



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, TESTING, AND COMMISSIONING OF MOBILE VEHICLE
INSPECTION FACILITY (MVIF) (CONTAINERIZED AND TRUCK MOUNTED) FOR
THE DEPARTMENT OF TRANSPORTATION (DOTr)
BID REF. NO. GPG-B1-2018-620
24 January 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 2:15 P.M.

In attendance are:

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

FOR PROPONENT – DOTr
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply, Delivery, Testing, and Commissioning of Mobile Vehicle Inspection Facility (MVIF) (Containerized and Truck Mounted) for the Department of Transportation (DOTr). After which, Chair introduced the BAC members and the DOTr’s Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Opus Inspection Inc. Joint Venture with VTEQ Barcelona;
 2. Siccion Marketing Inc. Joint Venture with Il Alane Trading and Construction;
 3. Four Bays Iman Sdn Bhd Philippines;
 4. Offroad Adventures
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed contract or contracts of similar nature within the last five (5) years from the date of submission and receipt of bids as follows:
 - a) Single completed contract of similar in nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC; OR
 - b) At least two (2) completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC.

“Similar” contract shall refer to contracts for the supply and delivery of Vehicle Inspection Equipment.

- At the same time, this bid project is open to authorized local and foreign manufacturer. However foreign manufacturers must be represented by a Philippine based company.

The Manufacturer must have been in the business of manufacturing Vehicle Inspection Equipment for the past ten (10) years.

- 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 for Local Bidders</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 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 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>

<p>Audited Financial Statements for 2016 and 2017</p>	<p>Submission will be the 2016-2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all pages of which must have the stamp "Received" by the BIR.</p>
<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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</p> <p>c) Single completed contract of similar in nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC; OR</p> <p>d) At least two (2) completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) 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) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chair instructed the TWG to make the necessary correction in the Similar Contract and informed the Bidders that the Committee will issue a Bid Bulletin to revise the form.</p> </div>
<p>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p>For NFCC</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>For CLC</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>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
FOR FOREIGN BIDDERS	<p>For foreign manufacturers the following are the eligibility documents for submission:</p> <ol style="list-style-type: none"> 1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. 2. Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005. 3. Corporate Financial Statement or Annual Report for 2017 or 2016. 4. Duly filled up and signed form Annex I; 5. Duly filled up and signed form Annex I-A, with any of the following attachment: <ul style="list-style-type: none"> • Certificate of Acceptance issued by the end-user; or • Official Receipt or Payment 6. NFCC or CLC.

<u>Technical Documents</u>	<u>Chair's Instructions</u>
Annex IV Bid Security	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ol style="list-style-type: none"> a. Bid Securing Declaration. <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> <ol 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.

demonstrate or to transmit data to LTO, if the inspection is in Spain it may not be possible to demonstrate the software connection to LTO but it will arrive to the Philippines.	
	It may not necessarily be the data from the LTO, but it has to show that it can transmit the data to the LTO.
	Because it's useless to have the MVIF and you cannot transmit results to LTO, there has to be a proof that such results or the testing will be done can be transmitted to the LTO.
Okay.	
	Remember that we don't publish announcement in the Newspaper anymore, everything now has to be in the PhilGEPS.
	Any questions that you may have regarding the project you will put it in writing which can be sent by email or fax (Details can be found on page 34 ITB Clause 10.1 of the BDS) on or before February 4, 2019 (Monday).
	Please give us time to study some of your concerns but don't wait for the last minute to raise questions, go to your manufacturer and validate all those requirements already so there will be no problem.
	At the same time you must visit LTO MID (Monday to Friday) 8:00am to 5:00pm to get your Certificate of Attendance to see what system they have.
	We will provide LTO of the names of your companies so that they are aware that you we're here so they will be guided.
We will just go to the office of MID?	
	Just mention that it is for the MVIF.
	Alright, Thank you.

- Chair also informed the bidders that if declared Lowest Calculated Bidder there is an additional requirement for the Counter Trade. For those interested a briefing will be conducted right after the pre-bid conference or can make an appointment to Ms. Joane Olan of the Countertrade Department.

Bidders can send queries/concerns until February 4, 2019 (Monday)

The Bid Opening is scheduled on February 14, 2019 (Thursday, 1:00 PM)

Adjourned at 3:30 P.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-B1-2018-620)

SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF MOBILE VEHICLE INSPECTION FACILITY (MVIF) (CONTAINERIZED AND TRUCK MOUNTED)

FOR THE DEPARTMENT OF TRANSPORTATION (DOTR)

24 January 2019, 2:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)

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

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

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	
2) Atty. Ma. Gudella 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) Atty. Noreen Bernadette San Luis-Lutey	F	
End-Users		
1) Lemar L. Jimenez	M	
2) Reynaldo T. Gatchalian	M	
3) Engr. Ariel Espino	M	
4) Dr. Francis Ray Almorva	M	
5) Engr. Saverio Santiago	M	
6) Janice Gamilla E. Arac	F	
Account Officer		
1) Rhoneil O. Bautista	M	

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) Mariou 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. Apolinar	F	
Secretariat		
1) Ma Veronica A. Morales	F	
2) Irene G. Alayon	F	
3) Jane C. Arcilla	F	
4) Ana DG. Asprec	F	
5) Ma Teresa S. Elima	F	
6) Mirasol S. Ninobla	F	
7) Ma. Irissa G. Ordillano	F	
8) Ludy T. Concepcion	F	
Observers		
1) Francis Kaye B. Antonio	F	
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, DELIVERY, TESTING AND COMMISSIONING OF MOBILE VEHICLE INSPECTION FACILITY (MVIF) (CONTAINERIZED AND TRUCK MOUNTED) FOR THE DEPARTMENT OF TRANSPORTATION (DOT)

Bid Reference No. : GPG-B1-2018-620

Time / Date & Venue : 24 January 2019, 2:00 P.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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME:IN	BIDDERS SIGNATURE
129	ATUL SHAH	M	Opus Inspection Inc 7 Eribes Road East Croyly CT 06028 USA	+13917176466	Atul.shah@opusinspection.com		1:44	
130	HERNANDEZ BUENRANO JR BUENRANO		VTEG PARKVIEW 57 DOMINION BLDG AKRIBS AVE MAKATI CITY	09154949114	hernandezjr@vteg.com		1:41	
134	Edel Francisco		Siceion Marketing Inc A Mendocino Cor. Ilocos Ave Sampaloc Manila	09170009366	edfrancisco@smi-group.com		1:51	
135	MINA PONCE		TI Alavie Trading & Cons. 319 P. Romero St. Bldg. San Pedro, Pasig City	09179025919	alaviecenter@ti.com		1:55	
136	ELLEN DUE ARAONA							



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, DELIVERY, TESTING AND COMMISSIONING OF MOBILE VEHICLE INSPECTION FACILITY (MVIF) (CONTAINERIZED AND TRUCK MOUNTED) FOR THE DEPARTMENT OF TRANSPORTATION (DOT)

Bid Reference No.

GPG-B1-2018-620

Time / Date & Venue

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• 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
	Alvin Abaja	Male	Four Boys Imvan SDU STD Phits. - Ranga bandur Condo, Sumabaya Pinaricague City	0900-289 7012	alvin.abaja - ats @ yahoo . com		1:55pm	Alvin Abaja

