochelle Pambid | - DPCB   |
| 3. Dr. Tristan Tan     | - DPCB   |

**D. Prospective Bidders:**

- |                           |                                      |
|---------------------------|--------------------------------------|
| 1. Mr. Peter Ng           | - EEA Enterprise (EEAE)              |
| 2. Ms. Chel Dela Cruz     | - 3M Taguig (3M)                     |
| 3. Mr. Rob Abrenica       | - 3M                                 |
| 4. Mr. Martin del Rosario | - 3M                                 |
| 5. Mr. Peter Ang          | - Lamoian Corporation (LC)           |
| 6. Ms. Ces Mughal         | - Surgicom Trading Corporation (STC) |
| 7. Mr. Jerwin Mejia       | - STC                                |
| 8. Mr. Imran Hanif        | - STC                                |

**II. CALL TO ORDER**

The Pre-Bidding Conference for the Procurement of Fluoride Varnish under IB No. 2019-228 was conducted on 14 June 2019 at 10:00 AM at the COBAC Conference Room, Bldg. 6, Department of Health. It was called to order and presided over by Asec. Lyndon L. Lee Suy, COBAC-C Chairperson.

**III. MINUTES**

- 1) The Chairperson led the opening remarks. He introduced the COBAC-C members and Secretariat and the End-user representative, then acknowledged the presence of the prospective bidders' representatives.
- 2) The COBAC-C asked the prospective bidders if they have previously joined other government biddings to confirm if they are already familiar with the documentary requirements. The representatives confirmed that they regularly join biddings in the DOH.

- 3) The COBAC-C informed the prospective bidders that they will first discuss the common requirements for the cited procurement project and eventually go through the discussion of the Approved Budget for the Contract (ABC), Schedule of Requirements and Technical Specification.
- 4) The following subject matters were emphasized:
  - a. Section III. Bid Data Sheet including:
    - Eligibility Requirements
    - Technical Documents
    - Financial Requirements
    - Post-Qualification Requirements
  - b. Special Conditions of Contract under Section V of Bidding Document
  - c. Schedule of Requirements under Section VI of Bidding Document
  - d. Technical Specifications under Section VII of Bidding Document
- 5) The following were the issues and concerns raised/discussed during the activity:

Issue/ Concern	Query/Comment	Discussion/ Decision
Schedule of Requirements	The COBAC-C requested the End-user representatives to revise the delivery schedule considering that delivery should be completed until 31 December 2019. The same matter was informed to Prospective Bidders (PBs), however, the PBs raised that it is impossible for them to comply with shorter delivery schedule.	The COBAC-C instructed the End-user representatives to revise the delivery schedule.
Technical Specifications	<p>A PB suggested to include the unit of tube instead of single dose considering that it is being used by other procuring entities published in the Philippine Government Electronic Procurement System (PhilGEPS) website. The PB also clarified the basis of the End-user representative why they will not use the unit of tube for this year's procurement.</p> <p>A PB requested to include hydrophilic material as a technical specification which can be seen in the brochure. The other PB commented that it is already a global standard for this item which need not to be specified.</p> <p>The PBs requested to revise the following technical specifications and quantity of item (if acceptable):</p> <ul style="list-style-type: none"> <li>• 5% Sodium Fluoride (in a single dose of not less than 0.5mL or <b>0.4mL</b>)</li> <li>• Indicate target age i.e. for the use of 6 years old below</li> <li>• Indicate size dimension for stick-on patch</li> <li>• Indicate ratio of mixing pad/stick-on patch and brush for every single dose: <b>One single dose to two (2) sheets of mixing pad/ stick-on patch and two (2) brushes</b></li> </ul>	<p>The COBAC-C said that the technical specifications crafted by the End-user is not tailor-fitted to a single supplier and assured the PBs that there is an equal opportunity given for PBs to join the bidding. The Committee requested the PBs to focus on enhancing the technical specifications instead of pinpointing specifications which cannot be found in another supplier.</p> <p>The End-user representative responded that they will retain the unit of single dose and decided single dose since there were reports on the gradient of fluoride and oil are affected for uncapped fluoride varnish being used by the dentist in the Local Government Unit.</p> <p>The End-user representatives noted the suggestions by the PBs. The COBAC-C said that a Bid Bulletin will be issued for the changes in the bidding document.</p>

- 6) The COBAC-C said that the prospective bidders can request for clarifications on any part of the bidding documents or for interpretation must be in writing and submitted to the Committee at least ten (10) calendar days before the deadline set for the submission of bids pursuant to Section 22.5.1 of 2016 Revised IRR of RA 9184.
- 7) In addition, the Committee informed the prospective bidders that the suggestion raised during the discussion are noted and a Bid Bulletin shall be issued for any changes in the posted Bidding Documents upon confirmation by the End-user.

#### IV. ADJOURNMENT

Having no other matters to be discussed, the cited conference was adjourned at 12:00 NN.

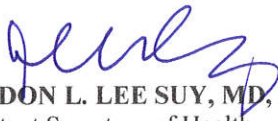
Recorded by:



6/14/2019

**LARA MAE D. PARES**  
COBAC-C Secretariat

Approved by:



**LYNDON L. LEE SUY, MD, MPH, CESE**  
Assistant Secretary of Health  
COBAC-C Chairperson