



**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  
15 January 2020, 10:00 AM

**Project Name : Supply, Delivery and Installation of Mobile Compactor Series**

**ABC : Php3,300,000.00**

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. Maria Rosanna C. Azarraga	Member
Mgr. Armenia N. Salvanera	Member
Mgr. Mercedita Irene D. Tayag	Member

**END USER/TWG**

Arch. Ma Nikki Pauline Q. Balane	BMD-EUU
Engr. Ronald P. Valledor	BMD-EUU
Engr. Divina D. Apolinar	BMD-EUU
Atty. Cristina V. Astudillo	TWG-Head
Mr. Ferdie M. Del Rosario	TWG-Member

**OBSERVER**

Mr. Roberto S. Rimorin IASO

(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	Member

**PROSPECTIVE BIDDERS**

Mr. Delmer B. Ebveza	Verde Linear Corporation/ Progress Home and Office Furnishings
Ms. Resshel Fabelana	Project Management and Technical Resources Corp.
Mr. Danny Deveza	LBPI Design In'tl Inc.
Ms. Eloisa Nolasco	FILCRAFTERS, Inc.

The Pre-Bid Conference for the project, **Supply, Delivery and Installation of Mobile Compactor Series**, with an Approved Budget for the Contract (ABC) **Three Million Three Hundred Thousand Pesos (Php3,300,00.00)** was held on 15 January 2020 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), and End-User Unit (EUU) representatives.

### ***Prospective Bidders***

- There were four (4) interested bidders present, namely: 1) Verde Linear Corporation/ Progress Home and Office Furnishings (VLC/PHOF); 2) Project Management and Technical Resources Corp. (PMTRC); 3) LBPI Design In’tl Inc. (LBPI); AND 4) FILCRAFTERS, Inc. (FI). 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) Layout Plans will be provided together with the Bidding Documents
  - b) Interested bidders requested that delivery of goods be extended from 60 calendar days to 90 calendar days. This will be discussed further by the EUU and a Bid Bulletin will be issued on the final delivery date.

- Interested bidders were reminded of the following:
  - a) Submission of additional written queries shall be until Monday, 20 January 2020.
  - b) Submission of bid proposals shall be on/or before 29 January 2020 not later than 9:30 AM. Opening of bids shall follow at 10:00 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***

- 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 take 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 copies of supplemental 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, GBAC Secretariat

**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: \_\_\_\_\_