



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF NINE (9) UNITS BRAND NEW HEAVY CARGO TRUCKS FOR THE
PHILIPPINE COAST GUARD (PCG)
BID REF. NO. GPG-B1-2019-041
16 May 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 2:10 P.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PCG
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, 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 Supply and Delivery Nine (9) Units Brand New Heavy Cargo Trucks for the Philippine Coast Guard (PCG). After which, Chair introduced the BAC members and the PCG Representative/s.
- Chair acknowledged the presence of the prospective bidders present in this pre-bid conference namely:
 1. Blue Mountain/ PROTIGO
 2. Hyundai Alabang Inc.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a single largest 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 Supply and Delivery of Cargo Truck.

- At the same time, this bid project is open to authorized Philippine Fabricators/ Assembler/ Distributor/ Manufacturer 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

Class "A" Eligibility Documents	Chair's Instructions
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 2019 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 2018 and 2017	<p>Submission will be the 2018 and 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>
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 valid and 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>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<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.
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. Similar nature shall mean "Supply and Delivery of Cargo Truck".	<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. End User's Acceptance 2. Copy of Official Receipt; 3. Sales Invoice together with Collection Receipt (They go together)

<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC - 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 - A sample form is provided for as Annex II-A.</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>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Technical Documents</p>	<p>Chair 's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ul 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> <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: <ol style="list-style-type: none"> 1. Engine 2. Cab 3. Chassis • All six (6) 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 PCG Terms of Reference (pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Annex V-B PCG Testing and Acceptance Procedure</p>	
<p>Annex V-C PCG Visual and Functional Test Checklist</p>	
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit Product Brochure and/or Technical Data Sheet (Hard copy) for the brand new Engine, Cab and Chassis offered showing compliance to the technical specifications.</p> <p>Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item;</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>Proposed Configuration Single Line Diagram of the Heavy Cargo Trucks</p>	<p>Submission of Proposed Configuration Single Line Diagram of the Heavy Cargo Trucks being offered.</p>
<p>Valid and current Certificate of Distributorship</p>	<p>Bidders to submit a valid and current Certificate of Distributorship issued by the principal or manufacturer authorizing the bidder to sell/distribute the Engine, Cab and Chassis.</p>
<p>Manufacturer's Certificate that the brand of the Engine, Cab and Chassis has been in the Philippine Market for the last fifteen (15) years.</p>	<p>Submission of Manufacturer's Certificate that the brand of the Engine, Cab and Chassis has been in the Philippine Market for the last fifteen (15) years.</p>
<p>Manufacturer's Certificate that the Engine is Brand New, factory issued and has not been previously used or test driven or used for demonstration purposes.</p>	<p>Submission of Manufacturer's Certificate that the Engine is Brand New, factory issued and has not been previously used or test driven or used for demonstration purposes.</p>
<p>Valid and current ISO Certification</p>	<p>Bidders to submit a valid and current ISO Certification in the name of the manufacturer of the Engine, Cab and Chassis issued by an Independent Certifying Agency.</p> <p>Again, If not in English, it must be accompanied by subject to requirement per Clause 11 of the Instruction to Bidders.</p>

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VIII Financial Bid Form	Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Unit Cost and Total Bid price in words and figures which should not exceed the ABC. Chair explained the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.
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- 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 emphasized the additional requirement if declared as Lowest/Single Calculated Bid – submission of Test result from MIRDC for the following steel: Mild Steel Plate not less than 5mm for fixed sides, tailgate, flooring and Rear Step Board and a Presentation / Demonstration of One (1) unit brand new **Heavy Cargo Truck**. Details are found in Line no. 5 of the Technical Bid Form (page 70 of 112) in the Bidding Documents.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Do we have a design sample? since I still don't know the idea	
	It's in the Bidding Documents sir, its downloadable from the PhilGEPS and PITC website.
Right now, Can we see the design?	
	PCG: it's a six (6) wheelers Chair: In the Terms of Reference it's only a Sample Picture / Decal, but I think the description for the design is very comprehensive.
Do we have a brand?	
	We do not prescribe a brand, the Law does not allow that.
I mean, like China model or Europe model?	
	It just need to comply with the required technical specifications of the Philippine Coast Guard and just indicate the brand and model number of the Engine, Cab and Chassis that should have been in the Philippine market for at least 15 years.
	It will be better if you download the Bidding Documents in the PhilGEPS and PITC website so that you can review the requirements very well and if you have concerns or clarifications you may raise it in writing send it to the PITC BAC and we will be the one who will refer the matter to the Philippine Coast Guard.
In the Technical Bid Form, we need to indicate the Brand and model of the Chassis, do we also have to indicate the Chassis number itself? And the Engine Series?	
	No, just the Brand and Model of the Engine, Cab and Chassis.
So it can be the same brand?	
	Yes, what's important is that it will match to the brochure that you'll be submitting and that brochure must be comprehensive enough so that all the technical requirements /specifications required will be there.
Okay.	

