



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF FIVE (5) UNITS BRAND NEW LIGHTED NAVIGATIONAL BUOYS
FOR THE PHILIPPINE COAST GUARD (PCG)
BID REF. NO. GPG-B1-2019-043
16 May 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 10:05 A.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	
Vivian E. Monsanto, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- For the record, Vice-Chair presides the Pre-bid Conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of five (5) units Brand New Lighted Navigational Buoys for the Philippine Coast Guard (PCG). After which, Vice-Chair introduced the BAC members and the PCG Representative/s.
- Vice-Chair acknowledged the presence of the following prospective bidder present in this pre-bid conference.
 1. M-Nav Solutions, Inc.
 2. Inca Philippines, Inc.
 3. OMSAT
- Vice-Chair briefed the prospective bidders that PITC is a government corporation attached to the Department of Trade and Industry who have been tapped by the PCG to undertake this procurement project for them.
- Vice-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 ten (10) years amounting to at least fifty percent (50%) of the ABC of the Lighted Navigational Buoys being bid.

 “Similar” contract shall mean Marine Aids to Navigation.
- At the same time, this bid project is open to Suppliers who are themselves Manufacturers of First Tier Distributors of the principal manufacturer of Brand New Lighted Navigational Buoys for the Philippine Coast Guard (PCG).
- Vice-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;

- 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

<u>Class "A" Eligibility Documents</u>	<u>Vice-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 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>Vice-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>Vice-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>Vice-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>Vice-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 10 yrs. equivalent to at least 50% of the ABC.</p> <p>Similar nature shall mean "Marine Aids to Navigation".</p>	<p>As the form was flashed on the screen, Vice-Chair's instructions to this document is:</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 End User's Acceptance; or 2. Copy of Official Receipt/s; or 3. Copy of Sales Invoice with Collection Receipt/s (they go together)
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u> - 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 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> - 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>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>FOR FOREIGN BIDDERS</p>	<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 per Executive Order 398 and Revenue Memorandum Order No. 46-2018; 3. Corporate Financial Statement or Annual Report for 2018 or 2017; 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.
<p>For Joint Venture</p>	<p>Vice-chair paused a moment to inquire the Bidders if there will be joining as a Joint Venture. No reply from the bidders, hence Vice-Chair skipped this portion.</p>

Technical Documents	Vice-Chair 's Instructions
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>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, Vice-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> <p>a. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p>b. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>c. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <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>Vice-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 Vice-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. Buoy Body Structure 2. Light Equipment 3. Mooring System • All five (5) pages must be signed by the authorized representative of the Bidder. <p>Vice-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 (2 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.

