



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

**MINUTES OF THE PRE-BIDDING CONFERENCE**  
**10 MARCH 2021, 10:00 AM**  
**COBAC CONFERENCE ROOM**

**HIRING OF SERVICE PROVIDER FOR THE ISO 9001:2015 CERTIFICATION OF THE**  
**DOH QUALITY MANAGEMENT SYSTEM**  
**IB NO. 2021-145**

**I. ATTENDEES**

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

- |    |                            |   |  |
|----|----------------------------|---|--|
| 1. | Usec. Gerardo V. Bayugo    | - | Chairperson                              |
| 2. | Usec. Abdullah Dumama, Jr. | - | Alternate Chairperson (Thru Cisco Webex) |
| 3. | Dr. Allan A. Evangelista   | - | Regular Member                           |
| 4. | Ms. Charity L. Tan         | - | Regular Member                           |

**Absent:**

- |    |                                    |   |                  |
|----|------------------------------------|---|------------------|
| 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. Charmaine R. Luistro
5. Ms. Debbie A. Rabi

**C. End-user Representatives:**

- |    |                           |   |                                      |
|----|---------------------------|---|--------------------------------------|
| 1. | Ms. Ma. Reneelyn Pimentel | - | Office of Strategic Management (OSM) |
| 2. | Ms. Jennifer Taguam       | - | OSM                                  |

**D. Prospective Bidders:**

- |    |  |  |
|----|--|--|
| 1. | Ms. Judy Pastrana/Ms. Janine Portugal- | Socotec Certification Philippines (SCP)                                    |
| 2. | Ms. Sybil Paden                        | - Certification International Philippines, Inc. (CIPi) through Cisco Webex |
| 3. | Mr. Marlon Palisoc                     | - Bureau Veritas Certification (BVC) through Cisco Webex                   |

**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 Chairperson present.

### III. MINUTES

The Pre-Bidding Conference for the Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System under IB No. 2021-145 with an Approved Budget for the Contract of Two Million Five Hundred Fifty Thousand Philippine Pesos (PhP2,250,000.00) was held on **10 March 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 6<sup>th</sup> 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
<ol style="list-style-type: none"><li>1. ITB Clause 5.3: For this purpose, contracts similar to the Project shall be:<ol style="list-style-type: none"><li>a. <b>ISO QMS certification and audit related to the nature of the processes of national health institutions or organizations</b></li><li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li></ol></li></ol>	<p>The prospective bidders asked if hospitals institution can be considered.</p> <p>The OSM representative responded that hospitals institution is acceptable.</p>

PARTICULAR	ISSUES AND CONCERNS
<p>2. ITB 15. Sealing and Marking</p> <p>Electronic submission of bids must be sent via e-mail to <a href="mailto:cobacbsecretariat.doh@gmail.com">cobacbsecretariat.doh@gmail.com</a> provided that it complies with the following conditions: x-x-x-x.</p>	<p>The prospective bidders asked how many copies must be submitted if hard copy.</p> <p>The COBAC-B responded one (1) original and two (2) copies of the first and second components of its bid: 1<sup>st</sup> copy- marked as 'ORIGINAL'; 2<sup>nd</sup> copy- marked as 'COPY 1'; 3<sup>rd</sup> copy- marked as 'COPY 2'</p>
<p>2. <b>Schedule of Requirements</b></p> <p>Ten (10) months from the receipt of approved Notice to Proceed (NTP) but not later 22 March 2022.</p>	<p>The prospective bidders asked which is the correct date 22 March 2022 or 12 March 2022 which can be found in the TOR.</p> <p>The OSM representative responded 12 March 2022 is the correct date. A bid bulletin will be issued regarding this matter.</p> <p>The prospective bidder asked that by that date it means that the Certification is already issued.</p> <p>The OSM representative responded that Certification is already issued.</p>
<p>3. <b>Terms of Reference (TOR)</b></p> <p><b>Qualification of the Certifying Body</b></p> <p><b>No. 1. Firm. Letter d.</b> Positive feedback from previous clients especially on delivering services and quality work</p> <p><b>No. 2. Key Personnel under a.4. Track Record.</b> Positive feedback from previous clients especially on delivering services and quality work</p>	<p>The prospective bidders asked if there is a template or they can use their own template.</p> <p>The OSM representative responded that there is no specific form. They can use their own template.</p> <p>The prospective bidder asked if each individual will submit or for the Lead Auditor only.</p> <p>The OSM representative responded that no need to submit individual feedback since feedback as a firm is acceptable.</p> <p>The prospective bidder asked the continuity of the project, what if others win the bidding.</p> <p>The OSM representative responded for further review.</p>

PARTICULAR	ISSUES AND CONCERNS
<p>4. <b>Activities and Timelines</b>  <b>Activity No. 2.</b> Conduct of Certification &amp; Submission of Surveillance Audit Report.</p>	<p>The prospective bidder asked that Surveillance Audit is not indicated if 1<sup>st</sup> or 2<sup>nd</sup> Surveillance Audit.</p> <p>The OSM representative responded 1<sup>st</sup> Surveillance Audit.</p>
<p>5. <b>Additional Documentary Requirements</b>  <b>No. 6.</b> Copy of notarized Contract with other clients with its Certification as ISO Certifying Body</p>	<p>The prospective bidders asked if there is any restrictions/limitations.</p> <p>The OSM representative decided to delete this requirement. A bid bulletin will be issued regarding this matter.</p>
<p>6. <b>Financial Documents</b>  The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;</p>	<p>The prospective bidders asked due to the pandemic all submission is through the drop box. As of now it would be impossible for them to submit the stamped "received" by the BIR.</p> <p>The COBAC-B will clarify this concern and a bid bulletin will be issued regarding this matter.</p>
<p>7. <b>Checklist of Technical and Financial Documents</b>  <b>Letter c.</b> Manufacturer's Authorization  <b>Letter e.</b> Special Power of Attorney</p>	<p>The prospective bidder asked if they need to submit Letters c and e.</p> <p>The COBAC-B if this is not applicable, no need to submit. A bid bulletin will be issued regarding this matter.</p>
<p>8. <b>Downloadable forms in the DOH Website</b></p>	<p>The prospective bidders informed the COBAC-B that form is not downloadable.</p> <p>The COBAC-B instructed the Secretariat to check the website and provide necessary action on this matter.</p>
<p>9. <b>Survey Form from the prospective bidder</b></p>	<p>The COBAC-B was informed by the Secretariat that some of the prospective bidders is requesting to fill-up the questionnaire form. They explained that this is one of their requirements for them to know the scope and coverage of the certification for proposal preparation.</p> <p>The COBAC-B asked the OSM representative if they are amenable to the request of the prospective bidder.</p> <p>The OSM representative responded it's okay with them.</p>

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 24 March 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 12:10 PM.

Prepared:

(Signed)  
**DEBBIE A. RABI**  
COBAC-B Secretariat

Approved:

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