



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

MINUTES OF PRE-BIDDING CONFERENCE  
17 NOVEMBER 2020; 10:00 A.M.  
COBAC CONFERENCE ROOM

**PROCUREMENT OF RADIO PLACEMENT FOR NVBSP  
IB NO. 2020-253**

**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. ROSEMARIE AGUIRRE | - | REGULAR MEMBER (VIA WEBEX)   |

**Absentees:**

- |                          |   |                |
|--------------------------|---|----------------|
| 1. USEC. LILIBETH DAVID  | - | CHAIRPERSON    |
| 2. DIR. RODOLFO ALBORNOZ | - | REGULAR MEMBER |

**B. SECRETARIAT:**

- |                                |   |                   |
|--------------------------------|---|-------------------|
| 1. MS. DAWNAVI LAE LACSADO     | - | COBAC SECRETARIAT |
| 2. MS. JACQUELYN ORIAS         | - | COBAC SECRETARIAT |
| 3. MS. MERCEDITA FLORES        | - | COBAC SECRETARIAT |
| 4. MS. KREENZEL JOY BAUTISTA   | - | COBAC SECRETARIAT |
| 5. MS. ALICE ESCAMILLA         | - | COBAC SECRETARIAT |
| 6. MR. RAY JOHN HABIG          | - | COBAC SECRETARIAT |
| 7. MS. PATTY ELLAINE DELA CRUZ | - | COBAC SECRETARIAT |
| 8. MR. LORENZO JAVIER          | - | COBAC SECRETARIAT |

**C. END-USER REPRESENTATIVE/S:**

- |                       |   |          |           |
|-----------------------|---|----------|-----------|
| 1. MS. IRIS CHUAHIONG | - | NATIONAL | VOLUNTARY |
|-----------------------|---|----------|-----------|
- BLOOD SERVICE PROGRAM (NVBSP)

**D. PROSPECTIVE BIDDERS PRESENT**

- |                                         |   |                                |
|-----------------------------------------|---|--------------------------------|
| 1. MS. ARLENE VILLANUEVA<br>INC. (AVC)  | - | AVC ADVERTISING AND MARKETING, |
| 2. MS. MA. CECILIA AGONoy<br>INC (TMCI) | - | TARGET MARKET COMMUNICATIONS   |

**II. CALL TO ORDER**

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

**III. MINUTES**

- Two (2) 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
Preferred List of Various Radio Programs	<p>The Prospective Bidder (PB) asked for a copy of the preferred list because it will be their basis to compute their bid.</p> <p>The Secretariat presented the soft copy of the preferred list of various radio programs.</p> <p>The COBAC-D informed the PB that it will be posted through Bid Bulletin.</p>
Additional Media Values 1. Live guesting/interviews (volunteer blood donors and DOH official) 2. Live event coverage or post event plug 3. News features 4. OBB/CBB (Opening/Closing Billboard) 5. Additional spots and/or exposures	<p>The PB asked if the winning bidder will provide all the additional media values or just one (1) or two (2) because if they will provide all the five (5), it will cost too much and the ABC will not be enough.</p> <p>The COBAC-D asked the end-user.</p> <p>The COBAC-D also said that for the previous radio placement, the end-user only requires 1 or 2 of the additional media values.</p> <p>The end-user informed the COBAC-D and the PB that they will review the said requirement.</p>

<p>Other Requirements:</p> <ol style="list-style-type: none"> <li>1. Spots should be guaranteed at the specified programs and time slots.</li> <li>2. Spots may be transferred to another program with same rate subject to approval of EUU.</li> <li>3. Spots may be transferred to some program on another date if necessary with the period of implementation subject to approval of EUU.</li> </ol> <p>xxx</p>	<p>The COBAC-D asked the end-user to check the number 3 of other requirements and requested to revise it as follows:</p> <table border="1" data-bbox="587 275 1382 515"> <thead> <tr> <th data-bbox="587 275 981 309">FROM</th><th data-bbox="981 275 1382 309">TO</th></tr> </thead> <tbody> <tr> <td data-bbox="587 309 981 515">Spots may be transferred to some program on another date if necessary with the period of implementation subject to approval of EUU.</td><td data-bbox="981 309 1382 515">Spots may be transferred to <b>same</b> program on another date if necessary with the period of implementation subject to approval of EUU.</td></tr> </tbody> </table>	FROM	TO	Spots may be transferred to some program on another date if necessary with the period of implementation subject to approval of EUU.	Spots may be transferred to <b>same</b> program on another date if necessary with the period of implementation subject to approval of EUU.
FROM	TO				
Spots may be transferred to some program on another date if necessary with the period of implementation subject to approval of EUU.	Spots may be transferred to <b>same</b> program on another date if necessary with the period of implementation subject to approval of EUU.				
<p>REQUIRED DOCUMENTS in BDS SECTION 21.2</p> <p><input type="checkbox"/> (a) Company profile that shows at least four (4) year experience in airing of radio and involvement in media placement;</p> <p><input type="checkbox"/> (b) Sworn Statement using the prescribed form in (Annex A)</p>	<p>The PB asked if the company profile and sworn statement will be on the other set of envelope or together with the technical component envelope?</p> <p>The COBAC-D answered that company profile and sworn statement should be included in the technical component envelope.</p>				
<p>Bidding Forms</p>	<p>The PB asked where to get the bidding forms.</p> <p>The COBAC-D informed the PB that they may refer to the following :</p> <ol style="list-style-type: none"> <li>1) Please refer to <a href="https://doh.gov.ph/sites/default/files/basic-page/COBAC-Prescribed-Forms.pdf">https://doh.gov.ph/sites/default/files/basic-page/COBAC-Prescribed-Forms.pdf</a> for the following requirements: <ol style="list-style-type: none"> <li>a) Sworn Statement;</li> <li>b) Computation of NFCC;</li> <li>c) Manufacturer's Authorization;</li> <li>d) Secretary's Certificate;</li> <li>e) Special Power of Attorney;</li> <li>f) Statement of Ongoing Contracts; and</li> <li>g) Statement of SLCC.</li> </ol> </li> <li>2) For the following requirements, please refer to GPPB Resolution No. 16-2020: <ol style="list-style-type: none"> <li>a) Bid Form;</li> <li>b) Price Schedule;</li> <li>c) Bid Securing Declaration; and</li> <li>d) Omnibus Sworn Statement</li> </ol> </li> </ol> <p>The COBAC-D also informed the PB that it will be posted in the Bid Bulletin.</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 11:30 AM.

Prepared by:

  
**KREENZEL JOY BAUTISTA**

Secretariat, COBAC-D

18 November 2020

Approved by:

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