



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

MINUTES OF PRE-BIDDING CONFERENCE
20 AUGUST 2019; 10:00 A.M.
COBAC CONFERENCE ROOM

IB NO.	PACKAGE TITLE
2019-106-A	PROCUREMENT OF GIANT BILLBOARD PLACEMENT – RE-BID
2019-255	PROCUREMENT OF CINEMA PLACEMENT
2019-272	PROCUREMENT OF VARIOUS COLLATERALS

I. PRESENT:

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

- | | | |
|--------------------------|---|------------------|
| 1. DIR. ENRIQUE TAYAG | - | VICE-CHAIRPERSON |
| 2. DR. MELISSA SENA | - | REGULAR MEMBER |
| 3. MS. ROSEMARIE AGUIRRE | - | REGULAR MEMBER |

Absent:

- | | | |
|--------------------------|---|----------------|
| 1. USEC. LILIBETH DAVID | - | CHAIRPERSON |
| 2. DR. CHRISTINE JOAN CO | - | REGULAR MEMBER |

B. SECRETARIAT:

- | | | |
|------------------------------|---|-------------------|
| 1. MS. KREENZEL JOY PAGADUAN | - | COBAC SECRETARIAT |
| 2. MS. KRIS LACANIENTA | - | COBAC SECRETARIAT |
| 3. MR. GEOVANI CRIS LAGARDE | - | COBAC SECRETARIAT |
| 4. MR. JAMES FAJARDO | - | COBAC SECRETARIAT |

C. END-USER REPRESENTATIVE/S:

- | | | |
|--------------------------|---|------|
| 1. MS. ELLEN GISALA | - | HPCS |
| 2. MS. GRACE PAYA | - | HPCS |
| 3. MR. FREDERICK PEREÑA | - | HPCS |
| 4. MR. NEIL ORLIE MANITI | - | HPCS |
| 5. MR. ADELL AZUELO | - | PD |

D. PROSPECTIVE BIDDERS PRESENT

- | | | |
|------------------------------------------------------|---|-------------------------------|
| 1. MS. GIRLIE CUEVA
MS. SHIELA OGNES | - | SUMMIT OUTDOOR MEDIA (SOM) |
| 2. MS. GHENALYN DELA PENA | - | HDI ADVENTURES, INC. (HDI AI) |
| 3. MS. CECILIA AGONoy
COMMUNICATIONS, INC. (TMCI) | - | TARGET MARKET |
| 4. MS. CELINE HEART DOON
(MIMC) | - | MAX IDEAS MARKETING CORP |
| 5. MR. MARTIN AGABAN | - | 11FTC |
| 6. MS. LYN TUMALIUAN | - | HAPPY BOUTIQUE (HB) |
| 7. MR. PROTACIO GARCIA | - | AM RAMOS TRADING INC. (AMRTI) |
| 8. MS. ELLIE AVECILLA | - | AVECILLA TRADING (AT) |

II. CALL TO ORDER

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

III. MINUTES

1. Two (2) Prospective Bidders (PBs) attended the aforesaid 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 PB 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. 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
PROCUREMENT OF GIANT BILLBOARD RE-BID UNDER IB NO. 2019-106-A	
Delivery period, in Calendar Days Exposure of three (3) months within the year of 2019. Delivery must be completed and accepted including request for payment with complete documents not later than 27 December 2019 due to the Cash-Based Budgeting	The COBAC-D explained the Cash-Based Budgeting that delivery and implementation must be completed and accepted including request for payment with the complete documents.
Material Immunization Dengue Universal Health Care	The end-user informed the COBAC-D and PBs that the material is subject to change.

