



**MINUTES OF PRE-BID CONFERENCE**

Video Conference

23 July 2020

**Project Name: SUPPLY AND DELIVERY OF GOLD RING AS TOKEN FOR GSIS EMPLOYEES WITH 35 YEARS OF SERVICE**

**ABC: Php1,300,000.00**

Present were:

**GSIS BIDS AND AWARDS COMMITTEE (Goods, Services and Consultancy–Cluster 2)**

SVP Salvacion P. Mate	Chairperson
VP Jonathan C. Pineda	Vice-Chairperson
Mgr. Jesus V. Beringuela, Jr.	Member
Atty. Alexei P. Cardenas	Member

**END USER UNIT (EUU)**

Mgr. Yvette C. Abaya	Materials Management Department
Ms. Lucille Q. Cruzat	Materials Management Department
Mr. Robel V. Rubio	Materials Management Department

**TECHNICAL WORKING GROUP (TWG)**

Ms. Michelle J. Capati	Member
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**OBSERVERS**

Ms. Jasmin G. Mallari	Internal Audit Services Office
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*Note: Notices of Meeting were sent to Commission on Audit, Department of Trade and Industry, Philippine Chamber of Commerce and Industry, Philippine International Trading Corporation and the GSIS Internal Audit Services Office.*

**GBAC SECRETARIAT**

Ms. Virginia J. Nicolas	Member
Ms. Rosanna T. Andal	Member
Ms. Yanilyn V. Admirable	Member

**BIDDERS**

Ms. Jel Santos	VYD Metalcrafts, Incorporated (VMI)
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The Pre-Bid Conference for the *Supply and Delivery of Gold Ring as Token for GSIS Employees with 35 Years of Service* with an ABC of Php1,300,000.00 was held on 23 July 2020 at 10:00 AM and presided upon by SVP Salvacion P. Mate, Chairperson, GBAC for Goods, Services and Consultancy – Cluster 2 (GBAC).

**A. Business Matters**

1. Call to order and declaration of a quorum
2. Discussion of Eligibility and Technical; Financial Components and Post-Qualification Requirements
3. Discussion of Schedule of Requirements and Technical Specifications
4. Procurement Schedule

**B. Introduction of Interested Party**

GBAC acknowledged the presence of one (1) interested party during Pre-Bid Conference, **VYD Metalcrafts, Incorporated.**

**C. Discussion**

1. The following matters were discussed:
  - a. Eligibility, Technical and Financial Documents to be submitted during the Submission and Opening of Bids;
  - b. Post-Qualification Documents;
  - c. Schedule of Requirements and Technical Specifications;
  - d. Proper sealing and marking of bids; and
  - e. GSIS’ “No Solicitation and Gift Policy”
2. VMI inquired whether the temporary Mayor’s/Business Permit issued to them was acceptable for submission. Noting that VMI possesses a PhilGEPS Platinum Certificate, the GBAC reminded VMI that they have the option to submit their valid PhilGEPS Registration Certificate during opening of bids however, their valid Mayor’s/Business Permit CY 2020 should be submitted as part of the required Post-Qualification documents should their bid be declared as the Lowest/Single Calculated Bid.

**3. Queries and Responses**

Query	Response
a. VMI asked whether other number of years in service that would be engraved in the Commemorative Gold Ring.	EUU replied that all the rings will have 35 years engraved in them.
b. VMI asked whether the ring for males and females will have the same gold weight of 6 grams.	EUU replied that a minimum of six (6) grams of gold is required for each ring.
c. VMI verified whether they can submit their Audited Financial Statement for CY 2018, since their Audited Financial Statement for CY 2019 was not yet available.	As stated in the Checklist of Requirements, the bidders are required to submit a valid Audited Financial Statement for CY 2018.

4. EUU reminded VMI that the LCB/SCB will need to provide a testing equipment during delivery of the gold rings.
5. GBAC informed VMI that they must submit a sample within five (5) calendar days from the receipt of Notice to Proceed (NTP) and they are required to deliver the 65 pieces of Gold ring after approval of sample.

**D. Procurement Schedule**

1. GBAC Secretariat informed prospective bidders that they have until 27 July 2020 to submit written queries to GBAC Secretariat. Responses to inquiries shall be issued in a Bid Bulletin, if applicable.
2. GBAC Secretariat reminded interested party that submission of bids shall be no later than 9:30 AM on 06 August 2020 and that Opening of Bids shall be at 10:00 AM also on 06 August 2020.
3. Further, GBAC Secretariat reminded all interested parties present that bids shall be opened in the presence of the bidders' representatives who choose to attend. However, to support the national effort to fight CoVid-19 by implementing physical/social distancing, bidders may participate in the Bid Opening through Zoom video conferencing facility. The Zoom Meeting ID and password may be obtained by sending an email request to ***GBAC\_Secretariat@gsis.gov.ph***.

The meeting ended at 11:00 AM.

Prepared by:

**(Sgd.) YANILYN V. ADMIRABLE**  
Member, GBAC Secretariat

**(Sgd.) ROSANNA T. ANDAL**  
Member, GBAC Secretariat

Certified Correct:

**(Sgd.) SVP SALVACION P. MATE**  
Chairperson  
GBAC for Goods, Services and Consultancy–Cluster 2