



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

**MINUTES OF PRE-BID CONFERENCE**

Through Zoom Video Conference

26 August 2020, 10:00AM

Project Name : **Supply, Delivery and Installation of Accelerographs**

ABC : **Php5,000,000.00**

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. Armenia N. Salvanera	Member
Mgr. Mercedita Irene D. Tayag	Member

**END USER/TWG**

Engr. Divina DC. Apolarin	EUU-BMD
Mr. Antonio G. Aggarao, Jr.	EUU-BMD
Atty. Cristina V. Astudillo	TWG-Head

**OBSERVER**

(Note: Notice of Meeting was also sent to the Department of Trade and Industry, Commission on Audit, Philippine Chamber of Commerce and Industry, and the Philippine International Trading Corporation. However, no representative from the said entities attended the meeting.)

**GBAC SECRETARIAT**

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Jose P. F. Ycay IV	Project Coordinator
Mr. Michael S. Mercado	Member

**INTERESTED BIDDERS**

Mr. Claro Tatu Zablan } Mr. Jordan Gabriel }	Usher Technologies Inc.
Mr. Andrew Harder	Wings Technology Enterprise Inc.

The Pre-Bid Conference for the project, **Supply, Delivery and Installation of Accelerographs**, with an Approved Budget for the Contract (ABC) of **Five Million Pesos (Php5,000,000.00)**, was held on 26 August 2020 presided by SVP Severina L. Resurreccion, Chairperson, GBAC for Goods & Services and Consultancy (GBAC), Cluster 1.

**I. Business Matters:**

- 1) Discussion of the Eligibility, Technical and Financial components of the Bid as well as Post-Qualification documents;
- 2) Discussion of the Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the Project; and

- 3) Power Point Presentation on proper marking, labeling and sealing of bids in accordance with the *Instructions to Bidders* of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

## **II. Discussions**

- The GBAC Secretariat noted that the presence of three committee members at the start of the session constituted a quorum to proceed with the business and went on to acknowledge the members of GBAC, Technical Working Group (TWG), and End-User Unit (EUU) representatives.

### ***Interested Bidders***

- There were two (2) interested bidders present, namely: 1) Usher Technologies Inc. (UTI); and, 2) Wings Technology Enterprise Inc. (WTEI). At the time of the pre-bid conference, none of the interested bidders purchased the bidding documents (BDS) for the project.
- Pursuant to 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 prospective bidders and is open to all prospective bidders”. Hence, GBAC allowed all bidders to raise clarifications regarding the project. However, it was emphasized after the Pre-Bid Conference that GBAC will only entertain questions from prospective bidders who will purchase bidding documents.
- The GBAC stressed that it is the bidders’ responsibility to take all necessary steps to carefully examine the BDS. GSIS will not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the GSIS. It is also the responsibility of the bidders to inquire about the details of the project or secure copies of supplemental bid bulletins.

### ***Presentation of the Eligibility/Technical and Financial Components of the Bid as well as Post-Qualification Documents***

- The Secretariat discussed every requirement in the eligibility/technical and financial components of the bid after presenting the checklist of requirements.
- Thereafter, the Secretariat presented the checklist of the required post-qualification documents for the project that the bidder with the Lowest Calculated Bid (LCB) or the Single Calculated Bid (SCB) must submit within five (5) calendar days from receipt of notice from GBAC.

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

- The EUU presented the Schedule of Requirements, Technical Specifications and Terms of Payment.
- The following were the clarifications raised and agreements reached:
  - a) For the Financial Bid, two (2) decimal places will be used for uniformity.
  - b) Service Providers will be allowed to work during office hours since installation will be done in the hallways. As to works within the vicinity of the Senate, the EUU will coordinate on the work schedule.
  - c) Ocular inspection will be conducted in coordination with the EUU.
  - d) It was clarified that it will be a one-time payment term which will be due after the EUU issues the certificate of acceptance and completion.

- Prospective bidders in attendance were reminded of the following:
  - a) Submission of additional written queries will be until Friday, 28 August 2020.
  - b) Submission of bid proposals will be on/or before 8 September 2020 not later than 12 noon. Opening of bids will follow at 1:30 p.m. Late bids will be rejected.
  - c) After the opening of bids, GBAC, through the TWG will conduct a detailed evaluation of the financial bids to determine the LCB or SCB. Bidder with the LCB/SCB will be notified to submit post-qualification documents specified in the BDS.

***Power Point 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***

- While Section 25.9 of the 2016 Revised RIRR allows acceptance of bid envelopes that are even if such are not properly sealed and marked, GBAC still encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals.

A visual presentation on the proper sealing and marking of bid envelope was presented to the interested bidders.

- Lastly, the GBAC Secretariat emphasized the full compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The public/bidders were warned against falling prey to not unscrupulous individuals and groups posing as officers of GSIS to solicit money. The prospective bidders were advised to report such individuals to the GSIS through the Office of the President and General Manager and the GBAC Secretariat.

Having no other matters to discuss, the pre-bid 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 SEVERINA L. RESURRECCION**  
 Chairperson, GBAC for Goods,  
 Services & Consultancy (Cluster 1)

Date Signed: \_\_\_\_\_