



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF THE PRE-BIDDING CONFERENCE
14 June 2019 | 10:00 A.M. | COBAC CONFERENCE ROOM

PROCUREMENT OF ESSENTIAL HEALTH CARE PACKAGE (EHCP) - 1 IB No. 2019-229

I. ATTENDEES

A. CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC) - C:

- | | | |
|--------------------------------|---|----------------|
| 1. Asec. Lyndon L. Lee Suy | - | Chairperson |
| 2. Dir. Gloria J. Balboa | - | Regular Member |
| 3. Dir. Laureano C. Cruz | - | Regular Member |
| 4. Engr. David P. Masiado, Jr. | - | Regular Member |

ABSENT:

- | | | |
|------------------------------|---|------------------|
| 1. Dir. Kenneth G. Ronquillo | - | Vice-Chairperson |
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B. COBAC-C SECRETARIAT

- Ms. Lara Mae Pares
- Mr. Nigel Tabion
- Ms. Maria Charisma Lorenzo
- Ms. Frances Jamaika Soliven

C. END-USER REPRESENTATIVE/S:

- | | | |
|--------------------------|---|--|
| 1. Ms. Lita Orbillo | - | Disease Prevention and Control Bureau (DPCB) |
| 2. Dr. Rochelle Pambid | - | DPCB |
| 3. Dr. Tristan Paolo Tan | - | DPCB |

D. PROSPECTIVE BIDDERS:

- | | | |
|--------------------------|---|--------------------------------------|
| 1. Mr. Peter T. Ng | - | EEA Enterprise Inc. (EEAE) |
| 2. Mr. Peter Ang | - | Lamoiyan Corp. (LC) |
| 3. Ms. Cristina Bautista | - | CYN Trading & Services Inc. (CYNTSD) |
| 4. Ms. Ces Mughal | - | Surigcom Trading Corp. (STC) |
| 5. Mr. Jerwin Mejia | - | STC |
| 6. Mr. Imran Harif | - | STC |

II. CALL TO ORDER

The Pre-Bidding Conference for the above-cited procurement project was conducted on 14 June 2019 at 10:00 AM at the COBAC Conference Room, Bldg. 6, Department of Health. It was called to order and presided over by Asec. Lyndon L. Lee Suy, COBAC-C Chairperson.

III. MINUTES

- The Chairperson led the opening remarks. He introduced the COBAC-C members and Secretariat and the End-user representative, then acknowledged the presence of the prospective bidders' representatives.
- The COBAC-C asked the prospective bidders if they have previously joined other government biddings to confirm if they are already familiar with the documentary requirements.
- The COBAC-C informed the prospective bidders that they will first discuss the common requirements for the cited procurement project and eventually go through the discussion of the Approved Budget for the Contract, Schedule of Requirements and Technical Specification.
- The following subject matters were emphasized:
 - Section III. Bid Data Sheet including:
 - Eligibility Requirements

- Technical Documents
- Financial Requirements
- Post-Qualification Requirements
- b. Special Conditions of Contract (SCC) under Section V of Bidding Documents
- c. Schedule of Requirements under Section VI of Bidding Documents
- d. Technical Specifications under Section VII of Bidding Documents

5) The following were the issues and concerns raised/discussed under Section VI. Schedule of Requirements and Section VII. Technical Specifications:

Issue/Concern	Query/Comment	Discussion/Decision
Sample picture	<ul style="list-style-type: none"> A Prospective Bidder (PB) requested for a sample picture of the contents of the package for reference. 	The COBAC-C informed the PBs that a Bid Bulletin will be issued which will contain the sample picture.
Germicidal Bath Soap	<ul style="list-style-type: none"> A PB suggested any color and any scent. 	The End-user representatives agreed with the suggestions of the PBs. The COBAC-C informed the PBs that a Bid Bulletin will be issued reflecting the changes made.
Labelling Instructions	<ul style="list-style-type: none"> The PBs suggested the following revisions in the Labelling Instructions: <ul style="list-style-type: none"> a) Each kiddie toothbrush should be imprinted with highly visible DOH acronym mark on each toothbrush handle. b) Each germicidal bar soap should be engraved with <u>visible</u> DOH acronym mark. c) Each bottle should be imprinted or <u>stickered with non-removable or permanent sticker or label that is binding and with residue and tearing if removed.</u> d) Each box and bigger box should be legibly imprinted with permanent label: <p>"Philippine Government Property – Department of Health NOT FOR SALE" Date of Manufacture: _____ Date of Expiry: _____ Batch No./Lot No.: _____</p>	
Schedule of Requirements	<ul style="list-style-type: none"> The COBAC-C informed the PBs and End-user representatives to review the delivery schedule considering that all deliveries should be completed until 31 December 2019. However, the PBs raised that it is impossible for them to comply with shorter delivery schedule. 	The COBAC-C instructed the End-user representatives to review the delivery schedule.

6) The COBAC-C said that the prospective bidders can request for clarifications on any part of the bidding documents or for interpretation must be in writing and submitted to the Committee at least ten (10) calendar days before the deadline set for the submission of bids pursuant to Section 22.5.1 of 2016 Revised IRR of RA 9184.

7) In addition, the Committee informed the prospective bidders that all the queries and suggestions raised during the discussion are noted and a Bid Bulletin shall be issued for the changes in the posted Bidding Documents upon confirmation by the End-user.

IV. ADJOURNMENT

Having no other matters to be discussed, the meeting was adjourned at 12:00 NN.

Recorded by:

Motabion
NIGEL ALEKSEI B. TABION
COBAC-C Secretariat

6/14/2019

Approved by:

Lyndon L. Lee Suy
LYNDON L. LEE SUY, MD, MPH, CESE
Assistant Secretary of Health
COBAC-C Chairperson