



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

MINUTES OF PRE-BIDDING CONFERENCE

17 November 2020; 10:00 A.M.
COBAC CONFERENCE ROOM

I. ATTENDEES:

A. CENTRAL OFFICE BIDS AND AWARDS AND COMMITTEE (COBAC)-D:

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| 1. DIR. ENRIQUE A. TAYAG | - | VICE-CHAIRPERSON |
| 2. DR. MELISSA T. SENA | - | REGULAR MEMBER |
| 3. MS. ROSEMARIE G. AGUIRRE | - | REGULAR MEMBER |

Absent:

- | | | |
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| 1. USEC. LILIBETH C. DAVID | - | CHAIRPERSON |
| 2. DIR. RODOLFO ANTONIO ALBORNOZ | - | REGULAR MEMBER |

B. COBAC-D SECRETARIAT:

1. MS. DAWNAVI LAE LACSADO
2. MS. JACQUELYN ORIAS
3. MS. ALICE ESCAMILLA
4. MR. RAY JOHN HABIG
5. MS. KREENZEL BAUTISTA
6. MR. LORENZO JAVIER
7. MS. PATTY ELLAINE DELA CRUZ

C. END-USER REPRESENTATIVE/S:

- | | | |
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| 1. MS. ONFORIA DE GUZMAN | - | DPCB-FHO |
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D. PROSPECTIVE BIDDERS:

- | | | |
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| 1. Sandra Santos | - | Pfizer Inc. (PI) |
| 2. Elena Lam | - | Pfizer Inc. (PI) |
| 3. Marnie Ting | - | Pfizer Inc. (PI) |
| 4. (No name) | - | AAA Pharma (AP) |

II. CALL TO ORDER

The Pre-Bidding Conference for the Procurement of Medroxyprogesterone Acetate was called to order and presided over by Dir. Enrique A. Tayag COBAC-D Vice-chairperson as scheduled on 17 November 2020, 11:00 AM at the COBAC Conference Room, Department of Health (DOH).

III. MINUTES

The COBAC-D informed the Prospective Bidder (PB) that they will first discuss the common requirements for the aforementioned procurement project and

eventually go through the items for the discussion of the Total Approved Budget for the Contract (ABC), Schedule of Requirements and Technical Specifications.

1. The following subject matters were emphasized:
 - a) Section III. Bid Data Sheet including:
 - Eligibility Requirements
 - Technical Documents
 - Financial Requirements
 - Post-Qualification Requirements
 - b) Special Conditions of Contract under Section V of Bidding Documents
 - c) Schedule of Requirements under Section VI of Bidding Documents
 - d) Technical Specifications under Section VII of Bidding Documents

PARTICULAR	QUERY/COMMENTS/DISCUSSION
<i>Bidding Documents</i>	<ul style="list-style-type: none"> • AP asked if the payment of the bidding documents can be paid online. • The Committee stated that as per Finance office, the documents cannot be paid online and they need to take the usual process. Their respective representative should come in DOH and pay on the cashier's office located at Building 2.
	<ul style="list-style-type: none"> • AP asked if there's a required size of paper upon passing the documents and if all the pages shall have a page number, Certified True Copy (CTC) , sign and initial. • The Committee answered that there is no required size of paper as long as they follow the standard forms of buying the documents, and all pages shall have a page number, CTC, signature and initial.
	<ul style="list-style-type: none"> • AP asked for the missing prescribed forms in the bidding documents. • The Secretariat stated that as per GPPB Resolution, all the bidding forms were already uploaded on the DOH website.
Instruction to Bidders <i>10.2 The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within [two (2) years] prior to the deadline for the submission and receipt of bids.</i>	<ul style="list-style-type: none"> • AP asked what is the reckoning date of Single Largest Completed Contract. • The Committee clarified the said matter with the Technical Working Group (TWG) and as

	per the TWG-Legal, the reckoning date will start upon completion of the contract.
Special conditions of the contract	<ul style="list-style-type: none"> • AP asked if how many days will it take to receive the assessment slip for the FDA batch testing from date of delivery. • The end-user stated the number of samples required are 20 vials and 20 syringes per batch. With regards to the release of FDA Test Results, she explained that for the regular days it will take 21 days but due to the pandemic, the average released now is 30 days.
Instruction to Bidders <i>10. 3 If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.</i> <i>Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid. Similar to the required authentication above, for Contracting.</i>	<ul style="list-style-type: none"> • PI asked if they still need to pass an authenticated Certificate of Manufacturer or Apostille if the document is from other country. • The Committee clarified the said matter with the Technical Working Group (TWG) and the TWG-Legal reiterated the following Section in the Bidding Documents: 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB

	Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid. Similar to the required authentication above, for Contracting.
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2. The COBAC-D will issue a Bid Bulletin once the decision has been approved or confirmation has been received from the End-user. No issuance of Bid Bulletin means requirements have been upheld.
3. The COBAC-D mentioned that should there be any more clarifications or inquiries after the issuance of Bid Bulletin, 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.


IV. ADJOURNMENT

There having no other matters to discussed, the aforesaid meeting was adjourned at 11:00 A.M.

Prepared by:

Approved by:


11/18/2020
PATTY ELLAINE E. DELA CRUZ
COBAC - D Secretariat


ENRIQUE A. TAYA, MD, PHSAE, FPSMID, CESO III
Vice-chairperson, COBAC-D 