

**Philippine International Trading Corporation  
BIDS & AWARDS COMMITTEE I**

MINUTES OF THE PRE-BID CONFERENCE  
PROCUREMENT OF SUPPORT AND MAINTENANCE OF E2M (ELECTRONIC-TO-MOBILE)  
APPLICATION FOR THE BUREAU OF CUSTOMS (BOC)

**BID REF. NO. GPG-B1-2018-463**

08 November 2018 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 9:00 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – BOC
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)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the pre-bid conference for the above-mentioned procurement project. Afterwhich, Chair introduced the BAC members and the BOC's End-Users Representatives.
- Chair acknowledged the presence of Web Fontaine Group FZ-LLC the only prospective Bidder.
- Chair informed Bidders that PITC has been tapped by the BOC to undertake this project for them.
- Chair informed that to be able to participate in this bid project, prospective Bidder should have completed a single Largest Completed Contract similar to the contract to be bid within the last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC of the project.

"Similar" contract shall refer to the contracts pertaining to development and maintenance of software application.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the Bidders at their own good time. What will be discussed in this pre-bid conference are the documents that are required to be submitted Bid Opening Day;
- 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**

<b>Class "A" Eligibility Documents</b>	<b>Chair's Instructions</b>
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration valid and current.; and</p> <p><b>For Cooperatives</b> 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.	Web Fontaine must submit their 2018 Mayor's Permit.
Valid and Current Tax Clearance	<p>Web Fontaine must submit their valid and current Tax Clearance issued by the Accounts Receivable Monitoring Division of the BIR.</p> <p>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>Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2016 and 2017	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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Web Fontaine 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>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Chair's instructions to Web Fontaine with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents, Bidders have to use Annex I.</li> <li>• Bidders to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign the last page.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Surety Bond</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <p>In case Web Fontaine 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>Chair advised Web Fontaine 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>
<b>Annex V-A</b> Technical Bid Form (5 pages)	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Bidders to use the Bid Form. They shall not retype or alter it;</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the authorized representative/s of the Bidder.</li> </ul> <p>Chair reminded Web Fontaine 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>
<b>Annex V-B</b> Technical Specifications (13 pages)	<ul style="list-style-type: none"> <li>• Web Fontaine's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<b>Copy of Standard of Service Level Agreement (SLA)</b>	<ul style="list-style-type: none"> <li>• Submission is a Copy of Standard of Service Level Agreement (SLA)</li> </ul>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Lifeline Diagnostics Authorized Representative:</p> <ol style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ol> <p>Once again, Chair advised Web Fontaine 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 can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>
<b>Annex VI</b> Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings. Chair advised Web Fontaine 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, Chair suggested that the form just be scanned or photocopied and then filled up.</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><b>ENVELOPE 2: FINANCIAL BID FORM</b></p> <p><b>Annex VII-A Annex VII-B</b></p>	<p>Chair explained that similar to the TBF, the FBF cannot be retyped or altered. It may be photocopied for purpose of the other 2 copies required.</p> <p>Envelope 2 will contain the Financial Bid of Web Fontaine where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the item being bid for.</p> <p>Chair again reminded Web Fontaine 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:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
In three copies they all have to be original?	No, the only thing that you should give us original should be your Bid Securing Declaration. The other set are photocopies.
Are Foreign Bidders allowed to participate?	Are you Bidding as Foreign Company? Is Web Fontaine Manila Branch registered to operate in the Philippines? Therefore, you have a SEC registration?
It's licensed to do business here.	Then you submit your SEC.
It has to be a corporation, partnership or organization with at least 60% interest outstanding capital stock belonging to citizens of the Philippines.	
	Chair informed Web Fontaine that the Committee will issue a Supplemental Bid-Bulletin to include in the Bid-Bulletin the Provisions for the Foreign Bidder. You are considered as a Foreign Bidder. Even though you are registered to do business you are a Foreign Bidder.
As currently worded, there's a qualification for a foreign company to be eligible to bid.	

