



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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE  
HUNDRED NINETEEN (119) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS  
NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE  
AND DEVELOPMENT COUNCIL (ECCDC)  
**BID REF. NO. GPG-B1-2019-094**  
10 June 2019, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 3:20 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – ECCDC
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair (on Official Business)	
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, Delivery and Installation of One (1) Lot Consisting of One Hundred Nineteen (119) Sets Stainless Steel Signage for Various National Child Development Center (NCDC) of the Early Childhood Care and Development Council (ECCDC). After which, Chair introduced the BAC members and the ECCDC Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
  1. Techline Inc.
  2. NSB Engineering Design and Fabrication
  3. Anglowealth Enterprises
  4. AMC Advertising
- 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 amounting to at least fifty percent (50%) of the item being bid.

Similar contract shall mean "signage or metal works".

- At the same time, this bid project is open to local fabricators/manufacturers 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><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>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>

<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 the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I;</li> <li>• Bidders 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 5 yrs. equivalent to at least 50% of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• 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"> <li>1. End User's Acceptance</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice together with Collection Receipt (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, 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><b>For CLC</b> - A sample form is provided for as <b>Annex II-A</b>.</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>Class "B" Documents For Joint Ventures</p>	<p>Chair inquire if any of the Bidder will be joining as a Joint Venture, No reply from the Bidders. Hence, the BAC Chair skipped this portion.</p>
<p><b>Technical Documents</b></p>	<p><b>Chair's Instructions</b></p>
<p><b>Annex IV</b> Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ol style="list-style-type: none"> <li>a. <b>Bid Securing Declaration.</b> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex IV</b>.</li> </ul> </li> </ol> <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> <ol style="list-style-type: none"> <li>b. <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>c. <b>A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></li> <li>d. <b>Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ol>

	<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><b>Annex V-A</b> 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"> <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>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All seven (7) pages must be signed by the authorized representative of the Bidder.</li> </ul> <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><b>Annex V-A1</b> Duly signed/conformed Terms or Reference (2 pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p><b>Annex V-A2</b> Duly signed/conformed Signage and Loo Specifications (1 page)</p>	
<p><b>Annex V-A3</b> Duly signed/conformed Delivery / Installation Sites (3 pages)</p>	
<p><b>Annex V-A4</b> Duly signed/conformed Delivery/ Installation Instructions and Acceptance Procedure (1 page)</p>	
<p><b>Annex V-A5</b> Duly signed/conformed National Child Development Center Perspective (1 page)</p>	
<p>Valid and Current ISO Certification</p>	<p>Submission of Valid and Current ISO Certification in the name of the manufacturer/fabricator issued by an independent certifying agency.</p>
<p><b>Annex VI</b> 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 <b>Very Satisfactory</b>.</p> <p>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>

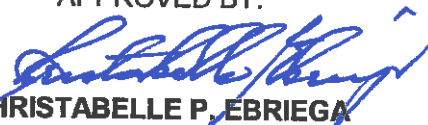
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> <li>a) <b>For Sole Proprietorship</b> submission of Duly Notarized Special Power of Attorney;</li> <li>b) <b>For Corporation, 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><b>In the case of Unincorporated Joint Venture</b> each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, 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><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 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, 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.</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>

Adjourned at 3:55 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-B1-2019-094)  
SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED NINETEEN (119) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)  
10 June 2019, 3:00 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**

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

**End-Users**

- 1) Corazon Castro F Admin Representative
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_
  - 5) \_\_\_\_\_
  - 6) \_\_\_\_\_
- Account Officer**
- 1) Sherrie Mei D. Doble F
  - 2) \_\_\_\_\_

**Technical Working Group**

**Gender**

**Signature**

- 1) Elena E. Romero (Team Coordinator) F
  - 2) Katrina B. Alba (Member) F
  - 3) Jinky C. Apollinar (Member) F
  - 4) Rhoneil O. Bautista (Member) M
  - 5) Maria Victoria S. Castillo (Member) F
  - 6) Jacky C. Crispino (Member) M
  - 7) Erika April C. Guycoa (Member) F
  - 8) Kriss Ann S. Hizon (Member) F
  - 9) Fe B. Ireena (Member) F
  - 10) Maria Eda I. Maningat (Member) F
  - 11) Verna Liza DV. Maramot (Member) F
  - 12) Gel Cyrell Y. Tallada (Member) F
- Secretariat**
- 1) Ma Veronica A. Morales (Head) F
  - 2) Jane C. Arcilla (Member) F
  - 3) Ana DG. Asprec (Member) F
  - 4) Ma Teresa S. Elima (Member) F
  - 5) Mirasol S. Ninobla (Member) F
  - 6) Ma. Irissa G. Ordillano (Member) F

**Observers**

- 1) \_\_\_\_\_ (COA)
- 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, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED NINETEEN (119) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NDCDC OF THE ECCDC

**Bid Reference No.** : GPG-B1-2019-094

**Time / Date & Venue** : 10 June 2019, 3:00 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	BIDDER'S SIGNATURE
	Raymond Albaladejos Ron Bernards	M	Redline Inc. 100 Abby Science Ave. 177-552 Buena Tagima	0998922222	rbarnards@redline.com.ph	1	2:30pm	
	Grace Celles Arlanio Gacas Charmaine Tancas	F M F	RCB Engineering Design and Fabrication # 309 Manuel L. Quezon Jr., Lower Bicutan, Taguig City	(02) 986-7227 (02) 837-8283	grace.guevara @ rcbengineering.com arlanio.gacac @ rcb.com charmaie.tancac @ rcbengineering.com.ph	1-4	1:45 pm	
	Melanie R. Velicaria	F	ANGLOWEALTH ENTERPRISES 68 M.L. QUEZON EXT. BOLD DOME, Dasmou City	(02) 729-9666 09495715666	anglowealthent@outlook.com gmail.com anglowealthent@outlook.com	Lot 4	2:32pm	
	Anabelo Cruz	F	AMC Advertising Don Mariano Meléndez Ave, Melendres LifeTimes Defers Paying Local	095 9990	amc.amcads@gmail.com amcads.melendres@gmail.com		2:05	