

REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman
Quezon City

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

HIRING OF ASSESSMENT TEST PROVIDER

SEPTEMBER 25, 2019 (WEDNESDAY)-2:30 P.M. 12TH FLOOR TRAINING ROOM SSS
MAIN OFFICE

Present:

BAC II Members : GUILLERMO M. URBANO, JR.
JOHNSY L. MANGUNDAYAO
HENRY C. PABLO
SYLVETTE C. SYBICO

BAC Secretariat : VER V. NUÑEZ
AISA U. GUEVARRA
KAMILLE ANNE B. VELASCO
JULINA ROSE DL. DE OCAMPO

COA Representative : LOVERLY LLOREN

TWG Representatives : FILOMENA S. DAVID
CAROLINA V. VILLA

Participating Bidders : VANGUARD ASSESSMENTS &- Janelle Gerodiaz
BEHAVIORAL DYNAMICS Katrina Dulay
INTERNATIONAL CORP.
PEOPLE DYNAMICS INC. - Bianca Gaela
Armin Chinguanco
VIBAL GROUP - Gerald Manuel
- Chona Malinog
Abigail Echano

1. The Pre-Bid Conference was called to order at 3:40 P.M.
2. The published Approved Budget for the Contract is P950,000.00.
3. The following observers were invited through BAC Notice dated 19 September 2019:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trap Movement of the Philippines, Inc.
 - 3.4 Makati Business Club
 - 3.5 Philippine Chamber of Commerce and Industry (PCCI)

However, only the representative from COA attended the activity.

4. Nobody secured/paid the bidding documents at the time of the Pre-Bid Conference.

5. The Technical Working Group (TWG) presented the background, scope of work, and technical specifications of the project.

6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	On the conduct of assessment on regional offices, are the service providers need to be present?	Not necessarily, as long as the bidder will provide SSS the contact person. But service providers may observe here at SSS Main Office.
6.2	What are the deliverables of the service provider?	The service provider shall submit the following: <ul style="list-style-type: none"> • Table of Specifications on specific items • Content • Prescribing Points • Subjective/Objective Type on the exercises
6.3	Regarding the attachments of the on-going government and private contracts, aside from the official receipts, what are the other attachments?	Official receipts are not required anymore on the ongoing government and private projects, the OR as attachment is required for the Single Largest Completed Contract.
6.4	The prospective bidders are invited to avail the Pre-Screening of document before the Submission and Opening of Bids.	Noted.

7. The BAC Secretariat announced the composition of Envelopes No. 1 (Eligibility and Technical documents), No. 2 (Financial proposal) and additional documents.

8. The BAC II informed the bidder that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within non-extendible period of five (5) calendar days from receipt of BAC notice:

- a) 2018 Income Tax Return filed through Electronic Filing and Payment System (EEPS) corresponding to the Submitted Audited Financial Statements;
- b) Quarterly VAT for the period January to June 2019;
- c) SEC/DTI Registration;
- d) 2019 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2018 Audited Financial Statements filed through EFPS.

9. The BAC Secretariat also presented the schedule of the following activities:


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| 9.1 Deadline of Written Queries | : Thursday, 26 September 2019 |
| 9.2 Issuance of Bid Bulletin | : Tuesday, 1 October 2019 |
| 9.3 Submission and Opening of Technical and Cost Proposal | : Wednesday, 9 October 2019 at 2:00 P.M. at Green Room, 12 th Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted. |

Time Finished: 3:55 P.M

Prepared by:


JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat


Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


FILOMENA S. DAVID
TWG Chairperson

Approved by:


GUILLERMO M. URBANO, JR.
VP and BAC II Vice Chairperson