



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

**MINUTES OF PRE-BIDDING CONFERENCE
PROCUREMENT OF PRINTERS-REBID
IB NO. 2018-258-A
30 October 2018; 10:00 A.M.
COBAC CONFERENCE ROOM**

I. ATTENDEES

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

PRESENT:

- | | | |
|-----------------------------|---|------------------|
| 1. Dir. Ma. Theresa G. Vera | - | Vice-Chairperson |
| 2. Ms. Charity L. Tan | - | Regular Member |
| 3. Dr. Franklin Diza | - | Alternate Member |

ABSENT:

- | | | |
|----------------------------------|---|----------------|
| 1. Asec. Ma. Rosario S. Vergeire | - | Chairperson |
| 2. Dir. Maylene M. Beltran | - | Regular Member |
| 3. Dr. Vito G. Roque | - | Regular Member |

B. Secretariat

- | | | |
|----------------------------|---|-------------------|
| 1. Ms. Riza T. Bautista | - | COBAC Secretariat |
| 2. Ms. Dawnavi Lae Lacsado | - | COBAC Secretariat |
| 3. Ms. Celine A. Velasco | - | COBAC Secretariat |
| 4. Ms. Debbie Rabi | - | COBAC Secretariat |

C. END-USER REPRESENTATIVE

- | | | |
|-------------------------|---|----------------------|
| 1. Mr. Christian Halnin | - | KMITS Representative |
|-------------------------|---|----------------------|

D. PROSPECTIVE BIDDER/S PRESENT:

- | | | |
|--|---|--------------------------------------|
| 1. Ms. Arlyn Solitario | - | Multi-Fold Links (MFL); |
| 2. Ms. Mylene Palalag | - | Business Machines Cop (BMC); |
| 3. Mr. Rannel Veldeflor
(QBPC) and; | - | Quartz Business Products Corporation |
| 4. Mr. Fernando Cortez | - | Philcopy Corp (PC). |

II. CALL TO ORDER:

The meeting was called to order and presided over by Dir. Ma. Theresa G. Vera, COBAC-B Chairperson.

III. MINUTES

1. Dir. Ma. Theresa G. Vera, COBAC-B Vice-Chairperson, introduced the COBAC Members and acknowledged the presence of the bidders.
2. The COBAC-B informed the Prospective Bidders (PBs) 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 Specification.
3. The following subject matter were emphasized: Section III, Bid Data Sheet including:
 - a. Eligibility Requirement
 - b. Technical Documents
 - c. Financial Requirements

- d. Post-Qualification Requirements
- e. Delivery Schedule under Section VI of Bidding Documents
- f. Technical Specification under Section VII of Bidding Documents.

4. The following issues and concerns were discussed:

Item Description	Particular	Comment and Suggestion
Item No. 1 – Printers	The Prospective Bidder suggested to include the following as an additional requirements: <ul style="list-style-type: none"> • Manufacturer’s Certificate of Authenticity • Manufacturer’s Certificate of Authorized Distributor/Reseller 	The End-user agreed with the suggestion and informed the Prospective Bidder that the additional requirements will be reflected through a Bid Bulletin

- 5. The COBAC-B stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through issuance of Bid Bulletin.
- 6. 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 Chairperson at least ten (10) calendar days before the slated deadline of submission and opening of bids.
- 7. The COBAC-B reiterated that the deadline of submission of bids is on 14 November 2018, 9:00 A.M.

IV. ADJOURNMENT

Having no other topics to be discussed, the cited activity was adjourned at 10:30 A.M.

Prepared by:

Celine Velasco
CELINE VELASCO
 COBAC-B Secretariat

Approved by:

Theresa G. Vera
MA. THERESA G. VERA, MD, MSc, MHA, CESO III
 COBAC-B Vice-Chairperson