

**BIDS AND AWARDS COMMITTEE I**

MINUTES OF THE PRE-BID CONFERENCE

OUTSOURCING OF APPRAISAL SERVICES COVERING COLLATERAL PROPERTIES  
USED TO SECURE SSS HOUSING LOANS AND HOUSING ACQUIRED PROPERTIES

SEPTEMBER 26, 2019 (THURSDAY)-2:30 P.M., GREEN ROOM 12<sup>TH</sup> FLOOR SSS MAIN  
OFFICE

---

Present

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

BAC Secretariat : LARRY R. VILAR  
IRENE A. NEIZ  
JULINA ROSE DL. DE OCAMPO

TWG Representatives : MARIE ADA ANGELIQUE DE SILVA  
JOSEPH LAMBERTO P. CARLOS  
EDUARDO S. FLORA

Participating Bidders : ASIAN APPRAISAL - Alyssa Hechanova  
AVISO VALUATION - Angelo M. Gandia  
& ADVISORY CORP. Christian Tiongson  
Diana Dela Torre  
CRIF CORP. - Teddu Higuít  
VITALE VALUATION - Rick N. Paquilet  
SERVICES Cesar A. Martinez  
Reuben Justine Santos  
Moises A. Donato

1. The Pre-Bid Conference was called to order at 2:45 P.M.
2. The published Approved Budget for the Contract are as follows:

|   |                |
|---|----------------|
| Lot I (NCR & Province of Rizal)                                     | P1,420,000.00  |
| Lot II (Central Luzon, Southern Luzon,<br>Northern Luzon and Bicol) | P7,500,000.00  |
| Lot III (Central Visayas & Western Visayas)                         | P1,750,000.00  |
| Lot IV (Southern Mindanao, Northern<br>Mindanao & Western Mindanao) | P10,330,000.00 |

3. The following observers were invited through BAC Notice dated 20 September 2019.
  - 3.1 Commission on Audit
  - 3.2 Anti-Corruption Training Center
  - 3.3 Anti-Trapo Movement of the Philippines, Inc.
  - 3.4 Philippine Chamber of Commerce and Industry (PCCI)
  - 3.5 Makati Business Club

However, none of them attended the activity.

4. The following bidders paid and secured the Bidding Documents during the previous advertisements:
  - 4.1 Asian Appraisal Company, Inc.
  - 4.2 Aviso Appraisal Co. Inc.
  - 4.3 Colliers Corp.
  - 4.4 Intech Property Appraisal
  - 4.5 Valuometrics Inc.
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 | On the initial submission, does the bidder need to submit a hard copy?  | Yes.   |
| 6.2 | May we be clarified on the requirement for similar contracts which states that bidders must have an aggregate of 2 similar contracts, the largest must be 25% of the ABC. | Yes, but one project that has the 50% of the ABC is acceptable.  |
| 6.3 | Is mobilization fee allowed?  | No. Mobilization only applies to Infrastructure procurement.   |
| 6.4 | What are the amendments on the ITB?   | The amendments on the ITB are the number of employees, track records and accomplishments of forms.                             |
| 6.5 | The bidder requested for the copy of the presentation during the Pre-Bid Conference.  | Denied. The BAC emphasized that the Bidding Documents must be the reference of the bidder for the details of the requirements. |

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 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 January to June 2019;
  - c) SEC/DTI Registration;
  - d) 2019 Mayor's Permit;
  - e) Valid Tax Clearance;
  - f) 2018 Audited Financial Statements filed through EFPS.

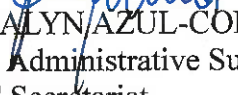
9. The BAC Secretariat also presented the schedule of the following activities:
 

|   |   |
|---|---|
| 9.1 Deadline of Written Queries                                   | : Friday, 27 September, 2019  |
| 9.2 Issuance of Bid Bulletin                                      | : Wednesday, 02 October 2019  |
| 9.3 Submission and Opening of<br>Technical and Financial Proposal | : Thursday, 10 October, 2019<br>:2:30 P.M. at Green Room,<br>12 <sup>th</sup> Floor, SSS Main<br>Building, East Avenue,<br>Diliman, Quezon City. Late<br>submission shall not be<br>accepted. |

Prepared by:

  
JULINA ROSE DL. DE OCAMPO  
Staff, BAC Secretariat

Certified Correct:

  
ROSALYN AZUL-CONDAT  
OIC, Administrative Support Section  
BAC Secretariat

Concurred by:

  
MARIE ADA ANGELIQUE DE SILVA  
TWG Chairperson

Approved by:

  
ERNESTO D. FRANCISCO, JR.  
SVP and BAC I Chairperson