



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

MINUTES OF THE PRE-BID CONFERENCE
PROCUREMENT OF PROFESSIONAL VIDEO CAMERA HD-REBID
IB NO. 2019-195-A
SEPTEMBER 04, 2019

I. ATTENDEES/PRESENT

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

- | | | |
|-----------------------------|---|------------------|
| 1. Dir. Ma. Theresa G. Vera | - | Vice-Chairperson |
| 2. Ms. Charity L. Tan | - | Regular Member |
| 3. Dr. Lester M. Tan | - | Regular Member |
| 4. Dir. Maylene M. Beltran | - | Regular Member |
| 5. Mr. Robert S. Manuel | - | Alternate Member |

ABSENT

- | | | |
|------------------------------------|---|-------------|
| 1. Asec. Maria Rosario S. Vergeire | - | Chairperson |
|------------------------------------|---|-------------|

B. SECRETARIAT

1. Ms. Dawnavi Lae Lacsado
2. Ms. Celine A. Velasco
3. Ms. Debbie A. Rabi
4. Mr. Pablo L. Nabong
5. Ms. Alicia A. Escamilla

C. END-USER REPRESENTATIVE

- | | | |
|------------------------------|---|----------------------|
| 1. Mr. Diosdado Angeles, Jr. | - | HPCS Representative |
| 2. Mr. Michael Oliveros | - | KMITS Representative |

D. OBSERVER

1. No representative

E. PROSPECTIVE BIDDERS

1. Solid Video Corporation (SVC); and,
2. Circuit Solutions Inc. (CSI).

II. CALL TO ORDER

The meeting was called to order and presided over by Dir. Vera, COBAC-B Vice-Chairperson.

III. MINUTES

1. Dir. Ma. Theresa G. Vera, COBAC-B Chairperson, introduced the three (3) COBAC Regular Members, one (1) COBAC Alternate Member and End-User Representatives; then acknowledged the presence of the prospective bidders' representatives.
2. The COBAC-B asked the prospective bidder's representatives if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. All bidders responded that this is not their first time to join the government and stated that they are already familiar with the documentary requirements. Hence, the COBAC-B emphasized that they are all responsible for the content and the provisions stated on the eligibility requirements of the bidding documents.
3. The COBAC-B continued with Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following were the salient points of discussion:

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION				
Technical Specifications: 1. Instruction on how to fill out Technical Specification.	<p>The COBAC-B emphasized the instructions on how to fill out Technical Specification which can be found on the page before Technical Specification of each Philippine Bidding Documents, to wit:</p> <p><u>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</u> Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.</p> <p style="text-align: center;">xxx</p> <p>The COBAC-B informed the bidders that this is the common cause of “INELIGIBILITY” of most of the bidders.</p> <p>Hence, reiterated the cited instruction.</p>					
2. Technical Specifications A. 1 Carbon Fiber Tripod with fluid head, rubber feet. Floor spreader, three-stage with high payload to	<p>A prospective Bidder requested to revise this requirement:</p> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>1 Carbon Fiber</td><td>1 Carbon Fiber</td></tr></table>	FROM	TO	1 Carbon Fiber	1 Carbon Fiber	<p>Bid Bulletin shall be issued reflecting their response.</p>
FROM	TO					
1 Carbon Fiber	1 Carbon Fiber					

