

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

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY AND LABOR AND MATERIALS FOR THE UPGRADING OF LIGHTING SYSTEM FROM FLUORESCENT LAMP TO LED LIGHTS AT THE 3RD FLOOR TO 5TH FLOOR SSS MAIN BUILDING

NOVEMBER 6, 2019 (WEDNESDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN OFFICE

Present

BAC II Members: MARIO R. SIBUCAO
JOHNSY L. MANGUNDAYAO
HENRY C. PABLO
SYLVETTE C. SYBICO

BAC Secretariat: ROSALYN AZUL-CONDAT
AISA U. GUEVARRA
JULINA ROSE DL. DE OCAMPO
AILENE C. FACTOR

COA Representative: ARTURO A. NEVADO, JR.

TWG Representatives: GILBERT A. CACAFRANCA
FRANCIS F. FLORES
ROMEO Q. VILLAFUERTE

Participating Bidders: INNOVALITE - Eugene Lozano

1. The Pre-Bid Conference was called to order at 4:40 P.M.
2. The published Approved Budget for the Contract is P997,851.32.
3. The following observers were invited through BAC Notice dated 29 October 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 paid/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. No issues/clarifications were raised during the Pre-Bid Conference.
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 II emphasized that Sworn Statements/Affidavits/Certifications must be:
 - a) Signed by the Notary Public (attorney) himself/herself;
 - b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.
10. The BAC Secretariat also presented the schedule of the following activities:

10.1 Deadline of Written Queries	: Friday, 8 November 2019
10.2 Issuance of Bid Bulletin	: Tuesday, 12 November 2019
10.3 Pre-Screening of Documents	: Monday, 18 November 2019
10.4 Submission and Opening of Technical and Cost Proposal	: Wednesday, 20 November 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.


Prepared by:


 JULINA ROSE DL. DE OCAMPO
 Staff, BAC Secretariat

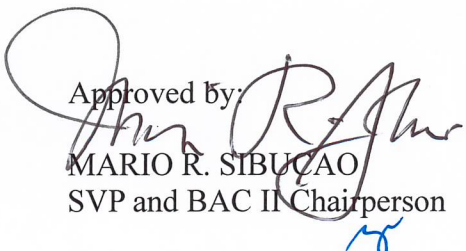
Certified Correct:


 ROSALYN AZUL-CONDAT
 OIC, Administrative Support Section
 BAC Secretariat

Concurred by:

 11-8-19
 GILBERT A. CACAFRANCA
 TWG Chairperson

Approved by:


 MARIO R. SIBUCAN
 SVP and BAC II Chairperson