



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
Financial Center, Pasay City
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MINUTES OF PRE-BID CONFERENCE

10 January 2020

GBAC Conference Room, Level 2 Core G

GSIS Headquarters Building, Pasay City

GSIS Bataan Branch Office, San Ramon Highway, Dinalupihan, Bataan

Project Name: **Renovation of GSIS Bataan Branch Office Building**

Present were:

GSIS BIDS AND AWARDS COMMITTEE (Infrastructure and Information Technology)

SVP Racquel De Guzman-Buensalida	Chairperson
Atty. Isagani E. Del Rosario ¹	Vice Chairperson
Mgr. Jenny L. Lobas	Member
Mgr. Raymundo Andres V. Palad	Member
Mgr. Annel T. Dones	Member

END-USER UNIT/ TWG

Mgr. Elmer C. Baguio	TWG Head
Atty. Jasmin D. Quimsing	TWG Member
Mr. Louis Dexter V. Cruz	TWG Member
Engr. Nemesio M. Yaco	BMD/End-User Unit
Engr. Ronald Valledor	BMD/End-User Unit
Arch. Ma. Nikki Pauline Q. Balane	BMD/End-User Unit
Ms. Mary Rose Mendoza	BMD/End-User Unit
Mr. Ralston Ros F. Mendoza	BMD/End-User Unit
Mr. Antonio G. Aggarao, Jr.	BMD/End-User Unit
Ms. Michelle P. Antonio ²	GSIS Bataan Branch Office/End-User Unit

GBAC SECRETARIAT

Mr. Patrick O. Gonzales	Acting Head
Mr. Jerome D. Malapit	Member
Ms. Melgene Maranan-Acostoy	Member
Ms. Charlene Mae B. Bacani	Member
Ms. Danielle Joyce G. Laserna	Member

Interested Bidders

Mr. Malson Gutierrez	New Masinloc Henry's Construction and Supply
Mr. Russel Salonga	SM Severino Construction & Trading
Mr. Don Matias	E.B. Matias Construction & Trading

¹ Participated in the Pre Bid Conference through video conferencing.

² GSIS Bataan BO Staff and Bidders participated in the Pre Bid Conference through video conferencing.

Mr. Rene Austria
Mr. Arvin Bautista.
Mr. Rowen Santos³
Mr. Ricky Arvin Malibiran³

R.A. Lacanlale Construction
R.A. Lacanlale Construction
P.C. Valencia Construction
Lacbangan Agregates Construction

OBSERVER

Mr. Robert Wyncen T. Cruz OSVP-CSG

(Note: Notice of Meeting was sent to other observers, *i.e.*, 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 10 January 2020.)

The Pre-Bid Conference for the Project *Renovation of GSIS Bataan Branch Office Building* was called to order at 10:00AM of 10 January 2020 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): Php12,000,000.00.

2. Discussion

- a. GBAC Secretariat noted that there is a quorum to proceed with the business.
- b. There were six (6) interested bidders who attended the Pre Bid conference namely: New Masinloc Henry's Construction and Supply; SM Severino Construction & Trading; E.B. Matias Construction & Trading; R.A. Lacanlale Construction; P.C. Valencia Construction and Lacbangan Agregates Construction.
- c. During the Pre-Bid Conference, the GBAC Secretariat presented the following to the bidders:
 - Checklist of requirements comprising the 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, which must be submitted by the bidder has the Lowest Calculated Bid or Single Calculated Bid within five (5) calendar days from its receipt of notice from the GBAC; and
 - Guide on the proper sealing and marking of bids.
- d. The bidders were 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.

³ GSIS Bataan BO Staff and Bidders participated in the Pre Bid Conference through video conferencing.

- e. The bidders were advised that they have until 21 January 2020 to submit to the GBAC Secretariat additional queries regarding the Project.
- f. 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.
- g. The bidders were reminded of the following:
 - a. Submission of bids to any of the following addresses on or before 31 January 2020 at 2:00PM:

GBAC Secretariat, Level 2 Core G, GSIS Headquarters
Building, Financial Center, Pasay City

GSIS Bataan Branch Office, San Ramon Highway,
Dinalupihan, Bataan

- b. Bid Opening to be conducted on the same day at 2:30PM in the GSIS Head Office and GSIS Bataan Branch Office, San Ramon Highway, Dinalupihan, Bataan through video-conferencing.
- h. It is the responsibility of the bidders to ensure that their bids are submitted on time. Late bid shall not be accepted.
- i. The GBAC Secretariat emphasized the compliance of GSIS with the "NO SOLICITATION AND GIFT POLICY". The bidders were warned of unscrupulous individuals and groups posing as officers of the GSIS soliciting money for alleged aid for whatever purpose. The cooperation of the bidders was enjoined to report these individuals to the GSIS through the Office of the President and General Manager and the GBAC Secretariat.

Prepared by:

Concurred by:

JEROME D. MALAPIT
Project Coordinator, GBAC Secretariat

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