PARTICULAR	DISCUSSION		ACTION TAKEN / RECOMMENDATION / REVISION				
support the weight of the camera including its accessories (eg. batteries & rigs.)	Tripod with fluid head, rubber feet. Floor spreader, three-stage with high payload to support the weight of the camera including its accessories (eg. batteries & rigs.)	Tripod with fluid head, rubber feet, with high payload (up to 44lbs or more) to support the weight of the camera including its accessories (e.g. batteries)					
B. Rigs, Rails, Stabilizers, Matte Boxes Accessories 1) 1 pc Universal Grip V2 2) 1 pc. Matte box V1 3) 1 pc Follow Focus, V2 4) 1 pc. Gear Ring, V2 5) 1 pc Bridge Plate, V2 6) 1 pc C-Arm, V1 7) 1 pc Magic Arm, V1 8) 1 pc Shoulder Support/Rig, V1	Requesting to spell out V1 and V2 into: 1) 1 pc Universal Grip Version 2 2) 1 pc. Matte box Version 1 3) 1 pc Follow Focus, Version 2 4) 1 pc. Gear Ring, Version 2 5) 1 pc Bridge Plate, Version 2 6) 1 pc C-Arm, Version 1 7) 1 pc Magic Arm, Version 1 8) 1 pc Shoulder Support/Rig, Version 1		Bid Bulletin shall be issued reflecting their response.				
C. 1 pc of 7” on-camera monitor	A Prospective Bidder is clarifying if this specification refers to 4.6 Super-35mm CMOS Sensor (item letter A).		Bid Bulletin shall be issued reflecting their response.				
D. 1 high-end keyboard with MIDI in AVR In & MIDI Out, digital sounds of orchestral instruments, includes adaptor and case/bag	A Prospective Bidder is requesting to revise this requirement into: <table><tr><th>FROM</th><th>TO</th></tr><tr><td>1 high-end keyboard with MIDI in AVR In & MIDI Out, digital sounds of orchestral</td><td>1 high-end keyboard workstation with MIDI in AVR In & MIDI Out, digital sounds of</td></tr></table>		FROM	TO	1 high-end keyboard with MIDI in AVR In & MIDI Out, digital sounds of orchestral	1 high-end keyboard workstation with MIDI in AVR In & MIDI Out, digital sounds of	Bid Bulletin shall be issued reflecting their response.
FROM	TO						
1 high-end keyboard with MIDI in AVR In & MIDI Out, digital sounds of orchestral	1 high-end keyboard workstation with MIDI in AVR In & MIDI Out, digital sounds of						

PARTICULAR	DISCUSSION		ACTION TAKEN / RECOMMENDATION / REVISION				
	instruments, includes adaptor and case/bag	orchestral instruments, includes adaptor and case/bag					
Additional Technical Requirements a) If the bidder is an agent of the exclusive distributor or dealer the following must be provided: i. Certificate or Distributorship/Dealership Agreement by the Manufacturer with the distributor or dealer; and ii. Contract between the distributor/dealer and the bidder	Requesting to revise this requirement into: a) If the bidder is an agent of the exclusive distributor or dealer the following must be provided: i. Certificate or Distributorship/Dealership Agreement by the Manufacturer with the distributor or dealer; or ii. Contract between the distributor/dealer and the bidder		Bid Bulletin shall be issued reflecting their response.				
DELIVERY schedule Thirty (30) calendar days	The Prospective Bidder is requesting to extend the Delivery Schedule: <table><tr><th>FROM</th><th>TO</th></tr><tr><td>Thirty (30) calendar days</td><td>Forty Five (45) calendar days</td></tr></table>		FROM	TO	Thirty (30) calendar days	Forty Five (45) calendar days	Bid Bulletin shall be issued reflecting their response.
FROM	TO						
Thirty (30) calendar days	Forty Five (45) calendar days						

4. The KMITS was instructed to review and validate all the issues and concerns raised by the prospective bidders and submit their response immediately. In case there are any changes on technical specifications based on the discussion, KMITS shall submit revised PR the soonest possible time.
5. The KMITS and the prospective bidders were informed that the tentative schedule for the deadline of the Submission and Opening of Bids is on September 18, 2019 and posting of Bid Bulletin will be done on or before September 11, 2019.
6. The COBAC-B mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-B Chairperson, must be received within three (3) calendar days after the Pre-Bidding Conference or at least ten (10) calendar days before the slated deadline of submission and opening of bids.
7. The COBAC-B informed the prospective bidders that all the inquiries and clarifications that would change the terms and conditions of the bidding will be included in the bid bulletin that will be issued.


IV. ADJOURNMENT

Having no other topics to be discussed, the cited activity was adjourned at 10:30 AM.

Prepared by:


ALICIA A. ESCAMILLA
COBAC B Secretariat

Approved by:


MA. THEREAS G. VERA, MD, MHA, MSc, CESO III
COBAC-B Vice-Chairperson 