



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM

GSIS Building, Financial Center, Pasay City, Metro Manila 1308

Ref. No: 2020-065-2 prebid

MINUTES OF PRE-BID CONFERENCE

GBAC Conference Room, GSIS Headquarters Building

07 November 2019

Project Name: PRINTING OF BROCHURES

ABC: Php7,500,000.00

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
Dr. Glenn Vladimir C. Valmores	Member
Atty. Alexei P. Cardenas	Member

END USER UNIT (EUU)

Ms. Christine Ira P. Buado-Patag	Corporate Affairs Department (CAD)
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TECHNICAL WORKING GROUP (TWG)

Mr. Dexter B. Columna	Member
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OBSERVERS

Mr. Patrick Gene B. Dahipon	Internal Audit Services Office
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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, Philippine International Trading Corporation, Philippine Constructors Association, Inc., and the GSIS Internal Audit Services Office.

GBAC SECRETARIAT

Ms. Rosanna T. Andal	Member
Ms. Yanilyn V. Admirable	Member

BIDDERS

Ms. Rachel Meneses	Transprint Corp. (TC)
Mr. Santi S. Ranara	Color 1 Digital Inc. (CDI)
Ms. Emele Balledo	Color 1 Digital Inc. (CDI)
Ms. Melanie F. Fernando	Cover and Pages Corp. (CPC)
Mr. Primo Christian Apolinar IV	Lexmedia Digital Corp. (LDC)
Ms. Evelyn E. Tapic	Aris Printhus, Inc. (API)
Mr. Don Brinzuela	Book Media Press (BMP)

The Pre-Bid Conference for the *Printing of Brochures*; with an ABC of Php7,500,000.00 was held on 07 November 2019 at 11:00 AM and presided upon by VP Jonathan C. Pineda, Vice Chairperson, GBAC for Goods, Services and Consultancy – Cluster 2 (GBAC).

A. Business Matters

1. Call to order and declaration of a quorum
2. Discussion of Eligibility and Technical; Financial Components and Post-Qualification Requirements
3. Discussion of Schedule of Requirements and Technical Specifications
4. Procurement Schedule

B. Introduction of Prospective Bidders

GBAC Secretariat acknowledged the presence of the following prospective bidders:

- a. Transprint Corp. (TC)
- b. Color 1 Digital Inc. (CDI)
- c. Cover and Pages Corp. (CPC)
- d. Lexmedia Digital Corp. (LDC)
- e. Aris Printhus, Inc. (API)
- f. Book Media Press (BMP)

C. Discussion

1. The following matters were discussed:
 - a. Eligibility, Technical and Financial Documents to be submitted during the Submission and Opening of Bids;
 - b. Post-Qualification Documents;
 - c. Schedule of Requirements and Technical Specifications;
 - d. Proper sealing and marking of bids; and
 - e. GSIS' "No Solicitation and Gift Policy"

2. An inconsistency was discovered, between the requirements for Single Largest Completed Contract (SLCC) as stated in *Section III. Bid Data Sheet (BDS)* and the *Checklist of Requirements*, in the bidding documents. The BDS states, "xxx... Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least **fifty percent (50%)** of the ABC for this Project" while the Checklist of Requirements states, "xxx... should be equivalent to at least twenty-five percent (25%) of the ABC of the Project". The body was informed that a Bid Bulletin will be issued to clarify this inconsistency.

Interested Party's Query / Comment	GBAC/ EUU Response
3. API explained that they have a completed project with title, Various IEC (Information, Education and Communication) Materials which constitutes the supply of brochures, leaflets, posters, manuals. API wanted to know	GBAC stated that the similar completed project was already defined to be the printing of brochures, pamphlets, booklets, catalogues, handbooks and manuals. Noting that the definition of a similar

Interested Party's Query / Comment	GBAC/ EEU Response
<p>whether this is acceptable for SLCC.</p>	<p>project used the conjunction, AND, GBAC asked the EEU what the original intent for stating the definition was. The EEU replied that they meant any of the following: brochures, pamphlets, booklets, handbooks or manuals.</p> <p>The similar publications were already identified by the EEU and that as long as the amount of the similar printed material and date of completion, meets the requirement, it is acceptable.</p>
<p>4. LDC commented that it observed that the similar information materials, i.e. brochures, pamphlets, booklets, catalogues, handbooks and manuals, are mostly printed using offset printing.</p> <p>LDC further explained that they have an ongoing contract for printing of calendars and they wanted to know whether this could be considered for similar projects.</p>	<p>GBAC made clear that ultimately the listed information materials are not based on a certain type of printing, e.g. offset printing but were enumerated because of its similarity to the expected output, brochures.</p> <p>Having completed a project similar to the project being bid out is the EEU's main concern. Thus, any printable materials not listed are not acceptable as SLCC.</p> <p>GBAC also reminded LDC that ongoing contracts may not be listed as part of the SLCC.</p>
<p>5. Referring to Section VI. Schedule of Requirements, CDI asked whether delivery of 88,000 brochures per week is required or whether it is possible to deliver brochures, as completed.</p> <p>API and CPC agreed that a more reasonable timetable for 88,000 brochures, would be 10-14 days.</p>	<p>EEU informed the interested parties that 88,000 brochures per week, as stated in the Schedule of Requirements, is the required quantity per delivery.</p> <p>However, the EEU gathered insights from the interested parties present and discovered that only 2 out of 6 interested parties, TC and BMP, will be able to comply with the delivery schedule.</p> <p>Taking into consideration, comments and reactions of the interested parties present, EEU will determine whether to modify the delivery schedule. Any modifications will be issued as part of a Bid Bulletin.</p>

Interested Party's Query / Comment	GBAC/ EEU Response
6. CDI noticed that approval of color proof was required in every delivery and clarified this.	EUU clarified that submission and approval of color proof by the Vice President is expected prior first week delivery only .
7. Referring to Item 5 of Section VII. Technical Specifications, where paper is described as: Paper: C2S 100 API asked if the 100 refers to 100 gsm or 100 lbs.	EUU informed the body that this clarification will be included in a Bid Bulletin.

D. Procurement Schedule

GBAC Secretariat reminded all attendees of the following dates:

1. Submission of Bids shall be no later than 9:30 AM on 21 November 2019
2. Opening of Bids shall be at 10:00 AM on 21 November 2019
3. GBAC Secretariat informed the body that after purchase of Bidding Documents, prospective bidders have until 11 November 2019 to submit written queries to GBAC Secretariat. Responses to inquiries shall be contained in a Bid Bulletin, where applicable.

The meeting adjourned at 12:00 PM.

Prepared by:

(Sgd.) YANILYN V. ADMIRABLE
Member, GBAC Secretariat

(Sgd.) ROSANNA T. ANDAL
Member, GBAC Secretariat

Certified Correct:

(Sgd.) VP JONATHAN C. PINEDA
Vice Chairperson
GBAC for Goods, Services and Consultancy–Cluster 2