

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 OF 319 SETS OF PC WORKSTATIONS AND DOCUMENT SCANNERS

NOVEMBER 11, 2019 (MONDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN OFFICE

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.
BOOBIE ANGELA A. OCAY
JOSELITO A. VIVIT
NEIL F. HERNAEZ
NICHOLAS C. BALBUENA

BAC Secretariat: LARRY R. VILAR
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

TWG Representatives: ROGELIO A. FUNTELAR
STELLA C. JOSEF
BENJAMIN V. BILLEDO
PETER JESUS B. RUPA

Participating Bidders: MMSSI -Rose Ann Tangpos
MICRODATA - M. Miranda
AMTI - Marjelyn Dy
TVSP - Anya Estera
PRONET SYSTEMS -Rachelle Capistrano
ADVANCE SOLUTIONS -Erwin Cornejo

1. The Pre-Bid Conference was called to order at 3:05 P.M.
2. The published Approved Budget for the Contract is P20,735,000.00.
3. The following observers were invited through BAC Notice dated 04 November 2019.
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Philippine Chamber of Commerce and Industry (PCCI)
 - 3.5 Makati Business Club

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:

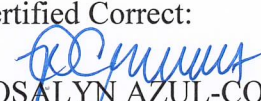
	Query/Clarifications	TWG/BAC Secretariat Reply
6.1.	On providing onsite technician, a) Do we really have to provide a technician for the whole duration of the contract? b) If there is already an existing technician onsite from another contract, do we still have to provide additional technician?	a) To be clarified through Bid Bulletin. b) No
6.2.	On Setup and Configuration, where will it be conducted?	Set-up and configuration of the machines will be done at the winning bidder's warehouse.
6.3.	Upon delivery to branches, do we have to set up the machines?	Yes.
6.4.	On payments, a) Is it a one-time payment? b) Do you require retention fee? If so, how much?	a) Yes b) To be clarified through Bid Bulletin.
6.5.	On the 3-year Warranty Requirement for Document Scanners, are consumables included?	To be clarified through Bid Bulletin.
6.6.	Can you extend the completion period of 90 calendar days to 120 calendar days?	To be clarified through Bid Bulletin.
6.7.	On Document Scanner Technical Specification, a) For Scan Technology, can you allow CCD aside from CIS? b) On the Windows 10 Requirement, can it be removed? Document Scanner does not require a separate Operating System.	To be clarified through Bid Bulletin.
6.8.	On SLCC requirement, can we submit combined Purchase Orders?	To be clarified through Bid Bulletin.
6.9.	Concerns that must be raised by vendors if requirement cannot be met (requiring vendor's feedback): a) Certification from the manufacturer that the proposed product has been released or announced for market purposes within a six-month period from date of submission of the proposal b) Certification from the manufacturer of Authorized Resellership/Dealership valid all throughout the contract period Note: Requirements can only be revised if concerns are raised	To be clarified through Bid Bulletin.
6.10.	For clarification through Bid Bulletin: a) List of personnel with detailed resume shall only be required from the winning bidder b) Revised Bid Breakdown c) VAT Period Requirement	To be clarified through 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:
- 2018 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
 - Quarterly VAT for the period April to September 2019;
 - SEC/DTI Registration;
 - 2019 Mayor's Permit;
 - Valid Tax Clearance;
 - 2018 Audited Financial Statements filed through EFPS.
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:
- Signed by the Notary Public (attorney) himself/herself;
 - 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 | : Tuesday, 12 November, 2019 |
| 10.2 Issuance of Bid Bulletin | : Friday, 15 November 2019 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Monday, 25 November 2019
at 2:00 P.M. at the Bidding Room
(formerly CDPRD Computer
Room), 2 nd Floor, SSS Main
Building, East Avenue, Diliman,
Quezon City. Late submission shall
not be accepted. |

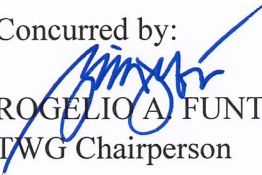
Prepared by:


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:


ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson