



MINUTES OF PRE-BID CONFERENCE

08 January 2020

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

Project Name : **Operation and Preventive Maintenance of Sewerage Treatment Plant**

ABC : **Php4,200,000.00**

Present were:

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

Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Maria Rosanna C. Azarraga	Member
Mgr. Armenia N. Salvanera	Member

END USER/TWG

Engr. Divina D. Apolinar	BMD-EUU
Engr. Louis Dexter V. Cruz	BMD-EUU
Engr. Ronald P. Valledor	BMD-EUU
Mr. Ferdie M. Del Rosario	TWG-Member
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

Mr. Jose F. Ycay IV	Project Coordinator
Mr. Michael S. Mercado	Members

PROSPECTIVE BIDDERS

Engr. Arnel R. Santos, Jr. }	Envirokonsult Equipment & Services Inc.
Engr. Martin Baccay, Jr. }	
Ms. Michaela Antonil	Flow Harmonic Commercial, Inc.

The Pre-Bid Conference for the project *Operation and Preventive Maintenance of Sewerage Treatment Plant* (STP) with an Approved Budget for the Contract (ABC) of **Four Million Two Hundred Thousand Pesos (Php4,200,000.00)** was called to order at 1:30PM of 08 January 2020 and was presided by Atty. Corazon DLP. Tanglao-Dacanay, Vice-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. 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-Cluster 1, Technical Working Group (TWG) and End-User Unit (EUU) representatives.

Interested Bidders

1. There were two (2) interested bidders present, namely: 1) Envirokonsult Equipment & Services Inc. (EESI); and 2) Flow Harmonic Commercial, Inc. (FHCI). None of the interested bidders purchased the bidding documents (BDS) for the project.
2. Under Section 22.3 of the 2016 Revised IRR of RA 9184, “(t)he 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”, thus, the GBAC allowed all bidders to raise clarificatory questions 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

1. The 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 (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

1. The EUU presented the Schedule of Requirements, Technical Specifications and Terms of Payment.
2. The following are the clarifications/agreements:
 - a. Brand names stated in the Bidding Documents are to be used as reference to determine compatibility of equipment to be offered with the existing piping/connections, but bidders are not required to propose the same brand of equipment.
 - b. Relative to the monitoring for compliance with DENR Administrative Order (DAO) 1990-35 standards requirement, the EUU advised the interested bidders that a separate project would be conducted for the rehabilitation of the STP to conform to DAO 2016-08 standards. Once completed, the winning service provider would be expected to monitor compliance to said standards. For check and balance, laboratory tests would be handled by the EUU.
 - c. Expenses on consumables would be shouldered by the GSIS.

3. A Bid Bulletin shall be issued in reply to queries that were not raised and discussed during the pre-bid conference.
4. Interested bidders were reminded of the following:
 - a) Submission of additional written queries shall be until Monday, 13 January 2020.
 - b) Submission of bid proposals shall be on/or before 22 January 2020 not later than 8:30 AM. Opening of bids shall follow at 9:00 AM. 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

1. 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.

2. 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.
3. Lastly, the GBAC Secretariat emphasized full compliance with GSIS’“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, GBAC Secretariat

Reviewed by:

(Original Signed)

JOSE F. YCAY IV
Project Coordinator

Certified Correct:

(Original Signed)

ATTY. CORAZON DLP. TANGLAO-DACANAY
Vice-Chairperson,
GBAC for Goods and Services and Consultancy - Cluster 1