



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

26 February 2020

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

Project Name: **Software Maintenance for Data Loss Prevention (DLP)**

Present were:

GSIS BIDS AND AWARDS COMMITTEE (Infrastructure and Information Technology)

SVP Racquel De Guzman-Buensalida	Chairperson
Atty. Isagani Del Rosario	Vice Chairperson
Mgr. Raymundo Andres V. Palad	Member
Mgr. Annel T. Dones	Member
Mgr. Olivia N. Ramirez	IT Provisional Member

END USER UNIT/ TWG

Ms. Michelle S. Satuito	TWG Member
Ms. Jennifer J. Tolentino	TWG Member
Ms. Jasmine D. Mercado	ISO/End User Unit
Ms. Lindy Vivien S. Aldaba	ISO/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

INTERESTED BIDDERS

Ms. Mary May Villanueva	iOne Resources, Inc.
Mr. Philip Sido	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 26 February 2020.)

The Pre-Bid Conference for the Project *Software Maintenance for Data Loss Prevention (DLP)* was called to order at 09:00AM of 26 February 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, Schedule of Requirements, Technical Specifications, Payment Terms and Bidding Forms.
- b. The Approved Budget for the Contract (ABC) is Php9,900,000.00.

2. Discussion

- a. The GBAC Secretariat noted that there is a quorum to proceed with the business.
- b. There were two (2) interested bidders who attended Pre-Bid Conference, namely: Questech Co., Inc.; and iOne Resources, Inc.
- c. During the Pre-Bid Conference, the GBAC Secretariat presented the following:
 - Checklist of requirements comprising the Eligibility and Technical, and Financial Documents, which must be submitted during the Opening of Bids;
 - Technical Specifications and the Payment Terms;
 - Post-Qualification Documents, which must be submitted by the bidder who 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 interested bidders were 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. During the discussion, revision in the Bidding Documents was raised, as follows:
 - i. Section V. Special Conditions of Contract

Particulars	Specifications (From)	Specifications (To)
11.3	Payment Term Payment shall be made upon acceptance of maintenance and support agreement.	Payment Term Payment shall be made upon delivery and acceptance of requirements as stated in Section VI. Schedule of Requirements.

ii. Section VII. Technical Specifications

Particulars	Specifications (From)	Specifications (To)
VI	REQUIRED STANDARDS	
	<p>b. The bidder/service provider must be a distributor, reseller or partner authorized by the original manufacturer/principal of the existing DLP Solution of GSIS. The bidder/supplier shall submit, as part of its Post-Qualification Documents, a Certification from said manufacturer/principal regarding the said authorization.</p>	<p>b. The bidder/service provider must be a distributor, reseller or partner authorized by the original manufacturer/principal of the existing DLP Solution of GSIS. The bidder/supplier shall submit, as part of its Post-Qualification Documents, a Certification from said manufacturer/principal regarding the said authorization. <i>In case the bidder cannot secure certification from the manufacturer/principal, they may secure the said Certification from the authorized distributor.</i></p> <p><i>[Note: Post-Qualification Documents Requirements are hereby amended accordingly.]</i></p>

- f. The interested bidders were informed that they have until 28 February 2020 to submit to the GBAC Secretariat additional queries regarding the project.
- g. 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.
- h. The bidders were reminded of the following:
- Submission of bids to the GBAC Secretariat, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City on or before 09 March 2020 at 8:30AM; and
 - Bid Opening to be conducted on the same day at 9:00AM at the GBAC Conference Room, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City.
- i. It is the responsibility of the bidders to ensure that their bids are submitted on time. Late bid shall not be accepted.

- j. 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:

(Signed Original)

JEROME D. MALAPIT
Member, GBAC Secretariat

(Signed Original)

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

Date signed: _____