



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

## **BIDS AND AWARDS COMMITTEE II**

### MINUTES OF THE PRE-BID CONFERENCE

### STRUCTURAL ASSESSMENT OF SSS NAGA, LA UNION, CUBAO AND CALAMBA - BUILDINGS

APRIL 14, 2021 (WEDNESDAY)-2:30 P.M., THRU MICROSOFT TEAMS

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Present:

BAC II Members: ELVIRA ALCANTARA-RESARE  
ERNESTO D. FRANCISCO JR.  
GWEN MARIE D. SAMONTINA  
LILIBETH E. CORTEZ  
SYLVETTE C. SYBICO  
JOSEPH LAMBERTO P. CARLOS

BAC Secretariat: ROSALYN AZUL-CONDAT  
AILENE C. FACTOR

TWG Representatives: RAMIL P. RESARE  
MARICHELLE J. AGUILAR  
KRISSELLE FATIMA S. SALITA

COA Representative: RANDELLE FAYE GUEVARRA

Participating Bidder: ADAMANTEM CONSULTING ENGINEERS - Kristian Ken Samonte;  
Julie Ann Caymol

1. The Pre-Bid Conference was called to order at 2:33 p.m.
2. The published Approved Budget for the Contract is ₱2,500,000.00.
3. The following observers were invited through BAC notice dated 06 January 2021:
  - 3.1. Commission on Audit (COA)
  - 3.2. Anti-Corruption Training Center
  - 3.3. Anti-Trapo Movement of the Philippines, Inc.
  - 3.4. Confederation of Filipino Consulting Organizations, Inc. (COFILCO)
  - 3.5. Transparency Accountability Network
  - 3.6. Procurement Watch, Inc.

However, only a representative from COA attended the activity.

4. Only Addamantem Consulting Engineers passed the Eligibility Check and was considered shortlisted consultant.
5. The Technical Working Group (TWG) 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	<p>Is it required to conduct topographic and lot surveys?</p> <p>Architectural and structural drawings will also depend on its availability per building?</p>	<p>It will depend on if there is an existing information per building.</p> <p>The availability of these documents can be checked in the Engineering and Facilities Management Department (EFMD) at SSS Main office.</p>
6.2	<p>Only the Calamba branch has the probability of expansion, is there a plan to expand other buildings?</p>	<p>It will depend on the structural analysis of the winning consultant if the buildings are still capable of expansion.</p>
6.3	<p>On the Deliverables/Submittals, the consultant will provide as-built for the structural analysis only?</p>	<p>Yes</p>
6.4	<p>On the Terms of Reference 7.3, Consultant is expected to use the latest version of ETABS (Extended Three-Dimensional Analysis of Building System) for application in computer modeling, can the consultant use another software like Midas or STAAD for the analysis?</p>	<p>To be clarified thru Bid Bulletin.</p>
6.5	<p>Do the consultant need to do the pre-site inspection?</p>	<p>No.</p>
6.6	<p>On the project duration, the forty-five (45) calendar days is for the completion of the structural assessment/ investigation for four branches?</p> <p>To avoid delays, the consultant requested for additional number of days considering the COVID-19 protocols/requirements imposed in some LGUs.</p>	<p>Yes.</p> <p>The consultant should indicate in their program the number of days to be used for the work itself and the estimated time to comply with the LGU requirements. The revised project duration, including the 7 calendar days, is changed from 45 to 52 calendar days.</p>
6.7	<p>Does the project have a mobilization fee?</p>	<p>None.</p>
6.8	<p>Does the payment for the Bidding Documents have a deadline?</p>	<p>Yes. Bidding Documents may be acquired and paid up to the scheduled submission and receipt of bids.</p>

7. The BAC Secretariat announced the Composition of Envelopes No. 1 (Technical Proposal), No. 2 (Financial Proposal) and additional documents.
8. The BAC II informed the bidder that the technical proposal will be subjected to Technical Evaluation based on the approved criteria. Once the bidder passed the Technical Evaluation Rating, it shall be invited for the Opening of the Financial Proposal. The TWG shall combine the rating for the Technical and Financial Evaluation and recommended to the BAC the Single Rated Bidder.
9. The bidder with the Single Rated Bid (SRB) shall be required to submit the following additional documents within 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 July to December 2020;
- c. SEC/DTI Registration;
- d. 2021 Mayor's Permit;
- e. Valid Tax Clearance;
- f. 2019 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:


10.1 Deadline of Written Queries	: Friday, 16 April 2021
10.2 Issuance of Bid Bulletin	: Friday, 23 April 2021
10.3 Submission of the Technical and Financial Proposals and subsequent opening of the Technical Proposal	: Wednesday, 05 May 2021 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2 <sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late Submission shall not be accepted.

Time Finished: 3:07 P.M.


Prepared by:

  
 AILENE C. FACTOR  
 Staff, BAC Secretariat  
 Date Signed: 04/16/2021


Certified Correct:

  
 ROSALYN AZUL-CONDAT  
 Concurrent Acting CEO IV  
 Administrative Support Section  
 BAC Secretariat  
 Date Signed: 4/16/2021

Concurred by:

  
 RAMIL P. RESARE  
 TWG Chairperson  
 Date Signed: 4/16/2021

Approved by:

  
 ELVIRA ALCANTARA-RESARE  
 EVP and BAC II Chairperson  
 Date Signed: 4/16/2021