



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

MINUTES OF THE PRE-BIDDING CONFERENCE
PROCUREMENT OF WIRELESS HEADSET WITH BLUETOOTH ADAPTER
IB NO. 2020-258
18 NOVEMBER 2020, 10:00 AM

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

A. ATTENDEES/PRESENT

- | | | |
|--------------------------------------|---|-------------------------------|
| 1. Usec. Gerardo V. Bayugo | - | Chairperson (thru Webex) |
| 2. Dr. Aleli Anne Grace P. Sudiactal | - | Vice-Chairperson (thru Webex) |
| 3. Dr. Allan A. Evangelista | - | Regular Member |

ABSENT

- | | | |
|------------------------|---|----------------|
| 1. Ms. Charity L. Tan | - | Regular Member |
| 2. Dr. Arnel Z. Rivera | - | Regular Member |

B. SECRETARIAT

1. Ms. Lara Mae D. Pares
2. Ms. Riza T. Bautista
3. Ms. Debbie A. Rabi
4. Mr. Ramil M. Jacinto
5. Ms. Carmelyn M. Montemayor

C. END-USER/TWG REPRESENTATIVE

- | | | |
|-------------------------|---|----------------------|
| 1. Mr. Gerald Aguinaldo | - | KMITS Representative |
| 2. Ms. Arvilyn Bernardo | - | KMITS Representative |

D. OBSERVER

No observer

E. PROSPECTIVE BIDDERS:

- | | |
|-------------------------|-------------------------------------|
| 1. Ms. Jamine C. Martin | - Integrated Computer Systems, Inc. |
|-------------------------|-------------------------------------|

II. CALL TO ORDER

The Pre-Bidding Conference was called to order and presided by Usec. Gerardo V. Bayugo, COBAC-B Chairperson with two (2) regular members present.

III. MINUTES

The Pre-Bidding Conference for the Procurement of Wireless Headset with Bluetooth Adapter under IB No. 2020-258 with a Total Approved Budget for the Contract (ABC) of Nine Million Nine Hundred Thousand Philippine Pesos (Php9,900,000.00) was held on 18 November 2020, 10:00 AM through videocenterencing at the COBAC Conference Room, Ground Floor, Bldg. No. 6, San Lazaro Compound., DOH, Sta. Cruz, Manila. The Pre-Bidding Conference was held to discuss and clarify the inquiries of the prospective bidders.

1. The opening remark was led by Usec. Bayugo, COBAC-B Chairperson, where he introduced the COBAC-B Members and acknowledged the presence of the bidder.
2. The COBAC-B announced that the new 6th edition of the Philippine Bidding Documents (PBD) is now being used. The COBAC-B asked the Prospective Bidder's (PBs) representative if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. All PB's representative 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 in the eligibility requirements of the bidding documents.
3. The COBAC-B read the PBD posted on the PhilGEPS website and emphasized the following Sections of the cited PBD:
 - a. Section I: Invitation to Bid No. 10
 - b. Section II. Instruction to Bidders
 - i. ITB Clause 5.3
 - ii. ITB Clause 19.4
 - c. Section III: Bid Data Sheet including:
 - i. ITB Clause 5.3
 - ii. ITB Clause 14.1
 - iii. ITB Clause 15
 - iv. ITB Clause 20.1
 - v. ITB Clause 20.2
 - vi. ITB Clause 21.2
 - d. Section V. Special Conditions of Contract
 - i. GCC Clause 2.2
 - e. Section VI. Schedule of Requirements
 - f. Section VII. Technical Specifications
 - g. Section VIII. Checklist of Technical and Financial Documents
4. 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 PBD, to wit:

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. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

XXX

The COBAC-B informed the bidders that this is the common cause of "INELIGIBILITY" of most of the bidders. Hence, reiterated the cited instruction.

5. The COBAC-B emphasized the deadline and the instruction on the Submission and Opening of Bids that due to the General Community Quarantine (GCQ) and promoting Social Distancing, the Bid Opening will be conducted through video conference. Bids will be opened in the presence of the bidder's representatives who choose to attend and to read judiciously the options in submitting their bid proposal. However, the COBAC-B preferred to receive the hardcopies of the proposal due to unnecessary experience in the

past that cause the delay on accessing the encrypted password on the documents submitted by the bidder.

6. The following issues and concerns are the salient points of discussion:

PARTICULAR	ISSUES AND CONCERNS
Prescribed format for Secretary's Certificate	The COBAC-B said that prescribed forms for other requirements were already uploaded in the DOH website for the reference and use of the PB. A Bid Bulletin will be issued to provide a note in the Section VIII. Checklist of Technical and Financial Documents for the requirements.
Filling out the Price Schedule Form	The PB clarified what to indicate in column 1. The COBAC-B said that the project title can be indicated.

7. 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 within three (3) calendar days after the conduct of the Pre-Bidding Conference.
8. The COBAC-B informed the prospective bidder 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.
9. The COBAC B reminded the bidder that anything that has been discussed will not change the terms and conditions of the bidding document unless it is stated in a bid bulletin that will be issued.
10. The COBAC-B reiterated that the deadline of submission of bids is on 01 December 2020, 9:00 A.M. The COBAC-B emphasized the options on the Submission and Opening of Bids due to the General Community Quarantine and promoting Social Distancing. They were informed that the Bid Opening will be conducted through video conference. Bids will be opened in the presence of the bidder's representatives who choose to attend.

Adjournment: Having no other remaining issues and concerns, the COBAC-B adjourned the Pre-Bidding Conference at 11:00 AM.

Prepared by:



11/18/2020

LARA MAE D. PARES
COBAC-B Secretariat

Approved by:



GERARDO V. BAYUGO, MD, MPH, CESO III
Undersecretary of Health
COBAC-B Chairperson