

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 DEPLOYMENT AND INSTALLATION INTO OPERATIONAL STATE OF 150 UNITS OF SELF-SERVICE EXPRESS TERMINALS (SET) FORMERLY SELF-SERVICE INFORMATION TERMINALS (SSIT)

NOVEMBER 04, 2019 (MONDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN OFFICE

Present

BAC I Members: BOOBIE ANGELA A. OCAY
JOSELITO A. VIVIT
NEIL F. HERNAEZ
NICHOLAS C. BALBUENA

BAC Secretariat: ROSALYN AZUL-CONDAT
LARRY R. VILAR
JULINA ROSE DL. DE OCAMPO

COA Representative: KRISTINA M. ISLA

TWG Representative: ROGELIO A. FUNTELAR
FARRAH C. LACHICA

Participating Bidders: ALLCARD - Peng Illut
PRONET -Rachelle Ann Capistrano
Timothy Tumagan
XITRIX COMPUTER - Ana Capote
CORP.

1. The Pre-Bid Conference was called to order at 2:30 P.M.
2. The published Approved Budget for the Contract is P47,577,025.50.
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 Philippine Chamber of Commerce and Industry (PCCI)
 - 3.5 Makati Business Club

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

	Query/Clarifications	TWG/BAC Reply
6.1	What if all the fingerprints are already used and the unit is still not responding?	It is when the intervention of technician will occur.
6.2	Is ISO Certification required for card readers and fingerprint scanners?	To be clarified through Bid Bulletin.
6.3	On Similar Contracts, are the ICT equipment such as scanners, kiosk, software and card readers acceptable?	To be clarified through Bid Bulletin.
6.4	Bidders requested for the distribution list of the deliveries.	To be included in the Bid Bulletin.
6.5	Bidders requested for the details of the support and maintenance on foreign offices.	To be included in the Bid Bulletin.
6.6	Is the list of support personnel with curriculum vitae must be submitted during the opening of bids?	Bidders can submit the list of support personnel without the CVs but include the support personnel's SS number.
6.7	Does the project include printer since there is a requirement for the printing of inquiries, application of salary loan, updating of contact information, maternity notification, and application for retirement will be printed?	To be included in the Bid Bulletin.
6.8	On SLCC, do the bidders need to specify the kiosk supply and maintenance?	To be included in the Bid Bulletin.

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 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.

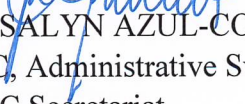
10. The BAC Secretariat also presented the schedule of the following activities:

- 10.1 Deadline of Written Queries : Wednesday, 06 November, 2019
- 10.2 Issuance of Bid Bulletin : Friday, 08 November 2019
- 10.3 Submission and Opening of Technical and Financial Proposal : Monday, 18 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:


ROGELIO A. FUNTELAR
TWG Chairperson

Approved by:


BOOBIE ANGELA A. OCAY
VP and BAC I Vice Chairperson