



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE

SUPPLY AND DELIVERY OF DOH IPPBX/VOIP FOR EXPANSION TO DOH HOSPITAL IB NO. 2020-255

**18 NOVEMBER 2020, 10:00 AM
COBAC CONFERENCE ROOM**

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

A. Attendees:

- | | | |
|-------------------------------------|---|-------------------------------|
| 1. Usec. Gerardo V. Bayugo | - | Chairperson (thru Webex) |
| 2. Dr. Aleli Anne Grace P. Sudiagal | - | Vice-Chairperson (thru Webex) |
| 3. Dr. Allan A. Evangelista | - | Regular Member |

Absent:

- | | | |
|------------------------|---|----------------|
| 1. Dr. Arnel Z. Rivera | - | Regular Member |
| 2. Ms. Charity L. Tan | - | Regular Member |

B. End-user Representatives (thru Webex):

- | | | |
|----------------------|---|---|
| 1. Mr. Joel R. Arias | - | Knowledge Management and
Information Technology Service
(KMITS) |
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C. Prospective Bidder:

- | | | |
|--------------------------|---|-------------------------------------|
| 1. Mr. Gerry A. Baquiran | - | Trends and Technologies, Inc. (TTI) |
| 2. Ms. April Salazar | - | TTI. |

D. Secretariat:

1. Ms. Lara Mae Pares
2. Ms. Riza T. Bautista
3. Ms. Debbie A. Rabi
4. Mr. Ramil Jacinto
5. Ms. Carmelyn M. Montemayor

II. CALL TO ORDER

The Pre-Bidding Conference was called to order and presided by Usec. Gerardo V. Bayugo, COBAC-B Chairperson, with two (2) regular members present.

III. MINUTES

The Pre-Bidding Conference for the Supply and Delivery of DOH IPPBX/VOIP for Expansion to DOH Hospital under IB No. 2020-255 with a Total Approved Budget for the Contract of Twenty Million Philippine Pesos (Php20,000,000.00) was held on **18 November 2020**, 10:00 AM through videoconferencing at the COBAC Conference Rm., Ground Floor, Bldg. No. 6, San Lazaro Compound, DOH, Sta. Cruz, Manila. The Pre-Bidding Conference was held to discuss and clarify the inquiries of the prospective bidder.

1. The COBAC-B asked the bidder's representatives if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. The bidder 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 on the eligibility requirements of the bidding documents.
2. The COBAC-B read the PBD posted on the PhilGEPS website and emphasized the following Sections of the cited 6th Edition of the PBD:
 - a) Section I. Invitation to Bid No. 10
 - b) Section II. Instruction to Bidders
 - i. ITB Clause 5.3
 - ii. ITB Clause 19.4
 - c) Section III. Bid Data Sheet including:
 - i. ITB Clause 5.3
 - ii. ITB Clause 14.1
 - iii. ITB Clause 15
 - iv. ITB Clause 20.1
 - v. ITB Clause 20.2
 - vi. ITB Clause 21.2
 - d) Section V. Special Conditions of Contract
 - i. GCC Clause 2.2
 - e) Section VI. Schedule of Requirements
 - f) Section VII. Technical Specifications
 - g) Section VIII. Checklist of Technical and Financial Documents
3. The COBAC-B emphasized the instructions on how to fill out Technical Specifications which can be found on the page before Technical Specifications 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. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.

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The COBAC-B informed the bidders that this is the common cause of "INELIGIBILITY" of most of the bidders. Hence, reiterated the cited instruction.

4. The COBAC-B emphasized the deadline and the instruction on the Submission and Opening of Bids that due to the General Community Quarantine (GCQ) and promoting Social Distancing, the Bid Opening will be conducted through video conference. Bids will be opened in the presence of the bidder's representatives who choose to attend and to read judiciously the options in submitting their bid proposal. However, the COBAC-B preferred to receive the hardcopies of the proposal due to unnecessary experience in the past that cause the delay on accessing the encrypted password on the documents submitted by the bidder.
5. The following were the issues and concerns raised/discussed relative to Technical Specifications:

PARTICULAR	SUGGESTIONS/ RECOMMENDATIONS
B. Technical Requirements: 1. ROUTER: 20 UNITS FOR DOH RETAINED HOSPITAL <div style="text-align: center;">xxx</div> 1. 4 analog port for PSTN connectivity m. 4 analog port for PSTN connectivity	B. Technical Requirements: 1. ROUTER: 20 UNITS FOR DOH HOSPITALS <div style="text-align: center;">xxx</div> 1. 4 analog port for PSTN connectivity m. Supports single power supply only <div style="text-align: center;">xxx</div>

5. KMITS representative was instructed to review all the queries raised by the bidder and submit their response immediately. Should there be a need to change the technical specification based on the discussion, KMITS shall submit revised Purchase Request (PR) the soonest possible time.
6. The COBAC-B also reiterated that should there be any further clarification or inquiries, the bidder should put it in writing, addressed to the COBAC-B Chairperson within three (3) calendar days after the conduct of the Pre-Bidding Conference.
7. 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.
8. The COBAC-B reiterated that the deadline of submission and opening of bids is on 01 December 2020, 9:00 A.M.


IV. ADJOURNMENT

Having no other matters to be discussed, the aforesaid meeting was adjourned at 10:45 AM.

Prepared by:


RIZA T. BAUTISTA
COBAC-B Secretariat
11/23/2020

Approved by:


GERARDO V. BAYUGO, MD, MPH, CESO III
Undersecretary of Health
Chairperson, COBAC-B