Brochure and/or Technical Data Sheet	<p>Bidders to submit a Brochure and/or Technical Data Sheet of the brand and model of the Lighted Navigational Buoys offered showing compliance to the required Technical Specifications.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>												
For Manufacturers	<p>Submission of Certification that the manufacturer has been in the business of manufacturing the Lighted Navigational Buoys being offered. Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • A sample form provided for as Annex V-B; • To transpose the form in Manufacturer's Letterhead; • Fill the required information; • Signed by the Manufacturer's authorized representative/s. 												
For First Tier Distributors	<p>Bidders to submit a copy of valid and current Certificate of Distributorship (as First Tier Distributor) issued by the principal manufacturer authorizing the bidder to sell/distribute the Lighted Navigational Buoys.</p>												
ISO 9001:2015 Certification in the name of the manufacturer of the Lighted Navigational Buoys	<p>Bidders to submit an ISO 9001:2015 Certification in the name of the manufacturer of the Lighted Navigational Buoys being offered issued by an Independent Certifying Agency. The ISO Certification must cover the manufacture/design of production of the item subject to this bid project.</p>												
Valid and Current International Association for lighthouse Authority (IALA) Certificate of Accreditation	<p>Submission of valid and current International Association for lighthouse Authority (IALA) Certificate of Accreditation in the name of manufacturer of the Lighted Navigational Buoys.</p>												
Manufacturer's test and Acceptance Procedure	<p>Submission of Manufacturer's test and Acceptance Procedure for the Lighted Navigational Buoys.</p>												
List and address of the Lighted Navigational Buoys	<p>List and address of the Lighted Navigational Buoys Manufacturer's Branch Office, Sales Office and/or Distributors Office in the following:</p> <ol style="list-style-type: none"> 1. Any country in Western Europe; 2. USA or Canada; AND 3. Japan <table border="1" data-bbox="706 1350 1437 1956"> <thead> <tr> <th data-bbox="706 1350 1063 1390">Bidder's Query</th> <th data-bbox="1071 1350 1437 1390">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="706 1390 1063 1607"> <p>OMSAT: But there's only two manufacturers in Japan, I understand Europe since there are 27 countries in Europe and USA or Canada, maybe it should've Asia or Japan</p> </td> <td data-bbox="1071 1390 1437 1607"></td> </tr> <tr> <td data-bbox="706 1607 1063 1674"></td> <td data-bbox="1071 1607 1437 1674"> <p>Mr. Todd, may I request you to put that in writing</p> </td> </tr> <tr> <td data-bbox="706 1674 1063 1707"> <p>Sure.</p> </td> <td data-bbox="1071 1674 1437 1707"></td> </tr> <tr> <td data-bbox="706 1707 1063 1831"></td> <td data-bbox="1071 1707 1437 1831"> <p>Our reply will be through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.</p> </td> </tr> <tr> <td data-bbox="706 1831 1063 1956"></td> <td data-bbox="1071 1831 1437 1956"> <p>And if you have any proposal please include that in your letter so we can deliberate on that matter.</p> </td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	<p>OMSAT: But there's only two manufacturers in Japan, I understand Europe since there are 27 countries in Europe and USA or Canada, maybe it should've Asia or Japan</p>			<p>Mr. Todd, may I request you to put that in writing</p>	<p>Sure.</p>			<p>Our reply will be through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.</p>		<p>And if you have any proposal please include that in your letter so we can deliberate on that matter.</p>
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	<p>Inca: We Manufacture buoys in Philippines, and actually we don't have an offices in other countries only here in the Philippines</p>	
		<p>So you're a Local Manufacturer</p>
	<p>Yes ma'am.</p>	
		<p>Just raise your concern in writing ma'am.</p>
	<p>Okay.</p>	
<p>List of Authorized Service Center/s with Free Hotline Number/s for the Lighted Navigational Buoys in the Philippines</p>	<p>List of Authorized Service Center/s with Free Hotline Number/s for the Lighted Navigational Buoys in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</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>	
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Once again, Vice-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 can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>	

<p>Annex VII Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-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, Vice-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. 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>
<p>ENVELOPE 2: FINANCIAL ENVELOPE</p>	
<p>Annex VIII Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where Bidders will indicate the Unit price and Total Bid price in words and figures which should not exceed the ABC per line item.</p> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

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

Bidder's Query/Clarification/s	Committee's Reply
M-Nav: I have a concern with regards to the Terms of Reference for Buoy Body the Float Section Filling....	
	PCG: just raise your concern in writing sir,
	Vice-Chair: the Philippine Coast Guard would like you to raise your concern so that they can study your comment on that particular item.
Okay, that's not a problem.	
One more thing, also about the Float Construction the Modular Float Section built from four (4) Rationally-moulded polyethylene segments.	
	Vice-Chair: I think that the prospective bidders are raising valid concerns, I encourage you to raise all your concerns/clarification in writing so that the Philippine Coast Guard will have time to review all your comments to those particular items.
And the size of Float Diameter is 1.8 meters, you don't put a minimum size	
	It's "at least 1.8 meters" sir.
Okay.	

	You're not limited to today to raise your questions as I've requested you to put all your concerns in writing and send it to the Bids and Awards Committee of PITC, do not direct your questions to the PCG because as I've stated earlier we are the procuring entity therefore you will submit all your questions to the BAC until May 30, 2019.
	Also, we will not answer your questions individually, as I've said it will be through a Bid Bulletin so it will benefit all the prospective bidders and it will be your responsibility to check the PhilGEPS and PITC website from time to time if we issue a Notices and Bid Bulletin regarding this project.
	If ever you will buy the bidding documents please buy way ahead the Bid Opening date, do not expect the cashier to entertain you at 9:45am before the deadline for the Bid Opening because our BAC Secretariat does not accept late bids.
	Thank very much for your attendance for today's pre-bid conference.

