



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND SUPPORT OF AN  
ENTERPRISE CONTENT DELIVERY NETWORK FOR NATIONAL GOVERNMENT  
PORTAL FOR THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (DICT)**

**BID REF. NO. GPG-B1-2018-313**

17 January 2019 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 – DICT
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	
<b>PITC TWG/BAC Secretariat</b> (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 DICT’s End-Users.
  - Chair acknowledged the presence of the following prospective Bidders:
    1. ePLDT, Inc.
    2. MyBusybee, Inc.
    3. Sybase
  - Chair informed Bidders that PITC has been tapped by the DICT to undertake this project for them.
  - Invitees are local Information and Communications Technology Solution Provider/Service Integrators for the Supply and Delivery, Installation and Configuration and Support of an Enterprise Content Delivery Network for National Government Portal.
  - 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 at least a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.
- “Similar” contract shall refer to contracts pertaining to the “Supply and Delivery, Installation and Configuration and Support of an Enterprise Content Delivery Network”.
- 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/arkings** 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><u>Class "A" Eligibility Documents</u></b>	<b><u>Chair's Instructions</u></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.	<p>Bidders to submit a Valid and Current Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders 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 2017 and 2016	<p>Submission will be the 2017-2016 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>In lieu of the above eligibility documents, Bidders can submit their valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p>

	<p>Should there be any documents that has expired already, i.e. its Tax Clearance, Bidders should submit on bid opening day its valid and current Tax clearance, together with their PhilGEPS Platinum Certificate and Annex "A".</p> <p>In case the Bidders submission to PhilGEPS is still the 2016 AFS, then they must submit on bid opening day the 2017 AFS with the following attachments: Independent Auditor's Report, Balance Sheet and Income Statement, all pages of which must have the BIR stamp "Received" on all pages.</p> <p>Chair emphasized that any documents that have expired, Bidders must submit the updated one on Bid Opening day.</p>
<p><b>Annex I</b> 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"> <li>• Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I;</li> <li>• Bidder's 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>
<p><b>Annex I-A</b> Statement of Single Largest Contract of similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• 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"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>
<p><b>Annex II</b> Net Financial Contracting Capacity (NFCC)</p> <p><b>Annex II-A</b> Committed Line of Credit (CLC)</p>	<p><b><u>For NFCC</u></b></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 Bidders 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 be at least be equal to the ABC of the project.</p> <p><b><u>For CLC</u></b></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>
<p><b><u>Technical Documents</u></b></p>	<p><b><u>Chair's Instructions</u></b></p>
<p><b>Annex IV</b> <b>Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;"><b>Bid Securing Declaration.</b></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>
<b>ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)</b>	<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>Envelope 2 will contain the Financial Bid of the Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>

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

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
Regarding the forms, there is a header of the PITC, can we omit that?	
	Yes, you can. Some people retain it, and its fine. If you cannot retype it you can scan it in your letterhead. However, for the TOR and TBF, both cannot be retyped.
Regarding the schedule for the last day to send questions?	
	Please write us on or before 21 January 2019. Address it to the BAC Chair. Send by email or fax, further details is found in page 31 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> .  Note: Maximum size of email with attachment is six (6) mb only.
	Chair: We have scheduled the Bid-Opening on January 31, 2019, but we might move just a little later because we have an activity on that day. We will announce the change of the schedule through a Bid-Bulletin. Please check once in a while the PhilGEPS and our website for any announcement for the schedule.
	If there is going to be any imported components to this project, goods from Foreign sources, there is going to be a requirement of Countertrade if it is going to reach US\$1 Million. For those interested a briefing will be conducted in the 4th floor conference room after the Pre-Bid Conference.
Okay, Ma'am.	
	Anything else?
None, Ma'am.	
	Thank you very much.

Adjourned at 10:00 AM.

MINUTES TAKEN BY:

  
**MA. VERONICA A. MORALES**  
Head, BAC-I Secretariat  
KDC

APPROVED BY:

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



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2018-313)**

SUPPLY AND DELIVERY OF AN ENTERPRISE CONTENT DELIVERY NETWORK  
FOR THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)  
17 January 2019, 9:00 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 (Chairperson)
- 2) Atty. Ma. Gudelia 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) Asec. Alan S. Cabanlong M (Provisional Member)
- 8) Juli Ana E. Sudario F (Alt. Prov. Member)

**End-Users**

- 1) Stephanie S. Azarias F TWG Member
- 2) Janine Grace A. Germiño F TWG Member
- 3)
- 4)
- 5)
- 6)
- 7) **Account Officer**
- 1) Rhonell O. Bautista M
- 2)

**Technical Working Group**

**Gender**

**Signature**

- 1) Elena E. Romero F (Team Coordinator)
- 2) Maria Victoria S. Castillo F (Member)
- 3) Jacky C. Crispino M (Member)
- 4) Maria Eda I. Maningat F (Member)
- 5) Marilou C. Bernal F (Member)
- 6) Verna Liza DV. Maramot F (Member)
- 7) Rhonell O. Bautista M (Member)
- 8) Kriss Ann S. Hizon F (Member)
- 9) Mary Ann M. Valencia F (Member)
- 10) Erika April Guycoa F (Member)
- 11) Katrina B. Alba F (Member)
- 12) Jinky C. Apollinar F (Member)

**Secretariat**

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

**Observer/s**

- 1) \_\_\_\_\_ (COA)
- 2) \_\_\_\_\_



# Bids and Awards Committee (BAC 1)

## ATTENDANCE SHEET : PROSPECTIVE BIDDERS

## PRE-BID CONFERENCE

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

**Name of Project** : SUPPLY AND DELIVERY OF AN ENTERPRISE CONTENT DELIVERY NETWORK FOR THE DICT

**Bid Reference No.** : GPG-B1-2018-313

**Time / Date & Venue** : 17 January 2019, 9:00 A.M., 5th 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 NAMES/OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS' SIGNATURE
1.	UHO CRASHO JERMANIE JULIA PYNID MORTONKIEZ	M F M	PAPER 2/F LOT, INC. 3F LUNGSIN Bldg. MAKATI AVE COR ARANDA MAKATI CITY	0948966895	jhulza@epdt.com		8:46	
2	NOEMIE ERGAND	F	AERIALSUBITE INC. 97 Pulong Urdan Place B GARDENAS Taguig, Taguig, KALIPAYAN QUEZON CITY	(02) 929-2222 (02) 432-6000	noemie.myles@epdt.com @gmail.com		8:50am	
3	ANJELU OMU JONAS ENFERNO	F M	SYNERG 2510 PRESTIGE TOWER DISTRICT RAMP ARAY CITY	09253020105 092530219532 0910	anjelom@epdt.com jonas@epdt.com		9:10am	