



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
23 January 2020, 10:00 AM

Project Name : External Appraisal of GSIS Big and Medium Ticket Accounts

ABC : Php1,900,00.00

LOT	ABC (In Php)
1	1,000,000.00
2	500,000.00
3	400,000.00

Present were:

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

SVP Salvacion P. Mate	Chairperson
Atty. Alexei P. Cardenas	Member
Mgr. Glenn Vladimir C. Valmores	Member

END USER/TWG

Mr. Jose Erwin A. Tria	PAD-EUU
Atty. Allan Dexter P. Macaraig	TWG-Member
Ms. Jeanette C. Garcia	TWG-Member

OBSERVER

(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. Eric Reporte	}	Value Metrics, Inc.
Ms. Camille Occeño		
Mr. Jekko Nepomuceno	}	Cuervo Appraisers, Inc.
Ms. Maricar Garcia		
Ms. Rose Marie L. Abreu	}	Royal Asia Appraisal Corp.
Ms. Kaye Labapis		
Ms. Aurora C. Engo		Cal-Fil Appraisal
Ms. Joane Mae Divine B. Salansah		Asian Appraisal Company Inc.
Ms. Mary Grace Ladrangan	}	Aviso Valuation & Advisory Corp.
Ms. Myca Ilago		

The Pre-Bid Conference for the procurement of **External Appraisal of GSIS Big and Medium Ticket Accounts**, with an ABC of One Million Nine Hundred Thousand Pesos (Php1,900,000.00), was held on 23 January 2020 at 10:00 AM and was presided by SVP Salvacion P. Mate, 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) and End-User Unit (EUU) representative.

Interested Bidders

- There were six (6) interested bidders present, namely: 1) Value Metrics, Inc. (VMI); 2) Cuervo Appraisers, Inc. (CAI); 3) Royal Asia Appraisal Corp. (RAAC); 4) Cal-Fil Appraisal (CFA) 5) Asian Appraisal Company Inc. (AACI); and 6) Aviso Valuation & Advisory Corp. (AVAC). 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.
- The following are the clarifications/agreements:
 - a) Submission of the certification from the Bureau of Internal Revenue (BIR) for the Zonal value is not a requirement.
 - b) Appraisal report for LOT -1 must be submitted within sixty (60) calendar days.
 - c) Electronic copy of the appraisal report must be in USB/CD.
 - d) If Business Permit for CY 2020 is not yet available, a copy of the CY2019 Business Permit and copy of the OR for the renewal of Business Permit shall be submitted.
- 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 Monday, 27 January 2020.

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 February 2020 not later than 9:00 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.

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)
SVP SALVACION P. MATE
*Vice-Chairperson, GBAC for Goods,
Services & Consultancy (Cluster II)*

Date Signed: _____