



**Republic of the Philippines**  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**Financial Center, Pasay City**  
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**[GBAC Secretariat@gsis.gov.ph](mailto:GBAC_Secretariat@gsis.gov.ph)**

**MINUTES OF PRE-BID CONFERENCE**

31 January 2020

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

Project Name: **Additional Veritas Netbackup Licenses**

Present were:

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

Atty. Isagani E. Del Rosario <sup>1</sup>	Vice - Chairperson
Mgr. Jenny L. Lobas	Member
Mgr. Annel T. Dones	Member
Mgr. Olivia N. Ramirez	IT Provisional Member

**END-USER UNIT/ TWG**

Mgr. Rico Abarintos	TWG Head
Mr. Menardo T. Acosta	TWG Member
Mr. Emmanuel U. Ramirez	ITSG/End-User Unit

**GBAC SECRETARIAT**

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

**Interested Bidders**

Ms. Cherry Ann Del Carmen	Questech Co., Inc.
Ms. Rhodel Tejano	Questech Co., Inc.

**OBSERVER**

(Note: Notice of Meeting was sent to observers, *i.e.*, IASO, COA, DTI, PCCI and Makati Business Club. However, none attended the Pre-Bid Conference dated 31 January 2020.)

The Pre-Bid Conference for the Project ***Additional Veritas Netbackup Licenses*** was called to order at 9:30AM of 31 January 2020 and was presided by Atty. Isagani E. Del Rosario, Vice-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, Schedule of Requirements, Technical Specifications, Payment Terms and Bidding Forms.
- b. The Approved Budget for the Contract (ABC) is Php2,190,000.00.

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<sup>1</sup> Participated in the Pre Bid Conference through video conferencing.

## 2. Discussion

- a. The GBAC Secretariat noted that there is a quorum to proceed with the business.
- b. Only Questech Co., Inc. attended the Pre-Bid Conference.
- c. During the Pre-Bid Conference, the GBAC Secretariat presented the following to the bidder:
  - 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 bidder was further 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 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 03 February 2020 to submit to the GBAC Secretariat additional queries regarding the project.
- f. All amendments to the Bidding Documents and responses to the bidders' queries shall be issued through a bid bulletin, which will be posted on PhilGEPS and GSIS' websites and bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Bid Opening.
- g. The GBAC Secretariat reminded the bidder that bids must be delivered to the GBAC Secretariat, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City on or before 12 February 2020 at 9:00AM. Bid Opening will be on the same day at 9:30AM. It is the responsibility of the bidders to ensure that their bids are submitted on time. Late bids shall not be accepted.

Prepared by:

Concurred by:

**JEROME D. MALAPIT**  
*Project Coordinator, GBAC Secretariat*

**ATTY. ISAGANI E. DEL ROSARIO**  
*Vice- Chairperson, GBAC for Infrastructure and Information Technology*

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