



**Republic of the Philippines**  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**Financial Center, Pasay City**  
**976-4961/976-4945**  
**www.gsis.gov.ph**  
**GBAC\_Secretariat@gsis.gov.ph**

## **MINUTES OF PRE-BID CONFERENCE**

20 November 2019

GBAC Conference Room, Level 2 Core G

GSIS Headquarters, Pasay City and

GSIS Tarlac Branch Office, Urquico Oval, San Roque, Tarlac City

Project Name: **Renovation of the GSIS Tarlac Branch Office Building, Records Building and Manager's Residence**

Present were:

### **GSIS BIDS AND AWARDS COMMITTEE (Infrastructure and Information Technology)**

SVP Racquel De Guzman-Buensalida	Chairperson
Mgr. Jenny P. Lobas	Member
Mgr. Raymundo Andres V. Palad	Member
Mgr. Annel T. Dones	Member

### **END-USER UNIT/TWG**

Engr. Emiliana Talamayan	TWG Member
Engr. Nemensio M. Yaco	BMD/End-User Unit
Arch. Hermenegildo A. Dichoso, Jr.	BMD/End-User Unit
Ms. Ava Maureen G. Capulong <sup>1</sup>	GSIS Tarlac/End-User Unit

### **GBAC SECRETARIAT**

Mr. Patrick O. Gonzales	Acting Head
Mr. Jerome D. Malapit	Project Coordinator
Ms. Melgene M. Acostoy	Member
Ms. Charlene Mae B. Bacani	Member

### **INTERESTED BIDDER/S**

Ms. Cindy Lumbang <sup>2</sup>	JQG Construction
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### **OBSERVER**

Mr. John D. Cala	Internal Audit Services Office (IASO)
Mr. Robert Wyncen T. Cruz	OSVP – Corporate Services Group

(Note: Notice of Meeting was sent to observers, i.e., IASO, COA, DTI, PITC, PCCI, Philippine Constructors Association, Inc., Philippine Institute of Civil Engineers and Makati Business Club. However, none attended the Pre-Bid Conference dated 20 November 2019.)

<sup>1</sup> Representative from the GSIS Tarlac Branch Office participated in the Pre-Bid Conference through video-conferencing

<sup>2</sup> Interested Bidder participated in the Pre-Bid Conference through video-conferencing

The Pre-Bid Conference for the ***Renovation of GSIS Tarlac Branch Office Building, Records Building and Manager's Residence*** was called to order at 09:00AM of 20 November 2019 and was presided by SVP Racquel De Guzman-Buensalida, Chairperson, GSIS Bids and Awards Committee for Infrastructure and Information Technology (GBAC for Infra and IT).

## **1. Business Matters**

- a. Presentation and discussion of Eligibility, Technical, Financial and Post-Qualification Requirements, Technical Specifications, Plans/Drawings, Bill of Quantities (BOQ), Payment Terms and Bidding Forms.
- b. Approved Budget for the Contract (ABC): Php9,000,000.00.

## **2. Discussion**

- a. GBAC Secretariat noted that there is a quorum to proceed with the business.
- b. There was one (1) bidder (JQG Construction) who attended the Pre-Bid Conference.
- c. During the Pre-Bid Conference, the GBAC Secretariat presented the following to the bidder:
  - Eligibility and Technical, and Financial Documents, which must be submitted during the Opening of Bids;
  - Technical Specifications, Plans/Drawings, Bill of Quantities (BOQ) and the Payment Terms;
  - Post-Qualification Documents; and
  - Guide on the proper sealing and marking of bids.
- d. The bidder was further informed regarding the documentary requirements found under *Section II. Instructions to Bidders*. It was also emphasized that it is the bidders' responsibility to review the entire Bidding Documents and that the procuring entity incurs no liability should the bidder misinterpret or misread any of the provisions thereof.
- e. The bidder was advised that they have until 25 November 2019 to submit to the GBAC Secretariat additional queries regarding the Project.
- f. The End-user Unit informed the Committee that two (2) additional drawings will be added to the total number of drawings previously published in the Bidding Documents, thus making it a total of Twenty One (21) drawings. A bid bulletin will be issued by the Secretariat for publication to amend the bidding documents.
- g. All amendments to the Bidding Documents and responses to the bidder's queries shall be issued through a Bid Bulletin which will be posted in PhilGEPS and GSIS websites and in GSIS bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Opening of Bids.

- h. The GBAC Secretariat reminded the bidder that bids must be delivered only to the GBAC Secretariat, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City on or before 04 December 2019 at 10:00AM. Bid Opening will be on the same day at 10:30PM. Bid Opening can also be viewed at the GSIS Tarlac Branch Office, Urquico Oval, San Roque, Tarlac City through video-conferencing. It is the responsibility of the bidders to ensure that their bids are submitted on time. Late bid shall not be accepted.

Prepared by:

Concurred by:

**JEROME D. MALAPIT**  
*Member, GBAC Secretariat*

**SVP RACQUEL DE GUZMAN BUENSALIDA**  
*Chairperson,*  
*GBAC for Infrastructure and Information Technology*

*Date signed:* \_\_\_\_\_