



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE

PROCUREMENT OF HEMB COLLATERALS

07 December 2020; 10:00A.M.
COBAC CONFERENCE ROOM

I. ATTENDEES

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

PRESENT:

- | | | |
|-------------------------------|---|------------------|
| 1. Dir. Angelina A. Del Mundo | - | Vice-Chairperson |
| 2. Engr. David C. Masiado Jr. | - | Regular Member |
| 3. Ar. Eric Guerrero | - | Alternate Member |

ABSENT:

- | | | |
|--------------------------|---|----------------|
| 1. Asec. Romeo A. Ong | - | Chairperson |
| 2. Dir. Gloria J. Balboa | - | Regular Member |
| 3. Dir. Faith F. Alberto | - | Regular Member |

B. COBAC-C Secretariat

1. Ms. Genicar Barotilla
2. Ms. Maria Charisma Lorenzo
3. Ms. Frances Jamaika Soliven
4. Ms. Celine Velasco

C. END-USER REPRESENTATIVE

- | | | |
|------------------------|---|------|
| 1. Mr. Dennis Casimiro | - | HEMB |
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D. PROSPECTIVE BIDDER/S PRESENT:

- | | | |
|-----------------------|---|-----------------------|
| 1. Ms. Ellie Avecilla | - | Avecilla Trading (AT) |
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II. CALL TO ORDER:

The meeting was called to order and presided over by Dir. Angelina A. Del Mundo, COBAC-C Vice-Chairperson.

III. MINUTES

1. Dir. Angelina A. Del Mundo, COBAC-C Vice-Chairperson, introduced the one (1) COBAC Regular Member and one (1) COBAC Alternate Member, and End-User representatives, then acknowledged the presence of the prospective bidders' representatives.
2. The COBAC-C asked the Prospective Bidders (PBs) if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. Majority of the PBs were not their first time to join the government and stated that they are already familiar with the documentary requirements. Hence, the COBAC-C emphasized that they are responsible for the content and the provisions stated on the eligibility requirements of the bidding documents.
3. The COBAC-C continued with Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following are salient points of discussion:

PARTICULAR	ISSUE AND CONCERN
Item No. 1 HEMB Powerbank	
4. Color: White	The PB inquired if the EUU is amenable with color black. The EUU told the PB that they will

PARTICULAR	ISSUE AND CONCERN
6. Strong shockproof and drop resistance	waterproof due to safety reason instead they can offer water resistant and dustproof. The EUU informed the PB that any changes will be reflected in the Bid Bulletin.
8. Environmentally friendly	The EUU will specify this requirement.
Item No. 3 Ballpen	
3. Color of pen and ink: Black	The PB is requesting if the EUU is amenable with other color. The EUU will discuss this first and will revise the Purchase Request (PR).
Item No. 5 USB Flash Drive	
1 Material: Rubber	The PB informed the EUU that they cannot offer the rubber material.
Schedule of Requirements	The PB is requesting for:
Thirty (30) calendar days upon receipt of approved Notice to Proceed (NTP) and approved sample	For Five (45) calendar days upon receipt of approved Notice to Proceed (NTP) and approved sample

4. The COBAC-C stated that should there be any changes in the Philippine Bidding Documents (PBD) it shall be reflected through issuance of Bid Bulletin.
5. The COBAC-C mentioned that should there be any clarifications or inquiries the prospective bidder may send a formal letter addressed to the COBAC-C 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.
6. The COBAC-C reiterated that the deadline of submission of bids is on 21 December 2020, 9:00 A.M.


IV. ADJOURNMENT

Having no attending Prospective Bidder, the Pre-Bidding Conference was adjourned at 10:15 AM.

Prepared by:


CELINA A. VELASCO, RN
 COBAC-C Secretariat
 07 December 2020

Approved by:


ANGELINA A. DEL MUNDO, MA, CESO III
 COBAC-C Vice-Chairperson