In the Technical Specifications 12.6 Rear Body, is it fixed sidings? No collapsible bench?	
	Yes, it's with fixed sidings.
	In 12.12 Rear Seats and Back Rest, 2 each folding (beam type) foldable to the sides when used as cargo carrier with lock and with 2 each back Rest with upholstered and covered by plastic.
Okay.	
	All letters should be address to PITC BAC details are found in ITB clause 10.1 of the Bid Data Sheet (page 29 of 112) in the Bidding Documents.
	Thank you very much.

- 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 27 May 2019 (Monday)

The Bid Opening is scheduled on 6 June 2019 (Thursday, 2:00 PM)

Adjourned at 2:45 P.M.

MINUTES TAKEN BY:

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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-041)

SUPPLY AND DELIVERY OF NINE (9) UNITS BRAND NEW HEAVY CARGO TRUCKS FOR THE PHILIPPINE COAST GUARD (PCG)

16 May 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	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriga	F		1) Elena E. Romero	F	
2) Atty. Ma. Gudela C. Guese	F		2) Katrina B. Alba	F	
3) Myra Chitella T. Alvarez	F		3) Jinky C. Apollinar	F	
4) David A. Inocencio	M		4) Rhonell O. Bautista	M	
5) Joel S. Rodriguez	M		5) Maria Victoria S. Castillo	F	
6) Irene G. Alayon	F		6) Jacky C. Crispino	M	
7) Vivian E. Monsanto	F		7) Erika April C. Guycoa	F	
8) CDR Jose Ronnie T. Ong Jr.	M		8) Kriss Ann S. Hizon	F	
9) CDR Philipps Y. Soria	M		9) Fe B. Irenea	F	
End-Users			10) Maria Eda I. Maningat	F	
1) Lt Martin L. Bernabe	M		11) Verna Liza DV. Maramot	F	
2) ENS Shirley Jane V. Laya	F		12) Gel Cyrell Y. Tallada	F	
3) SN1 Jimuel V. Palma	M		Secretariat		
4) ENS Mervel P. Devesa			1) Ma Veronica A. Morales Linc	F	
5) ENS Maribel M. Acusiswaran			2) Jane C. Arcilla	F	
6) _____			3) Ana DG. Asprec	F	
Account Officer			4) Ma Teresa S. Elima	F	
1) Kriss Ann S. Hizon	F		5) Mirasol S. Ninobla	F	
2) _____			6) Ma. Irissa G. Ordillano	F	
Observers			1) _____		
			2) _____		

(COA)



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 NINE (9) UNITS BRAND NEW HEAVY CARGO TRUCKS FOR THE PHILIPPINE COAST GUARD (PCG)

Bid Reference No.

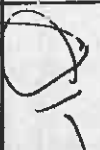
: GPG-B1-2019-041

Time / Date & Venue

: 16 May 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 NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS SIGNATURE
	JHONN BAGA-KANOC		HYUNDAI ALABANG TRUCK COMPANY, INC. COMMERCE AVE, FULVINEST CRT ALABANG, MAKATI CITY	09173259336	jhprino79@gmail.com	1	2:05	
	JOSEPH KANOC		SAME					