



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY AND ASSEMBLY OF VARIOUS BRAND NEW FURNITURE,
FIXTURES AND OTHER ACCESSORIES FOR NATIONAL CHILD DEVELOPMENT
CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL
(ECCDC)**

BID REF. NO. GPG-B1-2019-090
10 May 2019, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 9:00 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – ECCDC
Christabelle P. Ebriega, Chair (On leave)	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)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS

- Vice-Chair welcomed everyone to the Pre-Bid Conference for the Supply, Delivery and Assembly of Various Brand New Furniture, Fixtures and Other Accessories for National Child Development Center (NCDC) of the ECCDC. Afterwhich, Vice-Chair introduced the BAC Members and Provisional Member, Engr. Necitas D. Largo.
- Vice-Chair informed the Bidders that PITC has been tapped by the ECCDC to undertake this project for them.
- Vice-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.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this Pre-Bid Conference; namely:
 1. ABC Furniture Lines, Inc.
 2. NSB Engineering Design and Fabrication
- Invitees are authorized Philippine Suppliers or Resellers or Distributors or Traders for the Supply, Delivery and Assembly of Various Brand New Furniture, Fixtures and Accessories for Various National Child Development Center (NCDC) of the Early Childhood Care and Development Council (ECCDC).

- Vice-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 the lot being bid for.

"Similar nature" shall mean "Office Furniture and Fixtures".

- 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.

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

<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 valid and current.; 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 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>

<p>Valid and Current Tax Clearance</p>	<p>Vice-Chair informed 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> <p>Vice-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>Audited Financial Statements for 2018 and 2017</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>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</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>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, The Bidders have to use Annex I; • Bidders to check the box pertaining to the Lot being bid for; • Bidder's to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
<p>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 of the lot being bid for.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders to check the box pertaining to the Lot being bid for; • 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 Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)

<p>Annex II Net Financial Contracting Capacity (NFCC)</p>	<p><u>For NFCC</u></p> <p>A form is provided for as Annex II; Bidders to check the box pertaining to the Lot being bid for.</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for the Bidders 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>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For CLC</u></p> <p>In case Bidders 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>Vice-Chair reminded the Bidders 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>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. • Bidders to check the box pertaining to the Lot being bid for. <p>Vice-Chair reminded the Bidders that there should be separate Bid Security per Lot being bid.</p> <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>

	<ul style="list-style-type: none"> • Cash or Manager’s Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; • 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. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Bidders will opt for a Surety Bond, The Bidders 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) (4) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Technical Bid Form Annex V (6 pages)</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"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to check the box pertaining to the Lot being bid for; • Bidders to put the word “Comply” on all the line item on the column “Bidder’s Statement of Compliance”; • All pages must be signed by the authorized representative of the Bidders. <p>Vice-Chair reminded the Bidders 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 Annex V-A (24 pages)</p>	
<p>Distribution List of ECCDC as attached as: Annex V-B – Summary of Distribution Annex V-B1 for Lot 1 Annex V-B2 for Lot 2 Annex V-B3 for Lot 3 Annex V-B4 for Lot 4</p>	<ul style="list-style-type: none"> • Bidder’s authorized representative/s to sign the “Conforme” box provided on all pages of these Annexes.

<p>Annex VII Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that the Bidders has a good record with their client. As such, Bidders 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>Bidders 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 Bidder's Authorized Representative/s:</p> <ul style="list-style-type: none"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. 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. <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 VIII 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>Bidders to check the box pertaining to 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>ENVELOPE 2: FINANCIAL BID FORM</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>DETAILED FINANCIAL BID FORM</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>Vice-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 the Bidders 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>Vice-Chair reminded that each lot has its own FBF.</p> <p>Vice-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>Vice-Chair emphasized that if an item is to be given free, bidder must indicate "0".</p>

- Vice-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 40 of the BDS (ITB Clause 19.5).
- Vice-Chair instructed the TWG to make a necessary correction on the Annexes of Omnibus Sworn Statement (Annex VIII) and Certificate of Performance Evaluation (Annex VII) in the Bid Data Sheet and the Committee will issue a Bid Bulletin.
- Vice-Chair emphasized **Additional Requirements to be Provided by the Bidder if Declared Single/Lowest Calculated Bidder (SCB/LCB) as Part of Post Qualification:**

Present a brand new and has not been previously used for demonstration purposes prototype/sample of the items below within fifteen (15) calendar days from receipt of Notice of LCB/SCB. The prototype must be accordance with the require Technical Specifications. The LCB/SCB will only be allowed to replace/rectify deficiencies noted in the prototype up to maximum of two (2) times within fifteen (15) days after the Receipt of Notice to Replace/Rectify. Brand new prototype once approved/accepted may be considered as part of items to be delivered.

