

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 MODULAR E-CENTER STATIONS FOR  
VARIOUS SSS BRANCH

SEPTEMBER 26, 2019 (THURSDAY) 2:30 P.M., GREEN ROOM 12<sup>TH</sup> FLOOR SSS MAIN  
OFFICE

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#### 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 : HANZ HOWARD ROY SABORDO JR.  
REGINE M. IGNACIO

Participating Bidders : 11-FTC ENT. INC. - Mary Jane Ocampo  
JKF HOME - Luisa Saturnino  
ASAHI DESIGN CENTRE - Luisa Angeles  
DISTINCTIVE BLINDS - Sam Pajac  
SUMMIT FURNISHING - Rita Rumigrig

1. The Pre-Bid Conference was called to order at 4:10 P.M.
2. The published Approved Budget for the Contract is P5,268,508.24.
3. The following observers were invited through BAC Notice dated 20 September 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, none of them 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	What color will be used for the coating?	White
6.2	Is the design for CPU holder standard?	Yes.
6.3	TWG to provide shop drawings for reference?	Yes, to be included in BTB and attached on the Bid Bulletin.
6.4	What is the dimension of E-Center	Like a folder due to its "back-back" feature.
6.5	The bidders requested to unlock the other columns of Excel on the Bill Quantities.	TWG unlocked the said portion of the Excel.
6.6	Is the payment for the purchase order (one-time) per branch?	To be clarified through Bid Bulletin.
6.7	Are the branches ready for delivery?	Yes.
6.8	Is the model/design presented the standard for all the branches?	The model/design would depend on the layout of the branches.
6.9	Can we have the list of contact personnel?	Yes.

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:

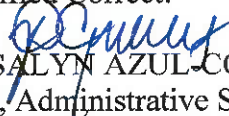
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| 9.1 Deadline of Written Queries                                   | : Friday, 27 September, 2019  |
| 9.2 Issuance of Bid Bulletin                                      | : Wednesday, 02 October 2019  |
| 9.3 Submission and Opening of<br>Technical and Financial Proposal | : Thursday, 10 October, 2019 at<br>2:30 P.M. at Green Room, 12th<br>Floor, SSS Main Building, East<br>Avenue, Diliman, Quezon City. Late<br>submission shall not be accepted. |

Time Finished: 5:00 P.M.

Prepared by:

  
JULINA ROSE D.L. DE OCAMPO  
Staff, BAC Secretariat


Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by:

*FOR: [Handwritten Signature]*  
HANZ HOWARD ROY SABORDO, JR.  
TWG Chairperson

Approved by:

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