



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

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

PROCUREMENT OF NVBSP COLLATERALS – RE-BID IB NO. 2019-206-A

I. PRESENT:

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

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

Absent:

- | | | |
|--------------------------|---|----------------|
| 1. USEC. LILIBETH DAVID | - | CHAIRPERSON |
| 2. DR. MELISSA SENA | - | REGULAR MEMBER |
| 3. DR. CHRISTINE JOAN CO | - | REGULAR MEMBER |

B. SECRETARIAT:

- | | | |
|------------------------------|---|-------------------|
| 1. MS. KREENZEL JOY PAGADUAN | - | COBAC SECRETARIAT |
| 2. MS. JACQUELYN ORIAS | - | COBAC SECRETARIAT |
| 3. MS. CLAIRE LUNA | - | COBAC SECRETARIAT |
| 4. MS. KRIS LACANIENTA | - | COBAC SECRETARIAT |

C. END-USER REPRESENTATIVE/S:

- | | | |
|-----------------------|---|-------|
| 1. MS. IRIS CHUAHIONG | - | NVBSP |
|-----------------------|---|-------|

D. PROSPECTIVE BIDDERS PRESENT

- | | | |
|---|---|---------------------------|
| 1. MS. LORENA ESCABAL
(KTM) | - | KNIT & TUCK MERCHANDISING |
| 2. MS. MHEGAN MALABANAN
MR. REY SAN JUAN | - | ST. CHRIST TRADING (SCT) |
| 3. MS. MARY JANE OCAMPO | - | 11 FTC ENT (11FTCE) |

II. CALL TO ORDER

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

III. MINUTES

1. Three (3) Prospective Bidders (PBs) 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
<p>A complete set of Bidding Documents may be acquired by interested Bidders on 26 August 2019 – 17 September 2019 from the address above <i>and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Philippine Pesos (PhP5,000.00).</i></p> <p>It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p>	<p>One of the PB asked how much they will pay for Bidding Documents if they will bid for some item/s only like Jacket.</p> <p>The COBAC-D answered that if they will bid for one (1) item only or all, they need to pay the cost of Bidding Documents which is Five Thousand Philippine Pesos (PhP5,000.00).</p>
<p>ITB Clause 5.4</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <i>general merchandise and various marketing collaterals.</i></p>	<p>One of the PB asked if the SLCC is per item or the total ABC? What if they will only bid for some items?</p> <p>The COBAC-D answered that the procurement of collaterals is an item bidding so that the SLCC is for the total ABC of the items they are joining.</p>

<p>Delivery period in, Calendar Days</p> <p>Sixty (60) calendar days upon receipt of approved Notice to Proceed (NTP) and approval of final proof</p> <p>Delivery must be completed and accepted including request for payment with complete documents not later than 27 December 2019 due to the Cash-Based Budgeting</p>	<p>The COBAC-D asked the PBs if they have concern on the delivery period and if they can comply with the Sixty (60) calendar days requirement.</p> <p>The PBs said yes.</p> <p>The COBAC-D further explained the Cash-Based Budgeting to the PBs.</p>
<p>Material of Cap and Jacket</p>	<p>One of the PB asked for the specific material of cap and jacket.</p> <p>They also wanted to see the actual sample for those items.</p> <p>The COBAC-D said that they may see the actual samples of those items to the end-user.</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
 05 September 2019

Approved by:


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