



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
 SUPPLY AND DELIVERY OF GENERAL OFFICE UNIFORM (GOU), BAG,
 SLEEPING OD & MALONG, COTTON, OD FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-022 Rebid
 4 February 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 10:10 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriega, Member	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Brand New General Office Uniform (GOU), Bag, Sleeping, OD and Malong, Cotton, OD for the Philippine Army (PA). After which, Chair introduced the BAC members and the PA Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Pontifex Corp.;
 2. Knit and Tuck Merchandising
- Chair also informed the Bidders that there are three (3) items involved in this project. A Bidder can bid for one or all of the items.
- Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids a single contract to be bid amounting to at least twenty-five percent (25%) of the ABC of the item being bid for.
 "Similar" contract shall mean "sewn items".
- At the same time, this bid project is open to Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidders at their own good time. What will be discussed in this pre-bid conference are the documents that are required to be submitted on Bid Opening Day;
- Chair turned over the floor to the Vice Chair, who will discuss the project requirement.

- Vice-Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
 - **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
 - **Sealing/Markings:** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>Vice-Chair's Instructions</u>
SEC/DTI Registration Certificate	<p>For Corporation, submission will be the SEC Registration Certificate.</p> <p>For the Sole Proprietorship a copy of valid and current DTI business registration valid and current.; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.	<p>Bidders must submit their valid and current Mayor's Permit.</p> <p>In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance.</p> <p>Vice-Chair informed the bidders that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p> <p>Vice-Chair mentioned that Tax Clearance can now be issued by the District Regional Office just ensure that there is no tax liabilities.</p>
Audited Financial Statements for 2016 and 2017	<p>Submission will be the 2016-2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidder is already a PhilGEPS Platinum Member he can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the current one.</p>

	<p>However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the current one.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I; • Bidders to check the box pertaining to the item being bid for; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
<p>Annex I-A Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders to check the box pertaining to the item being bid for; • Bidders to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></p> <ul style="list-style-type: none"> • A form is provided for as Annex II; • Bidders to check the box pertaining to the item being bid for. <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for the Bidder to supply the necessary details as required. A formula is already provided for the bidder to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p><u>For CLC</u></p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Letter of Credit, issued by a local commercial/Universal Bank.</p> <p>A form is provided for as Annex II-A</p> <p>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV; • Bidders to check the box pertaining to the item being bid for.

	<p>Bidders should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; c. A Bank Draft / Bank Guaranty or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank. d. Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Bidders will opt for a Surety Bond, The Bidder has to submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security and it be written on Bond Itself.</p> <p>Vice-Chair advised the Bidders to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p> <p>The fourteen (14) grounds is found in Clause 12.1(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Completed and signed Technical Bid Form</p> <p>Annex V-A – for item no. 1 Annex V-B – for item no. 2 Annex V-C – for item no. 3</p>	<p>As the Technical Bid Form was flashed on the screen Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair emphasized that each item has its own Technical Bid Form</p> <p>Vice-Chair reminded the Bidder that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>
<p>Technical Specifications</p> <p>Annex V-A1 – for item no. 1 Annex V-B1 – for item no. 2 Annex V-C1 – for item no. 3</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.

