



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

CONDUCT OF THE NATIONWIDE DETAILED SURVEY FOR SSS

NOVEMBER 3, 2020 (TUESDAY)-2:30 P.M., MICROSOFT TEAMS

Present

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

BAC Secretariat: ROSALYN AZUL-CONDAT
MARIVIC P. VILLARUBIA
JULINA ROSE DL. DE OCAMPO

TWG Representative: COLETTE H. CORDIAL

Participating Bidders: PSRC -Ina Pamela Nocheseda
Luyene Gan
Ria Soluren

1. The Pre-Bid Conference was called to order at 2:50 P.M.
 2. The published Approved Budget for the Contract is ₱24,500,000.00.
 3. The following observers were invited through BAC notice dated 29 October 2020:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Confederation of Filipino Consulting Organization (COFILCO)
- However, none of them attended the activity.
4. Nobody paid the Bidding Documents 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	Can the consultant recommend a split among age?	The bidder may recommend as part of their Plan of Approach and Methodology.
6.2	Should the study include quantitative and qualitative (KII in-depth interview)?	Yes.

6.3	Is there a minimum requirement base on per area that we need to factor in to determine our sampling distribution?	The bidder may recommend as part of their Plan of Approach and Methodology.
6.4	Clarification on sample size, (Distribution of less and more percentage) <ul style="list-style-type: none"> • If the consultant propose less than 4000 (sample size), will the score be zero (0)? • Is the sample size not necessarily quantitative alone? 	<ul style="list-style-type: none"> • Yes. • Yes.
6.5	Is the consultant in charge of the methodology on the specific segments?	Yes.
6.6	On the qualitative part, can the consultant recommend a design or is the proponent has its own?	The bidder may recommend as part of their Plan of Approach and Methodology.
	Can the SSS provide the consultant the possible list of members and employers that we can tap as respondents?	SSS cannot provide the list since the assumption for the study is zero (0) for SSS to determine the total universe to be covered.
6.8	On the recommendations, the number of sample/respondents from POGO may not represent the universe that SSS would like to determine given the current circumstances.	Consultant must ensure best effort to cover as much number of sample/respondents to determine the actual universe for coverage.
6.9	Considering the health protocol imposed due to pandemic, can the consultant switch from face-to-face to telephone interview?	SSS prefers face-to-face methodology for at least 70% of the respondents. This amends the Terms of Reference.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (Technical Documents, TPF 1-8) and No.2 (Financial Proposal, FPF 1-6), and additional documents.

8. The BAC I informed the bidders that their proposal will be evaluated using Quality-Based Evaluation Criteria. The bidder who is scored the Highest Rated Bid (HRB) will be invited for the opening of its Financial Proposal and Negotiation.

The documents submitted by the HRB will also be subjected to post-qualification. The HRB 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) 2019 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 January to June 2020 or latest available Quarterly VAT;
- c) SEC/DTI Registration;
- d) 2019 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2019 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:
- | | |
|--|---|
| 10.1 Deadline of Written Queries | : Wednesday, 04 November 2020 |
| 10.2 Issuance of Bid Bulletin | : Friday, 06 November 2020 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Monday, 16 November 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:

Certified Correct:



ROSALYN AZUL-CONDAT
OIC & Concurrent Acting CEO III
Administrative Support Section
BAC Secretariat
Date Signed:

Concurred by:

COLETTE H. CORDIAL
TWG Chairperson
Date Signed:

Approved by:



ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson
Date Signed: