

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 OFFICE SYSTEMS AND FURNITURE FOR SSS DILIMAN

FEBRUARY 3, 2020 (MONDAY)-2:30 P.M., BIDDING ROOM 2<sup>ND</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 NICHOLAS C. BALBUENA	
BAC Secretariat:	ROSALYN AZUL-CONDAT IRENE A. NEIZ JULINA ROSE DL. DE OCAMPO	
COA Representative:	KRISTINA M. ISLA	
TWG Representatives:	EMILY M. BELTRAN REGINE M. IGNACIO	
Participating Bidders:	ASAHI DESIGN CENTRE, INC. DESIGN EXCELLENCE HOME & OFFICE SYSTEMS CO. JECAMS, INC. FITTO KAGU, INC. SUMMIT FURNISHINGS, INC. CORNERSTEEL SYSTEMS CORP.	- Jennifer Mendoza John Fadri -Arnel Sarmiento  - Lovely Alacon - Noemi Paz - Marita Umipig - Jocelyn Guray

1. The Pre-Bid Conference was called to order at 3:35 P.M.
2. The published Approved Budget for the Contract is P7,963,511.36.
3. The following observers were invited through BAC notice dated 23 January 2020.
  - 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. Only Asahi Design Centre, Inc. paid the Bidding Documents (BD) at the time of the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	In the Excel file of the Bid Breakdown/Bill of Quantities, is the work area on the right side of the file locked?	No.
6.2	Will the procuring entity provide layout of the furniture?	Yes. Furniture layout is included in the Bidding Documents (BD).
6.3	Will the bidder be provided with complete Section VII. Technical Specifications once they purchase the BD?	Yes.
6.4	On color finishes, do the bidders need to submit sample laminates?	Yes.
6.5	The bidders requested a clear or colored copy of pictures of the furniture.	Yes. The PDF file of the photos of the furniture will be included in the issuance of the Bid Bulletin.
6.6	Will the procuring entity choose at least 3 lowest bids for awarding?	No. The Procuring Entity will award the contract to the bidder with the Lowest Calculated and Responsive Bid (LCRB).
6.7	What is the tolerance on the given heights and dimensions of partitions and tables?	5-10 mm thickness is the allowable tolerance for the height and dimensions of partitions.  This shall be an addition to Section VII. Technical Specifications.
6.8	If the Tax Clearance is expired on the date of Submission and Opening of Bids, can the bidder submit the expired Tax Clearance together with the application for renewal?	No. The Tax Clearance must be valid at the time of Submission and Opening of Bids.

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 a 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 April to September 2019;
  - c) SEC/DTI Registration;
  - d) 2020 Mayor's Permit or 2019 Mayor's Permit and proof of application for renewal
  - e) Valid Tax Clearance;
  - f) 2018 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.

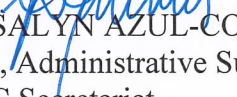
10. The BAC Secretariat also presented the schedule of the following activities:

- a) Deadline of Written Queries : Tuesday, 4 February 2020
- b) Issuance of Bid Bulletin : Friday, 7 February 2020
- c) Submission and Opening of Technical and Financial Proposal : Monday, 17 February 2020  
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

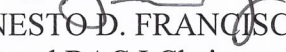
Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by:

  
EMILY M. BELTRAN  
TWG Chairperson

Approved by:

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