



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE

PROCUREMENT OF NOTEBOOK FOR SYSTEM DEVELOPMENT/PROGRAMMING, GEOGRAPHIC INFORMATION SYSTEM (GIS) & MULTIMEDIA INFORMATION & GRAPHIC DESIGNING

IB NO. 2019-219

19 June 2019; 10:00 A.M.

COBAC Conference Room

I. ATTENDEES

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

PRESENT:

- | | | |
|-----------------------------------|---|------------------|
| 1. Dir. Ma. Theresa G. Vera | - | Vice-Chairperson |
| 2. Ms. Charity L. Tan | - | Regular Member |
| 3. Dir. Ma. Angelina A. Del Mundo | - | Alternate Member |

ABSENT:

- | | | |
|----------------------------------|---|----------------|
| 1. Asec. Ma. Rosario S. Vergeire | - | Chairperson |
| 2. Dir. Maylene M. Beltran | - | Regular Member |
| 3. Dr. Lester M. Tan. | - | Regular Member |

B. Secretariat

1. Ms. Riza T. Bautista
2. Ms. Dawnavi Lae Lacsado
3. Ms. Celine A. Velasco
4. Ms. Debbie Rabi
5. Ms. Mercy Flores
6. Ms. Alicia A. Escamilla
7. Mr. Pablo Nabong

C. END-USER REPRESENTATIVE

- | | | |
|-------------------|---|-------|
| 1. Mr. Joel Arias | - | KMITS |
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D. PROSPECTIVE BIDDER/S PRESENT:

- | | | |
|-------------------|---|--|
| 1. Ms. Edna Aplan | - | Accent Micro Technologies, Inc. (AMTI) |
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II. CALL TO ORDER:

The meeting was called to order and presided over by Dir. Ma. Theresa G. Vera, COBAC-B Vice-Chairperson with one (1) regular member and one (1) alternate member.

III. MINUTES

The Pre-Bidding Conference for the Procurement of Notebook for System Development/Programming, Geographic Information System (GIS) and Multimedia Information and Graphic Designing under IB No. 2019-219, with an Approved Budget of the Contract of One Million Six Hundred Forty Thousand Philippine Pesos (PhP1,640,000.00) was held on June 19, 2019, 10:00 AM at the COBAC Conference Rm., Ground Floor, Bldg. No. 6, DOH, Manila. The Pre-Bidding Conference was held to discuss and clarify the inquiries of the prospective bidders on the Purchase Request (PR).

1. The opening remark was led by Dir. Ma. Theresa G. Vera, COBAC-B Chairperson, where she introduced the COBAC-B Members and the presence of the prospective bidder.
2. The COBAC-B asked the prospective bidder's representative if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. The bidder 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 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.		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: <u>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance</u>

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION								
		<p><u>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. 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>								
FOR ITEM NO. 1										
Technical Specifications	<p>The End-User Unit (EUU) informed the COBAC that they will revise the following specifications into:</p> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>a. Processor: Intel Core i5</td><td>a. Processor: Intel Core <u>i7</u></td></tr><tr><td>b. Memory: 8GB</td><td>b. Memory: <u>16GB</u></td></tr><tr><td>c. Hard Disk: 500GB</td><td>c. Hard Disk: <u>1TB SSD</u></td></tr></table>	FROM	TO	a. Processor: Intel Core i5	a. Processor: Intel Core <u>i7</u>	b. Memory: 8GB	b. Memory: <u>16GB</u>	c. Hard Disk: 500GB	c. Hard Disk: <u>1TB SSD</u>	<p>Bid Bulletin shall be issued reflecting the revised technical specifications.</p>
FROM	TO									
a. Processor: Intel Core i5	a. Processor: Intel Core <u>i7</u>									
b. Memory: 8GB	b. Memory: <u>16GB</u>									
c. Hard Disk: 500GB	c. Hard Disk: <u>1TB SSD</u>									

PARTICULAR	DISCUSSION		ACTION TAKEN / RECOMMENDATION / REVISION
	d. Touchpad: 1 x Micro-SD Card Reader	d. Touchpad	
	e. Battery: Li-Ion Battery w/ battery fast charge support (up to 16 hours battery life) w/ availability of replacement battery guaranteed for at least five (5) years after end of production	e. Battery: <u>Lithium-Ion</u> Battery w/ battery fast charge support at least <u>8</u> hours battery life w/ availability of replacement battery guaranteed for at least <u>one (1) year</u> after end of production	
	f. OS: Windows 10 Pro 32-bit OEM License	f. OS: Windows 10 Pro <u>64</u> -bit OEM License	
	g. Office Tools: MS Office Home and Student 2019 OEM License	g. Office Tools: MS Office Home and <u>Standard</u> 2019 OEM License	
	The EUU informed the COBAC that the following will be added in the technical specifications: - <i>Anti-virus: <u>Full product with one (1) year subscription.</u></i>		

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PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION						
FOR ITEM NO. 2								
Technical Specifications	<p>The End-User Unit (EUU) informed the COBAC that they will revise the following specifications into:</p> <table><tr><th>FROM</th><th>TO</th></tr><tr><td>h. OS: Windows 10 Pro 32-bit OEM License</td><td>h. OS: Windows 10 Pro <u>64</u>-bit OEM License</td></tr><tr><td>i. Office Tools: MS Office Home and Student 2019 OEM License</td><td>i. Office Tools: MS Office Home and <u>Standard</u> 2019 OEM License</td></tr></table>	FROM	TO	h. OS: Windows 10 Pro 32-bit OEM License	h. OS: Windows 10 Pro <u>64</u> -bit OEM License	i. Office Tools: MS Office Home and Student 2019 OEM License	i. Office Tools: MS Office Home and <u>Standard</u> 2019 OEM License	Bid Bulletin shall be issued reflecting the revised technical specifications
FROM	TO							
h. OS: Windows 10 Pro 32-bit OEM License	h. OS: Windows 10 Pro <u>64</u> -bit OEM License							
i. Office Tools: MS Office Home and Student 2019 OEM License	i. Office Tools: MS Office Home and <u>Standard</u> 2019 OEM License							
	<p>The EUU informed the COBAC that the following will be added in the technical specifications:</p> <p>- Battery 4 cell: <u>warranty of one (1) year.</u></p>							

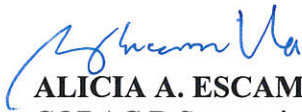
- The KMITs and the prospective bidders were informed that the deadline of the Submission and Opening of Bids is scheduled on July 3, 2019 and therefore posting of Bid Bulletin will be done on or before June 26, 2019.
- The COBAC-B mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-B Chairperson, and it 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.
- 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.

Handwritten signature

IV. ADJOURNMENT

Having no other remaining issues and questions, the COBAC B adjourned the Pre-Bidding Conference 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