	The participation of a Foreign Bidder are under several circumstances. Could be any of them and one of them is, if there is no local company that can participate. We will make an amendment as far as participation of your company is concerned. If a Foreign Bidder is going to participate, there is a requirement that they must have a Philippine based representative company. We are going to come up with Bid-Bulletin and Amendment to that. If you are the Manila branch you are already in effect of the Philippine based representative company.
We will just wait for the Amendment.	
	Can I request you to write us and tell us the situation you're in so that it will be our basis for coming up the Bid-Bulletin and Amendments.
We need a registration?	
	Yes that your ownership is 100% Foreign although you are licensed to do business in the Philippines.
In the case of Web Fontaine, do you require (Chair interrupted Bidder and replied)	
	Who will be signing your Bidding Documents? Will it be your Principal, Head Office or it will be the Branch?
It will be the Branch.	
	If it will be the Branch it will have to be clearly stated. Remember the Philippine Branch will be the Philippine based representative of the Foreign Bidder.
	Authorization is required if the Philippine based representative company will be signing all the documents on their behalf.
Is that the only requirement that we will submit?	
	No, we will let you know the requirements. But you will have to write us and tell us that you are a Foreign company with a license to do business in the Philippines and there is a Manila Branch. Given that situation we have to make certain modifications now in the Bidding requirements. We will enumerate to you what are those additional requirements you have to submit. The Manila Branch will be the one signing the Bidding Documents. We have to make Amendments to this one.
	Since we've schedule the opening of Bids on November 28, 2018 can you write us by this week or the latest may be Monday (November 12, 2018 or Tuesday (November 13, 2018) so we will have enough time to come up the Bid-Bulletin so that you can prepare for the Bid Documents. Because sometimes you write us very late and we issued a Bid-Bulletin and it might take some time to get your documents from abroad.
Those requirements that has to be authenticate?	
	No, we don't require authentication. Unless the documents is in the Foreign Language. The rule is there has to be an English Translation which is required to be authenticated by your Embassy in the Philippines.

The head office issues the Secretary's Certificate and we are not requiring (Chair interrupted and Replied)	
	The Secretary's Certificate will put the authorized signatories and that will be probably your company. It's up to them to have them notarized.
And as long as it conforms to the requirements in that county?	
	Yes.  My understanding here based on your question is you are going to be the one to sign all the documents.
Not sure.	
	Just let us know your situation and we will know what documents we will ask from you.
	There is a different set of Foreign Bidders. I thought you are Local company. The eligibility documents, we will enumerate equivalent documents. First of all Web Fontaine don't have a SEC Registration. The equivalent requirements will be a valid and current Certificate/license/Authority to Conduct/Operate Business issued by the regulatory authority in the country where the Bidder is based. The second is a Tax Clearance issued by the Accounts Receivable Monitoring Division per Executive Order 398, Series 2005, as finally reviewed and approved by the BIR and third is the Corporate Financial Statement or Annual Report for 2017 or 2016.
That's one of my questions. We have already the Tax Clearance but the form provided is the old Tax Clearance. They have a new form.	
	Even if it is in the old format as long as is not yet expired that will do.
Kasi they changed the format of the Tax Clearance.	
	Yes we know. In fact PITC were also a PhilGEPS Platinum Registered. We have a new form, we are familiar with that.
	Chair explained the equivalent eligibility requirements for the Foreign Bidder.  First is the Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based.  Second is a Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005.  Third is the Corporate Financial Statement or Annual Report for 2017 or 2016.
The Corporate Financial Statement we understand that it will be the equivalent	

document issued by you. But the thing is it's not required there and they won't have the 2017.	
	That's why its 2016 or 2017. And it doesn't even have to be Corporate Financial Statement. It could just even be the Annual Report. And we have to let us know your situation, your personality and we will issue a Bid-Bulletin to tell you what documents you have to submit. Because we presume that Bidders here will be a local company. If you are going to bid as a Foreign Bidder then we will have to make some changes here. One thing also why we need to see your Annual report is because we want to validate that with your Net Financial Contracting Capacity because and Current Liabilities are part of the form. Chair advised TWG to flash the NFCC find in page 64. Chair discussed the details.
The requirements has to be in current figures right? If we submit the 2016 will that be the basis?	
	Give us the latest. Whatever you have.
We will check. Which documents are available that has to be the latest.	
	The amount you put in the NFCC must jibe with what you are going to submit as your Financial Statement. You cannot put here the different figures and different year.
If it's 2016 is that alright?	
	Yes you could base on the 2016. You don't have the 2017 yet?
I don't think it is required there.	
	Can you check?
Yes, we will ask them for the Annual report.	
	Make sure whoever signs the NFCC is authorized by the Board also.
	You may still write the BAC for concerns/queries until 16 November 2018. Address it to the BAC Chair. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1). The answers will be posted in PhilGEPS and PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> .
	Anything else?
	Don't forget to pay for the Bidding Documents now if you decide to join. Don't wait for the Bid-Opening day to pay for the Bidding Documents because our Cashiers might be busy. Late bids shall not be accepted.
The Branch Office will be signing the Clarificatory letter?	
	It doesn't matter. You can sign for them. Eventually we will look for your authority to sign for them during the Bidding. For now you can send a letter as a Branch Office. We will just presume that you are authorized to sign those letters.
Okay, Ma'am.	
	We will wait for your letter and we will just issue a Bid-Bulletin for any changes and modifications.  Thank you very much.







PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2018-463)

PROCUREMENT OF E2M MAINTENANCE SUPPORT FOR THE BUREAU OF CUSTOMS (BOC)  
08 November 2018, 11:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

ATTENDANCE SHEET

BIDS AND AWARDS COMMITTEE (BAC) / GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	
2) Atty. Ma. Gudelia C. Guese	F	
3) Christabelle P. Ebriega	F	
4) Myra Chitella T. Alvarez	F	
5) David A. Inocencio	M	
6) Mario M. Leygo	M	
7) Dep. Com. Gladys F. Rosales	M	
8) Atty. Francis Tolibas	M	
<b>End-Users</b>		
1) Atty. Christopher V. Carracedo	M	
2) Mr. Raquel G. De Jesus	M	
3) JAMME R. TABORDA		
4) YAMMIR B. WYK		
5) _____		
6) _____		
7) _____		
<b>Account Officer</b>		
1) Rhoneil O. Bautista	M	
2) _____		

Technical Working Group	Gender	Signature
1) Elena E. Romero	F	
2) Maria Victoria S. Castillo	F	
3) Jacky C. Crispino	M	
4) Maria Eda I. Maningat	F	
5) Marilou C. Bernal	F	
6) Verna Liza DV. Maramot	F	
7) Rhoneil O. Bautista	M	
8) Kriss Ann S. Hizon	F	
9) Mary Ann M. Valencia	F	
10) Erika April Guycoa	F	
11) Katrina B. Alba	F	
12) Jinky C. Apollinar	F	
<b>Secretariat</b>		
1) Ma Veronica A. Morales	F	
2) Jane C. Arcilla	F	
3) Ana DG. Asprec	F	
4) Ma Teresa S. Elina	F	
5) Mirasol S. Ninobla	F	
6) Ma. Irissa G. Ordillano	F	
<b>Observer/s</b>		
1) _____		
2) _____		

(COA)



**ATTENDANCE SHEET : PROSPECTIVE BIDDERS**

**PRE-BID CONFERENCE**

**(Who Have Not Yet Bought Bid Docs as of Pre-Bid)**

**Name of Project** : PROCUREMENT OF E2M MAINTENANCE SUPPORT FOR THE BUREAU OF CUSTOMS (BOC)

**Bid Reference No.** : GPG-B1-2018-463

**Time / Date & Venue** : 08 November 2018, 11:00 A.M., 6th Floor Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**PLEASE PRINT LEGIBLY**

**NO ID - NO ENTRY**  
 For Company Personnel  
 • Valid Company ID with picture and signature  
 For Individuals (Not representing any Company)  
 • Any valid government-issued ID with picture and signature

ID No.	PRINTED NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
1	Abigail Valerio	F	WORLD FONTAINE GROUP #2-11C MONTANA BRANCA / 401 F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE BSA Niche Fontaine Group #2-11C Kawila Ground 16/F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE WORLD FONTAINE GROUP #2-11C MONTANA BRANCA 401 F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE BSA	(02) 6613674	abigail.valerio@worldfontaine.com		10:50 AM	
	Nicolas Neunier	M	WORLD FONTAINE GROUP #2-11C Kawila Ground 16/F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE WORLD FONTAINE GROUP #2-11C MONTANA BRANCA 401 F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE BSA	(61) 823674	nicolas.neunier@worldfontaine.com		10:50 AM	
	Jilveanu Soth	F	WORLD FONTAINE GROUP #2-11C Kawila Ground 16/F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE WORLD FONTAINE GROUP #2-11C MONTANA BRANCA 401 F ONE SAN MIGUEL AVE CAND. 1 SAN MIGUEL AVE BSA	(01) 6413674	jilveanu.soth@worldfontaine.com		10:55 AM	