



MINUTES OF PRE-BID CONFERENCE

28 October 2019

GBAC Conference Room, Level 2, Core G
GSIS Headquarters Building, Pasay City

Project Name: **Preventive Maintenance of Fire Detection and Alarm System**

ABC: **Php4,140,000.00**

Present were:

GSIS BIDS AND AWARDS COMMITTEE (GOODS & SERVICES AND CONSULTANCY – CLUSTER 1)

SVP Severina L. Resurreccion	Chairperson
Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Armenia N. Salvanera	Member

END-USER UNIT/TWG

Engr. Christian R. Guhit	BMD, EUU
Atty. Cristina V. Astudillo	TWG, Head
Ms. Josephine P. Destrito	TWG, Member

OBSERVER

Ms. Ma. Lena Lucia D. Vergara	Internal Audit Services Office (IASO)
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Note: Notices of Meeting were sent to Commission on Audit, Department of Trade and Industry, Philippine Chamber of Commerce and Industry and the Makati Business Club.

GBAC SECRETARIAT

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Jose F. Ycay IV	Project Coordinator
Mr. Michael S. Mercado	Member
Ms. Pauline Marie Princess L. Begosa	Member

INTERESTED BIDDERS

Mr. Jessnar Macasaet	Asisi Systems Corp.
Mr. Jersson Quimno	Innovalite, Inc.
Mr. Lito Estrada	Innovalite, Inc.

The Pre-Bid Conference for the project *Preventive Maintenance of Fire Detection and Alarm System* with an Approved Budget for the Contract (ABC) of **Four Million One Hundred Forty Thousand Pesos (Php4,140,000.00)** was called to order at 11:00AM of 28 October 2019 and was presided by SVP Severina L. Resurreccion, Chairperson, GBAC for Goods, Services and Consultancy (GBAC) – Cluster 1.

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 marking, labeling and sealing of bids in accordance with the *Instructions to Bidders* of the Bidding Documents and GSIS “No Gift Policy”.

II. Discussion

The GBAC Secretariat noted that there is a quorum to proceed with the business and acknowledged the members of GBAC-Cluster 1 and the Technical Working Group, the End-User Unit representatives and the observer from IASO.

Interested Bidders

1. There were two (2) interested bidders present, Asisi Systems Corp. and Innovalite, Inc. To date, no bidder has purchased the Bidding Documents for the project.
2. Pursuant to 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 prospective bidders and is open to prospective bidders”. Hence, all interested bidders were allowed to raise their clarifications even if they have not purchased the Bidding Documents.

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

1. The GBAC Secretariat presented the checklist of requirements and discussed every requirement comprising the eligibility/technical and financial components of the bid.
2. 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 or Single Calculated Bid.

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

1. The EEU and Secretariat discussed the Payment Terms, Schedule of Requirements and the Technical Specifications of the project.
2. Based on the discussions during the Pre-Bid Conference, following is the revision to the Bidding Documents:
 - Section III. Bid Data Sheet, ITB Clause 29.2 Post-Qualification Documents – inclusion of the requirement to submit a Notarized certification issued by the Manufacturer or its authorized dealer to guarantee the units supplied for a period of one (1) year from acceptance by the GSIS. The same shall cover full parts and labor.

All amendments to the Bidding Documents and responses to the interested bidders' queries shall be issued through a Bid Bulletin which will be posted in the PhilGEPS and GSIS websites and in GSIS bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Opening of Bids.

3. The interested bidders were reminded of the following:
 - a) Submission of written queries shall be until Friday, 06 April 2018. Responses to inquiries shall be contained in a Bid Bulletin.
 - b) Submission of Bids shall be no later than 10:30AM of 11 November 2019. Opening of Bids shall follow at 11:00AM of the same day. Late bids shall not be accepted.
 - c) After the opening of bids, GBAC-Cluster 1 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). Only the bidder with the LCB or 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

- A visual presentation on the proper sealing and marking of bid envelopes was presented to the prospective bidder. While Section 25.9 of the 2016 Revised RIRR of RA 9184 allowed that bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, the GBAC-Cluster 1 encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals.
- 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.

Prepared by:

(Original Signed)
PAULINE MARIE PRINCESS L. BEGOSA
Member, GBAC Secretariat

Reviewed by:

(Original Signed)
JOSE F. YCAY IV
Project Coordinator, GBAC Secretariat

Certified Correct:

(Original Signed)
SVP SEVERINA L. RESURRECCION
*Chairperson, GBAC for Goods
and Services and Consultancy - Cluster 1*