



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
Financial Center, Pasay City
7976-4961/7976-4945
www.gsis.gov.ph
GBAC_Secretariat@gsis.gov.ph

MINUTES OF PRE-BID CONFERENCE

03 November 2020

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

Project Name: **Reinsurance of the Industrial All Risk Insurance of the Government Service Insurance System**

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. Lorena I. Cestina	TWG Member
Mr. Marc Vincent B. Trinidad	TWG Member
Ms. Edna M. Delos Santos	TWG Member
SVP Leopoldo A. Casio	OIC-SVP, MUCO
VP Emerita G. Esteban	OIC-VP, MUCO
Mr. Eugene O. David	OVP-MUCO
Mgr. Analiza L. Acosta-Dofitas	Reinsurance Department
Ms. Ma. Vanessa Joy L. Go	Reinsurance Department
Mr. Ron Alvin V. Ferreras	Reinsurance Department
Ms. Sarah Elise B. Aquino	Reinsurance Department
Ms. Pauline Antonette V. Paron	Reinsurance Department
Ms. Iris Gilbey M. Guballa	Reinsurance Department
Mr. Altair Ketch T. Geremia	Reinsurance Department
Mgr. Francisco G. Cielo, Jr.	Underwriting Department
Atty. Leazel N. Sandoval	Underwriting Department
Ms. Shiela S. Rivera	Underwriting Department
Mr. Michael Antonio B. Guillermo	Underwriting Department
Mgr. Maria Rosanna A. Sanchez	Marketing Department
Mr. Tristan H. Hernandez	Marketing Department
Ms. Filipina A. Borreta	Marketing Department
Mr. Rafael Anthony C. Oñate, Jr. III	Marketing Department
Mr. Marco Apollo C. Antonio	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

ASSURED

Engr. Divina Apolarin

Building and Maintenance Department

INTERESTED BIDDER/S

Ms. Henna Gamiao

PGA Sampo Insurance Corporation

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

Malayan Insurance Co., Inc.

Mr. Eudan Bantola

National Reinsurance Corporation

Mr. John Chua

National Reinsurance Corporation

Ms. Angel Lorenzo

UCPB General Insurance Company, Inc.

Mr. Lawrence Tejada

UCPB General Insurance Company, Inc.

Mr. Francisco M. Nob

UCPB General Insurance Company, Inc.

Ms. Christine Joy Miña

UCPB General Insurance Company, Inc.

Mr. Dicki Devesa

UCPB General Insurance Company, Inc.

OBSERVER/S

Ms. Jocelyn Garcia

IASO

Ms. Jasmin Mallari

IASO

Mr. Joey Monteclaro

PIRA

(Note: Notice of Meeting was also sent to and duly received by observers, *i.e.*, Commission on Audit, 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 03 November 2020.)

The Pre-Bid Conference for the Project ***Reinsurance of the Industrial All Risk Insurance of the Government Service Insurance System*** was called to order at 1:00PM 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 approved budget for the contract is Php14,860,598.74.

B. Discussion

1. 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 (Loss History, Risk Survey Reports and 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. During the discussion, the prescribed Bid Form was revised, to wit:

FROM	TO
<p>Page 1, 1st Paragraph</p> <p>Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid</p>	<p>Page 1, 1st Paragraph</p> <p>Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Bidding Documents <u>for the Total Bid Price/Amount as stated in the Schedule of Prices provided below.</u></p>
<p>Page 2</p> <p>Grand Total in figures and in words: _____ (Php) _____</p>	<p>Page 2</p> <p><u>Total Bid Price</u> in figures and in words: _____ (Php) _____</p>

5. Ms. Mary Grace Taburada of Malayan Insurance Co., Inc. inquired if the bidder's retained amount indicated in the Sworn Statement (Form 1.a.1) can still be revised if the National Reinsurance Corporation of the Philippines (NatRe) would accept a cession after the award of contract. In response, the Insurance Group said they will coordinate with NatRe regarding cession. A bid bulletin will be issued regarding the matter.

6. The bidders were advised that they have until 07 November 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.
7. 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.
8. 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 17 November 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 17 November 2020, starting at 09:30AM.

9. 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:

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

Concurred by:

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

Date Signed : 06 November 2020