



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

MINUTES OF PRE-BID CONFERENCE

07 January 2021, 9:30 AM, GBAC Conference Room VIA ZOOM

Project Name: **Supply and Delivery of TV Production Equipment**

ABC:

LOT	ITEM	ABC (Php)
1	Various Studio Equipment	570,000.00
2	Various Lights	564,000.00
3	Various Tripods and Supports	64,000.00
4	Various Audio Accessories	230,000.00
5	Various Camera Accessories	74,000.00
6	Studio Monitoring Headphones	46,000.00
	TOTAL	1,548,000.00

Present were:

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

SVP Juan Philip S. Evangelista	Chairperson
Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Armenia N. Salvanera	Member
Mgr. Oliver M. Mendoza	CSD-EUU

END USER/TWG

Ms. Elmira L. Salanga	CSD-EUU
Mr. Sergio G. Tamayo, Jr.	CSD-EUU
Mr. Joseph C. Mallari	CSD-EUU
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

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

PROSPECTIVE BIDDERS

Ms. Elizabeth David } Mr. Norman Alcantara	The Brain Computer
Ms. Alyssa Espiritu Mr. Rudelin Arco } Mr. Elmer Dacula	Strong Media Multi-line Building Systems, Inc.

The Pre-Bid Conference for the project, **Supply and Delivery of TV Production Equipment**, with an Approved Budget for the Contract (ABC) **One Million Five Hundred Forty Eight Thousand Pesos (Php1,548,000.00)** was held on 07 January 2021 and was presided by SVP Juan Philip S. Evangelista, 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) 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 (Secretariat) noted the presence of a quorum to proceed with the business, and acknowledged the members of GBAC, Head, Technical Working Group (TWG), and End-User Unit (EUU) representatives.

Prospective Bidders

- There were three (3) interested bidders present, namely: 1) Strong Media; 2) The Brain Computer; and 3) Multi-Line Building Systems, Inc. At the time of the pre-bid conference, none of the interested bidders had purchased the bidding documents (BDS) for the project.
- 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 prospective bidders and is open to all prospective bidders”. Hence, the GBAC allowed all bidders to raise clarifications regarding the project. However, after the Pre-Bid Conference, the GBAC will only entertain questions from prospective bidders that already purchased the bidding documents.

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 eligibility/technical and financial components of the bid.

No clarification was sought by the interested bidders present.

- 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 the Single Calculated Bid (SCB).

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 are the clarifications/agreements:
 - a) The Single Largest Completed Contract (SLCC) will depend on the amount of the lots a bidder will join.
 - b) For the NFCC computation, if a bidder will join for several lots, the NFCC should be equivalent to the total amount of the lots and not by lot.
 - c) On the compatibility issue, the EUU will list all the existing equipment/programs, and a Bid Bulletin will be issued.
 - d) The Secretariat informed interested bidders that a new format for the Omnibus Sworn Statement (OSS) was recently issued by the GPPB and a Bid Bulletin will be issued regarding the use of the new format for this project.
 - e) On the submission of Bidding Documents, since the project is composed of six (6) lots, bidders may submit 1 copy of Envelope 1 or Technical Component for all lots they will be joining.

For Envelope 2/Financial Component, bidders should submit financial documents by Lot. Thus, if the bidder will bid for 3 Lots, there should be a separate Envelope 2/Financial Component for each of the three (3) Lots.

- Interested bidders were reminded of the following:
 - a) Submission of additional written queries shall be until Monday, 11 January 2021.
 - b) Submission of bid proposals shall be on/or before 21 January 2021 not later than 9:00 am. Opening of bids shall follow at 10:00 am. Late bids shall be rejected.
 - c) After the opening of bids, GBAC through the TWG will conduct a detailed evaluation of the financial bids to determine the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB). Bidder with the LCB/SCB will be notified to submit post-qualification documents specified in the BDS.

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 envelope was presented to the interested bidders.

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 during the opening of proposals.

- The GBAC stressed that it is the bidder’s responsibility to take all necessary steps to carefully examine the BDS. GSIS shall 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 or secure copies of supplemental bid bulletins.
- Lastly, the GBAC Secretariat emphasized the full compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The public/bidders were warned not to 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.

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 JUAN PHILIP S. EVANGELISTA
 Chairperson, GBAC for Goods & Services
 and Consultancy Cluster I

Date Signed: _____