



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

**MINUTES OF PRE-BIDDING CONFERENCE
PROCUREMENT OF VARIOUS PRINTERS-REBID
IB NO. 2018-260-A
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. Ma. Rosario S. Vergeire | - | Chairperson |
| 2. Ms. Charity L. Tan | - | Regular Member |

B. Secretariat

- | | | |
|----------------------------|---|-------------------|
| 1. Ms. Riza T. Bautista | - | COBAC Secretariat |
| 2. Ms. Dawnavi Lae Lacsado | - | COBAC Secretariat |
| 3. Ms. Celine A. Velasco | - | COBAC Secretariat |

C. END-USER REPRESENTATIVE

- | | | |
|----------------------------|---|----------------------|
| 1. Mr. Michael G. Oliveros | - | KMITS Representative |
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D. PROSPECTIVE BIDDER/S PRESENT:

- | | | |
|----------------------------|---|-------------------------------|
| 1. Ms. Jaclyn Anaten | - | Business Machines Corp (BMC); |
| 2. Ms. Dorothy Moralto | - | Inforworkx Inc. (II); and, |
| 3. Mr. John Marck Pagaduan | - | II. |

II. CALL TO ORDER:

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

III. MINUTES

1. Dir. Ma. Theresa G. Vera, COBAC-B Vice-Chairperson, introduced the COBAC Members and acknowledged the presence of the bidders.
2. The COBAC-B informed the Prospective Bidders (PBs) 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 Specification.
3. The following subject matter were emphasized: Section III, Bid Data Sheet including:
 - a. Eligibility Requirement
 - b. Technical Documents
 - c. Financial Requirements
 - d. Post-Qualification Requirements
 - e. Delivery Schedule under Section VI of Bidding Documents
 - f. Technical Specification under Section VII of Bidding Documents.

4. The following issues and concerns were discussed:

Item Description	Particular	Comment and Suggestion
Item No. 1 – Multifunction Inkjet Printers with Continuous Ink System	The Prospective Bidder (PB) inquired on the Certificate of after sales support 24/7/ and technical support response time within 3 hours, upon incident report during warranty period because they do not operate 24/7 and they can only perform sales support during office hours.	The End-user informed the PB that they will further review the said requirements and if there are any changes a Bid Bulletin will be issued.

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 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.
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:


CELINE A. VELASCO
COBAC-B Secretariat

Approved by:


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