



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

**MINUTES OF PRE-BIDDING CONFERENCE**  
**20 November 2019; 10:00 A.M.**  
**COBAC Conference Room**

**PROCUREMENT OF PROGESTIN SUBDERMAL IMPLANT (PSI) ANCILLARY KIT**  
**IB NO. 2020-058**

**I. PRESENT:**

**A. Central Office Bids and Awards Committee-D:**

- |                          |   |                  |
|--------------------------|---|------------------|
| 1. Dir. Enrique Tayag    | - | Vice-Chairperson |
| 2. Dr. Melissa Sena      | - | Regular Member   |
| 3. Ms. Rosemarie Aguirre | - | Regular Member   |

**Absentees:**

- |                         |   |                |
|-------------------------|---|----------------|
| 1. Usec. Lilibeth David | - | Chairperson    |
| 2. Dr. Franklin Diza    | - | Regular Member |

**B. Secretariat:**

1. Ms. Genicar Barotilla
2. Ms. Jacquelyn Orias
3. Ms. Kreenzel Joy Pagaduan
4. Ms. Kris Lacanieta
5. Ms. Lovely Joy Tejadilla
6. Ms. Carolina Macaraeg
7. Mr. Govanne Marie Agudo
8. Mr. Geovani Cris Lagarde
9. Mr. James Remar Fajardo

**C. End-user (EU) Representative/s:**

- |                         |   |            |
|-------------------------|---|------------|
| 1. Dr. Jan Aura Llevado | - | DPCB-WMHDD |
| 2. Ms. Mildred Angad    | - | DPCB-WMHDD |

**D. Prospective Bidders Present:**

- |                           |   |                                     |
|---------------------------|---|-------------------------------------|
| 1. Mr. Arnel Hinagpis     | - | Medical Center Trading Corp. (MCTC) |
| 2. Mr. Jefferson Sinamban | - | Steritex Medical System (SMS)       |

**II. CALL TO ORDER**

The Pre-bidding Conference was called to order and presided over by Dir. Enrique Tayag, Vice-Chairperson of COBAC-D on 20 November 2019, 10:00 AM at the COBAC Conference Room Ground Floor, Building 6, Department of Health (DOH), San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila.

**III. MINUTES**

1. Two (2) Prospective Bidders (PBs) attended the Pre-bidding Conference.
2. The COBAC-D informed the PBs that the common requirements for all procurement projects will be discussed first, to be followed by individual discussion of the Special Conditions of the Contract, Schedule of Requirements, Technical Specifications, and

Terms of Reference of each project. It was highlighted that everything to be discussed are cited in the bidding documents and must be referred to by each PBs.

3. The following subject matters were emphasized and explained with the aid of a PowerPoint Presentation:
  - a. Date of Submission and Opening of Bids;
  - b. Bid Data Sheet;
  - c. Eligibility Requirements;
  - d. Technical Requirements;
  - e. Financial Requirements; and
  - f. Post-qualification Document Requirements.
4. The COBAC-D explained that the procurement project is included in 2020 budget allocation, however, it is being procured in advance in accordance with the early procurement activities short of award.
5. The following were the issues and concerns raised/discussed for each project:

| PARTICULAR                      | COMMENT/QUERY/SUGGESTION   | END-USER'S/COBAC'S RESPONSE   |
|---------------------------------|--|---|
| Schedule of Requirements        | 1. The SMS representative requested to adjust the delivery schedule from 60 calendar days (cd) to 90 cd from receipt of Notice to Proceed (NTP). The additional 30 cd will be allocated to the repacking of the items into kits.   | 1. The COBAC-D said it may not be amenable because the recently awarded 2019 procurement of PSI Ancillary Kits have more quantity but were set to be delivered within 60 cd. They advised the prospective bidder to write a request to be deliberated by the EU.  |
| Inspection and Testing of items | 2. The MCTC representative asked if the inspection of total items should come first before the sterility testing, taking into consideration the delivery period and the duration of testing.   | 2. The EU answered that the inspection should be done first before the testing. The result of testing is usually available in less than 1 month.  |
| Technical Specifications        | 3. The MCTC representative inquired:<br>3.1. if the antiseptic swab is also an alcohol swab;<br>3.2. if the length of elastic bandage is 3 inches x 5 meters or yard;<br>3.3. if the plaster is the same with individual sterile plastic strips;<br>3.4. if the LTO to be submitted should be both LTOs for drug suppliers and medical supplies distributors; and<br>3.5. if the declaration of conformity with ISO/IEC/PNS is also applicable for item no. 1 (Lidocaine). | 3. The EU responded accordingly:<br>3.1. that antiseptic swab and alcohol swab are the same;<br>3.2. the length will be confirmed through a bid bulletin;<br>3.3. yes, the requirement is an individual plaster sterile strip;<br>3.4. LTO requirement will be confirmed through the issuance of a bid bulletin; and<br>3.5. declaration of conformity with ISO/IEC/PNS will be confirmed through a bid bulletin. |

6. The COBAC-D reiterated that should there be further clarifications, the bidders may send the COBAC-D Chairperson a formal letter at least ten (10) calendar days prior to the deadline set for the submission and receipt of bids.
7. The COBAC-D reminded that the response to the PB's clarifications and any modification in the Philippine Bidding Documents (PBD) will be reflected and established through the issuance of a Bid Bulletin on the PhilGEPS website.

#### **IV. ADJOURNMENT**

Having no other matters to discuss, the Pre-bidding Conference was adjourned at 11:00 AM.

Prepared by:

(SGD.) 11/20/2019  
**JACQUELYN T. ORIAS**  
COBAC-D, Secretariat

Approved by:

(SGD.)  
**ENRIQUE A. TAYAG, PHSAE, FPSMID, CESO III**  
COBAC-D, Vice-Chairperson