



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
GSIS Headquarters, Financial Center, Pasay City

MINUTES OF PRE-BID CONFERENCE

24 August 2020, 10:00AM VIA ZOOM

Project Name : **General Housekeeping Services, Lot 1- GSIS Head Office and Quezon City Branch Office (3rd Bidding)**

ABC : **Php48,834,478.00 (12 months)**

Present were:

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

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

END USER/TWG

VP Paul dela Cuadra	EUU-BMD
Engr. Divina DC. Apolinar	EUU-BMD
Engr. Christian R. Guhit	EUU-BMD
Mr. Dexter P. Columna	TWG Member

OBSERVER

(Note: Notice of Meeting was sent to Internal Audit Services Office, Commission of Audit, Department of Trade and Industry, Philippine Chamber of Commerce and Industry and the Makati Business.)

GBAC SECRETARIAT

Atty. Allan Dexter P. Macaraig	Head Secretariat
Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Michael S. Mercado	Member

BIDDERS

Ms. Rianna Rodriguez } Ms. Mitch Aquino }	Servicio Filipino Inc.
Ms. Christine Gonzales } Ms. Jobelle Pulido } Ms. Jovie Samoranos }	Omniworx, Inc.
Mr. Alvin Empig	Extra Ordinaire janitorial and Manpower Services, Inc.
Mr. Alejandro Delluta	CBII Philippines International, Inc.
Ms. Rhodora Advincula	Ultimate Care Janitorial and Allied Services

The Pre-Bid Conference for the project **General Housekeeping Services, Lot 1- GSIS Head Office and Quezon City Branch Office (3rd Bidding)**, with an ABC of Forty Eight Million Eight Hundred Thirty Four Thousand Four Hundred Seventy Eight Pesos (**Php48,834,478.00**), was held on 24 August 2020 at 10:00 AM and was presided by SVP

Salvacion P. Mate, Chairperson, GSIS Bids and Awards Committee for Goods, Services and Consultancy (GBAC), Cluster II.

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 sealing and marking of bids in accordance with the Instructions to Bidders of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

II. Discussions

- The Chairperson called the meeting to order after the GBAC Secretariat (Secretariat) noted the presence of a quorum.

Interested Bidders

- There were five (5) interested bidder present, namely: 1) Servicio Filipino Inc. (SFI); 2) Omniworx, Inc. (OD); 3) Extra Ordinaire Janitorial and Manpower Services, Inc.; (EOJMSI); 4) CBII Philippines International, Inc. (CPH); and 5) Ultimate Care Janitorial and Allied Services (UCJAS). For the record, none of the interested bidders had purchased the Bidding Documents (BDS).
- Pursuant to the Section 22.3 of the 2016 Revised IRR of RA 9184, “The 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 interested bidders and is open to interested bidders”. Hence, the GBAC allowed all bidders to raise questions regarding the project.
- It was stressed that it is the bidders’ responsibility to carefully examine the BDS. The Procuring Entity (PE) shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the PE. It is also the responsibility of the bidders to inquire or secure Supplemental/Bid Bulletin(s).

Presentation of the Eligibility/Technical and Financial components of the Bid as well as Post-Qualification documents

- The Secretariat presented the checklist of requirements and discussed every requirement comprising the technical and financial components of the bid.
- 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).

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

- The End-User Unit (EUU) presented the Schedule of Requirements and the Technical Specifications.
- The following are the clarifications/agreements:
 - a) The Contractor itself is not required to be a licensed Urban Pest Control provider but it should have five (5) personnel who are trained in the field of pest control. Training certificates should be submitted by the bidder declared as LCB as part of its post qualification documents.
 - b) All supplies and materials will be delivered at the GSIS Head Office. The Quezon City Branch Office, however, has its own supplies and materials.
 - c) On the query if the 10% Administrative Fee should be followed, the GBAC replied that Bidders should comply with all labor laws and standards as embodied in the Omnibus Sworn Statement.
 - d) On the query of interested bidders on what component of the bid (financial proposal) the rapid testing fee and PPEs should be included, the matter will be discussed by the EUU and a corresponding Bid Bulletin will be issued.
 - e) On the required list of all on-going government and private contracts including contracts awarded but not yet started, the Secretariat stressed that **all on-going contracts should be listed** and bidders **may** attach copies of these contracts.
 - f) It was stressed that all detailed computations should be attached to the itemized bid form.
- Interested bidders were reminded of the following:
 - a) After the Pre-Bid Conference, bidders that purchased the BDS can still send additional queries addressed to the GBAC Cluster II through the GBAC Secretariat through facsimile or email until Thursday, 27 August 2020.

Any amendment to the Bidding Documents will be done through the issuance of Bid Bulletin which will be posted in the PhilGEPS and GSIS Websites.
 - b) Submission of bid proposals shall be on/or before 08 September 2020 not later than 9:30 AM. Opening of bids shall follow at 10:00AM. Late bids shall not be accepted.
 - c) After the opening of bids, GBAC Cluster II through its Technical Working Group (TWG) will conduct a detailed evaluation of the financial bids of all eligible bidders to determine and declare the Lowest Calculated Bid (LCB) or the Single Calculated Bid (SCB). Bidder with the LCB/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

- The proper sealing and marking of bid envelopes was presented by the Secretariat.

While Section 25.9 of the 2016 Revised RIRR allowed that bid envelopes that are **not properly sealed and marked**, as required in the Bidding Documents, **shall be accepted**, the GBAC encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents and prevent pre-mature opening of the bidders proposal.

The Secretariat clarified that **unsealed or unmarked** bid envelopes **shall be rejected**. The BAC shall not assume responsibility for the misplacement of the content of improperly sealed or improperly marked bid or for its premature opening.

- 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/employees 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.

There being no other clarifications to discuss, the conference was adjourned.

Prepared by:

(Original Signed)
MICHAEL S. MERCADO
Member, GBAC Secretariat

Reviewed by:

(Original Signed)
VIRGINIA J. NICOLAS
Senior Project Coordinator

Certified Correct:

(Original Signed)
SVP SALVACION P. MATE
*Chairperson, GBAC for Goods,
Services & Consultancy (Cluster II)*

Date Signed: _____