



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
7 November 2019, 10:00 AM

Project Name : Janitorial Services for GSIS Luzon Branch Offices (Multi-year Contract)

ABC : Php57,704,000.00

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. Mercedita Irene D. Tayag	Member

END USER/TWG

Mr. Melquiades R. Alonzo	OVP-EUU
Atty. Cristina V. Astudillo	TWG-Head
Ms. Josephine P. Destrito	TWG-Member

OBSERVER

(Note: Notice of Meeting was also sent to the Department of Trade and Industry, Commission on Audit, Philippine Chamber of Commerce and Industry, and the Philippine International Trading Corporation. However, no representative from the said entities attended the meeting.)

GBAC SECRETARIAT

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Michael S. Mercado	Members
Ms. Pauline Marie Princess L. Begosa	Members

PROSPECTIVE BIDDERS

Mr. Cyril Prodigio	Telefonika
Mr. Marvin Madayag	Mckleene Premium Products Inc.
Ms. Maria Isabel Reyes } Mr. Juancho Cansancio }	SSP Manpower Services
Mr. Jose M. Mabalot	Manila Allied Management Services Cooperative

The Pre-Bid Conference for the project, Janitorial Services for *GSIS Luzon Branch Offices (Multiyear Contract)*, with an Approved Budget for the Contract (ABC) **Fifty Seven Million Seven Hundred Four Thousand Pesos (Php57,704,000.00) for thirty six (36) months** was held on 07 November 2019 and was presided by SVP Severina L. Resurreccion, Chairperson, GBAC for Goods & Services and Consultancy, Cluster 1 (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) Power Point Presentation on proper marking, labeling and sealing of bids in accordance with the *Instructions to Bidders* of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

II. Discussions

- The GBAC Secretariat (Secretariat) noted that there is a quorum to proceed with the business and acknowledged the members of GBAC, Technical Working Group (TWG), Observer and End-User Unit (EUU) representatives.

Prospective Bidders

- There were four (4) interested bidders present, namely: 1) Telefonika; 2) Mckleene Premium Products Inc. (MPPI); 3) SSP Manpower Services (SSP); and, 4) Manila Allied Management Services Cooperative (MAMSC). None of the interested bidders had purchased the bidding documents (BDS) for the project.
- 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 prospective bidders and is open to all prospective bidders”. Hence, the GBAC allowed all bidders to raise clarifications regarding the project. However, after the Pre-Bid Conference, the GBAC will only entertain questions from prospective bidders that already purchased the bidding documents.

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 eligibility/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 the Single Calculated Bid (SCB).

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

- The EUU presented the Schedule of Requirements, Technical Specifications and Terms of Payment.

- The following are the clarifications/agreements:
 - a) Since the project is divided into two (2) lots: Lot 1 – North Luzon Office; Lot 2 – South Luzon Office; Bidders who will bid for both lots should consider the Total ABC for both lots in computing for the Net Financial Contracting Capacity.

LOT	GSIS BRANCH AND EXTENSION OFFICES	ABC (In Php)
1	North Luzon Office	35,140,000.00
2	South Luzon Office	22,564,000.00
	TOTAL	57,704,000.00

- b) With regard to the Single Largest Similar Contract, compliant of a completed project for Lot 1 can also be used for Lot 2.
 - c) The EUU representative clarified that the requirement of revolving fund of Five Thousand Pesos (Php5,000.00) per branch will be used for emergency situations concerning janitors.
 - d) The monthly cost per janitor should include the following:
 1. Basic Pay
 2. 13th Month Pay
 3. Five-Day Service Incentive Leave
 4. COLA
 5. SSS Premium
 6. PhilHealth Contribution
 7. Employees Compensation
 8. Pag-Ibig Contribution
 9. Administrative Cost as prescribed by law
 10. Value Added Tax based on Total Contract Cost
 - e) For purposes of computation, one Month is equal to 26.083 days and based on wage rate issued and effective at the time of Posting of ITB on 31 October 2019.
 - f) Computation of SSS Premiums and Service Incentive Leaves should include the Cost of Living Allowance (COLA).
 - g) The detailed computation for each Branch Offices should be attached to the Itemized Bid Form. Computation of Financial Bid should be up to two (2) decimal places only.
 - h) The Vice Chairperson stressed that following the standard computations, Financial Bids of Service Providers will likely be the same and will be subjected to tie-breaking after post-qualification evaluation.
 - i) In case of tie, in accordance with GPPB Circular 06-2005, the GSIS adopts the use of “draw lots” as a tie-breaking method in the event two or more of the bidders have been declared as having the Lowest Calculated Responsive Bid (LCRB).
- A Bid Bulletin shall be issued in reply to queries that were not settled/agreed during the pre-bid conference.

- Interested bidders were reminded of the following:
 - a) Submission of additional written queries shall be until Monday, 11 November 2019.
 - b) Submission of bid proposals shall be on/or before 19 November 2019 not later than 12:00 NN. Opening of bids shall follow at 1:30PM. Late bids shall be rejected.
 - c) After the opening of bids, GBAC through the TWG will conduct a detailed evaluation of the financial bids to determine the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB). Bidder with the LCB/SCB will be notified to submit post-qualification documents specified in the BDS.

Power Point 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 envelope was presented to the interested bidder.

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.

- The GBAC stressed that it is the bidders responsibility to have taken all necessary steps to carefully examine the BDS. GSIS shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the GSIS. It is also the responsibility of the bidders to inquire or secure supplemental of bid bulletins.
- Lastly, the GBAC Secretariat emphasized the full compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The public/bidders were warned not to 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.

Having no other matters to discuss, the pre-bid conference was adjourned.

Prepared by:

(Original Signed)
MICHAEL S. MERCADO
 Member

Reviewed by:

(Original Signed)
VIRGINIA J. NICOLAS
 Senior Project Coordinator

Certified Correct:

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

Date Signed: _____