



CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF THE PRE-BIDDING CONFERENCE
04 September 2018 | 10:00 A.M. | COBAC CONFERENCE ROOM

HIRING OF AN EVENT ORGANIZER FOR THE CONDUCT OF THE WORKSHOP ON THE DEVELOPMENT OF THE STRATEGIC PLAN TO COMBAT ANTIMICROBIAL RESISTANCE THROUGH ONE HEALTH APPROACH IB NO. 2018-284

I. ATTENDEES

A. CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC) - C:

- | | | |
|-------------------------------|---|------------------|
| 1. Dir. Joselito R. Feliciano | - | Vice-Chairperson |
| 2. Dir. Gloria J. Balboa | - | Regular Member |
| 3. Dir. Laureano C. Cruz | - | Regular Member |

ABSENT:

- | | | |
|-----------------------------------|---|----------------|
| 1. Asec. Lyndon L. Lee Suy | - | Chairperson |
| 2. Dir. Maria Rebecca M. Peñafiel | - | Regular Member |

B. COBAC-C SECRETARIAT

- Ms. Lara Mae Pares
- Mr. Nigel Tabion
- Ms. Maria Charisma Lorenzo
- Ms. Frances Jamaika Soliven

D. END-USER REPRESENTATIVE:

- | | | |
|-----------------------------|---|------------------------------|
| 1. Ms. Lora Alaine Raymundo | - | Pharmaceutical Division (PD) |
| 2. Mr. Adell Azuelo | - | PD |

E. PROSPECTIVE BIDDERS:

- | | | |
|-------------------------------|---|--|
| 1. Mr. Patrick Gregg Teñoza | - | Adrow Creatives, Inc. |
| 2. Ms. Jessica San Andres | - | Rocketmedia Manila, Inc.
(RMI) |
| 3. Ms. Ma. Katrina Almazan | - | RMI |
| 4. Ms. Hazelle delos Santos | - | RMI |
| 5. Ms. Kweilin Lagos | - | EON, Inc. (EONI) |
| 6. Mr. Claro Manzano | - | EONI |
| 7. Ms. Ann Patricia Villarino | - | Metro Ad-vantage Media
Marketing Services Co.
(MAMMSC) |
| 8. Mr. Quinn Lucio | - | MAMMSC |

II. CALL TO ORDER

The Pre-bidding Conference scheduled at 10:00 A.M. was called to order and presided over by Dir. Joselito R. Feliciano, COBAC-C Vice-Chairperson for the Hiring of an Event Organizer for the Conduct of the Workshop on the Development of the ASEAN Strategic Plan to Combat Antimicrobial Resistance through One Health Approach under IB No. 2018-284.

III. MINUTES

- The Pre-bidding Conference took place as scheduled on 04 September 2018 at 10:00 A.M. at the COBAC Conference Room, Department of Health.

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, 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 (SCC) under Section V of Bidding Documents
 - c. Schedule of Requirements under Section VI of Bidding Documents
 - d. Technical Specifications under Section VII of Bidding Documents
4. The following were the issues and concerns raised/discussed under Section VII. Technical Specifications:

Issue/Concern	Discussion
Flags	Flags must be turned over to the End-user after the event.
Translator	There is no need for a translator.
Usher	Ushers shall be provided by the event organizer.
Laptop	Provision of one (1) laptop per break-out room.

5. In addition, the COBAC-C informed the Prospective Bidders that all the queries and suggestions raised during the discussion are noted and a Bid Bulletin shall be issued for the changes in the posted Bidding Documents upon confirmation by the End-user.

IV. ADJOURNMENT

Having no other matters to be discussed, the meeting was adjourned at 11:00 A.M.

Recorded by:

Approved by:



MARIA CHARISMA F. LORENZO
COBAC-C Secretariat 4 Sept '18



JOSELITO R. FELICIANO, MD
COBAC-C Vice-Chairperson