



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

MINUTES OF THE PRE-BIDDING CONFERENCE

**RENTAL OF PHOTOCOPIER MACHINES FOR DEPARTMENT OF HEALTH
CENTRAL OFFICE
IB NO. 2020-115
JANUARY 8, 2020, 10:00 AM**

I. ATTENDEES/PRESENT

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

- | | | |
|------------------------|---|----------------------------|
| 1. Dir. Laureano Cruz | - | Alternate Vice-Chairperson |
| 2. Engr. David Masiado | - | Alternate Member |
| 3. Dr. Arnel Rivera | - | Alternate Member |

ABSENT

- | | | |
|---------------------------------|---|------------------|
| 1. Asec. Maria Rosario Vergeire | - | Chairperson |
| 2. Angelina Del Mundo | - | Vice-Chairperson |
| 3. Dir. Maylene Beltran | - | Regular Member |
| 4. Dr. Lester Tan | - | Regular Member |
| 5. Ms. Charity Tan | - | Regular Member |

B. SECRETARIAT

1. Ms. Dawnavi Lacsado
2. Ms. Mercedita Flores
3. Ms. Riza Bautista
4. Ms. Celine Velasco
5. Ms. Debbie Rabi
6. Ms. Alicia Escamilla
7. Mr. Ray John Habig
8. Ms. Iana May Millares

C. OBSERVER

No observer

D. PROSPECTIVE BIDDER:

1. UBIX Corporation (UC);
2. E-Copy Corporation (ECC);
3. Otus Copy Systems, Inc. (OCSI); and
4. Photopro Trading and Gen. Mdse. Co. (PTGMC).

II. CALL TO ORDER

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

III. MINUTES

The Pre-Bidding Conference for the Rental of Photocopier Machines for Department of Health Central Office under IB No. 2020-115 with an Approved Budget for the Contract of Twelve Million Philippine Pesos (PhP12,000,000.00) was held on **January 8, 2020**, 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. Cruz, COBAC-B Alternate Vice-Chairperson, where he introduced the COBAC-B Members and the presence of the bidders.
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. prospective bidder's representative 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 **two (2) 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
 - i. Section VI: Schedule of Requirements
 - ii. 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.

xxx

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
<p>1. ITB Clause No. 5.4. ITB Clause 5.4: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) (ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>	<p>The prospective bidders inquired with the COBAC-B if they can consider using option 2 of Section 23.1.4.3 of RA 9184 and its 2016 Revised Implementing Rules and Regulations.</p>	<p>The COBAC-B emphasized the condition in using option 2 of Section 23.1.4.3 of RA 9184 and its 2016 Revised Implementing Rules and Regulations:</p> <p><i>If at the outset and after conducting market research, the Procuring Entity can already determine <u>that imposing the same will likely result to: (a) failure of bidding, or (b) monopoly that will defeat the purpose of competitive bidding</u>, the Procuring Entity, in lieu of the above, may require the following:</i></p> <p>xxx</p> <p>Hence, submission of aggregate contract is not acceptable.</p>
<p>2. Schedule of Requirements</p>	<p>The prospective bidders have no comment on the Schedule of Requirements</p>	
<p>3. Scope of Work</p> <p>A. Photo Copier/ Network Printer/ Network Scanner Monochrome No. 15. The units to be supplied should be in existence for only two (2) years or less from the manufacturing date and should not be earlier than January 2017</p> <p>B. Photo Copier/ Network Printer/ Network Scanner Colored No. 16. The units to be supplied should be in existence for only two (2) years or less from the manufacturing date and should not be</p>	<p>The prospective bidders asked if they can submit a Certificate from the manufacturer.</p> <p>The COBAC-B responded that a Certificate from the manufacturer is acceptable.</p>	<p>To issue a bid bulletin.</p>


PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION
earlier than January 2017		
4. Technical Specifications	<p>The prospective bidders asked does the black and white photocopier need to be a brand new.</p> <p>The COBAC-B responded that the photocopier must be brand new.</p> <p>The COBAC-B was informed by the prospective bidders that the ABC is not adequate as compared with the number of units required. Hence, the PB requested to consider refurbished units instead of brand new.</p> <p>The COBAC-B responded that refurbished is acceptable but it should be inclusive of warranty, and the photocopier is not later than 2017 from the manufacturing date.</p> <p>The COBAC-B was asked by the prospective bidders if there is a prescribed format of the printed publication of the client profile.</p> <p>The COBAC-B responded there is no required format for this matter.</p>	To issue a bid bulletin.
Additional Documents to be submitted with this form, arranged, numbered and tabbed as enumerated below: No. 2. Printed publication of client profile for the last two (2) years with contact details		
5. Price Schedule	<p>A prospective bidder requested to provide an estimated number of copies monthly or for the whole year both for the black and white and colored photocopier.</p> <p>For further review by the End-User.</p>	To issue a bid bulletin.

4. The COBAC-B informed the prospective bidders that request for clarification in any part of the Bidding Documents must be in writing and submitted to the COBAC-B within three (3) calendar days after the conduct of the Pre-Bidding Conference.

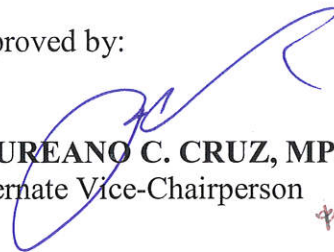
5. The COBAC-B informed the prospective bidder that all the inquiries and clarifications that would change the terms and conditions of the bidding will be included in the bid bulletin that will be issued.
6. The COBAC B reminded the bidders that anything that has been discussed will not change the terms and conditions of the bidding document unless it is stated in a bid bulletin that will be issued.

Adjournment: Having no other remaining issues and concerns, the COBAC-B adjourned the Pre-Bidding Conference at 10:45 AM.

Prepared by:


DEBBIE A. RABI
COBAC-B Secretariat
1/9/20

Approved by:


LAUREANO C. CRUZ, MPA
Alternate Vice-Chairperson
pm