



Republic of the Philippines  
Department of Health

## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

### MINUTES OF PRE-BIDDING CONFERENCE

#### PROCUREMENT OF PROPAN-2-OL, MECETRONIUM, ETHYL SULFATE

03 December 2020; 10:00A.M.

COBAC CONFERENCE ROOM

#### I. ATTENDEES

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

###### PRESENT:

- |                                 |   |                       |
|---------------------------------|---|-----------------------|
| 1. Asec. Maria Francia Laxamana | - | Alternate Chairperson |
| 2. Dir. Gloria J. Balboa        | - | Regular Member        |
| 3. Engr. David C. Masiado Jr.   | - | Regular Member        |

###### ABSENT:

- |                               |   |                  |
|-------------------------------|---|------------------|
| 1. Asec. Romeo A. Ong         | - | Chairperson      |
| 2. Dir. Angelina A. Del Mundo | - | Vice-Chairperson |
| 3. Dir. Faith F. Alberto      | - | Regular Member   |

##### B. COBAC-C Secretariat

1. Ms. Genicar Barotilla
2. Ms. Maria Charisma Lorenzo
3. Ms. Frances Jamaika Soliven
4. Ms. Celine Velasco
5. Mr. Govanne Marie Agudo
6. Ms. Ianna May Miralles
7. Ms. Farra Pae Maglalang

##### C. END-USER REPRESENTATIVE

1. Ms. Jerisah Bernardo

##### D. PROSPECTIVE BIDDER/S PRESENT:

- |                             |   |                               |
|-----------------------------|---|-------------------------------|
| 1. Mr. James Lloyd Raymundo | - | Prime Medix Enterprises (PME) |
|-----------------------------|---|-------------------------------|

#### II. CALL TO ORDER:

The meeting was called to order and presided over by Asec. Maria Francia Laxamana, COBAC-C Alternate Chairperson.

#### III. MINUTES

1. Asec. Maria Francia Laxamana, COBAC-C Alternate Chairperson, introduced the two (2) COBAC Regular Members, and End-User representatives, then acknowledged the presence of the prospective bidders' representatives.
2. The COBAC-C asked the Prospective Bidders (PBs) if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. Majority of the PBs were not their first time to join the government and stated that they are already familiar with the documentary requirements. Hence, the COBAC-C emphasized that they are responsible for the content and the provisions stated on the eligibility requirements of the bidding documents.
3. The COBAC-C continued with Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following are salient points of discussion:

PARTICULAR	ISSUE AND CONCERN
Technical Specification:	The Prospective Bidder (PB) is inquiring to consider manufacturer's formulation, Mecetronium, it aids in

PARTICULAR	ISSUE AND CONCERN
	The EUU informed the PB to put it in writing for them to deliberate the PB's offer.

4. The COBAC-C stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through issuance of Bid Bulletin.
5. The COBAC-C mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-C 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.
6. The COBAC-C reiterated that the deadline of submission of bids is on 17 December 2020, 9:00 A.M.


#### IV. ADJOURNMENT

Having no attending Prospective Bidder, the Pre-Bidding Conference was adjourned at 10:15 AM.

Prepared by:

  
**CELINE A. VELASCO, RN**  
 COBAC-C Secretariat  
 03 December 2020

Approved by:

  
**MARIA FRANCIA LAXAMANA, MD, MHSA, MHA, CHS**  
 COBAC-C Alternate Chairperson