

BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF MODULAR OFFICE SYSTEMS AND FURNITURE FOR VARIOUS OFFICES AT SSS MAIN BUILDING

OCTOBER 3, 2019 (THURSDAY)-2:30 P.M., GREEN ROOM 12TH FLOOR SSS MAIN OFFICE

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.
BOOBIE ANGELA A. OCAY
JOSELITO A. VIVIT
NEIL F. HERNAEZ
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

TWG Representatives: EMILY M. BELTRAN
FERDINAND B. ALMARIA

Participating Bidders: DISTINCTIVE BLINDS -Sam Pajac
DESIGN EXCELLENCE -Arnel Sormino

1. The Pre-Bid Conference was called to order at 3:25 P.M.
2. The published Approved Budget for the Contract is ₱6,661,622.02, broken down as follows:

Item 1 Corporate Legal Services	P3,584,397.38
Item 2 Operations Legal Services Division and Employers Delinquency Monitoring Department	P834,503.04
Item 3 NCR North Legal Department	P874,641.60
Item 4 PCEO Boardroom	P643,776.00
Item 5 Commissioner Pardo's Office	P260,624.00
Item 6 Green Room	P463,680.00

3. The following observers were invited through BAC Notice dated 26 September 2019.
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Philippine Chamber of Commerce and Industry (PCCI)
 - 3.5 Makati Business Club

However, none of them attended the activity.

4. Nobody secured 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 Bill of Quantities, could it be arranged per set not per piece?	The Bill of Quantities are per set.
6.2	In the layout for Corporate Legal Services Office, does it have common walls?	Yes.
6.3	The bidder requested for the copy of the floor plan and perspective.	TWG emphasized that these are already included in the Bidding Documents.
6.4	Can we provide partition walls with 60 mm thickness only?	To be clarified through Bid Bulletin.
6.5	The bidder requested to unlock the other columns of the Excel format of the Bill Quantities.	TWG unlocked the said portion of the Excel.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (Eligibility and Technical Documents) and No.2 (Financial Proposal), and additional documents.
8. The BAC I informed the bidders 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 (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
 - 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:


9.1 Deadline of Written Queries	: Friday, 04 October, 2019
9.2 Issuance of Bid Bulletin	: Wednesday, 09 October 2019
9.3 Submission and Opening of Technical and Financial Proposal	: Thursday, 17 October, 2019 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted.

Time Finished: 3:50 P.M.

Prepared by:

 JULINA ROSE D.L. DE OCAMPO
 Staff, BAC Secretariat


Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


EMILY M. BELTRAN
TWG Chairperson

Approved by:


ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson