



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.gov.ph>

| Document Code      |           |        |
|--------------------|-----------|--------|
| FM-QP-AS-GSD-05-06 |           |        |
| Rev. No.           | Eff. Date | Page   |
| 00                 | 10.01.15  | 1 of 3 |

## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE (COBAC)

### MINUTES OF THE MEETING

Pre-Bidding Conference for the Procurement of Tools and Software (Lot 1 -3)

November 29, 2018 – 3:30 p.m.

27<sup>th</sup> Floor, DILG-NAPOLCOM Center

#### PRESENT:

- |                                       |   |                               |
|---------------------------------------|---|-------------------------------|
| 1. ATTY. JENA J. JAVAREZ              | - | Vice Chairperson, COBAC       |
| 2. DIR. LOIDA S. LINSON               | - | Member, COBAC                 |
| 3. DIR. VIVIAN P. SUANSING            | - | Member, COBAC                 |
| 4. ATTY. CYNTHIA L. PULIDO            | - | Member, COBAC                 |
| 5. ATTY. GINA V. WENCESLAO            | - | Head, TWG-G&S                 |
| 6. MS. BEATRIZ Z. 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. CARINA S. CRUZ, DPA           | - | Member, BAC Secretariat       |
| 11. MS. LESLIE B. CAÑAFRANCA          | - | Member, BAC Secretariat       |
| 12. MS. DORIS G. LABOG                | - | Member, BAC Secretariat       |
| 13. MR. ROLDAN P. PINEDA              | - | Member, BAC Secretariat       |
| 14. MS. MURIEL T. AUTENCIO            | - | Member, BAC Secretariat       |
| 15. MS. IRISH M. COMPONION            | - | Member, BAC Secretariat       |
| 16. MS. LAURENE ASHLEY S. QUIROS      | - | Member, BAC Secretariat       |
| 17. MS. FAE LOISE M. SALOSAGCOL       | - | Member, BAC Secretariat       |
| 18. MS. MARY JOY PEDRERO              | - | Member, BAC Secretariat       |
| 19. MS. FAYE MICHELLE B. MARAGGUN     | - | J.O., BAC Secretariat Section |
| 20. MR. RALPH JOSEPH O. REGALA        | - | End User (ISTMS)              |
| 21. MS. TERESITA C. MORALES           | - | End User (ISTMS)              |
| 22. MR. RONALD ALLAN C. MUZARES       | - | End User (ISTMS)              |

#### I. CALL TO ORDER

Atty. Jena J. Javarez, Vice-Chairperson of the Central Office Bids and Awards Committee (COBAC), called the meeting to order at 4:00 in the afternoon upon confirmation from the Bids and Awards Committee (BAC) Secretariat that there was a quorum to proceed with the Pre-Bidding Conference for the Procurement Tools and Software (Lot 1-3).

**II. AGENDA:**

Pre-Bidding Conference for the Procurement of Tools and Software for the Information Systems and Technology Management Service (ISTMS), with the following details:

| <b>Lot No.</b> | <b>Item Description</b>        | <b>Approved Budget for the Contract (ABC)</b> |
|----------------|--------------------------------|---|
| 1              | Mobile Access Software License | Php 699,782.50                                |
| 2              | IDE Environment Software       | Php 120,000.00                                |
| 3              | Project Management Software    | Php 135,000.00                                |
|                |                                | <b>Php 954,782.50</b>                         |

**III. BUSINESS MATTERS:**

Atty. Javarez acknowledged the presence of the COBAC Members, Technical Working Group (TWG), BAC Secretariat, and representative from the end user unit, ISTMS.

Ms. Carina Cruz, Member of the BAC Secretariat, announced that no bidder is present for the Pre-Bidding Conference for the Procurement of Tools and Software (Lot 1-3). She said that if no bids are received during the Opening of Bids on December 12, 2018, the BAC shall declare the bidding a failure. She added that the fund allotted for the project is valid until December 31, 2018 only. She suggested that in order to procure the items within this year, the BAC can resort to alternative mode of procurement since the ABC is within the allowable threshold for Negotiated Procurement - Small Value Procurement (SVP).


Dir. Loida Linson, Member of the COBAC, moved to adopt the suggestion of Ms. Cruz. The motion was seconded by Dir. Vivian Suansing, Member of the COBAC. Atty. Javarez carried the motion to resort to Negotiated Procurement –SVP in case there will be a failure of bidding for the Procurement of Tools and Software (Lot 1-3).

| Document Code             |           |        |
|---------------------------|-----------|--------|
| <b>FM-QP-AS-GSD-05-06</b> |           |        |
| Rev. No.                  | Eff. Date | Page   |
| 00                        | 10.01.15  | 3 of 3 |

**IV. ADJOURNMENT:**

Having no other business to discuss, the Body adjourned the meeting at 4:05 in the afternoon.

Prepared by:

  
**DORIS G. LABOG**  
Member, COBAC Secretariat

Noted by:

  
**Elnora A. VELASCO**  
Head, COBAC Secretariat

  
**ATTY. JENA J. JAVAREZ**  
Vice Chairperson, COBAC