



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

MINUTES OF PRE-BIDDING CONFERENCE

PROCUREMENT OF RADIO PLACEMENT FOR VARIOUS DOH PROGRAMS
IB NO. 2018-294
26 September 2018; 10:00 A.M.
COBAC CONFERENCE ROOM

I. ATTENDEES

- A. CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)-B:**
- 1. Dir. Ma. Theresa G. Vera - Vice-Chairperson
 - 2. Ms. Charity Tan - Regular Member
 - 3. Ms. Rosemarie Aguirre - Alternate Member
- ABSENT:**
- 1. Asec. Maria Rosario S. Vergeire - Chairperson
 - 2. Dir. Maylene M. Beltran - Regular Member
 - 3. Dr. Joyce Ducusin - Regular Member
- B. COBAC-B SECRETARIAT:**
- 1. Ms. Dawnavi Lae Lacsado - COBAC-B Secretariat
 - 2. Ms. Riza Bautista - COBAC-B Secretariat
 - 3. Ms. Celine Velasco - COBAC-B Secretariat
- C. END-USER REPRESENTATIVES:**
- 1. Ms. Rosemarie Aguirre - HPCS
- D. BIDDER'S REPRESENTATIVE:**
- 1. Ms. Arlene C. Villanueva - AVC Advertising &Marketing/Makati. (AVCAM);
 - 2. Ms. Blesilda B. Goldo - Marketing Notre Dame Broadcasting Corp. (NDBC);
 - 3. Ms. Ela Chua - Touch XDA, Inc. (TXDAI);
 - 4. Ms. Myra Valera - Radio Mindanao Network, Inc. (RMNI); and
 - 5. Ms. Rochelle Abadilla - Philippine Integrated Advertising Agency (PIAA).

II. CALL TO ORDER:

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

III. MINUTES

- 1. Five (5) prospective bidders attended the aforesaid conference.
- 2. Dir. Ma. Theresa G. Vera, COBAC-B Vice-Chairperson, introduced the two (2) COBAC Members and End-User representative, then acknowledged the presence of the prospective bidder's representative.
- 3. The COBAC-B emphasized that there are new instructions stipulated in the Bid Data Sheet and Special Conditions of Contract, to wit:

BID DATA SHEET	
5.4	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <i>various media buy/placement contracts to both government and private agencies.</i></p>

	<p><u>Bidders shall include in their bids a copy of Purchase Order and the corresponding proof of completion, such as (i) Certificate of Final Acceptance from the bidder's client; or (ii) Official Receipt issued by the bidder.</u></p> <p><u>Failure to submit a copy of Single Largest Completed Contract with proof of completion, or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</u></p>
12.1 (b) (iii)	<p><u>Notarization of this document shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual i.e. passport, driver's license, SSS ID, GSIS e-card, etc., and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.</u></p>
20.3	<p>Each Bidder shall submit <i>one (1)</i> original and <i>two (2)</i> copies of the first and second components of its bid: 1st copy- marked as 'ORIGINAL'; 2nd copy- marked as 'COPY 1'; 3rd copy- marked as 'COPY 2'.</p> <p><u>Note: All submitted documents (original and the two (2) copies) shall be true copies of the original certified as such by the bidder or his duly authorized signatory.</u></p>

SPECIAL CONDITIONS OF CONTRACT	
21.1	<p>No additional provision.</p> <p>or</p> <p><u>If applicable, all partners to be joint venture shall be jointly and severally liable to the DOH.</u></p>

4. The COBAC-B also discussed thoroughly the Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following were the issues and concerns raised/ discussed

QUERY	DISCUSSION/DECISION
<p>Relative to No. 5 in the Technical Specifications.</p> <p>The bidder asked is there a minimum media values to be submitted? And if the number of media values being offered affects the bid evaluation.</p>	<p>The COBAC-B emphasized that during Opening of Bids, the bid price of the eligible bidder/s will be read. As read, the BAC determines the Lowest Bid (LB). The LB will then be evaluated. In case the LB does not comply with the bid requirements, the 2nd LB shall then be evaluated.</p> <p>Hence, if ever the bidder offered media values more than the required number, it does not affect the bid evaluation.</p> <p>Further, the COBAC-B as per the End-User, revised the requirement, to wit:</p> <p><u>5. Media values <u>at least one (1) of the following:</u></u></p> <ul style="list-style-type: none">a. Live guesting/interviewsb. Live Event coverage or post even plugc. News featured. OBB/CBB (Opening Closing Billboard).

	<p>e. Additional spots and/or exposure</p> <p>f. Submission of media monitoring and evaluation</p>
<p>The bidder informed the COBAC-B that previously, DOH procured the same project with the same number of spots. However, the Approved Budget for the Contract (ABC) of that previous project was PhP20,000,000.00.</p> <p>The bidder asked what is the basis of the current project's ABC amounting to PhP5,000,000.00? Was it the previous project's bid price?</p>	<p>The End-user responded that the basis for the ABC of this project is the current Rate Card.</p>

5. 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.
6. The COBAC-B also reiterated that the deadline of submission of bids is on 10 October 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:

DAWNAVLAE V. LACSADO
COBAC-B Secretariat

10/11/18

Approved by:

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

10/11/18