- 1) Art Shelf 12) Built-Up Stage/Flatforn
- 2) Block Shelf 13) Toddler Bed with Mattress
- 3) Book Shelf 14) Sand Box
- 4) Cubby holes Type 01 15) Easel/Drawing Board
- 5) Cubby holes Type 02 16) Trapezoidal Table
- 6) Toy shelf 17) Kiddie Chair
- 7) Combi Bag and Shoe rack 18) Interlocking Rubber Matting
- 8) Teacher's Chair 19) Multi-Storage Tote Trays
- 9) Meeting Table 20) Circular Cushion Matting
- 10) Meeting Chairs 21) Floor Pillow Wth Case
- 11) Reversible Board (Whiteboard and Corkboard)
- 12) Built-Up Stage/Flatforn
- 13) Toddler Bed with Mattress
- 14) Sand Box

- 15) Easel/Drawing Board
- 16) Trapezoidal Table
- 17) Kiddie Chair
- 18) Interlocking Rubber Matting
- 19) Multi-Storage Tote Trays
- 20) Circular Cushion Matting
- 21) Floor Pillow With Case

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

Bidder's Query/Clarification/s	Committee's Reply
Yung sa bid price kung 1 price lang yung entire lot?	
Yes.	Are you referring to the Bid Documents Sir?
	If you buy the 25,000 it will already covered kasi mayroong tax. You need not pay for the 5,000, 5,000, 10,000 and 25,000 if you are bidding for 4. The 25,000 will already covered for the 4 lots. Pag binayaran niyo yun the Secretariat will issue you the Bidding Documents for lots 1-4.
Pwede po bang humingi ng soft copy?	
Okay, Ma'am.	No, Sir. We are not allowed to give a soft copy. Dangerous kasi yun Sir, lalo sa Technical Bid Form pag may nabago dun at hindi naming nakikita, disaster ang resulta.
Regarding sa Tech Specs ng shelf on page 76? All edges must have machine bonded PVC edging? May I request po for PVC edging to use epoxy?	
	You have to write the Committee. Kung sakali na ma-grant ang request niyo ng ECCDC ire-revise natin ito, and if we revise this we will issue a Bid Bulletin for that. When we make changes in the documents we will issue a Bid-Bulletin and you have to use the revised forms that we are going to put in the Bid-Bulletin. For any item mayroon kayong proposal na baguhin pakisulat lang sa Committee on or before 17 May 2019 and the BAC will be the one to confer it with the PA. <u>Address it to the BAC Chair.</u> Send by email or fax, further details is found in page 31 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).

- The Bid Opening is scheduled on 28 May 2019, 10:00 A.M.

Adjourned at 10:00 AM.

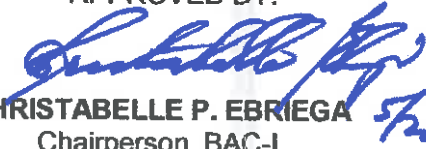
MINUTES TAKEN BY:


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

NOTED BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-090)
SUPPLY, DELIVERY AND ASSEMBLY OF VARIOUS BRAND NEW FURNITURE FIXTURES AND OTHER ACCESSORIES FOR NATIONAL CHILD DEVELOPMENT CENTER (NCDC)
OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)
 10 May 2019, 9:00 A.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

- 1) Christabelle P. Ebriega F (Chairperson)
- 2) Atty. Ma. Gudella 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)
- 9) **MALEVIC R. BRUYAN** F *Alternate member*

End-Users

- 1) Newelle Magas M TWG Member

Account Officer

- 1) Sherrie Mai D. Doble F *mg*
- 2) *py*

Technical Working Group

Gender

Signature

- 1) Elena E. Romero F (Team Coordinator)
- 2) Katrina B. Alba F (Member)
- 3) Jinky C. Apollinar F (Member)
- 4) Rhonell 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) *MO*
- 2) Jane C. Arcilla F (Member) *garcilla*
- 3) Ana DG. Asprec F (Member) *ana*
- 4) Ma Teresa S. Elima F (Member) *teresa*
- 5) Mirasol S. Ninobla F (Member) *mirasol*
- 6) Ma. Irissa G. Ordillano F (Member) *irissa*

Observers

- 1) (COA)
- 2) (COA)

DB

SO

DB

OB



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, DELIVERY AND ASSEMBLY OF VARIOUS BRAND NEW FURNITURE FIXTURES AND OTHER ACCESSORIES FOR NCDC OF THE ECCDC

Bid Reference No.

: GPG-B1-2019-090

Time / Date & Venue

: 10 May 2019, 9:00 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 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	BIDDER'S SIGNATURE
	Mary Grace Celis	F	NRK Engineering Design and Fabrication	886-7887	gma.guaran@nrbengineering.com	1-4	9.15	
	Kuntha Bantayan	F	900 Mt. Angelo View Briston, Taguig City		musta.nrbgaming@gmail.com			