



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 INSTALLATION OF AIR-CONDITIONING UNITS FOR
VARIOUS DIVISIONS, BRANCHES AND MAIN OFFICE BUILDING

JANUARY 28, 2021 (THURSDAY)-2:30 P.M., MICROSOFT TEAMS

Present

BAC I Members: RIZALDY T. CAPULONG
MARIO R. SIBUCAO
CRISTINA A. BACALLA
NEIL F. HERNAEZ
NICHOLAS C. BALBUENA
JOY A. VILLACORTA

BAC Secretariat: ROSALYN AZUL-CONDAT
MARIVIC P. VILLARUBIA
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

TWG Representative: ANTONIO V. TRINOS, JR.

Participating Bidders: ACMI SYSTEMS -Rose Dela Cruz
CARESYSTEM TECH -Hansel Cabug-Os
CGS SOLID AIRCON -Jennifer Ocampo
DEOKMA EIGHT TRADING -Melody Garcia
EMRACS -Edward Mendoza
FMG REFRIGERATION -Trisha Gutierrez
HANMHE INDUSTRIAL -Ed Asonio
MARCO -Aiza Villanueva
REFRIGERANT MATERIALS -Benjamin Galang
SUPPLIES, INC.
MARCELINO P. SIRINGAN -Jaypee L. Siringan
INVERTAIRE AIRCON
TOSOT PHILIPPINES
TRUE TEMP.
GLOBALAIRE
METRO COOLAIRE TRADING
TRADEMASTER RESOURCES CORP.

1. The Pre-Bid Conference was called to order at 2:49 P.M.
2. The published Approved Budget for the Contract are as follows:

Lot 1 - Luzon South 1 & South 2, Luzon Bicol Divisions and Branches	₱5,598,150.46
Lot 2 - Luzon Central 1& Central 2, Luzon North 1 Divisions and Branches	₱ 8,444,389.66

Lot 3- Mindanao Operations Group, Divisions and Branches	₱6,915,863.64
Lot 4 - Visayas Operations Group, Divisions and Branches	₱5,112,896.88
Lot 5 - NCR Operations Group, Divisions, Branches and Main Office Building	₱8,685,993.20

3. The following observers were invited through BAC notice dated 19 January 2021:

- 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

However, none of them attended the activity.

4. Tosot Philippine Corp. paid/secured the Bidding Documents (BD) for Lot I upon the Pre-Bid Conference.

5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.

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

	Query/Clarifications	TWG/BAC Reply
6.1	What will be the final specifications of 2HP non-inverter?	The Technical Specifications indicated in the Bidding Documents (BD).
6.2	Can the service provider exceed on the pressure-level?	The set maximum for pressure level must be followed.
6.3	The bidder requested for mechanical plan.	There will be no mechanical plan that will be given to the bidders, approximate distance is included in the BD.
6.4	Can the bidder not comply one requirement for Technical Specifications?	No.
6.5	Where can the prospective bidders buy the BD?	Prospective bidders can buy the BD at the BAC Secretariat Office, 2 nd Floor, SSS Main Building.
6.6	Is the project more on replacement?	Yes. It will be 90% replacement, including dismantling and hauling of removed units.
6.7	Can the prospective bidders conduct site inspection?	Yes.
6.8	Clarification On General Conditions, Visit to Site (page 97) Item 1 & 2 What are the required permit to submit?	To be clarified through Bid Bulletin.
6.9	What will be the procedure if a prospective bidder will submit its bid in any Mindanao branch?	To be clarified through Bid Bulletin.

6.10	Where will the service provider place the dismantled units?	On its site.
6.11	Is the site inspection required?	No.
6.12	Can the prospective bidder offer multiple brand in one (1) lot?	To be clarified through Bid Bulletin.
6.13	On the final charging of the refrigerant Can it be 120 minimum?	It will be based on the manufacturer's specifications. To be clarified through Bid Bulletin.
6.14	Will the royal cord be inserted to conduit?	Yes.
6.15	Can the bidder exceed to the assigned cooling capacity?	Requirements for cooling capacity is included in the BD.
6.16	On 2.5 HP Wall Mounted and 2 HP Wall Mounted Inverter Type Split Unit, can it be 220 volts?	Yes. To be clarified through Bid Bulletin.
6.17	Is the service provider required to have a negative rapid test result before installing the units?	Prospective provider can consider having tests to ensure that the safety protocol is complied.
6.18	Will the service provider use the existing breaker?	Refer to Section VII. Technical Specifications.
6.19	Can the authorized installer at service centers of a certain provider install on Visayas and Mindanao branches?	To be clarified through Bid Bulletin.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (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 a 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 April to September 2020;
- c) SEC/DTI Registration;
- d) 2020 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2019 Audited Financial Statements filed through EFPS.

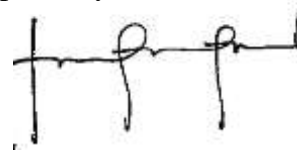
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- 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:

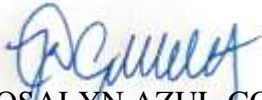
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| 10.1 Deadline of Written Queries | : Friday, 29 January 2021 |
| 10.2 Issuance of Bid Bulletin | : Friday, February 5 2021 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Thursday, 18 February 2021
at 2:00 P.M. at the Bidding 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
Date Signed: 02/02/2021

Certified Correct:



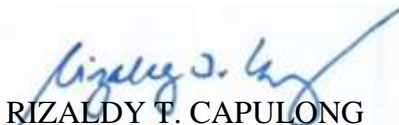
ROSALYN AZUL-CONDAT
Concurrent Acting CEO IV
Administrative Support Section
BAC Secretariat
Date Signed: 02/02/2021

Concurred by:



ANTONIO V. TRINOS, JR.
TWG Chairperson
Date Signed: 02/02/2021

Approved by:



RIZALDY T. CAPULONG
EVP and BAC I Chairperson
Date Signed: 02/02/2021