



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

MINUTES OF PRE-BIDDING CONFERENCE

17 NOVEMBER 2020; 10:00 A.M.
COBAC CONFERENCE ROOM

Subscription of Pharmaceutical Market Data from Drugstores and Hospitals (2020) and
Pharmaceutical Sales from International Markets with Philippine Data (2020)
IB NO. 2020-259

I. PRESENT:

A. CENTRAL OFFICE BIDS AND AWARDS AND COMMITTEE-D:

- | | | |
|--------------------------|---|------------------------------|
| 1. DIR. ENRIQUE TAYAG | - | VICE-CHAIRPERSON (VIA WEBEX) |
| 2. DR. MELISSA SENA | - | REGULAR MEMBER |
| 3. MS. ROSEMARIE AGUIRRE | - | REGULAR MEMBER (VIA WEBEX) |

Absentees:

- | | | |
|--------------------------|---|----------------|
| 1. USEC. LILIBETH DAVID | - | CHAIRPERSON |
| 2. DIR. RODOLFO ALBORNOZ | - | REGULAR MEMBER |

B. SECRETARIAT:

1. MS. DAWNAVI LAE LACSADO
2. MS. JACQUELYN ORIAS
3. MS. MERCEDITA FLORES
4. MS. KREENZEL JOY BAUTISTA
5. MS. ALICE ESCAMILLA
6. MR. RAY JOHN HABIG
7. MS. PATTY ELLAINE DELA CRUZ
8. MR. LORENZO JAVIER

C. END-USER REPRESENTATIVE/S:

- | | | |
|---------------------|---|-------------------------|
| 1. MR. ADELL AZUELO | - | PHARMACEUTICAL DIVISION |
|---------------------|---|-------------------------|

D. PROSPECTIVE BIDDERS PRESENT

- | | | |
|----------------------|---|-------|
| 1. MR. DEEJAY SANQUI | - | IQVIA |
| 2. MS. SANDRA SANTOS | - | IQVIA |

II. CALL TO ORDER

The Pre-bidding Conference was called to order by Dir. Enrique Tayag, Vice-Chairperson, COBAC-D.

III. MINUTES

1. One (1) prospective bidder attended the Pre-bidding Conference. All amendments hereby agreed upon and issued through a bid bulletin which shall form as part of the bidding documents.

2. The COBAC-D informed the Prospective Bidder (PB) that they will first discuss the common requirements for the package and eventually go through the discussion of the Approved Budget for the Contract, Schedule of Requirements and Technical Specifications of each project. It was highlighted that the specific requirements for procurement package are in the bidding documents and must be referred to by each PBs if they wish to bid on.
3. The following subject matters were emphasized:
 - a. Date of Submission and Opening of Bids;
 - b. Eligibility Requirements;
 - c. Technical Requirements;
 - d. Financial Requirements;
 - e. Post-qualification Document Requirements;
 - f. Delivery Schedule under Section VI of the Bidding Documents;
 - g. Technical Specification under Section VII of the Bidding Documents.
4. The following were the issues and concerns raised/ discussed:

PARTICULAR	ISSUE AND CONCERN
Bidding Forms	<p>The PB asked where to get the bidding forms.</p> <p>The COBAC-D informed the PB that they may refer to the following :</p> <ol style="list-style-type: none"> 1) Please refer to https://doh.gov.ph/sites/default/files/basic-page/COBAC-Prescribed-Forms.pdf for the following requirements: <ol style="list-style-type: none"> a) Sworn Statement; b) Computation of NFCC; c) Manufacturer's Authorization; d) Secretary's Certificate; e) Special Power of Attorney; f) Statement of Ongoing Contracts; and g) Statement of SLCC. 2) For the following requirements, please refer to GPPB Resolution No. 16-2020: <ol style="list-style-type: none"> a) Bid Form; b) Price Schedule; c) Bid Securing Declaration; and d) Omnibus Sworn Statement <p>The COBAC-D also informed the PB that it will be posted in the Bid Bulletin.</p>
Payment for bidding document	<p>The PB asked if the payment of the bidding documents can be paid online.</p> <p>The Committee stated that as per DOH-Cashier's office, the documents cannot be paid online. Payment should be processed in the cashier's office located at Building 2.</p>

Size of paper	<p>The PB asked if there's a required size of paper upon passing the documents and if all the pages shall have a page number, Certified True Copy (CTC) , signature and initial.</p> <p>The Committee answered that there is no required size of paper as long as they follow the standard forms, and all the pages shall have a page number, CTC, signature and initial.</p>
---------------	---

5. The COBAC-D said that any changes in the Public Bidding Documents (PBD) will be through the issuance of a Bid Bulletin.
6. The COBAC-D mentioned that should there be any more clarifications, the bidders may send the COBAC-D Chairperson a formal letter at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
7. Having no other matters to discuss, the meeting was adjourned at 11:30 AM.

Prepared by:

DAWNAVI LAE V. LACSADO
 Secretariat, COBAC-D
 18 November 2020

Approved by:

ENRIQUE A. TAYAG, PHSAE, FPSMID, CESO III
 COBAC-D, Vice-Chairperson