

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

**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

NOVEMBER 18, 2019 (MONDAY)-2:00 P.M., BIDDING ROOM 2<sup>ND</sup> FLOOR SSS MAIN OFFICE

---

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.  
BOOBIE ANGELA A. OCAY  
CRISTINA A. BACALLA

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

TWG Representative: FERDINAND B. ALMARIA

Participating Bidders: DESIGN EXCELLENCE -Arnel Sarmiento  
DISTINCTIVE BLINDS - Sam Pajac  
PROGRESS HOME -Delmer Ebuieza  
ASAHI DESIGN CENTRE -Lorena Flores  
LEE DESIGNS  
SUMMIT FURNISHINGS -Marita Umipig

1. The Pre-Bid Conference was called to order at 4:55 P.M.
2. The published Approved Budget for the Contract is P6,661,622.02 and broken down as follows:

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

3. The following observers were invited through BAC notice dated 12 November 2019:
  - 3.1 Commission on Audit
  - 3.2 Anti-Corruption Training Center
  - 3.3 Anti-Trapo Movement of the Philippines, Inc.
  - 3.4 Makati Business Club
  - 3.5 Philippine Chamber of Commerce and Industry (PCCI)

However, none of them attended the activity.

4. The following bidders paid/secured the Bidding Documents during the previous advertisement:

- Asahi Design Centre
- Design Excellence Home & Office System
- Distinctive Blinds and Office Systems
- Summit Furnishings

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

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

	Query/Clarifications	TWG/BAC Reply
6.1	Mock-up samples must be provided by the winning bidder <b>before</b> the receipt of NTP not after.	To be clarified through Bid Bulletin
6.2	What is the delivery period?	110 calendar days

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 a 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 April to September 2019;
- c) SEC/DTI Registration;
- d) 2019 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2018 Audited Financial Statements filed through EFPS.

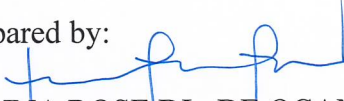
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- 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                                   | : Tuesday, 19 November, 2019  |
| 10.2 Issuance of Bid Bulletin                                      | : Friday, 22 November 2019  |
| 10.3 Submission and Opening of<br>Technical and Financial Proposal | : Monday, 02 December 2019<br>at 2:00 P.M. at the Bidding Room<br>(formerly CDPRD Computer<br>Room), 2nd Floor, SSS Main<br>Building, East Avenue, Diliman,<br>Quezon City. Late submission shall<br>not be accepted. |

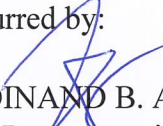
Prepared by:

  
JULINA ROSE DL. DE OCAMPO  
Staff, BAC Secretariat

Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by:

  
FERDINAND B. ALMARIA  
TWG Representative

Approved by:

  
ERNESTO D. FRANCISCO JR.  
SVP and BAC I Chairperson