



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

**MINUTES OF PRE-BID CONFERENCE**

11 January 2021, 10:00 AM, GBAC Meeting Room 1 VIA ZOOM

Project Name: **Wireless Audio-Video Conferencing System for the Board Room and OPGM Conference Room**

ABC: **Php8,000,000.00**

Present were:

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

SVP Racquel D. De Guzman-Buensalida	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**

Engr. Divina DC. Apolinar	EUU-BMD
Engr. Christian R. Guhit	EUU-BMD
Mgr. Evangelina M. Manila	TWG-Head
Atty. Haydee Elvie P. Chavez	TWG-Member

**OBSERVER**

Mr. Robert Wyncen T. Cruz OSVP, CSG  
(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**

Mr. Gerald Imporante	Rimport Industries
Mr. Oliver Omagad	Rimport Industries
Mr. Jessnar Macasaet	Asisi Systems Corporation
Mr. Adam Ofiana	All Visual and Lights System Corporation
Ms. LV Britanico	All Visual and Lights System Corporation
Mr. Peng Illut	All Visual and Lights System Corporation
Ms. Aileen Cuadernal	Infocentric Solutions Incorporated
Ms. Rhenee Libunao	Infocentric Solutions Incorporated
Mr. Ferdinand Alburo	American Technologies, Incorporated
Mr. Dante Itutud	Microdata Systems & Management Inc.
Mr. Deniel Louie Ceremonia	Microdata Systems & Management Inc.
Ms. Elizabeth David	The Brain Computer Corporation
Mr. Norman Alcantara	The Brain Computer Corporation
Ms. May Ariola	Meta-Tech Solutions Systems Corp.
Mr. Richard Torres	Meta-Tech Solutions Systems Corp.

The Pre-Bid Conference for the project, **Wireless Audio-Video Conferencing System for the Board Room and OPGM Conference Room**, with an Approved Budget for the Contract (ABC); of ***Eight Million Pesos (Php8,000,000.00)*** was held on 11 January 2021 and was presided by SVP Racquel D. De Guzman-Buensalida, Chairperson, GBAC 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) 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 Cluster II, Technical Working Group (TWG), and End-User Unit (EUU) representatives.

### ***Prospective Bidders***

- There were eight (8) interested bidders present, namely: 1) Rimport Industries (RI); 2) Asisi Systems Corporation (ASC); 3) All Visual and Lights System Corporation (AVLSC); 4) Infocentric Solutions Incorporated (ISI); 5) American Technologies, Incorporated (ATI); 6) Microdata Systems & Management Incorporated; 7) The Brain Computer Corporation (TBCC) and, 8) Meta-Tech Solutions Systems Corporation (MTSSC). 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.

### ***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.
- 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.

- 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 the GBAC;

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

- The EEU presented the Schedule of Requirements, Technical Specifications and Terms of Payment.
- The following are the clarifications which will be subjected to further review/discussion of the EEU and a Bid Bulletin will be issued if warranted:
  - 1) Similar project shall be Supply, Delivery and Installation of Wireless Audio/Video Conferencing System **OR** Supply, Delivery and Installation of Audio/Visual System.
  - 2) Installation of the Monitor Speaker shall be wall mounted.
  - 3) On the request for site inspection, the GBAC suggested a virtual tour considering the present condition. Likewise, the EEU representative said that they can provide floor plan of the layout of the OPGM Conference and Board Rooms as well as the layout of the equipment. EEU shall also include in the floor layout the details of the existing acoustic treatment of the rooms for the bidders' reference.
  - 4) As regards the interfacing of the existing teleconferencing system that will be connected in the new system, it is suggested that there should be an echo cancellation.
  - 5) It is also suggested to use a Digital Signal Processor (DSP) instead of Digital Audio Mixer.
  - 6) Interface of the HD Camera should be HDMI.
  - 7) It was requested that project completion for both OPGM and Board Room be 90 calendar days because ordering and delivery of equipment will take almost 60 days.
- Interested bidders were reminded of the following:
  - a) Submission of additional written queries shall be until Thursday, 14 January 2021.
  - b) Submission of bid proposals shall be on/or before 25 January 2021 not later than 9:30 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 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, to 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 RACQUEL D. DE GUZMAN-BUENSALIDA**  
*Chairperson, GBAC for Goods &  
Services and Consultancy, Cluster II*

***Date Signed: January 15, 2021***