



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

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

PROCUREMENT OF CARTRIDGE-BASED NUCLEIC ACID AMPLIFICATION TEST REAGENT RE-BID
IB No. 2019-234-A

I. ATTENDEES:

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

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|---------------------------------|--------------------|
| 1. Dir. Kenneth G. Ronquillo | - Vice-Chairperson |
| 2. Engr. David P. Masiado, Jr. | - Regular Member |
| 3. Dr. Maria Lourdes B. Gajitos | - Alternate Member |

Absent:

- | | |
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| 1. Asec. Lyndon L. Lee Suy | - Chairperson |
| 2. Dir. Laureano C. Cruz | - Regular Member |
| 3. Dir. Gloria J. Balboa | - Regular Member |

B. COBAC-C Secretariat:

1. Mr. Nigel Aleksei Tabion
2. Ms. Maria Charisma Lorenzo
3. Ms. Shemar Oton

C. End-user Representatives:

- | | |
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| 1. Mr. Jeric Perey | - Disease Prevention and Control Bureau (DPCB) |
| 2. Dr. Anna Marie Celina Garfin | - DPCB |

D. Prospective Bidder:

- | | |
|--------------------------|-------------------------------|
| 1. Ms. Joliveth Asutilla | - Macare Medicals, Inc. (MMI) |
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II. CALL TO ORDER

The Pre-Bidding Conference for the Procurement of Cartridge-Based Nucleic Acid Amplification Test Reagent Re-Bid under IB No. 2019-234-A was conducted on 10 September 2019 at 10:00 AM at the COBAC Conference Room, Bldg. 6, Department of Health. It was called to order and presided over by Dir. Kenneth G. Ronquillo, COBAC-C Vice-Chairperson.

III. MINUTES

- 1) The Vice-Chairperson led the opening remarks. He introduced the COBAC-C members and Secretariat and the End-user representatives, then acknowledged the presence of the prospective bidder's representative.
- 2) The COBAC-C informed the prospective bidder 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 and the following sections of the Bidding Document:
 - 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
 - e. Bidding Forms under Section VIII of Bidding Document
- 3) The COBAC-C asked the prospective bidder if they have previously joined other government biddings to confirm if they are already familiar with the documentary requirements. The representative confirmed that they regularly join biddings in the DOH. The prospective bidder requested to proceed with the discussion under Sections VI and VII of the Bidding Document.
- 4) The following were the issues and concerns raised/discussed during the activity:

Issue/ Concern	Query/Comment	Discussion/ Decision
Schedule of Requirements	The prospective bidder requested that in case that the contract will be awarded to their firm, the Notice to Proceed (NTP) should at least be issued on the 3 rd week of October 2019 for them to comply with the cash-based budgeting requirement.	The Committee noted the information.

- 5) The COBAC-C said that the prospective bidder 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.
- 6) In addition, the Committee informed the prospective bidder that a Bid Bulletin shall be issued for any changes in the posted Bidding Documents seven (7) calendar days before the deadline set for the submission of bids.

IV. ADJOURNMENT

Having no other matters to be discussed, the cited conference was adjourned at 10:15 AM.

Recorded by:

(SGD.) 9/11/2019
NIGEL ALEKSI B. TABION
 COBAC-C Secretariat

Approved by:

(SGD.)
KENNETH G. RONQUILLO, MD, MPH, CESO III
 COBAC-C Vice-Chairperson