

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 VARIOUS SSS BRANCHES THROUGH ORDERING AGREEMENT

MARCH 9, 2020 (MONDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN OFFICE

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.
JOSELITO A. VIVIT
NEIL F. HERNAEZ
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

TWG Representative: REGINE M. IGNACIO

Participating Bidders: ASAHI DESIGN CENTRE, INC. – Ma. Luisa Angeles
AURORA OA PHILS, INC. – Philip Moralidad
BEDMASTER MFG. CORP. –Crisologo Curit, Jr.
DESIGN EXCELLENCE HOME & FURNISHINGS - Arnel Sarmiento
DISTINCTIVE BLINDS & OFFICE SYSTEMS, INC.
GROUP PERSPECTIVE, INC. – April Lo-Ah
JECAMS, INC. – Lovely Alacon
LEE DESIGNS INDUSTRIAL, INC. - Lorena Flores
PROGRESS HOME & OFFICE FURNISHING -Delmer Ebueza

1. The Pre-Bid Conference was called to order at 4:00 P.M.
2. The published Approved Budget for the Contract are as follows:

Lot I Modular Office System	P17,943,683.00
Lot II Seating Furniture	P16,391,887.00

3. The following observers were invited through BAC notice dated 28 February 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, none of them attended the activity.

4. The following bidders paid/secured the Bidding Documents during the previous advertisement:

LOT I	Asahi Design Centre, Inc. Design Excellence Home Distinctive Blinds & Office Systems, Inc. Summit Furnishings, Inc.
LOT II	Asahi Design Centre, Inc. Design Excellence Home Distinctive Blinds & Office Systems, Inc. Lee Designs Industrial Inc. Progress Home & Office Furnishing Summit Furnishings, Inc.
LOT III	Design Excellence Home Summit Furnishings, Inc.
LOT IV	Design Excellence Home Distinctive Blinds & Office Systems, Inc. IKF Home Furnishing & Office Furniture Progress Home & Office Furnishing Summit Furnishings, Inc.

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	On the SLCC, can the bidder submit one contract as long as it is equivalent to the 50% of the ABC?	Yes, as long as the submitted contract is equivalent to 50% of the ABC.
6.2	Are the freight charges included in the Bill of Quantities (BOQ)?	Freight charges are included, except NCR for branches.
6.3	Are the previous bidders who availed the Bidding Documents (BD) during the previous advertisement can get the revised BD for free?	To be clarified through Bid Bulletin.
6.4	On warranty, is it 3 years?	To be clarified through Bid Bulletin.
6.5	On the gas lift mechanism, does the SSS accept any brand aside from Stabilus?	Yes, as long it is German-made mechanism, and approved by the procuring entity's representative/s..

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

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- 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.

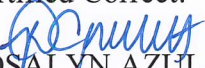
10. The BAC Secretariat also presented the schedule of the following activities:

- a) Deadline of Written Queries : Tuesday, 10 March 2020
- b) Issuance of Bid Bulletin : Friday, 13 March 2020
- c) Submission and Opening of Technical and Financial Proposal : Monday, 23 March 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.

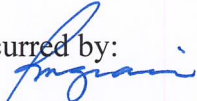
Prepared by:


JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat
Date Signed: 3/12/2020


Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat
Date Signed: 3/12/2020

Concurred by:


REGINE M. IGNACIO
TWG Chairperson
Date Signed: 3/12/2020

Approved by:


ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson
Date Signed: 3/12/2020