



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman
Quezon City

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

1-YEAR MAINTENANCE OF SELF-SERVICE INFORMATION TERMINALS FOR 283 EXISTING UNITS AND 1 UNIT MANAGEMENT SERVER

DECEMBER 09, 2020 (WEDNESDAY)-2:30 P.M., THRU MICROSOFT TEAMS

Present:

BAC II Members: MARIO R. SIBUCAO
GUILLERMO M. URBANO JR.
HENRY C. PABLO
MA. SALOME E. ROMANO
SYLVETTE C. SYBICO
JOSEPH LAMBERTO P. CARLOS

BAC Secretariat: ROSALYN AZUL-CONDAT
MARIVIC P. VILLARUBIA
AILENE C. FACTOR

TWG Representatives: FELIPE CABANERO
PETER JESUS RUPA

Participating Bidder: ALLCARD, INC. - Miriam Francisco; Felipe Illut

1. The Pre-Bid Conference was called to order at 2:44 p.m.
2. The published Approved Budget for the Contract is ₱4,000,000.00.
3. The following observers were invited through BAC notice dated 02 December 2020:
 - 3.1. Commission on Audit (COA)
 - 3.2. Anti-Corruption Training Center
 - 3.3. Anti-Trap 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
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6.1	Clarification in Technical Specification No. 4	The TWG will remove “on all delivered products and/or its components” since there are no products to be delivered, only maintenance.
6.2	Clarification in Technical Specification No. 8, is there a minimum/maximum requirement for the number of available technicians/engineers to be submitted by the bidder with detailed resume?	The TWG will require the bidder to submit at least four (4) technicians/engineers.
6.3	What is the frequency of the maintenance?	Quarterly
6.4	Clarification in Technical Specification No. 7	The TWG meant that the spare parts should be available in the service provider’s warehouse and not to be ordered abroad.
6.5	On Technical Specification No. 3, does the mentioned software pertains to an upgrade of the Windows 7 (currently in use) to Windows 10?	No
6.6	On Response Times, some of the listed cities have safety health protocols, like a requirement for a swab test/RT PCR, that may hamper the travel of the authorized technical engineer, is there a consideration in this case?	The bidder may invoke the provision of Force Majeure as stated in the Bidding Docs.
6.7	Clarification on Technical Specification No. 10, consider the travel restrictions in the required response time of the bidder. Does the cost of swab test inclusive in the ABC? Did the TWG require the bidder to have its service centers in key cities? Expenses in hiring of technical support in key cities by the winning bidder should be covered of the ABC. Will the bidder be disqualified if there are no technical support available locally?	The winning bidder may invoke the provision of Force Majeure as stated in the Bidding Document if they failed to follow required response time due to travel restrictions. Cost of Swab Test is not included in the ABC but shall be to the account of the winning bidder if required by the LGU. No. Expenses in hiring of technical support in key cities shall be at the expense of the winning bidder, hence, it shall be covered by the proposal. No.
6.8	On Technical Specification No. 10.f, will it be acceptable if the winning bidder will provide a service unit as temporary replacement while repairing the defective unit?	Yes
6.9	Clarification in Technical Specification No. 12	The correct maintenance period is one (1) year.

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 bidder that the bid proposal will be subjected to Bid Evaluation. The bidder with the Single Calculated Bid (SCB) 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 | : Thursday, 10 December 2020 |
| 10.2 Issuance of Bid Bulletin | : Friday, 11 December 2020 |
| 10.3 Submission and Opening of
Technical and Cost Proposal | : Monday, 21 December 2020 at
10:00 A.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: 3:40 P.M.

Prepared by:


 AILENE C. FACTOR
 Staff, BAC Secretariat
 Date Signed: 12/10/2020

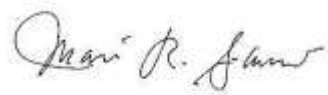
Certified Correct:


 ROSALYN AZUL-CONDAT
 Concurrent Acting CEO III
 Administrative Support Section
 BAC Secretariat
 Date Signed: 12/10/2020

Concurred by:


 FELIPE CABANERO
 TWG Chairperson
 Date Signed: 12/10/2020

Approved by:


 MARIO R. SIBUCAO
 SVP and BAC II Chairperson
 Date Signed: 12/10/2020