



MINUTES OF PRE-BID CONFERENCE

17 January 2020

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

Project Name: **Rental of Office Equipment (Photocopying Machines) - Rebidding**

ABC: **Php7,524,000.00**

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. Armenia N. Salvanera	Member
Mgr. Mercedita Irene D. Tayag	Member

END-USER UNIT/TWG

Ms. Tina Marie R. Virtucio	RMD, EUU
Ms. Alice F. Mamaril	RMD, EUU
Atty. Cristina V. Astudillo	TWG, Head
Mr. Ferdie M. Del Rosario	TWG, Member
Mr. John Jovel L. Dela Cruz	TWG, Member

OBSERVER

Ms. Jocelyn G. Garcia	Internal Audit Services Office (IASO)
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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 and the Makati Business Club.

GBAC SECRETARIAT

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Jose F. Ycay IV	Project Coordinator
Mr. Michael S. Mercado	Member
Ms. Pauline Marie Princess L. Begosa	Member

INTERESTED BIDDERS

Mr. Erwin Garado	U-Bix Corporation
Mr. Miguel Canio	U-Bix Corporation
Mr. Neil Estrella	U-Bix Corporation
Ms. Katrina Masangcay	U-Bix Corporation
Mr. J. Serva	U-Bix Corporation
Ms. Christine Averion	Gakken Phil., Inc.
Mr. Frank Geli	Gakken Phil., Inc.
Ms. Anya Estera	TVSP Manila
Ms. Dess Orlanda	Canon Marketing (Phils.), Inc.
Ms. Sharon Maraguinot	HP Inc.

The Pre-Bid Conference for the rebidding of the project *Rental of Office Equipment (Photocopying Machines)* with an Approved Budget for the Contract (ABC) of **Seven Million Five Hundred Twenty Four Thousand Pesos (Php7,524,000.00)** was called to order at 10:00AM of 17 January 2020 and was presided by SVP Severina L. Resurreccion, 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. Presentation on proper marking, labeling and sealing of bids in accordance with the *Instructions to Bidders* of the Bidding Documents and GSIS “No Gift Policy”.

II. Discussion

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, and End-User Unit (EUU).

The observer from IASO and the representatives of the interested bidders were likewise acknowledged.

Interested Bidders

1. Only five (5) interested bidders present, namely: 1) U-Bix Corporation; 2) Gakken Phil., Inc.; 3) TVSP Manila; 4) Canon Marketing (Phils.), Inc.; and 5) HP Inc. To date, no bidder has purchased the Bidding Documents 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-Cluster 1 allowed all interested bidders to raise clarificatory questions regarding the project. However, after the Pre-Bid Conference, the GBAC-Cluster 1 will only entertain questions from prospective bidders that already purchased the bidding documents.
3. The interested bidders were informed regarding the documentary requirements found under Section II. Instructions to Bidders. It was also emphasized that it is the bidder’s responsibility to review the entire Bidding Documents and to check if any Bid Bulletin has been issued relative to the project. The procuring entity incurs no liability should the bidder misinterpret or misread any of the provisions thereof.

Presentation of the Eligibility/Technical and Financial components of the Bid and 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 or Single Calculated Bid.

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

1. The EUU and Secretariat discussed the Payment Terms, Schedule of Requirements and the Technical Specifications of the project.
2. The representatives of U-BIX Corp. remarked that they intend to provide brand new units and noted that the delivery period was too short. Accordingly, an extension of the delivery period was requested.

After consultation with the EUU, the GBAC-Cluster 1 denied said request and explained that the seven (7) calendar day period stated in the Schedule of Requirements would start after receipt of the Notice to Proceed (NTP). Considering other activities prior to issuance of NTP (e.g. submission and validation of post-qualification documents and issuance of Notice of Award), the winning bidder would have sufficient time to source brand new units.

3. After detailing the technical specifications of the requirement, clarificatory questions and recommendations were raised. Based on the discussions, the following revisions to the Bidding Documents were approved:
 - a. Section III. Bid Data Sheet, ITB Clause 12.1(a)(i), item 2 – modification of provision to allow submission of either the CY2020 Valid Mayor's/Business Permit or, if not yet available, the CY2019 Valid Mayor's/Business Permit and Official Receipt relative to the renewal of Mayor's/Business Permit for CY2020;
 - b. Section III. Bid Data Sheet, ITB Clause 29.2, Post-Qualification Documents – inclusion of a conditional requirement to submit a notarized certification that the parts and consumables used in the offered refurbished units are original and brand new;
 - c. Section VII. Technical Specifications, Item I. Coverage – provision of estimated number of copies per month for both the medium-end and the high-end machines;
 - d. Section VII. Technical Specifications, Item I. Technical Requirements (high-end photocopy machines) – revision of the following:
 - i. resolution from “1,200x1,200 dpi” to “1,200x1,200 dpi or 1,800x600 dpi”;
 - ii. speed from “50 cps/minute” to “45 cps/minute”

- e. Section VII. Technical Specifications, Other Technical Requirements – deletion of condition that machines to be offered should not be refurbished. The interested bidders explained that all used machines are refurbished prior to redeployment to assure optimum use.
 - f. Section VII. Technical Specifications, Item V. Support Services – rewording of provisions for clarity; and
 - g. Section VII. Technical Specifications, Item VI. Other Requirements – deletion of “requiring Key Operator/s (KO) from their end” in provision for services to be rendered beyond regular working hours.
4. As regards the request for the revision of the measures for paper thickness, the interested bidders were advised that the final figures would be included in the bid bulletin. The EUU reasoned that the requirements of the operating units would first have to be reviewed.
 5. All amendments to the Bidding Documents and responses to the interested bidders’ queries shall be issued through a Bid Bulletin which will be posted in the PhilGEPS and GSIS websites and in GSIS bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Opening of Bids.
 6. Bidders having difficulty in downloading the Bidding Documents were advised to email GBAC_Secretariat@gsis.gov.ph so that a link may be forwarded to them.
 7. The interested bidders were reminded of the following:
 - a) Submission of written queries shall be until Monday, 20 January 2020. Responses to inquiries shall be contained in a Bid Bulletin.
 - b) Submission of Bids shall be no later than 1:00PM of 29 January 2020. Opening of Bids shall follow at 1:30PM of the same day. Late bids shall not be accepted.
 - c) After the opening of bids, GBAC-Cluster 1 will conduct a detailed evaluation of the financial bids of eligible bidders to determine and declare the Lowest Calculated Bid (LCB) or the Single Calculated Bid (SCB). Only the bidder with the LCB or SCB will be notified to submit post-qualification documents.

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 envelopes was presented to the prospective bidder. While Section 25.9 of the 2016 Revised RIRR of RA 9184 allowed that bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, the GBAC-Cluster 1 encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals.

- 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.

Prepared by:

(Original Signed)
PAULINE MARIE PRINCESS L. BEGOSA
Member, GBAC Secretariat

Reviewed by:

(Original Signed)
JOSE F. YCAY IV
Project Coordinator, GBAC Secretariat

Certified Correct:

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