



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

MINUTES OF THE PRE-BID CONFERENCE

**PROCUREMENT CONSULTING SERVICES FOR THE DEVELOPMENT OF
LEARNING AND DEVELOPMENT INFORMATION MANAGEMENT
SYSTEM FOR THE DOH - REBID
REI NO. 2021-001-A
03 MARCH 2021, 11:00 AM, COBAC CONFERENCE ROOM**

I. ATTENDEES/PRESENT

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

- | | | |
|-----------------------------------|---|-------------------------------------|
| 1. Dr. Aleli Anne Grace Sudiactal | - | Vice-Chairperson (thru Cisco Webex) |
| 2. Dr. Allan Evangelista | - | Regular Member |
| 3. Ms. Charity Tan | - | Regular Member (thru Cisco Webex) |
| 4. Ms. Cherrie Esteban | - | Alternate Member (thru Cisco Webex) |

ABSENT

- | | | |
|-------------------------|---|----------------|
| 1. Usec. Gerardo Bayugo | - | Chairperson |
| 2. Dr. Arnel Rivera | - | Regular Member |

B. SECRETARIAT

1. Ms. Lara Mae Pares
2. Ms. Riza Bautista
3. Ms. Carmelyn Montemayor
4. Ms. Claire Luna
5. Ms. Charmaine Luistro
6. Ms. Debbie Rabi

C. OBSERVER

1. No representative

D. SHORTLISTED FIRM:

- | | | |
|---------------------------|---|-------------------------|
| 1. Moodlearning Inc. (MI) | - | Ms. Maria Elena Mendoza |
|---------------------------|---|-------------------------|

II. CALL TO ORDER

The Pre-Bidding Conference was called to order and presided by Dr. Sudiactal, COBAC-B Vice-Chairperson with two (2) regular and one (1) alternate members present.

III. MINUTES

The Pre-Bidding Conference for the Procurement of Consulting Services for the Development of Learning and Development Information Management System for the DOH - Rebid under REI No. 2021-001-A with an Approved Budget for the Contract of Five Million Philippine Pesos (PhP5,000,000.00) was held on **03 March 2021**, 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 Dr. Sudiagal, COBAC-B Vice-Chairperson, where she introduced the COBAC-B Members and the presence of the MI representatives.
2. The COBAC-B asked the MI's representative if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. MI 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 DOH 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)

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

PARTICULAR	DISCUSSION
1. Technical Proposal Forms (TPF)	The COBAC-B was asked by MI if the submission of TPF will start at Bid Security. The COBAC-B responded that the submission will start in the Bid Security.
2. Terms of Reference	The COBAC-B asked MI if they have comments on the TOR The MI responded that they have no further comments.
3. Deliverables/Output No. 3 Develop a secure information system for the efficient management and monitoring of the Learning and Development Management System of the DOH. (See Annex A for details.)	The MI requested to provide them copy of Annex A. The End-User agreed to provide them copy of Annex A. The COBAC-B said it will be issued through a Bid Bulletin.

4. 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.

5. 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.

Having no other remaining issues and questions, the COBAC-B adjourned the cited conference at 11:47 AM.

Prepared by:

DEBBIE A. RABI
COBAC B Secretariat
03/03/2021

Approved by:

(SGD.) ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
COBAC B Vice-Chairperson