

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

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

HIRING OF TWO (2) LOCAL FUND MANAGERS (PURE FIXED INCOME MANDATE)

SEPTEMBER 30, 2019 (MONDAY)-3:00 P.M., EXECUTIVE LOUNGE, 2ND FLOOR SSS
MAIN BUILDING

Present

BAC II Members : GUILLERMO M. URBANO, JR.
JOHNSY L. MANGUNDAYAO
SYLVETTE C. SYBICO

BAC Secretariat : ROSALYN AZUL-CONDAT
AISA U. GUEVARRA

TWG Representative : ANALYN L. SELDA

AID Acting Head : CARLO C. VILLACORTA

AID Personnel : CARMINDA VELASCO

Participating Bidders : METROBANK TRUST - Celina A. Arenas
CORPORATION Clare Therese Libroso
ATRAM COPORATION - Paulo Edillor
- Mariel Ochoa

1. The Pre-Bid Conference was called to order at 3:15 P.M.
2. The published Approved Budget for the Contract are as follows:

Lot I	P5,000,000.00
Lot II	P5,000,000.00

3. The following observers were invited through BAC Notice dated 23 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, none of them attended the activity.

4. Only Metrobank Trust Corporation secured the Bidding Documents at the time of the Pre-Bid Conference.

5. As instructed by the TWG Chairman Pedro T. Baoy, AID Acting Head Carlo Villacorta, the proponent for the project, 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 is the cost of the Bidding Documents?	The cost of the Bidding Documents is P5,000.00 per lot.
6.2	Does the bidder need to declare which lot to participate in?	Yes.
6.3	If the bidder will participate on one (1) lot, how many sets of document must be prepared?	1 set, of all documents but with 5 duplicate copies.
6.4	Are we already considered shortlisted for both lots?	Yes, for as long as they paid P10,000.00 for both lots.
6.5	Are your Money Market Activities circulating only on Landbank and DBP?	Yes. However, the Department of Finance has granted SSS' request to continue its market activities with seven (7) private banks, including Metrobank. To date, SSS was also requested for an extension of the maximum threshold with each private banks.
6.6	Regarding the 3 rd party custodian, are the bidders allowed to choose its own custodian for securities?	Consistent with the 1 st round of Pre-Bid Conference for the Hiring of Local Fund Managers, local fund managers are allowed to choose their own BSP-accredited 3 rd party custodian for securities.
6.8	On the TPF2, should the bidder identify all the consultants' references within 5 years?	Yes.
6.9	On the list of on-going private and government contracts, how much would be the AUM?	Consider contracts that if summed up would result to an aggregate total of at least P10 B for the last five years. (i.e. January 1, 2014 to December 31, 2018).
6.10	On the TPF3, if the bidders do not have any suggestions, what would they indicate?	Just put "not applicable" but do not leave any blank section.
6.11	On the TPF6 (Curriculum Vitae of the Personnel), if we submit it already on the Checking of the Eligibility requirements, do we need to submit those again?	Yes, as required by the law.
6.12	Is there a standard Secretary's certificate specific for the project? The bidder's board will have a briefing on October 16, 2019, thus a secretary's certificate specific for the project will not be available during the submission, however, the company has an omnibus Secretary's Certificate, is it acceptable?	Yes, Omnibus Secretary's Certificate is acceptable.
6.13	Should the payment for the Bidding Documents be paid before the schedule of Opening of Bids?	Yes.
6.14	How about a Trust License with no inception date? Is it acceptable?	Bidders must identify the inception date.

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:

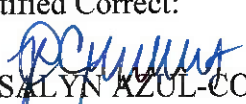
- 9.1 Deadline of Written Queries : Wednesday, 02 October 2019
- 9.2 Issuance of Bid Bulletin : Tuesday, 08 October 2019
- 9.3 Submission and Opening of Technical and Cost Proposal : Wednesday, 16 October 2019 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted.

Time Finished: 3:15 P.M.

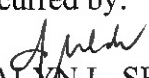
Prepared by:


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

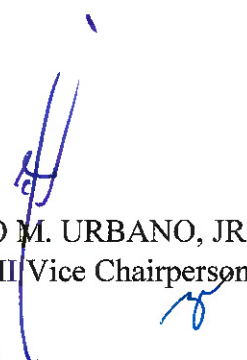
Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


ANALYN L. SELDA
TWG Representative

Approved by:


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