



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

MINUTES OF THE PRE-BID CONFERENCE  
 SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW ASIAN MOTOR  
 VEHICLE FOR LAND MANAGEMENT BUREAU (LMB)  
**BID REF. NO. GPG-B1-2019-006**  
 7 February 2019, 5<sup>th</sup> Floor Conference Room

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

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – LMB
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 Supply and Delivery of One (1) Unit Brand New Asian Motor vehicle for Land Management Bureau (LMB). After which, Chair introduced the BAC members and the LMB Representative/s.
- Chair acknowledged the presence of One Alliance Motor Source Inc. the only prospective bidder present in this pre-bid conference.
- Chair turned over the floor to the Vice-Chair, who will discuss the project requirements.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed a contract of similar nature within the last five (5) years from the date of submission and receipt amounting to at least fifty percent (50%) of the ABC.

“Similar” contract shall mean ‘Motor Vehicle’.

- Brand New Asian Motor vehicles must have been in the Philippine Market for the last fifteen (15) years.
- At the same time, this bid project is open to authorized Philippine Automotive Dealers/ Suppliers/ Distributors for the Supply and Delivery of one (1) Unit Brand New Asian Motor Vehicle.
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by One Alliance 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;

- 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**

<b><u>Class "A" Eligibility Documents</u></b>	<b><u>Vice-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>One Alliance 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 One Alliance 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>One Alliance must submit their valid and current Tax Clearance.</p> <p>Vice-Chair informed One Alliance that the Tax Clearance is no longer exclusively issued by the Accounts Receivable Monitoring Division it can now also be issued by Collection Division depending on the status whether you're a large tax payer or not.</p> <p>The Committee will issue a Bid Bulletin clarifying that the Tax Clearance Certificate issued by any division of the BIR will be acceptable provided that it is valid and current, and will be validated during Post-Qualification Stage whether the tax clearance is valid in the BIR website in accordance with the Revenue Memorandum order no. 46-2018.</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>

<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 One Alliance 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><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to One Alliance with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. One Alliance to use Annex I;</li> <li>• One Alliance to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative signs the last page.</li> </ul>
<p><b>Annex I-A</b> 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"> <li>• A form is again provided;</li> <li>• One Alliance 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; or</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, Vice-Chair's instructions is for One Alliance to supply the necessary details as required. A formula is already provided for One Alliance to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p><b><u>For CLC</u></b></p> <p>In case One Alliance 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 One Alliance 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><b>Annex IV</b> <b>Bid Security</b></p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration.</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> <p>One Alliance 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 One Alliance 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> <p><b>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></p> <p><b>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.</b></p> <p><b>d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></p> <p>In case One Alliance will opt for a Surety Bond, One Alliance 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 One Alliance 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><b>Annex V</b> Duly signed, conformed and completed Technical Bid Form</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"> <li>• There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter";</li> <li>• One Alliance to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• One Alliance to indicate the Brand and Model Number of the Motor Vehicle;</li> <li>• All three (3) pages must be signed by the authorized representative of One Alliance.</li> </ul>

- Chair suggest that One Alliance 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.

One Alliance can send queries/concerns until February 15, 2019 (Friday)

The Bid Opening is scheduled on February 26, 2019 (Tuesday, 3:00 PM)

Adjourned at 2:45 P.M.

MINUTES TAKEN BY:

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

REVIEWED BY:

  
**ATTY. MARIA GUDELIA C GUESE**  
Vice-Chairperson, BAC-I

APPROVED BY:

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



# ATTENDANCE SHEET

## PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-006)

SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW ASIAN MOTOR VEHICLE FOR LAND MANAGEMENT BUREAU (LMB)

07 February 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 (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) Atty. Emelyne V. Talabis	F (Provisional Member)	
<b>End-Users</b>		
1) Alex C. Pascua	M	
2) <del>Rita</del> <u>Machos</u>	M	
3)		
4)		
5)		
6)		
<b>Account Officer</b>		
1) Gel Cyrell Y. Tallada	F	
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) Mariou 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)	
<b>Secretariat</b>		
1) Ma Veronica A. Morales LMC	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)	
<b>Observers</b>		
1)		
2)		

(COA)

