



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

MINUTES OF THE PRE-BID CONFERENCE -

PROCUREMENT OF LAPTOPS
IB NO. 2019-262
JULY 31, 2019

I. ATTENDEES/PRESENT

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

- | | | |
|----------------------------|---|----------------------------|
| 1. Dir. Laureano Cruz | - | Alternate Vice-Chairperson |
| 2. Dir. Maylene M. Beltran | - | Regular Member |
| 3. Dr. Lester Tan | - | Regular Member |
| 4. Ms. Charity L. Tan | - | Regular Member |

ABSENT

- | | | |
|------------------------------------|---|------------------|
| 1. Asec. Maria Rosario S. Vergeire | - | Chairperson |
| 2. Dir. Ma. Theresa G. Vera | - | Vice-Chairperson |

B. SECRETARIAT

1. Ms. Dawnavi Lae Lacsado
2. Ms. Riza T. Bautista
3. Ms. Celine A. Velasco
4. Ms. Debbie A. Rabi
5. Ms. Alicia A. Escamilla
6. Ms. Mercy Flores
7. Mr. Pablo Nabong

C. END-USER REPRESENTATIVE

- | | | |
|-------------------------|---|----------------------|
| 1. Mr. Michael Oliveros | - | KMITS Representative |
| 2. Mr. Gerald Aguinaldo | - | KMITS Representative |

D. OBSERVER

1. No representative

E. PROSPECTIVE BIDDERS

1. Kosmos Technomobile Inc. (KTI); and,
2. Maximum Solutions Corp. (MSC).

II. CALL TO ORDER

The Pre-Bidding Conference was called to order and presided by Dir. Laureano C. Cruz, COBAC-B Alternate Vice-Chairperson with three (3) regular members present.

III. MINUTES

The Pre-Bidding Conference for the Procurement of Laptops under IB No. 2019-262 with an Approved Budget of the Contract of One Million Nine Hundred Twenty Thousand Philippine Pesos (PhP1,920,000.00) was held on July 31, 2019, 10:00 AM at the COBAC Conference Rm., Ground Floor, Bldg. No. 6, DOH, Manila. The Pre-Bidding Conference was held to discuss and clarify the inquiries of the prospective bidders on the Purchase Request (PR).

1. The opening remark was led by Dir. Laureano C. Cruz, COBAC-B Alternate Vice-Chairperson, where he introduced the COBAC-B Members and the presence of the prospective bidders.
2. The COBAC-B asked the prospective bidder's representatives if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. All bidders 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 on the eligibility requirements of the bidding documents.

3. The COBAC-B continued with Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following were the salient points of discussion:

PARTICULAR	DISCUSSION	ACTION TAKEN / RECOMMENDATION / REVISION						
Technical Specifications: 1. Instruction on how to fill out Technical Specification.	<p>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 Philippine Bidding Documents, to wit:</p> <p><u>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.</u> Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.</p> <p>xxx</p> <p>The COBAC-B informed the bidders that this is the common cause of “INELIGIBILITY” of most of the bidders.</p> <p>Hence, reiterated the cited instruction.</p>							
1. OPERATING SYSTEM: MacOSMojave 2. SOFTWARE: a) MacOS High Siera	<ul style="list-style-type: none">• The Prospective Bidder observed that there are two (2) Operating System reflected in the technical specifications, to wit: 1. MacOS Mojave; and, 2. MacOS High Sierra.• The EUU confirmed the cited observation and stated that a Bid Bulletin will be issued to address the matter.	<ul style="list-style-type: none">• Bid Bulletin shall be issued reflecting their response.						
3. ADDITIONAL REQUIREMENTS A. If the bidder is an agent of the exclusive distributor or dealer the following must be provided: 1) Certificate or Distributorship/Dealership Agreement by the Manufacturer with the distributor or dealer; and 2) Contract between the distributor/dealer and the bidder.	<ul style="list-style-type: none">• The Prospective Bidder stated that they can not comply with item number 2. Hence, inquired if there are other documents that can be submitted in lieu of item no. 2.• The EUU then resolved to revise the requirement into: <table><thead><tr><th>FROM</th><th>TO</th></tr></thead><tbody><tr><td>1) Certificate or Distributorship/Dealer ship Agreement by the Manufacturer with the distributor or dealer; and</td><td>1) Certificate or Distributorship/Dealer ship Agreement by the Manufacturer with the distributor or dealer; <u>or</u></td></tr><tr><td>2) Contract between the distributor/dealer and the bidder.</td><td>2) Contract between the distributor/dealer and the bidder.</td></tr></tbody></table>	FROM	TO	1) Certificate or Distributorship/Dealer ship Agreement by the Manufacturer with the distributor or dealer; and	1) Certificate or Distributorship/Dealer ship Agreement by the Manufacturer with the distributor or dealer; <u>or</u>	2) Contract between the distributor/dealer and the bidder.	2) Contract between the distributor/dealer and the bidder.	<ul style="list-style-type: none">• Bid Bulletin shall be issued reflecting their response.
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1) Certificate or Distributorship/Dealer ship Agreement by the Manufacturer with the distributor or dealer; and	1) Certificate or Distributorship/Dealer ship Agreement by the Manufacturer with the distributor or dealer; <u>or</u>							
2) Contract between the distributor/dealer and the bidder.	2) Contract between the distributor/dealer and the bidder.							
B. Original brochure or downloaded from the internet	<ul style="list-style-type: none">• A Prospective Bidder requested this requirement to be deleted as this is the same with requirement letter (b).	<ul style="list-style-type: none">• Bid Bulletin shall be issued reflecting their response.						

4. The KMITS was instructed to review and validate all the issues and concerns raised by the prospective bidders and submit their response immediately. In case there are any changes on technical specifications based on the discussion, KMITS shall submit revised PR the soonest possible time.

5. The KMITs and the prospective bidders were informed that the tentative schedule for the deadline of the Submission and Opening of Bids is on August 14, 2019 and posting of Bid Bulletin will be done on or before August 07, 2019.
6. The COBAC-B mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-B Chairperson, must be received within three (3) calendar days after the Pre-Bidding Conference or at least ten (10) calendar days before the slated deadline of submission and opening of bids.
7. 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.

IV. ADJOURNMENT

Having no other remaining issues and questions, the COBAC B adjourned the Pre-Bidding Conference at 10:15 AM.

Prepared by:


ALICIA A. ESCAMILLA
COBAC B Secretariat

Approved by:


LAUREANO C. CRUZ, MPA
COBAC-B Alternate Vice-Chairperson

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