



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

**BIDS AND AWARDS COMMITTEE II**

MINUTES OF THE PRE-BID CONFERENCE

PRINTING OF THE 2020 WALL CALENDAR

SEPTEMBER 27, 2019 (FRIDAY)-2:00 P.M., GREEN ROOM 12<sup>TH</sup> FLOOR SSS MAIN OFFICE

---

Present

BAC II Members:

GUILLERMO M. URBANO, JR.  
JOHNSY L. MANGUNDAYAO  
HENRY C. PABLO  
SYLVETTE C. SYBICO  
JOSEPH LAMBERTO P. CARLOS  
MA. SALOME E. ROMANO

BAC Secretariat:

VER V. NUÑEZ  
AISA U. GUEVARRA  
JULINA ROSE DL. DE OCAMPO

COA Representative:

LOVERLY LLOREN

TWG Representatives:

MAY ROSE DL. FRANCISCO  
JOSEPHINE ANNE MINES  
JHOANNA LYN H. GARCIA

Participating Bidders:

SAM PRINTING PRESS	- Dionisio Ang
DEPENDABLE PACKAGING & PRINTING HOUSE CORP.	- Rowena Acuña
ALCHEMIST MULTIMEDIA SOLUTIONS ASIA INC.	-April Joan Orculao
LEXMEDIA DIGITAL CORP.	- Angelica Sison
COVER & PAGES CORP.	- Melanie Fernando
VELPRINT CORP.	- Amanita Antonio
REX PRINTING	- Jonathan Diaz
COLOR 1 DIGITAL INC.	- Sarah De Jesus

1. The Pre-Bid Conference was called to order at 2:31 P.M.
2. The published Approved Budget for the Contract is P3,304,000.00
3. The following observers were invited through BAC Notice dated 19 September 2019:
  - 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 (PCCI)

However, only the representative from COA attended the activity.

4. Nobody secured/paid 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	Is the design provided by the SSS?	Yes.
6.2	Should the logo and name be printed on the calendar?	Yes.
6.3	Is the supplier required to provide the legal holidays and tax reminders?	Yes, but not necessarily the tax reminders.
6.4	The bidders requested to include in the Bid Bulletin that no Chinese characters are required on the calendars.	Noted. To be included in the Bid Bulletin.
6.5	Should the packaging of the calendar be flat instead of rolled?	Yes.

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 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 filed through Electronic Filing and Payment System (EEPS) corresponding to the Submitted Audited Financial Statements;
  - 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.

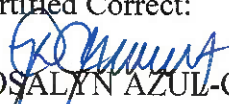
9. The BAC Secretariat also presented the schedule of the following activities:
  - 9.1 Deadline of Written Queries : Monday, 30 September 2019
  - 9.2 Issuance of Bid Bulletin : Thursday, 3 October 2019
  - 9.3 Submission and Opening of Technical and Cost Proposal : Friday, 11 October 2019 at 2:00 P.M. at Green Room, 12th Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be Accepted.

Time Finished: 3:00 P.M.

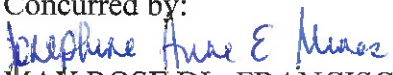
Prepared by:

  
JULINA ROSE DL. DE OCAMPO  
Staff, BAC Secretariat


Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by:

  
for MAY ROSE DL. FRANCISCO  
TWG Chairperson

Approved by:

  
GUILLERMO M. URBANO, JR.  
VP and BAC II Vice Chairperson