



## **BIDS AND AWARDS COMMITTEE I**

### MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY & INSTALLATION OF SEVENTY-ONE (71) UNITS CLOSED-CIRCUIT TELEVISION (CCTV) FOR VARIOUS SSS BRANCHED & SERVICE OFFICES AND INSTALLATION OF ADDITIONAL CAMERAS INCLUDING ACCESSORIES FOR MAKATI-GUADALUPE, TARLAC, PUERTO PRINCESA AND ZAMBOANGA BRANCHES

MARCH 4, 2021 (THURSDAY)-2:30 P.M., MICROSOFT TEAMS

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#### Present

BAC I Members: RIZALDY T. CAPULONG  
MARIO R. SIBUCAO  
CRISTINA A. BACALLA  
NEIL F. HERNAEZ  
NICHOLAS C. BALBUENA

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

TWG Representatives: TEDDY N. CARREON  
EDSEL T. CARIASO  
JOHN CARLO T. TAGUINOD

Participating Bidders: AMTI -Edna Aplan  
ANNEX DIGITAL -Clarence Tan  
CIRCUIT SOLUTION -Danny Agapay  
D-MAX -Rhodora Iñigo  
HUAWEI -Jerald Limcueco  
NEOTECH ASIA -Regine Radilla  
NTEKSYSTEMS INC. -Leannette Mangada  
LIGTHNET CONNECT -Mae San Agustin  
ONE COMMERCE -Mark Balcita  
PALMER ASIA -Gabriel Jeneda  
PRONET SYSTEMS -Rachel Capistrano

1. The Pre-Bid Conference was called to order at 3:23 P.M.
2. The published Approved Budget for the Contract is ₱15,712,287.06.
3. The following observers were invited through BAC notice dated 18 February 2021:
  - 3.1 Commission on Audit
  - 3.2 Anti-Corruption Training Center
  - 3.3 Anti-Trap Movement of the Philippines, Inc.
  - 3.4 Makati Business Club
  - 3.5 Philippine Chamber of Commerce and Industry

However, none of them attended the activity.

4. Nobody paid/secured the Bidding Documents (BD) prior the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following were issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	Who will issue a certification that the CCTV and the accessories are installed?	BSSD
6.2	What are the criteria for testing of the demo unit?	<b>To be clarified through Bid Bulletin</b>
6.3	Are all types of cameras and accessories required for the demonstration?	Yes, except for the monitors.
6.4	How many days are required for the submission of the demo unit?	5 calendar days
6.5	Can the submission of the additional documents and the demo unit be extended up to 1 week?	No. Per RA 9184 and Bidding Documents, submission of the additional documents is within non-extendible five (5) calendar days.
6.6	Can the bidder acquire the floor plans for the branches?	No.
6.7	What if in the actual implementation the service provider exceeded the quantity indicated in the Bill of Quantities (BOQ), will SSS pay the service provider?	No.
6.8	What is the standard for the retention of the videos?	There is no standard for retention.
6.9	Is the requirement 1:1? (One camera, one cable)	Yes.
6.10	Is the delivery period of 120 cd applies to all branches?	Yes.
6.11	Are there existing UPS in the branches?	Yes.
6.12	For preventive maintenance, is the service provider required to have offices in VISMIN area?	<b>To be clarified through Bid Bulletin.</b>
6.13	Is swab test required?	It will depend on the LGU
6.14	The bidders requested for an extended delivery period.	<b>To be clarified through Bid Bulletin.</b>
6.15	Is subcontracting allowed?	<b>To be clarified through Bid Bulletin.</b>
6.16	The bidder requested the specifications of the current provider (especially the recorder)	<b>To be clarified through Bid Bulletin.</b>
6.17	There a discrepancy between the bid breakdown between the cameras needed	Please refer to Annex B of the Bidding Documents.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (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:

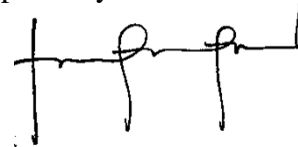
- a) 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- b) Quarterly VAT for the period June to December 2020;
- c) SEC/DTI Registration;
- d) 2021 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2019 Audited Financial Statements filed through EFPS.

9. The BAC 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:
 

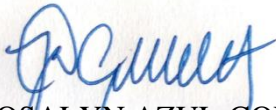
10.1 Deadline of Written Queries	:	Friday, 05 March 2021
10.2 Issuance of Bid Bulletin	:	Friday, 12 March 2021
10.3 Submission and Opening of Technical and Financial Proposal	:	Thursday, 25 March 2021 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted.

Prepared by:



JULINA ROSE DL. DE OCAMPO  
Staff, BAC Secretariat  
Date Signed: 08 March 2021

Certified Correct:



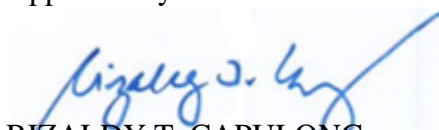
ROSALYN AZUL-CONDAT  
Sr. Specialist and Concurrent Acting CEO IV  
Administrative Support Section  
BAC Secretariat  
Date Signed: 08 March 2021

Concurred by:



TEDDY N. CARREON  
TWG Chairperson  
Date Signed: 08 March 2021

Approved by:



RIZALDY T. CAPULONG  
EVP and BAC I Chairperson  
Date Signed: 08 March 2021