

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 TWO (2) INDEPENDENT APPRAISAL COMPANIES FOR THE APPRAISAL OF VARIOUS SSS-OWNED PROPERTIES (ASSET MANAGEMENT DIVISION) (RE-ADVERTISEMENT)

NOVEMBER 27, 2019 (WEDNESDAY)-2:00 P.M., BIDDING ROOM, 2<sup>ND</sup> FLOOR SSS MAIN OFFICE

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Present

BAC II Members:	MARIO R. SIBUCAO GUILLERMO M. URBANO JR HENRY C. PABLO JOSEPH LAMBERTO P. CARLOS	
BAC Secretariat:	ROSALYN AZUL-CONDAT AISA U. GUEVARRA AILENE C. FACTOR	
COA Representative:	ARTURO A. NEVADO JR.	
TWG Representative:	CYRUS CAESAR D. LOZANO	
Participating Bidders:	TOP CONSULT INC. CAL-FIN APPRAISAL AND MANAGEMENT INC.	- Paula Menor - Danilo Engo

1. The Pre-Bid Conference was called to order at 2:53 P.M.
2. The published Approved Budget for the Contract is P1,246,000.00.
3. The following observers were invited through BAC Notice dated 19 November 2019:
  - 3.1 Commission on Audit (COA)
  - 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, only the representative from COA attended the activity.

4. The following bidders paid/secured the Bidding Documents at the time of the Pre-Bid Conference.
  - 4.1 Cal-Fin Appraisal and Management Incorporated
  - 4.2 CM Serna Real Estate
  - 4.3 Lineage Valuation & Allied Services Corp.
  - 4.4 Top Consultant Incorporated

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

6. There were no issues/clarifications 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 II 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 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:


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| 10.1 Deadline of Written Queries                                   | : Friday, 29 November 2019  |
| 10.2 Issuance of Bid Bulletin                                      | : Tuesday, 03 December 2019   |
| 10.3 Pre-screening of 1 <sup>st</sup> Envelope                     | : Monday, 09 December 2019  |
| 10.4 Submission and Opening of<br>Technical and Financial Proposal | : Wednesday, 11 December 2019 at 2:00 P.M.<br>at the Bidding Room (formerly CDPRD<br>Computer Room), 2 <sup>nd</sup> Floor, SSS Main Bldg.,<br>East Avenue, Diliman, Quezon City.<br>Late submission shall not be accepted. |

Time Finished: 3:10 P.M.

Prepared by:

  
AILENE C. FACTOR  
Staff, BAC Secretariat

Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by:

  
CYRUS CAESAR D. LOZANO  
TWG Chairperson

Approved by:

  
MARIO R. SIBUCAO  
SVP and BAC II Chairperson

Pre-Bid Conference  
Two (2) Independent Appraisal Companies  
November 27, 2019