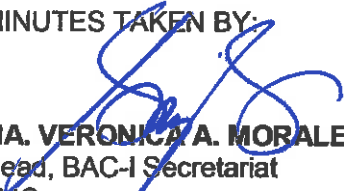
- Vice-Chair emphasized that Bidders must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- Vice-Chair suggest that Bidders can put everything in writing and not 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 30 May 2019 (Thursday)

The Bid Opening is scheduled on 6 June 2019 (Thursday, 10:00 AM)

Adjourned at 10:55 A.M.


MINUTES TAKEN BY:


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

NOTED BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-043)

SUPPLY AND DELIVERY OF FIVE (5) UNITS BRAND NEW LIGHTED NAVIGATION BUOYS FOR THE PHILIPPINE COAST GUARD (PCG)

16 May 2019, 10:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)2
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

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

Regular Members		Gender	Signature	Technical Working Group		Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)		Elena E. Romero	F	(Team Coordinator)	
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Supvg. BAC 1 Secretariat)		2) Katrina B. Alba	F	(Member)	
3) Myra Chitella T. Alvarez	F	(Member)		3) Jinky C. Apolinar	F	(Member)	
4) David A. Inocencio	M	(Member)		4) Rhonell O. Bautista	M	(Member)	
5) Joel S. Rodriguez	M	(Member)		5) Maria Victoria S. Castillo	F	(Member)	
6) Irene G. Alayon	F	(Alternate Member)		6) Jacky C. Crispino	M	(Member)	
7) Vivian E. Monsanto	F	(Alternate Member)		7) Erika April C. Guycoa	F	(Member)	
8) LCDR Lejanie T. Dy	F	(Provisional Member)		8) Kriss Ann S. Hizon	F	(Member)	
9) LCDR Eugenio A. Federico	M	(Alt. Prov. Member)		9) F.R. Irena	F	(Member)	
End-Users				10) Maria Eda I. Maningat	F	(Member)	
1) LCDR Rodol B. Hernandez	M	TWG Chairman		11) Verna Liza DV. Maramot	F	(Member)	
2) LTJG Michelle T. Arrojo	F	TWG Member		12) Gel Cyrell Y. Tallada	F	(Member)	
3) ENS Von Gerard B. Velez	M	TWG Member		Secretariat			
4) ENS Charlyne O. Tantong	F	TWG Member		1) Ma Veronica A. Morales	F	(Head)	
6) ENS Kristel Jade A. Ramillano	F	TWG Member		2) Jane C. Arcilla	F	(Member)	
7) LCDR JONATHAN A. COLMAN	M	TWG Chairman		3) Ana DG. Aspre	F	(Member)	
Account Officer				4) Ma Teresa S. Elima	F	(Member)	
1) Kriss Ann S. Hizon	F			5) Mirasol S. Ninobia	F	(Member)	
2)				6) Ma. Irissa G. Ordillano	F	(Member)	
Observers				Observers			
1)				1)		(COA)	
2)				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 FIVE (5) UNITS BRAND NEW LIGHTED NAVIGATION BUOYS FOR THE PHILIPPINE COAST GUARD (PCG)

Bid Reference No. : GPG-B1-2019-043

Time / Date & Venue : 16 May 2019, 10:00 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 Individual (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	BIDDER'S SIGNATURE
1	ADRIAN VAN BOVEN PAUL JANKO Jankov	M	M-NAV SOLUTIONS INC 6F BONIFACIO RIDGE 1ST AV BONIFACIO GLOBAL CITY, TAGUIG CITY, 1634	093398478531	adrian@m-nav.com		09:25	
2	MARILETTA F. BLA WILL	F	NCA PHILIPPINES, INC. Bldg. 4 Palenac Comd. Km. 23 West Service Road, Bo. Cagpang, Marikina City	09209094901	marylette@nca.com		09:29	
	MILYAN P. PESTINA JR.	M	NCA PHILIPPINES, INC. Bldg. 4 Palenac Comd. Km 23 West Service Rd. Cagpang, Marikina City	091671669284	dan-ron@nca.com.ph		09:29	
4	LLOYD V TODD	M	ONISAS 9124 Governor Drive Camarines, Cavite	09152614152	Lloyd@onisas.com.ph		9:40	