



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) EXTERNAL APPRAISAL COMPANIES FOR THE APPRAISAL OF
VARIOUS SSS-OWNED PROPERTIES FOR A PERIOD OF TWO (2) YEARS

NOVEMBER 06, 2020 (FRIDAY)-2:30 P.M., THRU MICROSOFT TEAMS

Present:

BAC II Members:

MARIO R. SIBUCAO
JOHNSY L. MANGUNDAYAO
MA. SALOME E. ROMANO
JOSEPH LAMBERTO P. CARLOS

BAC Secretariat:

ROSALYN AZUL-CONDAT
MARIVIC P. VILLARUBIA
AILENE C. FACTOR

TWG Representative:

CYRUS CAESAR D. LOZANO

Participating Bidders:

AVISO VALUATION AND
ADVISORY CORP.
SANTOS KNIGHT FRANK

- Angelo Gandia
- Bong Fuentes; Mabel

Luna

VALUE METRICS INC.
TOP CONSULT INC.
CAL-FIL APPRAISAL
ASIAN APPRAISAL CO. INC.
INTECH PROPERTY
APPRAISAL INC.
COLLIERS INTERNATIONAL
PHILS.

- Eric Reporte
- Ding Garcia
- Danilo Engo
- Mae Belle Adonais

- Raul Punzalan
- Harold Cruz
Leticia Ramos; Roxannie Ibot

1. The Pre-Bid Conference was called to order at 2:53 p.m.
2. The published Approved Budget for the Contract are as follows:

Lot I - Hiring of One (1) External Appraisal Company with a Period of Two (2) Years 1 st Year - ₱1,278,950.00 2 nd Year - 1,406,845.00	₱2,685,795.00
Lot II - Hiring of One (1) External Appraisal Company with a Period of Two (2) Years 1 st Year - ₱1,278,950.00 2 nd Year - 1,406,845.00	₱2,685,795.00

3. The following observers were invited through BAC notice dated 30 October 2020:

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, 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 Reply
6.1	Are we going to buy two Bidding Documents for two lots? If the lowest bidder wins for the Lot 1, he will also win for the Lot 2 if his cost proposal for the 2 Lots are the same?	Yes. No. A bidder must participate in both lots but shall be awarded for one (1) Lot only. Evaluation and contract award will be undertaken on a per lot basis.
6.2	On the submission of Appraisal Report, will there be a consideration for the delays due to travel restrictions caused by the pandemic?	The TWG will consider it during the implementation period but cannot commit as of now.
6.3	Would you also require us to do a market value appraisal of the parking slots? The requirement is a market value and a market rent for parking slots?	Yes. The requirement is to have a separate valuation for the parking slot and the unit. Yes.
6.4	Are we going to upload the soft copy of bids to SSS or do we need to submit the hard copy?	Hard copies should be submitted since SSS does not have the facility yet for electronic submission. Only one company representative can attend the manual opening of bids. Other company representative may witness the opening of bids through Microsoft Teams.
6.5	Can we prepare a separate compliance to our ongoing and completed contracts?	The form for statement of all ongoing government and private contracts is supplied in the Bidding Documents. The Statement of Single Largest Completed Contract (SLCC) should have its attachments as supporting documents.
6.6	What is the basis of the 50% SLCC? On the 50% SLCC, the ₱2,685,795.00 ABC for Lot 1 is good for two companies?	The basis is the total ABC for per lot. No. ₱2,685,795.00 is for Lot 1 only (for 1 st and 2 nd year) which is also the same ABC for Lot 2. The bidder must have a 50% SLCC of the ₱2,685,795.00 ABC to qualify for Lot 1 and Lot 2 within the last five (5) years prior to the submission and opening of bids.
6.7	On the submission of bids, two sets of bids will be submitted if the bidder will join the two lots?	The documents applicable for all lots and per lot will be indicated in the Bid Bulletin. Legal documents are applicable for all the lots while the technical and financial documents should be separated per

		lot.
6.8	How many sets of bid does the bidder has to prepare?	Each Bidder shall submit five (5) sets, one (1) original copy and four duplicate copies marked as COPY Nos. 1-4.

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 bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) per lot shall be required to submit the following additional documents within non-extendible period of five (5) calendar days from receipt of BAC notice:

- a. 2019 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 2020;
- c. SEC/DTI Registration;
- d. 2020 Mayor's Permit;
- e. Valid Tax Clearance;
- f. 2019 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 | : Monday, 09 November 2020 |
| 10.2 Issuance of Bid Bulletin | : Tuesday, 10 November 2020 |
| 10.3 Pre-Screening of 1 st Envelope | : Monday, 16 November 2020 at 8:00 A.M – 3:00 P.M. |
| 10.4 Submission and Opening of Technical and Cost Proposal | : Wednesday, 18 November 2020 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. |

Time Finished: 3:45 P.M.

Prepared by:



AILENE C. FACTOR
Staff, BAC Secretariat
Date Signed: 11/09/2020

Certified Correct:



ROSALYN AZUL-CONDATT
OIC, Administrative Support Section
BAC Secretariat
Date Signed: 11/09/2020

Concurred by:

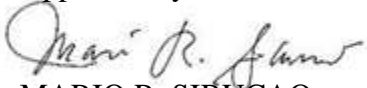


CYRUS CAESAR D. LOZANO

TWG Chairperson

Date Signed: 11/09/2020

Approved by:



MARIO R. SIBUCAO

SVP and BAC II Chairperson

Date Signed: 11/09/2020