



MINUTES OF PRE-BID CONFERENCE

GBAC Conference Room, Level 2, Core G

GSIS Headquarters Building, Pasay City

ZOOM Meeting, 6 August 2020

Project Name: **Property Administration of Pasig Central Business Park – 5th Bidding**

ABC: **Php2,200,000.00**

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. Mercedita Irene D. Tayag	Member

END-USER UNIT

Mr. Jose Erwin A. Tria	PAD, EUU
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Note: Notice of Meeting was sent to Commission on Audit, Internal Audit Services Office, Procurement Watch, Inc., Philippine Chamber of Commerce and Industry, and the Department of Trade and Industry. However, none attended the meeting.

GBAC SECRETARIAT

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Jose F. Ycay IV	Project Coordinator
Ms. Pauline Marie Princess L. Begosa	Member

INTERESTED BIDDERS

Mr. Julius Topacio	Rehub Real Estate, Inc.
Mr. Edwin Samarista	Santos Knight Frank, Inc.
Ms. Maureen Garcia	Santos Knight Frank, Inc.
Mr. Bryan Vidal	SosaJB Property Management Corp.
Ms. Juliana Navallo	SosaJB Property Management Corp.

The Pre-Bid Conference for the fifth bidding of the *Property Administration of Pasig Central Business Park* project with an Approved Budget for the Contract (ABC) of **Two Million Two Hundred Thousand Pesos (Php2,200,000.00)** was called to order at 10:00 a.m. of 6 August 2020 and 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; and
2. Discussion on the Payment Terms, Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the project.

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, representative of the End-User Unit (EUU), and the representatives of prospective bidders.

Interested Bidders

1. Three (3) Service Providers (SPs) attended the Pre-Bid Conference through Zoom video conferencing, namely: 1) Rehub Real Estate, Inc.; 2) Santos Knight Frank, Inc.; and 3) SosaJB Property Management Corp.
2. Under Section 22.3 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 (Government Procurement Act), “(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 prospective bidders to raise clarificatory questions regarding the project, but iterated that after the Pre-Bid Conference, only questions from prospective bidders who already purchased the Bidding Documents (BDS) will be entertained.
3. SPs were informed of the documentary requirements found under Section II. Instructions to Bidders of the BDS. It was also emphasized that it is the bidder’s responsibility to review the entire BDS, check if any Bid Bulletin has been issued relative to the project, and that 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 and individually discussed the list of requirements in the eligibility/technical and financial components of the bidding process.
2. To avoid conflict of interest, emphasis was made on the requirement for bidder/s to disclose relationship by consanguinity or affinity up to the third civil degree with the Head of the Procuring Entity, members of the GBAC, Technical Working Group, GBAC Secretariat, head of the Project Management Office or the EUU, and project consultants.
3. Thereafter, the Secretariat presented the checklist of 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 submitted the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB).
4. No request for clarification was made by the bidders present during the conference.

Presentation of the Payment Terms, Schedule of Requirements, Technical Specifications, and Schedule of Submission and Opening of Bids for the Project

1. The EUU discussed the Payment Terms, Schedule of Requirements and Technical Specifications of the project.
2. Clarification was raised regarding the manpower requirement. The EUU stated that the actual manpower required for the contract is only two (2), as follows:
 - i. Property Administrator; and
 - ii. Administrative Assistant.

The other personnel stated in Section VI. Schedule of Requirements of the BDS refers to the manpower covered by the Common Use Service Area (CUSA) collection.

It was clarified that the contracts for the other service providers (i.e. security guards, janitors, plumber and technician, etc.) would be between the Property Administrator and the service providers.

3. As regards the request of Santos Knight Frank, Inc. to be allowed to conduct an ocular inspection of the property, the EUU replied in the affirmative, circumstances allowing.
4. In reply to the query of SosaJB Property Management Corp., the Secretariat enumerated the steps on how to purchase the BDS.

Considering the current Modified Enhanced Community Quarantine (MECQ) status of the National Capital Region, all interested bidders were advised to email the Secretariat (GBAC_Secretariat@gsis.gov.ph) and/or check the GSIS website for notices that may be issued relative to the business operations of GSIS in the succeeding days.

5. The interested bidders were reminded of the following:
 - a) Deadline for submission of written queries is on Monday, 10 August 2020. Should the answer to any query submitted lead to, or necessitate amendments to the BDS, the response shall be contained in a Bid Bulletin.
 - b) Submission of Bids must be no later than 9:30 a.m. of 20 August 2020. Opening of Bids shall follow at 10:00 a.m. of the same day. Only physical documents will be accepted; virtual or softcopy of bids will not be accepted. Late bids will not be accepted. SPs may attend the opening of bids in person, observing social distancing, or through video conference.
 - 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.

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)
SVP SEVERINA L. RESURRECCION
Chairperson, GBAC for Goods & Services and Consultancy - Cluster 1