



CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

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

PROCUREMENT OF SPRAY CAN AND REPAIR KIT IB NO. 2019-298

I. PRESENT:

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

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

Absent:

- | | | |
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| 1. USEC. LILIBETH DAVID | - | CHAIRPERSON |
| 2. DR. MELISSA SENA | - | REGULAR MEMBER |

B. SECRETARIAT:

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| 1. MS. GENICAR BAROTILLA | - | COBAC SECRETARIAT |
| 2. MS. KREENZEL JOY PAGADUÑAN | - | COBAC SECRETARIAT |
| 3. MS. KRIS LACANIANTA | - | COBAC SECRETARIAT |
| 4. MR. GOVANNE MARIE AGUDO | - | COBAC SECRETARIAT |
| 5. MR. GEOVANI CRIS LAGARDE | - | COBAC SECRETARIAT |

C. END-USER REPRESENTATIVE/S:

- | | | |
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| 1. DR. RAFFY DERAY | - | DISEASE PREVENTION AND CONTROL BUREAU – INFECTIOUS DISEASES FOR ELIMINATION DIVISION (DPCB-IDED) |
| 2. MS. NORMA DE JOSON | - | DPCB-IDED |

D. PROSPECTIVE BIDDERS PRESENT

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| 1. MS. NORA QUINCENA | - | PYCOR, INC. |
| MS. CRISTINE BENDANILLO | - | PYCOR, INC. |

II. CALL TO ORDER

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

III. MINUTES

1. One (1) Prospective Bidder (PB) 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 |
|---------------------------------|---|
| Eligibility Requirements | <p>The PB asked on the eligibility requirements if they will submit the original copy of documents or Certified True Copy (CTC) only.</p> <p>The COBAC-D answered CTC of the original documents.</p> <p>The COBAC-D reiterated also the following:</p> <ol style="list-style-type: none"> 1. All documents that required signature must have signatures. 2. Documents like Omnibus Sworn Statement, Special Power of Attorney (SPA) or Secretary's Certificate must have signatures. SPA and Secretary's Certificate are two different documents, whichever is applicable to the bidder. 3. The bidder must submit three (3) copies of their bid. 4. They must observe deadline of the Submission and Opening of Bids which will be on 17 December 2019 according to the time/clock of Department of Health (DOH). 5. They must also double check their Single Largest Completed Contract (SLCC) and On-going Contracts because it may affect the Net Financial Contracting Capacity (NFCC) computation. |

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| <p>ITB Clause 12.1(a)5</p> <p>Statement of ALL its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and</p> | <p>The PB asked what if the project is not yet paid, not yet delivered or not yet implemented, is it considered as on-going contracts?</p> <p>The COBAC-D said that according to ITB Clause 12.1(a)5, it includes the contracts awarded but not yet started.</p> |
| <p>Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, <i>within two (2) years from the Submission and Opening of Bids, must be at least 50% of the ABC.</i></p> <p>The <i>two (2) statements</i> required shall indicate for each contract the following using the prescribed COBAC Standard Form Nos. 1 and 2, as provided in Section VIII. Bidding Forms:</p> <ul style="list-style-type: none"> a) Name of contract; b) Date of the contract; c) Contract duration; d) Owner's name and address; e) Kinds of Goods; f) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts; g) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; h) Date of delivery; and i) End-user's acceptance or official receipt or sales invoice for the contract, if completed, which shall be attached to the statements. <p>Note: <i>Failure to include an immaterial ongoing contract or failure to disclose complete information in the statement of contracts shall result in the following (GPPB Resolution No. 29-2012 dated 23</i></p> | |

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| <p><i>November 2012):</i></p> <p>(a) Disqualification of the bidder for non-compliance with the eligibility requirement under Section 23.1 of the revised IRR.</p> <p>(b) Blacklisting under Section 65.3 (a) or (b) of the revised IRR.</p> | |
| <p>GCC Clause 10.2</p> <p>Due to the <u>Annual Cash-Based Appropriations in FY 2019 all contract obligations must be delivered, inspected completed and paid by June 30, 2020 (Executive Order 91 series 2019).</u> All Supplier's request(s) for payment shall be made to the Procuring Entity in writing not later than this day accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for GCC Clause Error! Reference source not found., and upon fulfillment of other obligations stipulated in the conditions for the procurement and in this Contract . Failure to do so means deferred payment which may be made on the fiscal year when such payment is proposed by the DOH in its budget to the DBM and approved by them.</p> | <p>The COBAC-D reiterated that this clause if applicable for 2019 procurement only.</p> |
| <p>Delivery period in, Calendar Days</p> <p>Within Sixty (60) calendar days upon receipt of approved Notice to Proceed (NTP).</p> <p>BUT SHALL NOT BE LATER THAN APRIL 30, 2020.</p> | <p>The PB suggested Ninety (90) calendar days (cd) delivery period instead of Sixty (60) cd.</p> <p>The end-user disagreed on the suggestion of the PB because they needed the items by February 2020 because of their training in Palawan.</p> <p>The PB asked if they receive their Notice to Proceed on December, when will they deliver the items.</p> <p>The COBAC-D said that they may delivery those items within 60 cd but shall not later than 30 April 2020 and the documents for payment should be completed before 30 June 2019.</p> |


| Lot No. 1.1 Spray Can | |
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| Must provide repair kits specific to the brand and model offered | <p>The PB asked of this requirement is still needed/required because Lot No. 1.2 is Repair Kit already.</p> <p>The end-user representative said that they will delete the said requirement.</p> |
| Declaration of conformity with the certification issued by the WHO equipment for Vector Control Specification Guidelines (WHO/CDS/NTDWHOPES/CDPP/2019) for Hand Operated Compression Sprayers; | <p>The PB said that their declaration of conformity is WHO/CDS/NTDWHOPES/CDPP/2010.9 instead of WHO/CDS/NTDWHOPES/CDPP/2019.</p> <p>The end-user representative said that they will check because their requirement before is WHOPES and it was changed to declaration of conformity.</p> |
| Product Recall & Disposal: <ol style="list-style-type: none"> In instances of product recall due to failures of the suppliers and manufacturers to comply with the standards of safety and quality, the cost associated with the proper disposal/destruction, handling or pull out from health facilities where these products have already been distributed shall be borne by the supplier (subject to FDA Circular No. 2016-012 or the latest policy for disposal); In cases of expired supplies/items, the health facility shall bear the cost for disposal. The disposal of the expired goods shall be coordinated through a third-party accredited by the Department of Environment and Natural Resources (DENR), engaged by Administrative Service (AS) of the DOH health facility, subject to compliance to applicable laws. | <p>The PB asked what specific document will they submit for product recall and disposal.</p> <p>The COBAC-D and end-user said that they will review the requirement if this is applicable to the item.</p> |
| Lot No. 1.2 Repair Kit for Spray Can | |
| Declaration of conformity with the certification issued by the WHO equipment for Vector Control Specification Guidelines (WHO/CDS/NTDWHOPES/CDPP/2019) for Hand Operated Compression Sprayers; | <p>The PB said that their declaration of conformity is WHO/CDS/NTDWHOPES/CDPP/2010.9 instead of WHO/CDS/NTDWHOPES/CDPP/2019.</p> <p>The end-user representative said that they will check because their requirement before is WHOPES and it was changed to declaration of conformity.</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
04 December 2019

Approved by:


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