



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

MINUTES OF THE PRE-BIDDING CONFERENCE

03 FEBRUARY 2021, 10:00 AM
COBAC CONFERENCE ROOM

**PROCUREMENT OF DOH CENTRALIZED ENTERPRISE ANTI-VIRUS
IB NO. 2021-121**

I. ATTENDEES

A. Central Office Bids and Awards Committee (COBAC)-B:

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| 1. Usec. Gerardo V. Bayugo | - | Chairperson |
| 2. Dr. Allan A. Evangelista | - | Regular Member |
| 3. Ms. Charity L. Tan | - | Regular Member |
| 4. Engr. David P. Masiado Jr. | - | Alternate Member |

Absent:

- | | | |
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| 1. Dir. Aleli Annie Grace P. Sudiagal | - | Vice-Chairperson |
| 2. Dr. Arnel Z. Rivera | - | Regular Member |

B. COBAC-B Secretariat

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

C. End-user Representative:

- | | | |
|-------------------------|---|---|
| 1. Mr. Michael Oliveros | - | Knowledge Management Information and Technology Service (KMITS) |
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D. Prospective Bidders:

Cisco Webex

- | | | |
|---------------------|---|-----------------------------|
| 1. Ms. Jaja Hisoler | - | OS1 Solutions Inc. |
| 2. Ms. Mona Miranda | - | ITSI |
| 3. Mr. Kurt Giron | - | AG Datacom Philippines Inc. |

E. Observer:

None

II. CALL TO ORDER

The Pre-Bidding Conference was called to order by Usec. Gerardo V. Bayugo, COBAC-B Chairperson with two (2) regular members, and one (1) alternate member present.

III. MINUTES

The Pre-Bidding Conference for the Procurement of DOH Centralized Enterprise Anti-Virus under IB No. 2021-121 with an Approved Budget for the Contract of Two Million Five Hundred Thousand Philippine Pesos (PhP2,500,000.00) was held on **03 February 2021**,

10:00 AM at the COBAC Conference Room., Ground Floor, Bldg. No. 6, San Lazaro Compound, DOH, Sta. Cruz, Manila and through video conference.

1. The opening remark was led by Usec. Bayugo, COBAC-B Chairperson, where he introduced the COBAC-B Members and acknowledged the presence of the bidders.
2. The COBAC-B announced that the new 6th edition of the Philippine Bidding Documents (PBD) is now being used. The COBAC-B asked the Prospective Bidder's (PBs) representative if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. All PB's representative 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 and DOH websites and emphasized the following Sections of the cited 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
 - e. Section VI. Schedule of Requirements
 - f. Section VII. Technical Specifications
 - g. Section VIII. Checklist of Technical and Financial Documents
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 PBD, 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 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.

6. The COBAC-B also emphasized the notation on Section VIII-Bidding Forms necessary for the bidder's reference and use which are uploaded at the DOH and GPPB Website, to wit:

Note:

- 1) Please refer to <https://doh.gov.ph/sites/default/files/basic-page/COBAC-Sample-Forms.pdf> for the following requirements:
 - a) Sworn Statement;
 - b) Computation of NFCC;
 - c) Manufacturer's Authorization;
 - d) Secretary's Certificate;
 - e) Special Power of Attorney;
 - f) Statement of Ongoing Contracts; and
 - g) Statement of SLCC.
- 2) For the following requirements, please refer to **GPPB Resolution No. 16-2020**:
 - a) Bid Form;
 - b) Price Schedule;
 - c) Bid Securing Declaration; and
 - d) Omnibus Sworn Statement
7. The following are the salient points of discussion:

PARTICULAR	ISSUES AND CONCERNS
1. ITB Clause 5.2: For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> a. Information and Communication Technology (ICT) computer software b. Completed within two (2) years prior to the deadline for the submission and receipt of bids. 	No further comments from the prospective bidders.
2. Schedule of Requirements Thirty (30) calendar days from the receipt of approved Notice to Proceed (NTP)	No further comments from the prospective bidders.
3. Technical Specifications	<p>The prospective bidders asked if this is an endpoint security renewal.</p> <p>The KMITS representative responded that this is an endpoint security renewal.</p> <p>The prospective bidders asked what is the existing brand.</p>

PARTICULAR	ISSUES AND CONCERNS
	<p>The KMITS representative responded that the brand is Kaspersky. To issue a bid bulletin.</p> <p>The prospective bidder asked when will be the expiration date of license.</p> <p>The KMITS representative responded that the expiration date of the license will be on 27 February 2021.</p>
4. Additional Documentary Requirements	No further comments from the prospective bidders.

7. 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 within three (3) calendar days after the conduct of the Pre-Bidding Conference.
8. The COBAC-B informed the prospective bidders 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.
9. The COBAC B reminded the bidders that anything that has been discussed will not change the terms and conditions of the bidding document unless it is stated in a bid bulletin that will be issued.
10. The COBAC-B reiterated that the deadline of submission of bids is on 17 February 2021, 9:00 A.M. The COBAC-B emphasized the options on the Submission and Opening of Bids due to the General Community Quarantine and promoting Social Distancing. They were informed that 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.

IV. Adjournment: There having no other topics to be discussed, afore-cited activity was adjourned at 10:50 AM.

Prepared:

(SGD.) DEBBIE A. RABI
COBAC-B Secretariat

Approved:

(SGD.) GERARDO V. BAYUGO, MD, MPH, CESO I
Undersecretary of Health
Chairperson, COBAC-B