



GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

MINUTES OF PRE-BID CONFERENCE

17 January 2020

GBAC Conference Room, Level 2, Core G

GSIS Headquarters Building, Pasay City

Project Name: **Property Administration of Pasig Central Business Park (PCBP)
– 3rd Bidding**

ABC: **Php6,233,900.00**

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. Maria Rosanna C. Azarraga	Member
Mgr. Mercedita Irene D. Tayag	Member

END-USER UNIT/TWG

Mr. Jose Erwin A. Tria	PAD, EUU
Atty. Cristina V. Astudillo	TWG, Head
Mr. Ferdie M. Del Rosario	TWG, Member
Mr. John Jovel L. Dela Cruz	TWG, Member

OBSERVER

Mr. Roberto S. Rimorin	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

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

INTERESTED BIDDERS

Mr. Julius Topacio	Rehub Real Estate, Inc.
Ms. Janine Cortesiano	Rehub Real Estate, Inc.

The Pre-Bid Conference for the third bidding of the project *Property Administration of Pasig Central Business Park (PCBP)* with an Approved Budget for the Contract (ABC) of **Six Million Two Hundred Thirty Three Thousand Nine Hundred Pesos (Php6,233,900.00)** 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. Request for the payment of the Bidding Documents fee to be waived;
2. Discussion on the Eligibility, Technical and Financial components of the Bid as well as Post-Qualification documents;
3. Discussion on the Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the project; and
4. 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 bidder were likewise acknowledged.

REHUB's request

1. The Secretariat reported that an email was received from Rehub Real Estate, Inc. (Rehub) on 15 January 2020, with the request for the payment of the Bidding Documents fee of Php10,000.00 to be waived.
2. Taking the following into consideration, the GBAC-Cluster 1 resolved to allow Rehub to participate in the 3rd bidding of the project without the need to purchase Bidding Documents:
 - a) As provided in Section 17.4 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, bidders **may** be asked to pay for bidding documents to recover the cost of its preparation and development. The operative word “may” declares that the same is not mandatory;
 - b) Only Rehub participated in the first two failed biddings for the project, already paying a total of Php20,000.00 for the Bidding Documents fee; and
 - c) Comparably, the GBAC for Infra and IT waived payment for the Bidding Documents in some of its projects that were rebid (e.g. Emergency Power (4th Bidding) and Waterproofing (3rd Bidding)).
3. However, if the 3rd bidding for the project would again be declared a failure under Section 35 of the RIRR of RA9184, Rehub would be required to purchase the Bidding Documents, should it wish to participate in the 4th bidding.
4. Other service providers interested in participating in the 3rd bidding would be required to purchase the Bidding Documents for the project.

Interested Bidder

1. Only the representatives of Rehub were present in the Pre-Bid Conference.
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 bidder was 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. Emphasis was given on the following documents required for submission:
 - a. the bidder’s computation of the Net Financial Contracting Capacity (NFCC) or committed Line of Credit – because Rehub’s failure to submit a sufficient document was the main reason for the declaration of failures of the first and second bidding for the project;
 - b. Bid Security – for the second bidding, Rehub submitted a photocopy of the Bid Securing Declaration submitted for the failed first bidding; and
 - c. Omnibus Sworn Statement – for the second bidding, Rehub submitted a photocopy of the Omnibus Sworn Statement submitted for the failed first bidding.

The interested bidder was reminded that the above documents should be distinctly for the project being bid.

2. Citing that its bank could not issue a committed line of credit with a validity of more than one year, the representative of Rehub requested for the conditions of the abovementioned requirement to be relaxed.

Understanding that the provisions of the law cannot be adjusted, the GBAC-Cluster 1 deemed it necessary to discuss with the EUU further on how to best address the matter. Consequently, Rehub was advised that a Bid Bulletin would be published if any change would be effected on the requirement. If no Bid Bulletin would be issued, it would mean that the conditions of the requirement would be retained.

3. 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 Schedule of Requirements and the Technical Specifications of the project.
2. The bidders were informed that the Schedule of Requirements and Technical Specifications of the project remain the same as that of the failed second bidding. The contract period of thirty-four (34) months and the ABC of Php6,233,900.00 has been retained.
3. The interested bidder was reminded of the following:
 - a. To check the PhilGEPS and GSIS websites for the possible issuance of Bid Bulletin No. 1, in case changes would be effected on the NFCC/committed line of credit requirement;
 - b. Said Bid Bulletin would be issued seven (7) days prior to the schedule of the submission of bids, or on 22 January 2020; and
 - 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

1. A visual presentation on the proper sealing and marking of bid envelopes was presented to the interested bidders. 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.

2. 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*