



MINUTES OF PRE-BID CONFERENCE

GBAC Conference Room, Level 2, Core G

GSIS Headquarters Building, Pasay City

Zoom Meeting, 07 January 2021

Project Name: **Procurement of Janitorial Services for Coconut Palace**

ABC: **Php8,600,000.00**

Present were:

GSIS BIDS AND AWARDS COMMITTEE (GOODS & SERVICES AND CONSULTANCY – CLUSTER 1)

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

END-USER UNIT/TWG

Atty. Cristina V. Astudillo	TWG-Head
Engr. Rommel Dindo F. Roque	PAD-EUU

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

GBAC SECRETARIAT

Atty. Allan Dexter P. Macaraig	Head
Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Patrick O. Gonzales	Senior Project Coordinator
Mr. Jose F. Ycay IV	Project Coordinator
Ms. Danielle Joyce G. Laserna	Member

INTERESTED BIDDERS

Mr. John Frederick Dacanay	LSERV Corporation
Ms. Dexie Calibara	LSERV Corporation

At 1:30 p.m. of 07 January 2021, the Pre-bid Conference for the *Procurement of Janitorial Services for Coconut Palace* was called to order and presided by SVP Juan Philip S. Evangelista, Chairperson, GSIS Bids and Awards Committee 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. 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. 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, Technical Working Group (TWG) and the End-User Unit (EUU). The representatives of the interested bidder were likewise acknowledged.

Interested Bidders

1. Representatives of one (1) interested bidder, LSERV Corporation (LSERV), attended the Pre-Bid Conference through Zoom meeting. At the time of the Pre-Bid Conference, the interested bidder present has not purchased the BDS for the project.
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 bidders to raise clarificatory questions regarding the project, but iterated that after the Pre-Bid Conference, only clarifications from prospective bidders who already purchased the BDS will be entertained.
3. The representatives of the interested bidder 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 BDS.
2. 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).
3. The representatives of the interested bidder were informed that a new format for the Omnibus Sworn Statement was recently issued by the GPPB and that a Bid Bulletin will be issued regarding the use of the new format for this project.

Other Matters

1. Before the EUU and Secretariat proceeded to discuss the Technical Specifications of the requirement, the representatives of LSERV were asked if GSIS Trustees Maldia and Cabreza are still shareholders of their company. Ms. Dexie Calibara replied in the affirmative and confirmed that the trustees are still active board members of LSERV.
2. Consequently, the Secretariat recounted the previous procurement's events, mainly the decision not to extend the contract for the General Housekeeping Services of the GSIS Head Office with LSERV because of probable conflict of interest.
3. LSERV was advised of the possible effect of the abovementioned circumstance in the award of contract for this project. Nonetheless, LSERV would be informed if positive feedback would be obtained from higher management.

It was also confirmed that the existing contract extension for the General Housekeeping Services of Coconut Palace is still valid and in effect.

4. The representatives of LSERV acknowledged the above and stated that they will try to inform other possible service providers for this project.
5. GBAC-Cluster 1 instructed the EUU to ask the other prospective bidders why they were not able to join the zoom meeting and to confirm if there would be a need to conduct another Pre-Bid Conference. For the meantime, the procurement activity schedule would remain unchanged.

Having no other matters to discuss, the Pre-Bid Conference was adjourned.

Prepared by:	Reviewed by:
<p style="text-align: center;"><i>(ORIGINAL SIGNED)</i> DANIELLE JOYCE G. LASERNA <i>Member, GBAC Secretariat</i></p>	<p style="text-align: center;"><i>(ORIGINAL SIGNED)</i> JOSE F. YCAY IV <i>Project Coordinator, GBAC Secretariat</i></p>
Certified Correct:	
<p style="text-align: center;"><i>(ORIGINAL SIGNED)</i> SVP JUAN PHILIP S. EVANGELISTA <i>Chairperson, GBAC for Goods & Services and Consultancy – Cluster 1</i></p>	