



CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

MINUTES OF PRE-BIDDING CONFERENCE PROCUREMENT OF VARIOUS SOFTWARE SUBSCRIPTION FOR ARCHITECTURAL AND ENGINEERING PLANNING DESIGN

IB NO. 2018-302

07 November 2018; 10:00 A.M.
COBAC CONFERENCE ROOM

I. ATTENDEES

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

PRESENT:

- | | | |
|-----------------------------|---|------------------|
| 1. Dir. Ma. Theresa G. Vera | - | Vice-Chairperson |
| 2. Dir. Maylene M. Beltran | - | Regular Member |
| 3. Dr. Vito G. Roque, Jr. | - | Regular Member |

ABSENT:

- | | | |
|------------------------------------|---|----------------|
| 1. Asec. Maria Rosario S. Vergeire | - | Chairperson |
| 2. Ms. Charity L. Tan | - | Regular Member |

B. COBAC-B Secretariat

1. Ms. Riza T. Bautista
2. Ms. Dawnavi Lae Lacsado
3. Ms. Celine A. Velasco

C. END-USER REPRESENTATIVE

- | | | |
|---------------------------------|---|---------------------|
| 1. Engr. Severino B. Reyes, III | - | HFDB Representative |
|---------------------------------|---|---------------------|

D. PROSPECTIVE BIDDER/S PRESENT:

- | | | |
|------------------------------|---|--------------------------------------|
| 1. Ms. Apriel Zapanta | - | Infrasys, Inc. (II); and |
| 2. Mr. Egbert Espiritu Santo | - | Maximum Solutions Corporation (MSC). |

II. CALL TO ORDER:

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

III. MINUTES

1. Dir. Ma. Theresa G. Vera, COBAC-B Chairperson, introduced the two (2) COBAC Members and End-User representatives, then acknowledged the presence of the prospective bidders' representatives.
2. The COBAC-B asked the Prospective Bidders (PBs) if they had previously joined other government biddings to know if they are already familiar with the documentary requirements. The PBs responded that this was 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 responsible for the

content and the provisions stated on the eligibility requirements of the bidding documents.

3. The COBAC-B continued with Section VI. Schedule of Requirements and Section VII. Technical Specifications of the Bidding Documents, the following are salient points of discussion:

| TOPIC | PARTICULAR | ISSUE AND CONCERN | |
|---------------------------|--|--|---|
| | | FROM | TO |
| Section VI | Schedule of Requirements: | Ground Floor, Building No.4, Department of Health, San Lazaro Compound, Sta. Cruz, Manila. | DOH Central Office Warehouse, Department of Health, San Lazaro Compound, Sta. Cruz, Manila.. |
| Technical Specifications: | <i>Item No. 1:</i> 13 units of Architecture, Engineering, construction and design technology solutions | 1. AutoCAD - including specialized toolsets AD Commercial New Single-user ELD Annual Subscription for Three (3) years | 1. AutoCAD - including specialized toolsets AD Commercial New Single-user ELD Subscription for Three (3) years |
| | | 2. Autodesk AutoCAD Fundamentals of with Training Certificate from Autodesk and Training Manuals | 2. Autodesk AutoCAD Fundamentals of at least two (2) days training with Training Certificate from Autodesk and Training Manuals |
| Bid Data Sheet | <u><i>ITB Clause 13.1</i></u> Note: 1. xxx 2. All documents must be true copies of the original certified as such by the bidder or duly authorized signatory. <u><i>ITB Clause 20.3</i></u> Note: All submitted documents (original and the two (2) copies) must be true copies of the original certified as such by the bidder or his duly authorized signatory. | <ul style="list-style-type: none"> To be consulted with GPPB. | |

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


RIZA T. BAUTISTA
COBAC-B Secretariat

Approved by:


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

