



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
Financial Center, Pasay City
976-4961/976-4945
www.gsis.gov.ph
GBAC_Secretariat@gsis.gov.ph

MINUTES OF PRE-BID CONFERENCE

14 October 2020

GBAC Conference Room, Level 2 Core G
GSIS Headquarters Building and Via Zoom

Project Name: **Reinsurance of the Fire Insurance of the City Government of Makati
(City Hall Building 1)**

Present were:

GSIS INSURANCE BIDS AND AWARDS COMMITTEE

SVP Eduardo V. Fernandez	Chairperson
VP Joseph Philip T. Andres	Vice Chairperson
Mgr. Reynald A. Rey	Member
Mgr. Rico A. Abarintos	Member
Mgr. Nelo B. Gellaco	Member

END-USER UNIT / TWG

Atty. John Andrew R. Salazar	TWG Head
Ms. Aurita G. Reyes	TWG Member
Mr. Marc Vincent B. Trinidad	TWG Member
Ms. Edna M. Delos Santos	TWG Member
Mr. Eugene O. David	OVP-MUCO
Ms. Vanessa Joy L. Go	Reinsurance Department
Ms. Iris Gilbey M. Guballa	Reinsurance Department
Ms. Pauline Antonette V. Paron	Reinsurance Department
Mr. Altair Ketch T. Geremia	Reinsurance Department
Mgr. Francisco G. Cielo, Jr.	Underwriting Department
Ms. Edna M. Cubar	Marketing Department
Ms. Filipina A. Borreta	Marketing Department
Mr. Rafael Anthony C. Oñate, Jr. III	Marketing Department
Mr. Michael Antonio B. Guillermo	Marketing Department

GBAC SECRETARIAT

Atty. Allan Dexter P. Macaraig	Head
Mr. Patrick O. Gonzales	Senior Project Coordinator
Ms. Charlene B. Bacani	Member
Mr. Ernie M. Gamad	Member

INTERESTED BIDDER/S

Ms. Fatima Anne L. Murillo	PGA Sampo Insurance Corporation
Mr. Joel Belardo	PGA Sampo Insurance Corporation
Mr. Jose Publico	Malayan Insurance Co., Inc.
Ms. Lheslie Hernandez	Malayan Insurance Co., Inc.

Ms. Mary Grace Taburada
Mr. Eudan Bantola
Mr. Johnell Louise Chua
Ms. Angel Lorenzo
Ms. Christine Joy Miña
Mr. Lawrence Tejada
Mr. Ralph Salas
Mr. Jonnel Tawat
Mr. Celso Sarto
Ms. Marisa Evangelista
Mr. Ronnel Serapio

Malayan Insurance Co., Inc.
National Reinsurance Corporation
National Reinsurance Corporation
COCOGEN Insurance
COCOGEN Insurance
COCOGEN Insurance
Stronghold Insurance Company Inc.
Stronghold Insurance Company Inc.
Milestone Guaranty and Assurance Corp.
Travellers Insurance & Surety Corporation
Philippine British Assurance Company

OBSERVER/S

Mr. Patrick Dahipon
Mr. Joey Monteclaro

IASO
PIRA

(Note: Notice of Meeting was also sent to and duly received by observers, *i.e.*, COA, Transparency Accountability Network, Procurement Watch, Inc., Philippine Chamber of Commerce and Industry, and Department of Trade and Industry. However, none attended the Pre-Bid Conference dated 14 October 2020.)

The Pre-Bid Conference for the Project *Reinsurance of the Fire Insurance of the City Government of Makati (City Hall Building 1)* was called to order at 10:00AM and was presided by SVP Eduardo V. Fernandez, Chairperson, GSIS Insurance Bids and Awards Committee (GIBAC).

A. Business Matters

1. Presentation and discussion of Eligibility, Technical, Financial and Post-Qualification Requirements, Schedule of Requirements, Technical Specifications/Policy Wordings, Underwriting Information and Bidding Forms.
2. The Project has an approved budget of Php2,584,196.45.

B. Discussion

1. The GBAC Secretariat noted that there is a quorum to proceed with the business.
2. During the Pre-Bid Conference, the GBAC Secretariat presented the following to the bidders:
 - a. Eligibility, Technical and Financial Documents to be submitted during the Opening of Bids;
 - b. Schedule of Requirements, Technical Specifications/Policy Wordings and underwriting information (Certificate of No Loss, Survey Report and the Property Risk Improvement Report);
 - c. Post-Qualification Documents;
 - d. Guide on the proper sealing and marking of bids; and

- e. Instructions on the Electronic Submission, Receipt and Opening of Bids.
3. The bidders were further informed regarding the documentary requirements found under *Section II. Instructions to Bidders*. It was also emphasized that it is the bidder's responsibility to review the entire Bidding Documents and that the procuring entity incurs no liability should the bidder misinterpret or misread any of the provisions thereof.
 4. The bidders were advised that they have until 17 October 2020 to submit to the GBAC Secretariat additional queries regarding the Project. All email queries will be acknowledged. However, only queries of bidders who purchased the Bidding Documents will be answered.
 5. All amendments to the Bidding Documents and responses to the bidders' queries shall be issued through a bid bulletin, which will be posted on PhilGEPS and GSIS' websites and bulletin board for seven (7) consecutive days before the scheduled Bid Submission and Bid Opening.
 6. The GBAC Secretariat reminded the bidders that bids must be delivered to the GBAC Secretariat, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City on or before 27 October 2020, 09:00AM.

Bids may also be submitted electronically on or before the said date and time. Instructions on the Electronic Submission, Receipt and Opening of Bids are stated in **Annex A** of the Bidding Documents.

Bid Opening will be on 27 October 2020, starting at 09:30AM.

7. It is the responsibility of the bidders to ensure that their bids are submitted and received on time. Late bids shall not be accepted/considered.

Prepared by:

(Signed Original)
MR. PATRICK O. GONZALES
Senior Project Coordinator
GBAC Secretariat

Concurred by:

(Signed Original)
SVP EDUARDO V. FERNANDEZ
Chairperson, GIBAC

Date Signed : 19 October 2020