



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**  
**MINUTES OF PRE-BIDDING CONFERENCE**  
**31 JULY 2019, 10:00 AM**  
**COBAC CONFERENCE ROOM**

Reference No.	Project Title	ABC (Php)
IB No. 2019-147-A	Procurement of Co-Amoxiclav, Cotrimoxazole, and Cetirizine	3,899,140.00

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

**A. ATTENDEES:**

- |                                  |   |                  |
|----------------------------------|---|------------------|
| 1. Asec. Nestor F. Santiago, Jr. | - | Chairperson      |
| 2. Dr. Mar Wynn C. Bello         | - | Vice-chairperson |
| 3. Dir. Leonita P. Gorgolon      | - | Regular Member   |
| 4. Dir. Joselito R. Feliciano    | - | Regular Member   |

**ABSENT:**

- |                             |   |                |
|-----------------------------|---|----------------|
| 1. Ms. Gwyn Grace Dacurawat | - | Regular Member |
|-----------------------------|---|----------------|

**B. COBAC-A SECRETARIAT:**

- Ms. Rowena G. Juan
- Ms. Jenica Lynne Villarosa
- Ms. Carmelyn Montemayor
- Mr. Kayeron E. Canona

**C. END-USER REPRESENTATIVES:**

- No Representative

**D. PROSPECTIVE BIDDERS:**

- |                        |   |   |
|------------------------|---|---|
| 1. Ms. Marika Riego    | - | Getz Bros Philippines Incorporated (GBPI) |
| 2. Ms. Grace Pannellon | - | Khritz Pharma Trading Inc. (KPTI)         |
| 3. Mr. Bart Peco       | - | Roymed Pharma (RP)                        |

**II. CALL TO ORDER**

The Pre-bidding Conference for the Procurement of Co-Amoxiclav, Cotrimoxazole, and Cetirizine was called to order and presided over by Asec. Nestor F. Santiago, Jr., COBAC-A Chairperson on 31 July 2019, 10:00 AM at the COBAC Conference Room Ground Floor, Building 6, Department of Health (DOH).

**III. MINUTES**

- The COBAC-A asked the Prospective Bidders (PBs) if there's any first time participants who are not familiar with the procurement process of the Department of Health (DOH). With no PB raising a hand, the Committee proceeded in the discussion of the Schedule of Requirements (SR) and Technical Specifications (TS) for the above-cited procurement project.
- The following were the issues and concerns raised/discussed relative to Bid Data Sheet (BDS), Schedule of Requirements and Technical Specifications and among others:

Particular	Queries and Suggestions	COBAC-A/End-user's Decision
Technical Specifications Item No. 2 – Cotrimoxazole Suspension	<ul style="list-style-type: none"><li>RP asked if it is possible to have the Cotrimoxazole for 60 mL per bottle.</li></ul>	<ul style="list-style-type: none"><li>The Committee acknowledged the PB's request and informed that they will relay the request to the End-user for further review.</li><li>The Committee instructed the Secretariat in-charge to issue a memorandum to the End-user and</li></ul>

		also clarify this matter to the Pharmaceutical Division (PD).
Bid Data Sheet	<ul style="list-style-type: none"> <li>• GBPI asked if it is acceptable if they submit a Line of Credit in lieu of the Net Financial Contracting Capacity (NFCC).</li> <li>• GBPI asked if how many percent of the Approved Budget for the Contract (ABC) is needed to be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee informed the PB that Line of Credit is acceptable.</li> </ul>
	<ul style="list-style-type: none"> <li>• GBPI asked if it is the 10 Percent of the ABC of the Item to be bid or the whole ABC of the Project.</li> <li>• GBPI asked if it is acceptable to submit an Official Receipt as proof of payment of renewal of License to Operate (LTO).</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee informed the PB that it must be equal to ten (10) percent of the ABC. Further, requested the bidder to check the eligibility requirements as indicated in the bidding documents.</li> <li>• The Committee informed the PB that it must be the ABC of the project.</li> <li>• The Committee referred the question of the PB to the Additional Requirements of the Technical Specification.</li> </ul>

3. The COBAC-A informed the PBs that delivery of goods, inspection and acceptance should not be later than **November 19, 2019**. The Committee informed the PBs that this change will be reflected in the Bid Bulletin.
4. The COBAC-A will issue a Bid Bulletin once the decision has been approved or confirmation has been received from the End-user. No issuance of Bid Bulletin means requirements have been upheld.
5. The COBAC-A mentioned that should there be any more clarifications or inquiries after the issuance of Bid Bulletin, the bidders may send the COBAC-A Chairperson a formal letter at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

#### IV. ADJOURNMENT

There having no other matters to discussed, the aforesaid meeting was adjourned at 11:40 AM.

Prepared by:

  
**KAYRON E. CANON**  
 07/31/2019  
 COBAC-A Secretariat

Approved by:

  
**NESTOR F. SANTIAGO, JR., MD, MPH, MHS, CESO III**  
*Assistant Secretary of Health*  
 COBAC-A, Chairperson 