



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW EQUIPMENT FOR NATIONAL  
CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND  
DEVELOPMENT COUNCIL  
BID REF. NO. GPG-B1-2019-089  
15 May 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:00 PM.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – ECCDC
Christabelle P. Ebriega, Chair	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, (Vice-Chair & Supvg. BAC 1 Secretariat)	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, Alternate 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 Various Brand New Equipment for Various National Child Development Center (NCDC) of the ECCDC. Afterwhich, Chair introduced the BAC Members and the Provisional Member, Engr. Necitas D. Largo and the End-user’s representative from ECCDC.
- Chair informed the Bidders that PITC has been tapped by the ECCDC to undertake this project for them.
- Chair also informed the Bidders that there are four (4) lots involved in this project. A Bidder can bid for one, some, or all of the lots.
- Chair acknowledged the presence of NSB Engineering Design and Fabrication, the only prospective bidder present in this Pre-Bid Conference.
- Invitees are authorized Philippine Suppliers or Resellers or Distributors for the Supply and Delivery of Various Brand New Equipment for Various National Child Development Center (NCDC) of the Early Childhood Care and Development Council (ECCDC).
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single contract of similar nature within last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC of per lot.

“Similar nature” shall mean “Appliance/Office Equipment”.

- 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.  
  
The Financial Bid Forms should be in separate folder per lot (in 3 copies) because each lot 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>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>NSB must submit their valid and current Mayor's Permit.</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Chair informed NSB 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 NSB to only transact with legitimate employees of BIR.</p> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>

<p><b>Audited Financial Statements for 2018 and 2017</b></p>	<p>Submission will be the 2018-2017 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><b>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</b></p>	<p>If a Bidder is already a PhilGEPS Platinum Member they 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 I-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>
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to NSB with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I;</li> <li>• NSB to check the box pertaining to the Lot being bid for;</li> <li>• NSB to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign 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 of the lot being bid for.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• NSB to check the box pertaining to the Lot being bid for;</li> <li>• NSB 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</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><u>For NFCC</u></b></p> <p>A form is provided for as Annex II; NSB to check the box pertaining to the Lot being bid for.</p> <p>As the sample form was flashed on the screen, Chair's instructions is for NSB 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 be at least be equal to the ABC of the project.</p>
<p><b>Annex II-A</b> Committed Line of Credit (CLC)</p>	<p><b><u>For CLC</u></b></p> <p>In case NSB 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 sample form is provided for as Annex II-A.</p> <p>Chair reminded NSB that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>

<b><u>Technical Documents</u></b>	<b><u>Chair 's Instructions</u></b>
<p><b>Annex IV</b> <b>Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>Bid Securing Declaration.</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> <li>• NSB to check the box pertaining to the Lot being bid for.</li> </ul> <p>Chair reminded NSB that there should be separate Bid Security per Lot being bid.</p> <p>NSB 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 NSB 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"> <li>• <b>Cash or Manager's Check issued by the local commercial/universal bank</b> equivalent to at least 2% of the ABC;</li> <li>• <b>A Bank Draft / Bank Guaranty or Letter of Credit</b> issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank.</li> <li>• <b>Surety Bond</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <p>In case NSB will opt for a Surety Bond, NSB 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 NSB 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>Technical Bid Form  <b>Annex V-A1 for Lot 1</b>  <b>Annex V-A2 for Lot 2</b>  <b>Annex V-A3 for Lot 3</b>  <b>Annex V-A4 for Lot 4</b></p>	<p>As the Technical Bid Form for was flashed on the screen, Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• For NSB to use the Bid Form. They shall not retype or alter it;</li> <li>• NSB to check the box pertaining to the Lot being bid for;</li> <li>• NSB to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• NSB to indicate the Brand and Model No. of the equipment being offered;</li> <li>• All pages must be signed by the authorized representative of the Bidders.</li> </ul> <p>Chair reminded NSB 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>Terms of Reference  <b>Annex V-B (9 pages)</b></p>	
<p>Distribution List of ECCDC as attached as:  <b>Annex V-C – Summary of Distribution</b>  <b>Annex V-C1 for Lot 1</b>  <b>Annex V-C2 for Lot 2</b>  <b>Annex V-C3 for Lot 3</b>  <b>Annex V-C4 for Lot 4</b></p>	<ul style="list-style-type: none"> <li>• NSB's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.</li> </ul>

	<p>The form must be copied verbatim. But to be sure that nothing is missed out, Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>NSB to check the box pertaining to the Lot being bid for.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>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><b>ENVELOPE 2: FINANCIAL BID FORM</b></p> <p>Annex VIII-A for Lot 1 Annex VIII-B for Lot 2 Annex VIII-C for Lot 3 Annex VIII-D for Lot 4</p> <p><b>DETAILED FINANCIAL BID FORM</b></p> <p>Annex VIII-A1 for Lot 1 Annex VIII-B1 for Lot 2 Annex VIII-C1 for Lot 3 Annex VIII-D1 for Lot 4</p>	<p>Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Envelope 2 will contain the Financial Bid of NSB where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the lot being bid for.</p> <p>Chair reminded that each lot has its own FBF.</p> <p>Chair reminded the Bidders that the Financial Bid Forms should be in separate folder per lot (in 3 copies) because each lot has a separate financial bid form.</p> <p>Chair emphasized that if an item is to be given free, bidder must indicate "0".</p>

