



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
22 November 2019, 10:00 AM

Project Name : **Horizontal Digital Kiosk**

ABC **:** **Php 10,000,000.00**

Present were:

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

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

Engr. Christian R. Guhit	EUU-BMD
Mr. Dexter P. Columna	TWG Member

OBSERVER

Ms. Ma. Lena Lucia D. Vergara	IASO
-------------------------------	------

(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. Harold Dwight Kwan	Innovation International Corporation
Mr. Mark Anthony Llagas	American Technologies, Inc.
Mr. Erick Tuasy	NTEK
Mr. Darwin B. David	EVI Distribution Phils.
Mr. Oliver Omogad	RIMPORT
Mr. Gerald Importante	
Mr. Noel Pineda	The Brian Computer Corp.
Ms. Mary Grace Puno	Tekzone Computer Sales and Services
Mr. Darwin Non	Inc.
Mr. Mateo Rances	Mediacast Digital Group

The Pre-Bid Conference for the project of **Horizontal Digital Kiosk**, with an ABC of Ten Million Pesos (Php10,000,000.00), was held on 22 November 2019 at 10:00 AM 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 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.

Interested Bidders

- There were eight (8) interested bidders present, namely: 1) Inewvation International Corporation (IIC); 2) American Technologies, Inc. (ATI); 3) NTEK; 4) EVI Distribution Phils. (EVI) 5) RIMPORT; 6) The Brian Computer Corp. (TBCC); 7) Tekzone Computer Sales and Services, Inc. (TCSSI); and 8) Mediacast Digital Group (MDG). 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 interested bidders and is open to interested bidders”. Hence, the GBAC allowed all bidders to raise questions regarding the project.

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.
- As regards to the Single Largest Completed Contract (SLCC), it was clarified that

Large format display is considered similar project as it is classified as Audio/Visual Equipment.

- Since the units will be deployed in the Branch Offices, the EEU should include in the Technical Specifications the turn around time for the required service or replacement of unserviceable equipment.
- The following are queries/clarifications which will be subjected to a Bid Bulletin:

FROM	TO
<p>A. Features:</p> <ol style="list-style-type: none"> 1. Support 1080P Resolution content file 2. RJ45 and wireless internet access 3. Supported video format: <ol style="list-style-type: none"> a. MPEG-4/MPEG2 b. H.264/H.263 c. VC-1 d. DivX 4. Supported Audio format: <ol style="list-style-type: none"> a. MP3 b. WMA 5. Supported Picture format: <ol style="list-style-type: none"> a. JPEG b. PNG c. BMP 6. Supported Text format: <ol style="list-style-type: none"> a. TXT b. XML 7. SD card and U disk up to 32GB storage 8. Fixed IP, DHCP or Domain network configuration 9. Support Information Publishing System 10. All units shall be supplied with a 500VA UPS <p>B. Specifications:</p> <ol style="list-style-type: none"> 1. TFT-LCD Display 2. 55 inches Panel Size 3. 16:9 Display Ratio 4. 1920 x 1080 Screen Resolution 5. Windows 7 Operating System or later 6. 4GB RAM 7. Interface: <ol style="list-style-type: none"> a. 1-HDMI b. 1-VGA c. 1-USB3.0 d. 1-USB2.0 e. RJ45 8. 230Volts, 60Hz 9. Stand for horizontal and inclined position of the Display Panel 	<p>A. Features:</p> <ol style="list-style-type: none"> 1. Support 1080P Resolution content file 2. RJ45 and wireless internet access 3. Supported video format: <ol style="list-style-type: none"> a. MPEG-4/MPEG2 b. H.264/H.263 c. VC-1 d. DivX 4. Supported Audio format: <ol style="list-style-type: none"> a. MP3 b. WMA 5. Supported Picture format: <ol style="list-style-type: none"> a. JPEG b. PNG c. BMP 6. Supported Text format: <ol style="list-style-type: none"> a. TXT b. XML <p>B. Specifications:</p> <ol style="list-style-type: none"> 1. FT-LCD Display 2. 55 inches Panel Size 3. 16:9 Display Ratio 4. 1920 x 1080 Screen Resolution 5. Windows 10 Operating System or latest 6. 4GB RAM 7. Interface: <ol style="list-style-type: none"> a. 1-HDMI b. 1-VGA c. 1-USB3.0 d. 1-USB2.0 e. RJ45 8. 230Volts, 60Hz 9. Stand for horizontal and inclined position of the Display Panel 10. SD card and U disk up to 32GB storage (EEU to re-evaluate if the requirement will be change to SSD 128) 11. Fixed IP, DHCP or Domain network configuration 12. Support Information Publishing System 13. All units shall be supplied with a minimum 500VA UPS

<p>Post Qualification Documents</p> <p>1. Latest Income Tax Return (for monthly or quarterly tax remittance) within the last six months prior to the date of bid submission; or Annual Income Tax for CY 2017; or Annual Income Tax for CY 2018. <i>(Only tax returns filed and paid through the BIR eFPS shall be accepted.)</i></p>	<p>Post Qualification Documents</p> <p>1. Latest Income Tax Return (for monthly or quarterly tax remittance) within the last six months prior to the date of bid submission; or Annual Income Tax for CY 2018. <i>(Only tax returns filed and paid through the BIR eFPS shall be accepted.)</i></p>
---	---

- Interested bidders were reminded of the following:

- a) After the Pre-Bid Conference, bidders that purchased the BDS can still send additional queries addressed to the GBAC through the GBAC Secretariat through facsimile or email until Friday, 25 November 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 04 December 2019 not later than 9:30 AM. Opening of bids shall follow at 10:00AM. Late bids shall be rejected.
- c) After the opening of bids, the 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.
- d) It was also 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 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 by the Secretariat.

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 clarifications to discuss, the conference 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 II)*

Date Signed: _____