<p>Minimum Size/s:</p> <ul style="list-style-type: none"> a. NLEX & SLEX sites: Standard size, 60ft x 40ft or 40ft x 60ft b. Metro Manila: not less than 30ft 	<p>The COBAC-D asked the end-user the size of Metro Manila.</p> <p>The end-user said that it is not less than 30 ft.</p> <p>The COBAC-D said what size is the 30ft since the total area is not indicated.</p> <p>The end-user answered to change 30ft x 50 ft or 50ft x 30ft instead of not less than 30ft.</p>
<p>Illumination/Visibility of light during night time 6pm to 4am</p>	<p>One of the PB asked if the 4am illumination will be changed to 10pm? Or 11pm as extension since most of the billboard are usually 10pm only.</p> <p>The COBAC-D said that they may write their concerns and clarifications for the end-user to review. The response will be in the form of Bid Bulletin.</p>
<p>Other Requirements (Specify)</p> <ul style="list-style-type: none"> a. Materials are subject to change b. Proofs for approval of end-user (maximum of 3 proofs only for approval) 	<p>One of the PB clarify the maximum of 3 proofs only for approval.</p> <p>The end-user explained that the winning bidder have maximum of 3 proofs if there are any changes.</p>
<p>PROCUREMENT OF CINEMA PLACEMENT UNDER IB NO. 2019-255</p>	
<p>Duration of Contract</p> <p>Infomercials to be aired on the month of September and December 2019</p> <p>Delivery must be completed and accepted including request for payment with complete documents not later than 27 December 2019 due to the Cash-Based Budgeting</p>	<p>One of the PB asked the duration of contract since the usual airing for cinema placement is during the Metro Manila Film Festival (MMFF). The start of MMFF is December 25 and last day is usually December 31 or January 1.</p> <p>The clearing house representative said that the delivery and completion for all media placement is until December 31.</p> <p>The COBAC-D said that the end-user will review the airing period of their cinema placement.</p> <p>The PB also asked if the preferred list of theaters is nationwide.</p> <p>The clearing house representative said that the preferred list is attached and it is not nationwide.</p>

<p>Minimum number of Spots</p> <p>a. No. spots per day: 4 spots per day x 27 theaters=108</p> <p>b. Total no. of spots: Minimum no. of spots= 7,560 (108 spots x 7 days = 756 spots 756 spots x 10 weeks for clarification with the EUU= 7,560 total spots</p>	<p>The COBAC-D asked the 10wks requirement in the total number of spots. They also instructed the end-user to clarify the said requirement.</p> <p>The PB said that some of the theater, the material will be aired twice per movie so that the spots will be completed.</p>
<p align="center">PROCUREMENT OF VARIOUS COLLATERALS FOR UNIVERSAL HEALTH CARE (UHC) UNDER IB NO. 2019-272</p>	
<p>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 twenty five percent (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <i>general merchandise and various marketing collaterals</i>.</p>	<p>One of the PB asked if the SLCC is per item or the total ABC? What if they will only bid for some items?</p> <p>The COBAC-D answered that the procurement of collaterals is an item bidding so that the SLCC is for the total ABC of the items they are joining.</p> <p>One of the PB asked the similar contracts for collaterals. Is it the same per item they are joining?</p> <p>The COBAC-D showed the similar contracts that refers to general merchandise and various marketing collaterals.</p>
<p>The end-user informed the COBAC-D and the PBs that they will add logo of PhilHealth to all their collaterals.</p>	
<p>Purchase and Printing of UHC Cap</p> <p>Process: Silkscreen (Text), Embroidered DOH & Fourmula 1 Plus</p>	<p>One of the PB asked if the logo is embroidered because the sample picture, has net like material.</p> <p>The end-user said that they will review the said comments.</p>
<p>Purchase and Printing of UHC Umbrella</p> <p>1,000 pieces</p>	<p>One of the PB asked if the delivery schedule of the Umbrella can be changed to 60 calendar days because the customization of umbrella and considering the quantity of it will consume longer time.</p> <p>The COBAC-D instructed the PB to write their clarification/request. Any changes in the delivery and specifications will be reflected in the bid bulletin.</p>
<p>UHC USB Flash Drive</p> <p>Size: 6.5 cm x 2 cm x 1cm</p>	<p>One of the PB asked if they need to follow the picture as an actual USB because it is hard to find exact USB that looks like in the picture.</p> <p>One of the PB also clarified the 1cm size of the</p>

	<p>USB.</p> <p>The end-user said that they will review the said requirement.</p>
<p>Purchase and Printing of UHC Ballpen</p> <p>Item Color: White</p> <p>i. Color of Pen: White</p> <p>ii. Color of Ink: Black and blue</p>	<p>The end-user said that each ink of ballpen is for 6,800 pcs., to wit:</p> <p>Color of Ink: Black (6800 pcs) and blue (6800 pcs)</p>
<p>Purchase and Printing of UHC Mug</p> <p>Size: 10cm x 8.5 cm (diameter)</p>	<p>The COBAC-D asked the ml capacity of the mug.</p> <p>The end-user said that they only have the size in diameter.</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 D. PAGADUAN
 Secretariat, COBAC-D
 23 August 2019

Approved by:


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