



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

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

SUPPLY, DELIVERY AND INSTALLATION OF OFFICE PARTITIONS AND FURNITURE
IB No. 2019-284

I. ATTENDEES:

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

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| 1. Asec. Lyndon L. Lee Suy | - Chairperson |
| 2. Dir. Kenneth G. Ronquillo | - Vice-chairperson |
| 3. Engr. David P. Masiado, Jr. | - Regular Member |
| 4. Dir. Laureano C. Cruz | - Regular Member |

Absent:

- | | |
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| 1. Dir. Gloria J. Balboa | - Regular Member |
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B. COBAC-C Secretariat:

1. Ms. Lara Mae Pares
2. Mr. Nigel Aleksei Tabion
3. Ms. Maria Charisma Lorenzo
4. Mr. Jan Carlo Palugod
5. Ms. Shemar Oton
6. Ms. Frances Jamaika Soliven

C. End-user Representative:

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| 1. Mr. Victor Vidal | - Public Health Services Team – Assistant Secretary (PHST-Asec) |
| 2. Ms. Hermogenisa Cabrera | - Field Implementation Coordination Team- Undersecretary (FICT-Usec) |
| 3. Ms. Giselle Rosemae Dofredo | - Health Facilities and Infrastructure Development Team Undersecretary (HFIDT-Usec) |
| 4. Mr. Orvin Villaruel | - Health Facilities Development Bureau (HFDB) |

D. Clearing House Representative:

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| 1. Mr. Arnel Taal | - Administrative Service-General Service Division (AS-GSD) |
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E. Prospective Bidders:

- | | |
|--------------------------|---|
| 1. Ms. Monette Chavez | - Jecams, Inc. (JI) |
| 2. Ms. Rose Anne Jimenez | - JI |
| 3. Ms. Mary Jane Ocampo | - 11 FTC Enterprises (11FTCE) |
| 4. Mr. Arnel Sarmiento | - Design Excellence (DE) |
| 5. Mr. Delmer Ebuena | - Progress Home and Office Furnishings (PHOF) |
| 6. Ms. Donnah Vestil | - Cubix Office, Inc. (COI) |

II. CALL TO ORDER

The Pre-Bidding Conference for the Supply, Delivery and Installation of Office Partitions and Furniture under IB No. 2019-284 was conducted on 03 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 Asec. Lyndon L. Lee Suy, COBAC-C 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 representatives.
- 2) 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.
- 3) 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
 - e. Bidding Forms under Section VIII of Bidding Documents
- 4) The suggestion/comment was raised/discussed during the activity:

Particular	Issue/Concern	Query/Comment	Discussion/Decision
Lot No. 1- Office Partitions for FICT-Usec Office	Detailed Technical Specification	A Prospective Bidder (PB) asked about the color of the Frame and suggested to provide layout of the partitions.	The End-user's representative suggested Dark Gray for the color of the frame and informed the PB that they will provide the layout. The COBAC-C informed the PBs that a Bid Bulletin will be issued for any changes in the bidding document
Lot No. 2 - Office Partitions and Furniture for HFDB Office	Detailed Technical Specification	A PB suggested to revise gauge 20 to gauge 22 and provide layout of the partitions and sample pictures of the furniture	The End-user's representative agreed on the suggestion and informed the PBs that they will provide the layout.

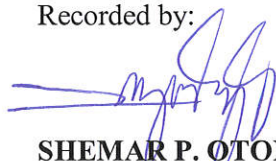
Particular	Issue/Concern	Query/Comment	Discussion/Decision
Lot No. 3- Office Partitions and Furniture for HFIDT Office	Detailed Technical Specification	A PB suggested to revise 6mm (thickness) to 60mm (frame of glass) in the technical specifications	The End-user's representative agreed on all the suggestions and informed the PBs that they will provide the layout.
		A PB suggested to include 6mm (thickness of glass) in the technical specifications	
		A PB suggested to revise gauge 20 to gauge 22 in the Technical specifications	
		A PB suggested to provide layout of the partitions and sample pictures of the furniture	

- 5) 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.
- 6) 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 11:30 A.M.

Recorded by:



05/09/19

SHEMAR P. OTON
Secretariat, COBAC-C

Approved by:

(Sgd.)

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