



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

**MINUTES OF THE PRE-BID CONFERENCE
LEASE OF INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE FOR VARIOUS
SYSTEMS OF FOOD AND DRUG ADMINISTRATION (FDA) WITH 24/7 TECHNICAL
SUPPORT**

BID REF. NO. GPG-B1-2018-511
21 February 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 11:15 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – FDA
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 Lease of Information Technology (IT) Infrastructure for Various Systems of Food and Drug Administration (FDA) with 24/7 Technical Support. After which, Chair introduced the BAC members and the FDA Representative/s.
- Chair briefed the prospective bidders that PITC is a government corporation attached to the Department of Trade and Industry who have been tasked by the FDA to undertake this procurement project for them.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Productivity Technologies Services, Inc.
 2. SMS Global Technologies, Inc.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

“Similar” contract shall mean “Lease of Information Technology (IT) Infrastructure”.

- At the same time, this bid project is open to eligible IT Solutions and/or Service Providers/System Integrators/ICT Contractors who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging 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 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>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; 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 per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</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	<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>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>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 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 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> <p>A form is provided for as Annex II</p> <p>As the sample form was flashed on the screen, 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 Line of Credit, issued by a local commercial/Universal Bank.</p> <p>A form is provided for as Annex II-A</p> <p>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>Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="padding-left: 40px;">a. Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <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, 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 Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR 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>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>Annex V Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen 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"; • Bidders to indicate the Brand and Model Number of the following: <ul style="list-style-type: none"> a) Servers b) Enterprise-Grade Storage c) Tape Library d) Network Switches e) Complex SQL Analytics f) Backup Solution • All two (2) pages must be signed by the authorized representative of the Bidder. <p>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>Annex V-A Duly signed/conformed Terms of Reference of FDA (9 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.

<p>Copy of valid and current ISO 9001:2015 and ISO/IEC 27001/2013 Certification</p>	<p>Bidders to submit a copy of valid and current ISO 9001:2015 and ISO/IEC 27001/2013 Certification of the Bidder issued by an independent certifying agency.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p> <p>Chair informed the Bidders that the Committee will issue a Bid Bulletin to delete this requirement.</p>
<p>Product Brochure or Technical Data Sheet</p>	<p>Bidders to submit the Product Brochure and/or Technical Data Sheet for each of the brand/model of the equipment being offered showing compliance to the technical specifications:</p> <ul style="list-style-type: none"> a) Servers b) Enterprise-Grade Storage c) Tape Library d) Network Switches e) Complex SQL Analytics f) Backup Solution <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>Valid and Current Certificate of Distributorship / Dealership / Resellership</p>	<p>Valid and Current Certificate of Distributorship / Dealership / Resellership of the following items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer.</p> <ul style="list-style-type: none"> a) Servers b) Enterprise-Grade Storage c) Tape Library d) Network Switches e) Complex SQL Analytics f) Backup Solution <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p> <p>Vice-Chair requested to the Bidders to tab the documents or put a separator for the TWG to check the presence or absence of the documents easier.</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that the Bidders has a good record with his client. As such, Bidders has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least <u>Very Satisfactory</u>.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>

Proof of Authority of the Bidder's authorized representative/s	As form was flashed on the screen 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.
Annex VII Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>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, 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>
ENVELOPE 2: FINANCIAL ENVELOPE Annex VIII - Financial Bid Form	<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>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>Chair again reminded the Bidders that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chair reminded the Bidder that the Committee will issue a Bid Bulletin to revise the Financial Bid Form.</p> </div>

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

Bidder's Query/Clarification/s	Committee's Reply
For the definition it says leased of IT can we also include "supply"?	
	Are you talking about the similar in nature?
Yes.	
	There's been a GPPB opinion before that leasing of equipment is different from selling of equipment and even the services it has different aspects.

	When you leased something the property is still yours and you'll be responsible for everything including replacing if something breaks down, while when you supply the buyer is the one responsible for the equipment once the item is delivered except for the warranty meaning the item becomes the property of the buyer.
	So, in that particular GPPB opinion they said that the track record of lease is different from the track record of supply.
	If there's going to be a problem, maybe the only way you can request is that instead of one single lease project worth 50% of the ABC it can be two or more lease project totaling 50% provided that one of them is at least 25% of the ABC.
	Vice-Chair: Let me read the opinion of the GPPB "the nature of complexity of lease necessary differs from sale or purchase in as much as the object of both contracts are not the same".
	Vice-Chair: remember that the lease here, hindi lang siya simple lease may mga additional pang maintenance so it's not a simple lease, that's the opinion of the GPPB.
	Chair: Anyway, you can put your request in writing ma'am.
Okay ma'am	
	You'll raise all your request and concerns in writing, Because whatever you raised verbally here and the way I explained also verbally is not official until you put it in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website (www.pitc.gov.ph).
	Thank you very much!

- Bidders must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- 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 March 5 2019 (Tuesday)

The Bid Opening is scheduled on March 15 2019 (Friday, 10:00 AM)

Adjourned at 11:45 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. GPG-B1-2018-511)

LEASE OF IT INFRASTRUCTURE WITH 24x7 TECHNICAL SUPPORT FOR VARIOUS SYSTEMS OF FOOD AND DRUG ADMINISTRATION (FDA)

21 February 2019, 11:00 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 - (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) Joel S. Rodriguez	M	
7) Atty. Michelle Lapuz		
End-Users		
1) Jon-Jon M. Belza	M	
2) Arles Supremo	M	
3)		
4)		
5)		
6)		
Account Officer		
1) Katrina B. Alba	F	
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) Rhonell 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	
Secretariat		
1) Ma Veronica A. Morales LMC	F	
2) Jane C. Arcilla	F	
3) Ana DG. Asprec	F	
4) Ma Teresa S. Eilma	F	
5) Mirasol S. Ninobla	F	
6) Ma. Irissa G. Ordillano	F	
Observers		
1)		
2)		

(COA)