<p>Test Parameters Annex V-A2 – for item no. 1 Annex V-B2 – for item no. 2 Annex V-C2 – for item no. 3</p>															
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<p>Visual Inspection Checklist Annex V-A4 – for item no. 1 Annex V-B4 – for item no. 2 Annex V-C4 – for item no. 3</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages. 														
<p>Command Sanction Annex V-A5 – for item no. 1 Annex V-B5 – for item no. 2 Annex V-C5 – for item no. 3</p>															
<p>Annex V-D Certification that the Bidder is a Manufacturer of the item being bid for</p>	<p>Vice-Chair reminded that this requirement is for Manufacturers only, Vice-Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • Bidders to check the box pertaining to the item being bid for; • Fill all the required information; • Bidders to check the appropriate box whether the equipment is company owned or leased equipment and to indicate the number of equipment and its exact location; • Bidder's authorized representative/s to sign the form. <p>Chair emphasized that base on the ITB and BDS Sub-contracting is not allowed, in which the form will be filled up as the manufacturer.</p> <table border="1" data-bbox="724 1181 1463 1953"> <thead> <tr> <th data-bbox="724 1181 1065 1216">Bidder's query</th> <th data-bbox="1065 1181 1463 1216">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="724 1216 1065 1250">What if we don't?</td> <td data-bbox="1065 1216 1463 1250"></td> </tr> <tr> <td data-bbox="724 1250 1065 1318"></td> <td data-bbox="1065 1250 1463 1318">In the case of Knit and Tuck, kayo ang gagawa talaga?</td> </tr> <tr> <td data-bbox="724 1318 1065 1437">Kami ang mag ka-cut and papa-job out namin yung iba, kasi wala kaming other machine</td> <td data-bbox="1065 1318 1463 1437"></td> </tr> <tr> <td data-bbox="724 1437 1065 1530"></td> <td data-bbox="1065 1437 1463 1530">You're planning to sub-contracting because you're cutting it lang.</td> </tr> <tr> <td data-bbox="724 1530 1065 1714"></td> <td data-bbox="1065 1530 1463 1714">You better make a request in writing whether you can sub-contract. Otherwise we will assume that you're going to be the one to do all the manufacturing.</td> </tr> <tr> <td data-bbox="724 1714 1065 1953"></td> <td data-bbox="1065 1714 1463 1953">Just raise that in writing. Address it to the BAC, if ever we will agree we will make amendments to the Bidding Documents. Because right now, as it is sub-contracting is not allowed.</td> </tr> </tbody> </table>	Bidder's query	Committee's Reply	What if we don't?			In the case of Knit and Tuck, kayo ang gagawa talaga?	Kami ang mag ka-cut and papa-job out namin yung iba, kasi wala kaming other machine			You're planning to sub-contracting because you're cutting it lang.		You better make a request in writing whether you can sub-contract. Otherwise we will assume that you're going to be the one to do all the manufacturing.		Just raise that in writing. Address it to the BAC, if ever we will agree we will make amendments to the Bidding Documents. Because right now, as it is sub-contracting is not allowed.
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<p>Annex V-E Bidder's Certification on Product Development</p>	<p>Vice-Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • Bidders to check the box pertaining to the item being bid for; • Fill all the required information; • Bidder's authorized representative/s to sign the form.
<p>Proof of Authority of the Bidder's authorized representative/s</p>	<p>As form was flashed on the screen Vice-Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person sign its bid documents, it binds the company.</p>
<p>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Bidders to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>Bidders to check the box pertaining to the item being bid for.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative and notarized.</p>
<p>ENVELOPE 2: FINANCIAL BID FORMS</p> <p>Annex VII-A – for item no. 1 Annex VII-B – for item no. 2 Annex VII-C – for item no. 3</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Vice-Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Vice-Chair again reminded the Bidders that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p>

- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Knit and Tack: Delivery Schedule for the Sleeping Bags is 60 days , while for Malong is 100 days	
We request the Sleeping bags delivery schedule can also be 100 days?	
	Put that in your request in letter including the request for sub-contracting.
The specification of the Malong latest na po ba yun?	
	As the TOR was flashed on the screen, As of May 20, 2015 That is the latest technical specification for the malong.
Do have any actual sample of the items?	
	What are you bidding for?
Sleeping Bags	
	If you want to take a look at the sample you have to go there and look for Mr. Edgar Barrozo.
	Please, visit during office hours only Monday to Friday.
Okay.	
	Thank you very much, we'll see you then on February 19.

- Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until February 8, 2019 (Friday)

The Bid Opening is scheduled on February 19, 2019 (Tuesday, 9:00 AM)

Adjourned at 10:40 A.M.

MINUTES TAKEN BY:


MA. VERONICA A. MORALES
 Head, BAC-I Secretariat
 LMC

APPROVED BY:


ATTY. MA. VICTORIA C. MAGCASE
 Chairperson, BAC-I 



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-022) - REBID

(Previous Bid Reference No. MPG-B1-2018-379)

SUPPLY AND DELIVERY OF BRAND NEW GENERAL OFFICE UNIFORM (GOU), BAG, SLEEPING, OD & MALONG, COTTON, FOR THE PHILIPPINE ARMY (PA)

04 February 2019, 10:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) I - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	(Chairperson)
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson)
3) Christabelle P. Ebriega	F	(Member)
4) Myra Chitella T. Alvarez	F	(Member)
5) David A. Inocencio	M	(Member)
6) Mario M. Leygo	M	(Alternate Member)
7) BGen Byron H Calimag AFP	M	(Provisional Member)
8) Col Glenn E. Cruz	M	(Alli. Prov. Member)

Technical Working Group	Gender	Signature
1) Manuel O. Eliama, III	M	(Team Coordinator)
2) Pio B. Bellosillo	M	(Member)
3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) Suzanne M. Marticio	F	(Member)
5) Rachel F. Ignacio	F	(Member)
6) Judy Ann L. Esteban	F	(Member)
7) Michael M. Artesgado	M	(Member)
8) Franklin D. Iglesias	M	(Member)

End-Users (PA)

1) CPT BENJAMIN L AGAN	L	OA & M, PA	
2) Mr Edgar Bautera	M	OA & M, PA	
3) Tsg Eugene D	M	PA & Rep.	
4)			
5)			
6)			

Account Officers

1) Pio B. Bellosillo	M		
2) Judy Ann L. Esteban	F		

Secretariat

1) Ma Veronica A. Morales	F	(Head)	
2) Jane C. Arcilla	F	(Member)	
3) Ana DG. Asprec	F	(Member)	
4) Ma Teresa S. Eliama	F	(Member)	
5) Mirasol S. Ninobla	F	(Member)	
6) Ma. Irissa G. Ordillano	F	(Member)	

Observer/s

1)			
2)			

