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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.com.ph>

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)

MINUTES OF THE MEETING

**Pre-Bidding Conference for the Procurement of Printing Services for CMGP
Omnibus of Manuals
November 17, 2020 – 1:30 p.m.
Via ZOOM (Videoconferencing)**

PRESENT:

- | | | |
|---------------------------------------|---|----------------------------|
| 1. ATTY. JENA J. JAVAREZ | - | Vice Chairperson, COBAC |
| 2. DIR. SARA JANE M. CEREZO | - | Member, COBAC |
| 3. DIR. VIVIAN P. SUANSING | - | Member, COBAC |
| 4. DIR. DENNIS VILLASEÑOR | - | Alternate Member, COBAC |
| 5. ATTY. GINA V. WENCESLAO | - | Head, TWG-Goods & Services |
| 6. MS. BEATRIZ QUIAMBAO | - | Member, TWG-G&S |
| 7. MS. MARIVIC CONCEPCION DG. NARCISO | - | Member, TWG-G&S |
| 8. ENGR. REY L. NEO | - | Member, TWG-G&S |
| 9. MR. DANILO TAM | - | Member, TWG-G&S |
| 10. MS. LESLIE B. CAÑAFRANCA | - | Member, TWG-G&S |
| 11. MS. ELNORA A. VELASCO | - | Head, COBAC Secretariat |
| 12. MS. DORIS G. LABOG | - | Member, COBAC Secretariat |
| 13. MS. IRISH M. COMPONION | - | Member, COBAC Secretariat |
| 14. MR. ROLDAN P. PINEDA | - | Member, COBAC Secretariat |
| 15. MS. MURIEL T. AUTENCIO | - | Member, COBAC Secretariat |
| 16. MS. LAURENE ASHLEY S. QUIROS | - | Member, COBAC Secretariat |
| 17. MS. FAE LOISE M. SALOSAGCOL | - | Member, COBAC Secretariat |
| 18. MS. FAYE MICHELLE B. MARAGGUN | - | Member, COBAC Secretariat |
| 19. MR. JUSTINE S. OCHOA | - | Member, COBAC Secretariat |
| 20. MS. MARY JOY I. PEDRERO | - | Member, COBAC Secretariat |
| 21. MS. GEMZI JANZ A. DIMACISIL | - | Member, COBAC Secretariat |
| 22. MS. ROSALINDA ILAYA | - | End User, CMGP |
| 23. MS. KAT BELTAJAR | - | End User, CMGP |

BIDDER/S:

1. COLOR1 DIGITAL, INC. -represented by Ms. Sarah De Jesus
2. COVER AND PAGES, INC. -represented by Mr. Leander S. Zayas

I. CALL TO ORDER

Attorney Jena J. Javarez, Vice Chairperson of the Central Office Bids and Awards Committee (COBAC), called the meeting to order at 1:48 in the afternoon upon confirmation from the COBAC Secretariat that there was a quorum to proceed with the Pre-Bidding Conference for the Procurement of Printing Services for CMGP Omnibus of Manuals.

II. AGENDA:

Pre-Bidding Conference for the Pre-Bidding Conference for the Procurement of Printing Services for CMGP Omnibus of Manuals with an Approved Budget for the Contract (ABC) of Two Million Seventy-Five Thousand Eight Hundred Pesos and Eighty-Six Centavos (Php 2,075,800.86)

III. BUSINESS MATTERS:

Atty. Javarez acknowledged the presence of the COBAC Members, Technical Working Group for Goods and Services (TWG-G&S) Members, COBAC Secretariat, End user Representatives from the CMGP, OPDS and prospective bidders.

Mr. Roldan P. Pineda, Member of the COBAC Secretariat, discussed to the Body the protocol to be observed during COBAC online meetings. He then asked Ms. Laurene Ashley S. Quiros, another Member of the COBAC Secretariat, to discuss the reminders to bidders for the said project.

Ms. Quiros discussed the details of the item to be bid, new guidelines being implemented by the COBAC in the conduct of public bidding proceedings brought about by the COVID-19 pandemic, eligibility, technical and financial requirements to be submitted by the bidders, and other pertinent reminders.

After the presentation of Ms. Quiros, Atty. Javarez asked the prospective bidders if they have questions about the procurement project.

Ms. Sarah de Jesus, Representative of Color1 Digital, Inc., asked if the four (4) books indicated in the technical specifications will be inserted into one (1) slipcase. She also asked the binding type of the manuals.

Ms. Rosalinda Ilaya, End User Representative from the CMGP, OPDS, answered that the four books will be inserted into 1 slipcase and the binding type for the manual is perfect binding as indicated in page 36 of the Bid Document.

Mr. Leandre S. Zayas, Representative of Cover and Pages, Inc., asked the material for the cover of the manual. He mentioned that C2S Satin Finish 120gsm is thin for the manuals. He then suggested to amend it to C2S Satin Finish 160gsm, which is more durable and beneficial to the End user with no additional cost.

Ms. Kat Beltejar, another End user Representative, mentioned that she is amenable with the said suggestion.

Atty. Javarez asked the other bidder if they can comply with the said amendment without additional cost.

Ms. De Jesus answered that they can comply with the amendment without additional cost.

Dir. Vivian P. Suansing, another Member of the COBAC, moved to adopt the amendment on the materials to be used for the cover of the manual. The motion was duly seconded by Dir. Sara Jane M. Cerezo, another Member of the COBAC.

Atty. Javarez carried the motion and instructed the COBAC Secretariat to prepare the necessary Bid Bulletin. She asked the Body for further questions.

Hearing none, Dir. Dennis Villaseñor, an Alternate Member of the COBAC, moved to terminate the Pre-Bidding Conference for the Procurement of Printing Services for CMGP Omnibus Manuals. It was seconded by Dir. Suansing.

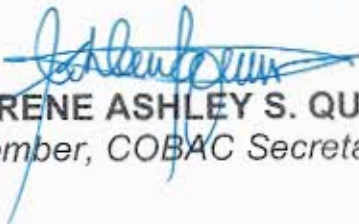
Atty. Javarez carried the motion and reminded the prospective bidders about the date of the submission and opening of bids, and thanked everyone for attending the video conference.

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IV. ADJOURNMENT:

Having no other business to discuss, the Body adjourned the meeting at 2:15 in the afternoon.

Prepared by:


LAURENE ASHLEY S. QUIROS
Member, COBAC Secretariat

Noted by:


ELNORA A. VELASCO
Head, COBAC Secretariat


ATTY. JENA J. JAVAREZ
Vice Chairperson, COBAC

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27th Floor, DilG-NAPOLCOM Center
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