



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
GSIS Headquarters, Financial Center, Pasay City

MINUTES OF PRE-BID CONFERENCE

GBAC Conference Room, Level 2, GSIS Headquarters Building
03 October 2019, 1:30 PM

Project Name : Six (6) Units Mini Buses for the GSIS Shuttle Service

ABC : Php21,000,000.00

Present were:

GSIS BIDS AND AWARDS COMMITTEE (GOODS & SERVICES AND CONSULTANCY – CLUSTER 2)

VP Jonathan C. Pineda	Vice-Chairperson
Mgr. Jesus V. Beringuela, Jr.	Member
Atty. Alexei P. Cardenas	Member
Mgr. Glenn Vladimir C. Valmores	Member

END USER/TWG

Mr. Luis G. Apo	EUU-BMD
Engr. Divina D. Apolar	EUU-BMD
Engr. Louis Dexter V. Cruz	EUU-BMD
Mr. Dexter P. Columna	TWG Member

OBSERVER

Ms. Jocelyn G. Garcia	IASO
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(Note: Notice of Meeting was sent to Internal Audit Services Office, Commission of Audit, Department of Trade and Industry, Philippine Chamber of Commerce and Industry and the Makati Business.)

GBAC SECRETARIAT

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Michael S. Mercado	Member

BIDDERS

Mr. Alfred Manuzon	Golden Asia Automotive Builders, Inc. Prince Motor Corp.
Ms. Joanna May Valdez	
Mr. Ralph Ryan Pagtama	
Mr. Alfonso G. Ong	Hino Motors Phils. Corp.
Ms. Sheryl B. London	Isuzu Pasig
Mr. Jaycee Roxas	Cross Country Motors Inc.
Ms. Michelle Lapidez	Durabuilt Motors Inc.

The Pre-Bid Conference for the project **procurement of Six (6) Units Mini Buses for the GSIS Shuttle Service**, with an ABC of Twenty One Million Pesos (Php21,000,000.00) was held on 03 October 2019 at 1:30 PM and was presided by VP Jonathan C. Pineda, Vice-Chairperson, GSIS Bids and Awards Committee for Goods, Services and Consultancy, Cluster II (GBAC).

I. Business Matters:

1. Discussion on the Eligibility, Technical and Financial components of the Bid as well as Post-Qualification documents;
2. Discussion on the Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the Project; and
3. Presentation on proper sealing and marking of bids in accordance with the Instructions to Bidders of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

II. Discussions

- The Chairperson called the meeting to order after the GBAC Secretariat (Secretariat) noted the presence of a quorum.

Interested Bidders

- There were six (6) interested bidders present, namely: 1) Golden Asia Automotive Builders, Inc./ KING LONG (GAABI); 2) Prince Motor Corp./HYUNDAI (PMC); 3) Hino Motors Phils. Corp./HINO (HMPC); 4) Isuzu Pasig/ISUZU (ISUZU); 5) Cross Country Motors Inc./GOLDEN DRAGON (CCMI);and 6) Durabuilt Motors Inc./ZHONGTONG (DMI). For the record, none of the bidders had purchased the Bidding Documents (BDS).
- Pursuant to the Section 22.3 of the 2016 Revised IRR of RA 9184, “The Pre-Bid Conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the interested bidders and is open to interested bidders”. Hence, the GBAC allowed all bidders to raise questions regarding the project.
- It was stressed that it is the bidders’ responsibility to carefully examine the BDS. The Procuring Entity (PE) shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the PE. It is also the responsibility of the bidders to inquire or secure Supplemental/Bid Bulletin(s).

Presentation of the Eligibility/Technical and Financial components of the Bid as well as Post-Qualification documents

- The Secretariat presented the checklist of requirements and discussed every requirement comprising the technical and financial components of the bid.
- Thereafter, the Secretariat presented the checklist of the required post-qualification documents for the project that must be submitted within five (5) calendar days from receipt of notice from the GBAC that the bidder has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB).

