



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

MINUTES OF PRE-BIDDING CONFERENCE
02 MARCH 2021; 10:00 A.M.
COBAC CONFERENCE ROOM

**PROCUREMENT OF RADIO PLACEMENTS FOR VARIOUS DOH PRIORITY
PROGRAMS
IB NO. 2021-132**

I. PRESENT:

A. CENTRAL OFFICE BIDS AND AWARDS AND COMMITTEE-D:

- | | | |
|-------------------------|---|--------------------------------------|
| 1. DIR. ENRIQUE TAYAG | - | VICE-CHAIRPERSON (VIA WEBEX) |
| 2. DR. MELISSA SENA | - | REGULAR MEMBER |
| 3. MS. MA. ARLENE ARBAS | - | ALTERNATE REGULAR MEMBER (VIA WEBEX) |

Absentees:

- | | | |
|--------------------------|---|----------------|
| 1. USEC. LILIBETH DAVID | - | CHAIRPERSON |
| 2. DIR. RODOLFO ALBORNOZ | - | REGULAR MEMBER |
| 3. MS. ROSEMARIE AGUIRRE | - | REGULAR MEMBER |

B. SECRETARIAT:

- | | | |
|------------------------------|---|-------------------|
| 1. MS. DAWNAVI LAE LACSADO | - | COBAC SECRETARIAT |
| 2. MS. MERCEDITA FLORES | - | COBAC SECRETARIAT |
| 3. MS. KREENZEL JOY BAUTISTA | - | COBAC SECRETARIAT |
| 4. MR. RAY JOHN HABIG | - | COBAC SECRETARIAT |
| 5. MS. JACKIE LOU DIMATULAC | - | COBAC SECRETARIAT |
| 6. MR. LORENZO JAVIER | - | COBAC SECRETARIAT |

C. END-USER REPRESENTATIVE/S:

- | | | |
|-------------------------------|---|-------------------------|
| 1. MS. DELIA JACINTO
(HPB) | - | HEALTH PROMOTION BUREAU |
| 2. MR. FREDERICK PEREÑA | - | HPB |

D. PROSPECTIVE BIDDERS PRESENT

- | | | |
|---|---|------------------------------------|
| 1. MS. ARLENE VILLANUEVA
INC. (AVCAMI) | - | AVC ADVERTISING AND MARKETING |
| 2. MS. KATRINA DISTRAJO | - | TOUCH XDA INC. (TXDAI) VIA WEBEX |
| 3. MS. THEDA EUGENIO
INC. (TMCI) VIA WEBEX | - | TARGET MARKET COMMUNICATIONS |
| 4. MS. LIS SALES
INC. (VIA WEBEX) | - | LEGIT-ENTERTAINMENT & MEDIA CO., |
| 5. MS. VILMA PINPIN | - | MEDIALINE-AS-STYLE (MAS) VIA WEBEX |
| 6. MS. LEONITA EVANGELISTA | | |

II. CALL TO ORDER

The Pre-bidding Conference was called to order by Dir. Enrique Tayag, Vice-Chairperson, COBAC-D.

III. MINUTES


1. Five (5) prospective bidders attended the Pre-bidding Conference. All amendments hereby agreed upon and issued through a bid bulletin which shall form as part of the bidding documents.
2. The COBAC-D informed the Prospective Bidders (PBs) that they will first discuss the common requirements for the package and eventually go through the discussion of the Approved Budget for the Contract, Schedule of Requirements and Technical Specifications of each project. It was highlighted that the specific requirements for procurement package are in the bidding documents and must be referred to by each PBs if they wish to bid on.
3. The following subject matters were emphasized:
 - a. Date of Submission and Opening of Bids;
 - b. Eligibility Requirements;
 - c. Technical Requirements;
 - d. Financial Requirements;
 - e. Post-qualification Document Requirements;
 - f. Delivery Schedule under Section VI of the Bidding Documents;
 - g. Technical Specification under Section VII of the Bidding Documents.
4. The following were the issues and concerns raised/ discussed:

PARTICULAR	ISSUE AND CONCERN
Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;	<p>One of the Prospective Bidder (PB) said that they have ongoing bidding in the government and the stage is post-qualification, are they going to declare it as ongoing project?</p> <p>The COBAC-D answered no because it is not yet sure if the contract will be awarded to them.</p> <p>The PB noted the said information.</p>
Company profile that shows at least four (4) year experience in airing of radio and involvement in media placement.	<p>Another PB asked if it is required to submit their personnel Curriculum Vitae (CV).</p> <p>The COBAC-D said that as per bidding documents, they only require company profile that shows at least 4-year experience in airing of radio and involvement in media placement. The Procuring Entity doesn't required the submission of CV.</p>

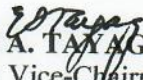
5. The COBAC-D said that any changes in the Public Bidding Documents (PBD) will be through the issuance of a Bid Bulletin.
6. The COBAC-D mentioned that should there be any more clarifications, the bidders may send the COBAC-D Chairperson a formal letter at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

7. Having no other matters to discuss, the meeting was adjourned at 10:30 AM.

Prepared by:


KREENZEL JOY BAUTISTA
Secretariat, COBAC-D
03 March 2021

Approved by:


ENRIQUE A. TAYA, PHSAE, FPSMID, CESO III
COBAC-D, Vice-Chairperson