- Chair also reminded that the 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. Details is found in page 41 of the BDS (ITB Clause 19.5).
- Chair emphasized the Pre-Delivery Inspection – Pre Delivery Inspection at suppliers designated site shall be conducted in the presence of Inspection Team consisting of at least two (2) PITC representative at least five (5) working days before delivery to designated delivery sites/centers.
- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

NSB's Query/Clarification/s	Committee's Reply
None, Ma'am.	Any question?
	Chair reminded NSB to review/raise their concerns/clarifications on any part of the Bidding Documents on or before 34 May 2019 and the BAC will be the one to

<p>Product Brochure (original or internet downloaded or Technical Data Sheet)</p>	<ul style="list-style-type: none"> <li>• NSB to submit Product Brochure (original or internet downloaded or Technical Data Sheet for each brand/model of the equipment being offered showing compliance to the technical specifications:             <ol style="list-style-type: none"> <li>1) Refrigerator</li> <li>2) DVD Player with Speakers</li> <li>3) Television (Wall Mount)</li> <li>4) Height and Weight Scale</li> <li>5) Portable Public Address System with Microphone</li> <li>6) Single Electric Stove</li> <li>7) Fire Extinguisher</li> <li>8) Water Dispenser</li> <li>9) Portable LCD Projector with Screen</li> </ol> </li> </ul> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</p>
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that NSB has a good record with their client. As such, NSB has to go back to the client which they identified in Annex I-A as the single largest completed contract client or clients.</p> <p>NSB to present this form to their client/s and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of the 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 NSB's Authorized Representative/s:</p> <ol style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ol> <p>Once again, Chair advised NSB 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><b>Annex VII</b> Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised NSB to use the form that PITC provided in this Bidding Document.</p>

confer it with the PA. Address it to the BAC Chair. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1), because whatever you raised verbally here and the way I explained also verbally is not official until you put it in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website ([www.pitc.gov.ph](http://www.pitc.gov.ph)).

Vice-Chair: When we make changes in the documents we will issue a Bid-Bulletin and Bidders have to use the revised forms that we are going to put in the Bid-Bulletin.

Note: Maximum size of email with attachment is six (6) mb only.

- The Bid Opening is scheduled on 05 June 2019, 10:00 A.M.

Adjourned at 2:00 PM.

MINUTES TAKEN BY:

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

APPROVED BY:

  
**CHRISTABELLE P. FBRIEGA**  
Chairperson, BAC-I





# ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-089)  
 SUPPLY AND DELIVERY OF VARIOUS BRAND NEW EQUIPMENT FOR NATIONAL CHILD DEVELOPMENT CENTER (NCDC)  
 OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)  
 15 May 2019, 1:00 P.M., 5th 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

Regular Members	Gender	
1) Christabelle P. Ebriega	F	(Chairperson)
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Supvg. BAC 1 Secretariat)
3) Myra Chitella T. Alvarez	F	(Member)
4) David A. Inocencio	M	(Member)
5) Joel S. Rodriguez	M	(Member)
6) Irene G. Alayon	F	(Alternate Member)
7) Vivian E. Monsanto	F	(Alternate Member)
8) Engr. Necitas D. Largo	F	(Provisional Member)

### Signature

*(Handwritten signatures for Regular Members)*

### End-Users

1) Newelle Magas	M	TWG Member
2) <i>Ulysses Castro</i>	F	
3)		
4)		
5)		
6)		

### Account Officer

1) Sherrie Mei D. Doble	F	
2)		

### Technical Working Group

Technical Working Group	Gender	
1) Elena E. Romero	F	(Team Coordinator)
2) Katrina B. Alba	F	(Member)
3) Jinky C. Apollinar	F	(Member)
4) Rhoneil O. Bautista	M	(Member)
5) Maria Victoria S. Castillo	F	(Member)
6) Jacky C. Crispino	M	(Member)
7) Erika April C. Guycoa	F	(Member)
8) Kriss Ann S. Hizon	F	(Member)
9) Fe B. Irena	F	(Member)
10) Maria Eda I. Maningat	F	(Member)
11) Verna Liza DV. Maramot	F	(Member)
12) Gel Cyrell Y. Tallada	F	(Member)

### Secretariat

1) Ma Veronica A. Morales	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)

### Observer/s

1)		(COA)
2)		

### Signature

*(Handwritten signatures for Technical Working Group and Secretariat)*

