



**MINUTES OF PRE-BID CONFERENCE**

06 March 2020

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

Project Name: **Annual Medical and Physical Examination**

ABC: **Php3,250,000.00**

Present were:

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

SVP Severina L. Resurreccion	Chairperson
Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Maria Rosanna C. Azarraga	Member
Mgr. Mercedita Irene D. Tayag	Member

**END-USER UNIT/TWG**

Dr. Desiree E. Chiongson	MWSD-EUU
Dr. Maria Charity J. Teano	MWSD-EUU
Ms. Ma. Leah C. De Castro	MWSD-EUU
Atty. Cristina V. Astudillo	TWG Head

**OBSERVERS**

*Note: Notice of Meeting was 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
Ms. Danielle Joyce G. Laserna	Member

**INTERESTED BIDDERS**

Ms. Lorraine G. Dar	Asia Pacific Medical and Diagnostics, Inc.
Mr. Mark Paul P. Dy	Hi-Precision Diagnostic Center Inc.

The Pre-Bid Conference for the project CY2020 **Annual Medical and Physical Examination** with an Approved Budget for the Contract (ABC) of **Three Million Two Hundred Fifty Thousand Pesos (Php3,250,000.00)** was called to order at 9:00AM of 06 March 2020 and was presided by SVP Severina L. Resurreccion, 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 Chairperson called the meeting to order after the GSIS Bids and Awards Committee Secretariat (Secretariat) noted the presence of a quorum.

The Secretariat acknowledged the Members of GBAC-Cluster 1, Technical Working Group (TWG), End-User Unit (EUU) and the representatives of the interested bidders.

### **Interested Bidders**

1. There were two (2) interested bidders present, namely: 1) Asia Pacific Medical and Diagnostics, Inc. (APMDI) and 2) Hi-Precision Diagnostic Center Inc (HPDCI).
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. The representative of HPDCI requested clarification on the period requirement for the Single Largest Completed Contract. The interested bidder was referred to the Invitation to Bid, which states that the contract/s should have been completed within the past two (2) years from the date of submission and receipt of bids.
3. 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 (LCB) or Single Calculated Bid (SCB).
4. In reply to the query of APMDI, the Secretariat clarified that the third quarter (July to September) Income Tax Return (ITR) filing would satisfy the requirement “*within the last six months prior to the date of bid submission*” because September falls on the sixth

month counting back from the Bid Opening scheduled on 18 March 2020. Further, as stated in the Bidding Documents, the bidder may submit its Annual Income Tax Return for CY 2018.

For the information of other interested bidders, the GBAC-Cluster 1 instructed the Secretariat to draft a Bid Bulletin regarding the above concern.

5. Considering that service providers claim VAT exemption, emphasis was made on the submission of Business Tax (Percentage Tax or VAT) Returns as post-qualification requirement of the bidder with the LCB/SCB. Further, it was explained that the exemption granted was from payment and not filing.
6. Both interested bidders informed the body that they have coordinated with the Department of Health (DOH) relative to the certificate of good standing as post-qualification requirement. It was confirmed that DOH does not issue a certificate of good standing. Instead, a license to operate is issued to service providers found to be in good standing.

The interested bidders were informed that the matter would be referred to the EEU for resolution. The same would be included in the Bid Bulletin to be issued for the project.

#### **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 Technical Specifications of the project.
2. As regards HPDCI's query on the prostate specific antigen examination, the EEU replied that only the result using quantitative method is required.
3. HPDCI also asked if it is possible to assign a nurse or general practitioner in place of the required Optometrist/Ophthalmologist and Dentist. The EEU replied in the negative adding that the above were required so that employees' possible queries during examination could immediately be answered.
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, 09 March 2020. Responses to inquiries shall be contained in a Bid Bulletin.
  - b) Submission of Bids shall be no later than 8:30AM of 18 March 2020. Opening of Bids shall follow at 9:00AM 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 LCB or 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)*  
**DANIELLE JOYCE G. LASERNA**  
*Member, GBAC Secretariat*

Reviewed by:

*(Original Signed)*  
**JOSE F. YCAY IV**  
*Project Coordinator, GBAC Secretariat*

Certified Correct:

*(Original Signed)*  
**SVP SEVERINA L. RESURRECCION**  
*Chairperson, GBAC for Goods  
and Services and Consultancy - Cluster 1*