



MINUTES OF PRE-BID CONFERENCE

13 February 2020

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

Project Name: **Customized TSF with GSIS Logo**

ABC: **Php2,350,000.00**

Present were:

GSIS BIDS AND AWARDS COMMITTEE (GOODS & SERVICES AND CONSULTANCY – CLUSTER 1)

Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Armenia N. Salvanera	Member
Mgr. Mercedita Irene D. Tayag	Member

END-USER UNIT/TWG

Ms. Edna M. Cubar	MKTG-IG, EUU
Mr. Marvin Cris A. Concepcion	MD-IG, EUU
Ms. Lucille Q. Cruzat	MMD, EUU
Mr. Robel V. Rubio	MMD, EUU
Mr. Ferdie M. Del Rosario	TWG Member

OBSERVER

Mr. Roberto S. Rimorin	Internal Audit Services Office
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Note: Notices of Meeting were sent to Internal Audit Services Office, 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
Ms. Pauline Marie Princess L. Begosa	Member

INTERESTED BIDDERS

Mr. Bryan Villaflor	Cterry Enterprises
Ms. Esmeralda Aldea	Consolidated Paper Products Inc.
Mr. Paul De Castro	Advance Computer Forms Inc.
Ms. Analisa Alvarez	Metro Paper Converter Phils. Corp.
Mr. Gerbe Ong	Centurian International Corp.

The Pre-Bid Conference for the project *Customized Tabulating Stock Forms (TSF) with GSIS Logo* with an Approved Budget for the Contract (ABC) of **Two Million Three Hundred Fifty Thousand Pesos (Php2,350,000.00)** was called to order at 1:00PM of 13 February 2020 and was presided by Atty. Corazon DLP. Tanglao-Dacanay, Vice-Chairperson, GBAC for Goods, Services and Consultancy (GBAC) – Cluster 1.

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 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 the existence of a quorum to proceed with the business and acknowledged the members of GBAC-Cluster 1 and the Technical Working Group and the End-User Unit representatives.

The observer from IASO and the representatives of the interested bidders were likewise acknowledged.

Interested Bidders

1. There were five (5) interested bidders present, namely: 1) Ctery Enterprises; and 2) Consolidated Paper Products Inc.; 3) Advance Computer Forms Inc.; 4) Metro Paper Converter Phils. Corp.; and 5) Centurian International Corp. To date, no bidder has purchased the Bidding Documents for the project.
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 bidders were 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. 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 EEU discussed the Payment Terms, Schedule of Requirements and the Technical Specifications of the project.
2. In reply to the query of Metro Paper Converter Phils. Corp. regarding quantity, the EEU said that each box should contain 500 sets of TSF.

3. As to the query on grammage raised by Advance Computer Forms Inc., the EUU replied that the same would be elevated to the higher-ups for decision. Further, inclusion of said specification would require submission of DOST certification on paper grammage by the bidder with the Lowest Calculated Bid.
4. All amendments to the Bidding Documents and responses to the interested bidders' queries shall be issued through a Bid Bulletin which will be posted in the PhilGEPS and GSIS websites and in GSIS bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Opening of Bids.
5. The interested bidders were then reminded of the following:
 - a) Submission of written queries shall be until Monday, 17 February 2020. Responses to inquiries shall be contained in a Bid Bulletin.
 - b) Submission of Bids shall be no later than 9:30AM of 26 February 2020. Opening of Bids shall follow at 10:00AM of the same day. Late bids shall not be accepted.
 - 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

- A visual presentation on the proper sealing and marking of bid envelopes was presented to the prospective bidder. 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.
- 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)

ATTY. CORAZON DLP. TANGLAO-DACANAY
Vice-Chairperson, GBAC for Goods
and Services and Consultancy - Cluster 1