

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

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION INTO OPERATIONAL STATE OF AUDIT SOLUTION (4PC WORKSTATIONS AND 2 PERPETUAL PC-BASED AUDIT SOFTWARE LICENSES)

FEBRUARY 26, 2020 (WEDNESDAY)-2:30 P.M., BIDDING ROOM, 2ND FLOOR SSS MAIN OFFICE

Present

BAC II Members: GUILLERMO M. URBANO JR.
 JOHNSY L. MANGUNDAYAO
 HENRY C. PABLO
 SYLVETTE C. SYBICO
 MA. SALOME E. ROMANO

BAC Secretariat: ROSALYN AZUL-CONDAT
 AILENE C. FACTOR

TWG Representatives: ROSANO L. DELMO
 LILIA A. TUBONGBANUA
 JOHN SHERWIN M. ROSARIO
 JOYCE O. DIAZ

Participating Bidders: XITRIX COMPUTER CORP. - Ana Capote
 SAGIO ENTERPRISES - Miguel Reyes

1. The Pre-Bid Conference was called to order at 2:48 p.m.
2. The published Approved Budget for the Contract is ₱1,057,000.00.
3. The following observers were invited through BAC Notice dated 17 February 2020:
 - 3.1 Commission on Audit (COA)
 - 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 Multisys Technologies Corporation paid/secured the Bidding Documents during the previous advertisement.
5. The Technical Working Group (TWG) presented the background, scope of work, and technical specifications of the project.

6. The following issue/clarification was raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	<p>On In-House Training</p> <p>Will the winning bidder provide the laptops/PC to be used during the training or SSS will provide the said equipment?</p>	<p>SSS will provide the computers for in-house training.</p>

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 II 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 & Proof of Application for Renewal;
- e. Valid Tax Clearance;
- f. 2018 Audited Financial Statements filed through EFPS.

9. The BAC II emphasized that Sworn Statements/Affidavits/Certifications must be:

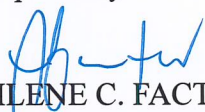
- a. Signed by the Notary Public (attorney) himself/herself;
- b. The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.

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


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|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.1 Deadline of Written Queries | : Friday, 28 February 2020 |
| 10.2 Issuance of Bid Bulletin | : Tuesday, 03 March 2020 |
| 10.3 Pre-screening of 1 st Envelope | : Monday, 09 March 2020 |
| 10.4 Submission and Opening of Technical and Financial Proposal | : Wednesday, 11 March 2020 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2 nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City. Late submission shall not be accepted. |

Time Finished: 3:20 P.M.


Prepared by:


 AILENE C. FACTOR
 Staff, BAC Secretariat
 Date Signed: 03/02/2020


Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat
Date Signed: 3/2/2020

Concurred by:


ROSANO L. DELMO
TWG Chairperson
Date Signed: 2 March 2020

Approved by:


GUILLERMO M. URBANO, JR.
VP and BAC II Vice Chairperson
Date Signed: 3/2/2020