



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY, DELIVERY, AND INSTALLATION OF SOUND SYSTEM  
IB NO. 2019-285  
OCTOBER 16, 2019**

**I. ATTENDEES/PRESENT**

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

- |                            |   |                  |
|----------------------------|---|------------------|
| 1. Dir. Ma. Theresa Vera   | - | Vice-Chairperson |
| 2. Dir. Maylene M. Beltran | - | Regular Member   |
| 3. Dr. Lester Tan          | - | Regular Member   |

**ABSENT**

- |                                 |   |                |
|---------------------------------|---|----------------|
| 1. Asec. Maria Rosario Vergeire | - | Chairperson    |
| 2. Ms. Charity Tan              | - | Regular Member |

**B. SECRETARIAT**

1. Ms. Dawnavi Lacsado
2. Ms. Mercedita Flores
3. Ms. Debbie Rabi
4. Ms. Riza Bautista
5. Ms. Alicia Escamilla

**C. TECHNICAL WORKING GROUP (TWG)/END-USER REPRESENTATIVE**

- |                                  |   |                       |
|----------------------------------|---|-----------------------|
| 1. Engr. Marlouie Aldriene Panit | - | GSD-AS Representative |
|----------------------------------|---|-----------------------|

**D. OBSERVER**

1. No representative

**E. PROSPECTIVE BIDDERS**

1. American Technologies, Inc. (ATI);
2. The Brain Computer Corp. (TBCC); and
3. Arraystech Digital Systems, Inc. (ADSI).

**II. CALL TO ORDER**

The Pre-Bidding Conference was called to order and presided by Dir. Vera, COBAC-B Vice-Chairperson with two (2) regular members present.

**III. MINUTES**

The Pre-Bidding Conference for the Supply, Delivery, and Installation of Sound System under IB No. 2019-285 with an Approved Budget for the Contract of Three Million Three Hundred Ninety Two Thousand Four Hundred Thirty Eight Philippine Pesos (PhP3,392,438.00) was held on **October 16, 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.

1. The opening remark was led by Dir. Ma. Theresa G. Vera, COBAC-B Chairperson, where she introduced the COBAC Members and the presence of the bidders.

*[Handwritten signature]*

2. The COBAC-B asked the 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 in the eligibility requirements of the bidding documents.
3. The COBAC-B read the PBD posted on the PhilGEPS website and emphasized the following Sections of the cited PBD:
  - a. Section I: Invitation to Bid
  - b. Section III: Bid Data Sheet including:
    - i. Eligibility Requirement
    - ii. Technical Documents
    - iii. Financial Requirements
    - iv. Similar Contract to the Project completed within **three (3) years** from the date of submission and receipt of bids, equivalent to at least **fifty percent (50%)** of the Approved Budget for the Contract (ABC)
    - v. Post-Qualification Requirements
  - c. Section V: Special Conditions of the Contract
  - d. Section VI: Schedule of Requirements
  - e. Section VII: Technical Specifications
4. 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:

**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.** Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

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The COBAC-B informed the bidders that this is the common cause of "INELIGIBILITY" of most of the bidders. Hence, reiterated the cited instruction.

5. The following issues and concerns are the salient points of discussion:

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION				
1. Schedule of Requirements	<div>The prospective requested to change the delivery schedule:</div> <table><tr><th>FROM</th><th>TO</th></tr><tr><td><i>forty-five (45) calendar days</i> upon receipt of approved Notice to Proceed (NTP).</td><td><i>Sixty (60) calendar days</i> upon receipt of approved Notice to Proceed (NTP).</td></tr></table>	FROM	TO	<i>forty-five (45) calendar days</i> upon receipt of approved Notice to Proceed (NTP).	<i>Sixty (60) calendar days</i> upon receipt of approved Notice to Proceed (NTP).	To issue a bid bulletin.
FROM	TO					
<i>forty-five (45) calendar days</i> upon receipt of approved Notice to Proceed (NTP).	<i>Sixty (60) calendar days</i> upon receipt of approved Notice to Proceed (NTP).					

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PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION
2. Technical Specifications		
A. Item No. 1. Professional Sound System 4 sets of 12" full range active/powered loudspeaker	No comment.	
B. Item No. 2. Wireless Audio Conferencing No. 3. Microphone (one (1) for chairman and six (6) for delegates) Letter d. Able to switch from AC to DC mode with 10 power adaptors included.	The prospective bidders asked the end-user if they really needed an AC and DC mode.  The end-user responded that both AC and DC are needed. In case the microphone runs out of battery, it can be plugged in.	No changes on the requirements.
C. Item No. 3. Professional Sound System 9 sets of 8" powered full range loudspeaker No. 6. One (1) set Digital Mixer (Digital Processor)  No. 7. One (1) lot Sound System Accessories a. XLR Connectors, Speaker wire	The end-user reiterated that this requirement pertains to the digital processor.  The prospective bidder suggested to change speaker wire to audio/signal cable.	For further review by the end-user. To issue a bid bulletin.

6. The COBAC-B stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through issuance of Bid Bulletin.
7. 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.
8. The COBAC-B informed the prospective bidders that the new deadline of Submission of Bids is on October 30 2019, 9:00 A.M.

Having no other remaining issues and questions, the COBAC-B adjourned the Pre-Bidding Conference at 10:30 AM.

Prepared by:



**DEBBIE A. RABI**  
COBAC B Secretariat

Approved by:



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

