



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

**MINUTES OF THE PRE-BID CONFERENCE
MAINTENANCE AGREEMENT FOR THE DEPARTMENT OF HEALTH (DOH) DOCUMENT
MANAGEMENT AND ARCHIVING SYSTEM (DMAS)
IB NO. 2020-083
DECEMBER 13, 2019**

I. ATTENDEES/PRESENT

A. CENTRAL OFFICE BIDS AND AWARDS COMMITTEE B (COBAC)

- | | | |
|----------------------------|---|------------------|
| 1. Dir. Angelina Del Mundo | - | Vice-Chairperson |
| 2. Dir. Maylene M. Beltran | - | Regular Member |
| 3. Ms. Charity Tan | - | Regular Member |

ABSENT

- | | | |
|---------------------------------|---|----------------|
| 1. Asec. Maria Rosario Vergeire | - | Chairperson |
| 2. Dr. Lester Tan | - | Regular Member |

B. SECRETARIAT

1. Ms. Mercedita Flores
2. Ms. Riza T. Bautista
3. Ms. Dawnavi Lae Lacsado
4. Ms. Celine A. Velasco
5. Ms. Debbie Rabi
6. Ms. Claire Luna
7. Ms. Ianna Miralles
8. Mr. Ray John Habig

C. TECHNICAL WORKING GROUP (TWG)/END-USER REPRESENTATIVE

- | | | |
|----------------------------|---|----------------------|
| 1. Ms. Corazon Dela Cruz | - | KMITS Representative |
| 2. Ms. Ma. Cristina Rivera | - | KMITS Representative |

D. OBSERVER

1. No representative

E. PROSPECTIVE BIDDERS

1. Trans Outsourcing Provider, International (TOPI)

II. CALL TO ORDER

The Pre-Bidding Conference was called to order and presided by Dir. Angelina Del Mundo, COBAC-B Vice-Chairperson with two (2) regular members present.

III. MINUTES

The Pre-Bidding Conference for the Maintenance Agreement for the Department of Health (DOH) Document Management and Archiving System (DMAS) under IB No. 2020-083 with an Approved Budget for the Contract of Three Hundred Thousand Philippine Pesos (PhP300,000.00) was held on **December 13, 2019**, 10:00 AM at the COBAC Conference Rm., Ground Floor, Bldg. No. 6, DOH, Manila. The Pre-Bidding Conference was held to discuss and clarify the inquiries of the prospective bidders.

1. The opening remark was led by Dir. Angelina Del Mundo, COBAC-B Chairperson, where she introduced the COBAC Members and the presence of the bidders.
2. The COBAC-B asked the TOPI's representative if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. TOPI 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 in the eligibility requirements of the bidding documents.
3. The COBAC-B read the PBD posted on the PhilGEPS website and emphasized the following Sections of the cited PBD:
 - a. Section I: Invitation to Bid
 - b. Section III: Bid Data Sheet including:
 - i. Eligibility Requirement
 - ii. Technical Documents
 - iii. Financial Requirements
 - iv. Similar Contract to the Project completed within **two (2) years** from the date of submission and receipt of bids, equivalent to at least **fifty percent (50%)** of the Approved Budget for the Contract (ABC)
 - v. Post-Qualification Requirements
 - c. Section V: Special Conditions of the Contract
 - d. Section VI: Schedule of Requirements
 - e. Section VII: Technical Specifications
4. The COBAC-B emphasized the instructions on how to fill out Technical Specification which can be found on the page before Technical Specification 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.

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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.

5. The following issues and concerns are the salient points of discussion:

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION
1. Schedule of Requirements	No comment.	No changes to the requirements.
2. Technical Specifications	No comment.	No changes to the requirements.
3. Terms of Payment	<p>The prospective bidders asked on the progress report if they can attach the customer service report. They informed the COBAC-B that it has a standard format.</p> <p>The End-user representative instructed the TOPI to put in the title the “Progress Report” and then attach the customer service report.</p>	No changes to the requirements.

6. The COBAC-B stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through the issuance of Bid Bulletin.
7. The COBAC-B mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-B Chairperson and it must be received within three (3) calendar days after the Pre-Bidding Conference or at least ten (10) calendar days before the slated deadline of submission and opening of bids.

Adjournment: Having no other remaining issues and concerns, the COBAC-B adjourned the Pre-Bidding Conference at 10:30 AM.

Prepared by:

DEBBIE A. RABI
COBAC B Secretariat

Approved by:

(SGD.) ANGELINA A. DEL MUNDO, MA, CESO IV
COBAC-B Vice-Chairperson