



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF BRAND NEW CATERRPILLAR ELECTRONIC TECHNICIAN (ET)  
DIAGNOSTIC LAPTOP FOR THE PHILIPPINE COAST GUARD (PCG)  
BID REF. NO. GPG-B1-2019-074  
16 May 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:10 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)	
<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 Brand New Caterpillar Electronic Technician (ET) Diagnostic Laptop for the Philippine Coast Guard (PCG). After which, Chair introduced the BAC members and the PCG Representative/s.
- Chair acknowledged the presence of Propmech Corporation the only prospective bidder present in this pre-bid conference.
- 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 Lighted Navigational Buoys being bid.  
  
“Similar” contract shall mean Marine Equipment.
- At the same time, this bid project is open to authorized Philippine Suppliers, Dealers or Resellers for Supply and Delivery of Brand New Caterpillar Electronic Technician (ET) Diagnostic Laptop for the Philippine Coast Guard (PCG).
- Chair turned over the floor to the Vice-Chair who will discuss the project requirements.
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Propmech 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 that should be in Separate Folder per Item (in 3 copies) because each Item has a separate Financial Bid Form.

- **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; 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>Propmech 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 Propmech 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>Propmech must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Vice-Chair informed Propmech 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 Propmech 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 Propmech 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 Propmech 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><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 Propmech with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Propmech to use Annex I;</li> <li>• Propmech 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 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"> <li>• A form is again provided;</li> <li>• Propmech 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 End User's Acceptance; or</li> <li>2. Copy of Official Receipt/s; or</li> <li>3. Copy of Sales Invoice with Collection Receipt/s (they go together)</li> </ol> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b> - A form is provided for as <b>Annex II</b>;</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for Propmech to supply the necessary details as required. A formula is already provided for Propmech to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p><b>For CLC</b> - A sample form is provided for as <b>Annex II-A</b></p> <p>In case Propmech 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 Propmech that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Vice-Chair emphasized that the Committed Line of Credit is different from Bid Security and the CLC is the only alternative document in lieu of the NFCC.</p>
<p><b>Technical Documents</b></p>	<p><b>Vice-Chair 's Instructions</b></p>
<p><b>Annex IV</b> Bid Security</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 <b>Annex IV</b>.</li> </ul> <p>Propmech 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 Propmech 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"> <li>a. <b>Cash or Manager's Check</b> issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</li> <li>b. <b>A Bank Draft / Bank Guarantee or Irrevocable LC</b> equivalent to at least 2% of the ABC; OR</li> <li>c. <b>Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</li> </ol> <p>In case Propmech will opt for a Surety Bond, Propmech 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 Propmech 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> 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>• Propmech to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All five (5) pages must be signed by the authorized representative of Propmech.</li> </ul> <p>Vice-Chair reminded Propmech that if there are any blanks left out unfilled, the TBF will fail because it will mean that Propmech cannot comply with the technical specifications</p>
<p><b>Annex V-A</b> Duly signed/conformed PCG Terms of Reference (2 pages)</p>	<ul style="list-style-type: none"> <li>• Propmech's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p>Brochure and/or Technical Data Sheet</p>	<p>Propmech to submit a Brochure and/or Technical Data Sheet of the brand and model of the <b>Software and Laptop</b> 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>
<p>Valid and current Certificate of Distributorship / Dealership / Resellership</p>	<p>Propmech to submit a Valid and current Certificate of Distributorship / Dealership / Resellership of the <b>Software and Laptop</b> being offered, issued by the principal or manufacturer of the product (if bidder is not the manufacturer). If the Certificate is not issued by the manufacturer, bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.</p>

ISO certification	Propmech to submit a valid and current ISO Certification in the name of the manufacturer of the <b>Software</b> being offered issued by an Independent certifying Agency. The ISO Certification in the name of the manufacture/design or production of the item subject to this bid project.
Valid and current Certification of Original Equipment Manufacturer	Propmech to submit a valid and current Certification of Original Equipment Manufacturer issued by the manufacturer that the <b>software (CAT ET)</b> being offered are original/genuine.
List of Authorized Service Center/s for the Laptop in the Philippines	<p>List of Authorized Service Center/s for the <b>Laptop</b> in the Philippines (with available spare parts, indicating address, telephone &amp; 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>
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that Propmech has a good record with his client. As such, Propmech has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Propmech to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate Propmech. The rating should be at least <b>Very Satisfactory</b>.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Propmech's Single Largest Completed Contract Client/s.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of Propmech's Authorized Representative:</p> <ul style="list-style-type: none"> <li>a) <b>For Sole Proprietorship</b> submission of Duly Notarized Special Power of Attorney;</li> <li>b) <b>For Corporation, Cooperative, or the Members of the Joint Venture</b> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ul> <p>Once again, Vice-Chair advised Propmech 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>

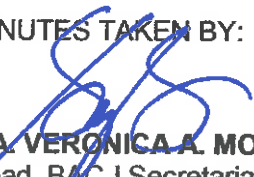
- Chair emphasized that Propmech must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- Chair suggest that Propmech can put everything in writing and not wait 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, 1:00 PM)

Adjourned at 1:50 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-B1-2019-074)**  
 SUPPLY AND DELIVERY OF BRAND NEW CATERPILLAR ELECTRONIC TECHNICIAN (ET) DIAGNOSTIC LAPTOP FOR THE PHILIPPINE COAST GUARD (PCG)  
 16 May 2019, 1:00 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) I - GOVERNMENT PROCUREMENT GROUP PROJECT**

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F		1) Elena E. Romero	F	
2) Atty. Ma. Gudelia 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	
<b>End-Users</b>			10) Maria Eda I. Maningat	F	
1) LCDR Jerome L. Jeciel	M		11) Verna Liza DV. Maramot	F	
2) LTJG Valerie B. Acedillo	F		12) Gel Cyrell Y. Tallada	F	
3) ENS Zeus Craig V. Penales	M		<b>Secretariat</b>		
4) ENS Winjhay Love G. Arro	F		1) Ma Veronica A. Morales	F	
5) LCDR Christine V. Bagaan-Asis	F		2) Jane C. Arcilla	F	
6) ENS Manuel R. Pasudag	M		3) Ana DG. Asprec	F	
7) <del>ENS Emmanuel M. Alas</del> <del>PCG</del>	M		4) Ma Teresa S. Elima	F	
<b>Account Officer</b>			5) Mirasol S. Ninobla	F	
1) Kriss Ann S. Hizon	F		6) Ma. Irissa G. Ordillano	F	
2)			<b>Observer/s</b>		
			1)		
			2)		

(COA)



