

BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF MODULAR OFFICE SYSTEM AND FURNITURE FOR VARIOUS OFFICES AT SSS MAIN BUILDING (ORDERING AGREEMENT)

OCTOBER 17, 2019 (THURSDAY)-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
CRISTINA A. BACALLA

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

TWG Representatives: MARY GAY H. GALANG
VINCENT P. HIÑOLA

COA Representative: ARTURO A. NEVADO, JR.

Participating Bidders: DISTINCTIVE BLINDS AND OFFICE SYSTEMS - Sam Pajac
ASAHI DESIGN CENTRE - Luisa Angeles
DESIGN EXCELLENCE - Arnel Sarmiento
IKF HOME - Ligaya Saturnino
CSI, INC. - Janielyn Ayonayan
LEE DESIGNS INC. - Lorena H. Flores
SUMMIT FURNISHINGS, INC. - Rita Umipig

1. The Pre-Bid Conference was called to order at 3:00 P.M.

2. The Approved Budget for the Contract are as follows:

Lot I: Modular Office System	P17,943,683.00
Lot II: Seating Furniture	P16,391,887.00
Lot III: Contract Furniture	P19,638,721.00
Lot IV: Steel Shelves, Cabinets and Drawers	P9,987,968.00

3. The following observers were invited through BAC Notice dated 9 October 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, only a representative from COA attended the activity.

4. Nobody 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	The bidders requested to unlock the other columns of the Excel format of the Bill of Quantities.	Noted.
6.2	The bidder requested for an earlier release of the Bill of Quantities.	Noted.
6.3	On the SLCC, can the bidders submit 50% of the ABC per lot?	Yes. As long as they comply the project requirements, 1 or 2 projects will do.
6.4	Are the bidders allowed to join all lots if its similar contract only complies on one particular lot?	Yes. Similar projects refer to supply of office furniture.
6.5	The bidder requested for a soft copy of the Technical Specifications.	Soft copies of the Bidding Documents will only be provided to those who bought the Bidding Documents.
6.6	In order for a bidder not to pay Bidding Documents, should a bidder join the lot he/she participated during the previous bidding?	To be clarified through Bid Bulletin.
6.7	How many calendar days is the delivery period for the branches?	Within 60 calendar days upon issuance of purchase order.
6.8	Should the bidder fill up all the fields in the Bill of Quantities?	Yes. They should indicate '0' or '-' if it will be given free.

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 Secretariat also presented the schedule of the following activities:

9.1 Deadline of Written Queries	: Tuesday, 22 October, 2019
9.2 Issuance of Bid Bulletin	: Friday, 25 October 2019
9.3 Submission and Opening of Technical and Financial Proposal	: Thursday, 7 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:


MARY GAY H. GALANG
TWG Representative

Approved by:


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