Presentation of the Schedule of Requirements and Technical Specifications of the Project, Schedule of Submission and Opening of Bids

- The End-User Unit (EUU) presented the Schedule of Requirements and the Technical Specifications.
- The following are the clarifications which will be discussed by the EUU and a Bid Bulletin will be issued for any amendments for the information of all interested bidders:
 - a) Delivery of Goods/Services, be revised from 90 calendar days to 120 calendar days;
 - b) To consider Minimum displacement of 3,900cc instead of 4,000cc displacement;
 - c) Minimum output of 130HP instead of Maximum 135HP @ 3,000rpm;
 - d) Minimum torque of 350Nm @ 1,600rpm instead of Maximum torque of 350Nm @ 1,600rpm;
 - e) Seating capacity of 29-seater (1 × 2 seating arrangement facing forward), to clarify whether with or without jump seat;
 - f) Drive Train (4 x 2) to Drive Train (4 x 2) Six (6) wheeler;
 - g) Tires with a minimum of R16 to R17.5;
 - h) Air-conditioning system to be roof mounted or ceiling mounted;
 - i) Folding Type Electro-Pneumatic Control Service Door to a Swing-in or swing-out Service Door;
 - j) Sliding or Fixed side window;
 - k) Digital wall clock above the rearview mirror or other location which must be visible for all passengers.
 - l) Warranty and after-sales service requirements: Any defects shall be corrected during the warranty period and the response time shall be within twenty four (24) hours upon the receipt of the notification from the GSIS authorized representative.
- The following are the agreements:
 - a) 20% discount on parts and services on PMS within warranty period;
 - b) Three (3) Years LTO Registration (red plate) to Three (3) Years LTO Registration (OR and CR) as Government Vehicle;
 - c) Warranty and after-sales service requirements: Any defects shall be corrected during the warranty period and the response time shall be within **twenty four (24) hours** upon the receipt of the notification from the GSIS authorized representative.
 - d) As part of Post-Qualification Documents, the Bidder should submit the following:
 1. Certificate that the Bidder is a Manufacturer or authorized Dealer/Distributor/Reseller of the vehicles to be supplied;
 2. Certificate on the availability of parts and Service Center within Metro Manila;
- Interested bidders were reminded of the following:

- a) After the Pre-Bid Conference, bidders who purchased the BDS can still send additional queries addressed to the GBAC through the GBAC Secretariat through facsimile or email until Monday, 07 October 2019.

Any amendment to the Bidding Documents will be done through the issuance of Bid Bulletin which will be posted in the PhilGeps and GSIS Websites.

- b) Submission of bid proposals shall be on/or before 15 October 2019 not later than 9:30 AM. Opening of bids shall follow at 10:00AM. Late bids shall not be accepted.
- c) After the opening of bids, GBAC Cluster II through its Technical Working Group (TWG) will conduct a detailed evaluation of the financial bids of eligible bidders to determine and declare the Lowest Calculated Bid (LCB) or the Single Calculated Bid (SCB). Bidder with the LCB/SCB will be notified to submit post-qualification documents.

Presentation on proper marking, labeling and sealing of bids in accordance with the Instructions to Bidders of the Bidding Documents and GSIS No Gift & Solicitation Policy

- The proper sealing and marking of bid envelopes was presented to the interested bidders.

While Section 25.9 of the 2016 Revised RIRR allowed that bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, the GBAC encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals and to prevent pre-mature opening of the bidders proposal.

The Secretariat clarified that unsealed or unmarked bid envelopes shall be rejected. The BAC shall not assume no responsibility for the misplacement of the content of improperly sealed or improperly marked bid or for its premature opening.

- Lastly, the GBAC Secretariat emphasized the full compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The public/bidders were warned not give to unscrupulous individuals and groups posing as officers of the GSIS soliciting money for alleged aid for whatever purpose. The cooperation of the public was enjoined to report these individuals to the GSIS through the Office of the President and General Manager and the GBAC Secretariat.

There being no other matters to discuss, the meeting was adjourned.

Prepared by:
(Original Signed)
MICHAEL S. MERCADO
Member, GBAC Secretariat

Reviewed by:
(Original Signed)
VIRGINIA J. NICOLAS
Senior Project Coordinator

Certified Correct:

(Original Signed)
VP JONATHAN C. PINEDA
*Vice-Chairperson, GBAC for Goods,
Services & Consultancy (Cluster 2)*

Date Signed: _____