

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

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY, AND INSTALLATION OF TELLER'S BOOTH & CHAIR TO VARIOUS SSS BRANCHES NATIONWIDE

OCTOBER 4, 2019 (FRIDAY)-2:30 P.M., EXECUTIVE LOUNGE 2ND FLOOR SSS MAIN OFFICE

Present

BAC II Members:

GUILLERMO M. URBANO, JR.
JOHNSY L. MANGUNDAYAO
HENRY C. PABLO
SYLVETTE C. SYBICO
JOSEPH LAMBERTO P. CARLOS

BAC Secretariat:

AISA U. GUEVARRA
VER V. NUÑEZ
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

TWG Representatives:

CYRUS CAESAR D. LOZANO
JOSE Z. ABURIDO, JR.

Participating Bidders:

TRADERS KING ENTERPRISE - Rocelle Silagan
DISTINCTIVE BLINDS - Sam Pajac
PROGRESS HOME & OFFICE - Delmer Ebueda
FURNISHINGS

1. The Pre-Bid Conference was called to order at 3:45 P.M.
2. The published Approved Budget for the Contract is P4,952,040.00.
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 Makati Business Club
 - 3.5 Philippine Chamber of Commerce and Industry (PCCI)

However, none of them 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. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarification	TWG/BAC Reply
6.1	Should we submit samples during post-qualification period?	No.
6.2	What is the color of partitions?	Folkstone gray
6.3	Do you have existing sample?	Yes, similar unit is installed at the Cash Management Department.
6.4	The bidder requested to extend the delivery period from 60 calendar days to 65 calendar days.	To be included in the Bid Bulletin

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 (EFPS) 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:

- 9.1 Deadline of Written Queries : Tuesday, 08 October 2019
- 9.2 Issuance of Bid Bulletin : Wednesday, 09 October 2019
- 9.3 Submission and Opening of Technical and Cost Proposal : Friday, 18 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.

Prepared by:


 JULINA ROSE DL. DE OCAMPO
 Staff, BAC Secretariat


Certified Correct:


 ROSALYN AZUL-CONDAT
 OIC, Administrative Support Section
 BAC Secretariat

Concurred by:


CYRUS CAESAR D. LOZANO
TWG Chairperson

Approved by:


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