



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

**MINUTES OF THE PRE-BID CONFERENCE
PROCUREMENT CONSULTING SERVICES FOR THE ISO 9001:2015
CERTIFICATION OF THE DOH QUALITY MANAGEMENT SYSTEMS
REI NO. 2020-001
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. No Representative

D. OBSERVER

1. No representative

E. PROSPECTIVE BIDDERS

- | | | |
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| 1. SOCOTEC Certification Philippines, Inc. (SCPI) | - | Ms. Janine Portugal
Ms. Judy Pastrana |
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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 Procurement of Consulting Services for the ISO 9001:2015 Certification of the DOH Quality Management System (QMS) under REI No. 2020-001 with an Approved

Budget for the Contract of Two Million Two Hundred Fifty Thousand Philippine Pesos (PhP2,250,000.00) was held on **December 13, 2019**, 11:00 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 shortlisted firm.

1. The opening remark was led by Dir. Del Mundo, COBAC-B Vice-Chairperson, where she introduced the COBAC-B Members and the presence of the SCPI representative.
2. The COBAC-B asked the SCPI’s representatives if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. SCPI 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 bid data sheet of the bidding documents.
3. The COBAC-B read the Part II of the PBD posted on the PhilGEPS website and emphasized the following Sections of the cited PBD:
 - a. Section I: Notice of Eligibility and Shortlisting
 - b. Section III: Bid Data Sheet including:
 - i. Technical Requirements
 - ii. Financial Requirements
 - iii. The minimum required experience of the proposed professional staff
 - iv. numerical weight and the minimum required St for each criterion
 - v. Post-Qualification Requirements
 - c. Section V: Special Conditions of the Contract
 - d. Section VI: Terms of Reference (TOR)
4. The following issues and concerns are the salient points of discussion:

PARTICULAR	DISCUSSION
1. Scope of Work A. Conduct certification audits to the DOH wide QMS for both Central and Regional Offices 1. Stage I Audit through the office of the Overall QMR	<p>The COBAC-B was informed by the Secretariat that the End-user is not available due to an equally important commitment.</p> <p>The COBAC-B was informed by SCPI that they will be requiring the following for the Stage I validation:</p> <ol style="list-style-type: none"> 1. Audit Report; and, 2. Copy of the three (3) year Certification; <p>The COBAC-B informed the SCPI that this can be discussed during the Contract Negotiation.</p> <p>The SCPI agreed to discuss this matter during the Contract Negotiation.</p> <p>The COBAC-B was asked by SCPI if all offices in regions and hospitals are needed to be visited.</p> <p>The COBAC-B responded all offices in the regions and hospitals are need to be visited.</p>
2. Approved Budget for the Contract (ABC)	<p>The COBAC-B was asked by SCPI if the ABC is for three (3) years.</p> <p>The COBAC-B responded that the project duration is for ten (10) months as reflected in the TOR.</p>

5. 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.
6. 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 questions, the COBAC-B adjourned the Pre-Bidding Conference at 12:30 PM.

Prepared by:

DEBBIE A. RABI
COBAC B Secretariat

Approved by:

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