

BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY, DEPLOYMENT AND INSTALLATION INTO OPERATIONAL STATE OF 150 UNITS OF SELF-SERVICE EXPRESS TERMINALS (SET) (FORMERLY SELF-SERVICE INFORMATION TERMINALS SSIT)

FEBRUARY 3, 2020 (MONDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN OFFICE

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: ROGELIO A. FUNTELAR
PETER JESUS B. RUPA
FARRAH C. LACHICA

Participating Bidders: ALLCARD, INC. -Felipe Illut
COSMOTECH PHIL. INC. -Raquel Aranda
XITRIX COMPUTER CORP. -Ana Capote

1. The Pre-Bid Conference was called to order at 2:35 P.M.
2. The published Approved Budget for the Contract is P47,577,025.50 and broken down as follows:

Capital Outlay (CO)	P38,997,026.00
Maintenance and Other Operating Expenses (MOOE)	P8,599,999.50

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-Trap 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.

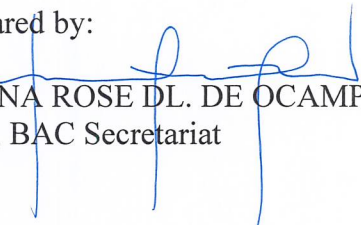
4. Only Allcard, Inc. paid the Bidding Documents (BD) during the first advertisement.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	Can the portable SET have an external web camera to avoid frequent detachment of the equipment?	To be clarified through Bid Bulletin.
6.2	Clarification on Certification (e.g. Certification from the manufacturers on the “latest technology/model”) Can the bidder submit a certification that it is an authorized reseller of the product since the manufacturer will not issue documents especially for government clients?	To be clarified through Bid Bulletin.
6.3	Is the 9001 certification refers to equipment?	No. The 9001 certification refers to the Manufacturer of the equipment. To be clarified through Bid Bulletin.
6.4	Will the procuring entity consider reading of biometric data during demonstration?	To be clarified through Bid Bulletin.


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.

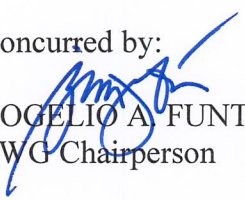
Prepared by:


JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat


Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


ROGELIO A. FUNTELAR
TWG Chairperson

Approved by:


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