



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW IT EQUIPMENT FOR  
THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

**BID REF. NO. GPG-B1-2019-095**

03 July 2019, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 2:00 P.M.

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	
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 above mentioned procurement project. Afterwhich, Chair introduced the BAC Members, Provisional Member, Engr. Necitas D. Largo and the End-Users from ECCDC.
- Chair informed the Bidders that PITC has been tapped by the ECCDC to undertake this project for them.
- Chair acknowledged the presence of the following prospective bidders present in this Pre-Bid Conference; namely:
  1. Columbia Technologies, Inc.
  2. DCI Int'l. IT Solutions & Services Corp.
- Invitees are authorized Philippine Suppliers, Dealers or Reseller for the Supply and Delivery of One (1) Lot Various Brand New IT Equipment
- Chair informed that to be able to participate in this bid project, a 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 ABC of the item being bid.
 

“Similar” contract mean “IT 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.
- **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>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>
Valid and Current Tax Clearance	<p>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>Chair advised Bidders 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>
Audited Financial Statements for 2018 and 2017	<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>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, The Bidders have 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 sign the last page.</li> </ul>
<p><b>Annex I-A</b> Statement of Single Largest Contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.</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. 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>Annex II-A</b> Committed Line of Credit (CLC)</p>	<p><b><u>For NFCC</u></b></p> <p>A form is provided for as Annex II;</p> <p>As the sample form was flashed on the screen, 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><b><u>For CLC</u></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>A sample form is provided for as Annex II-A.</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Annex III</b> Class "B" Document: (For Joint Venture)</p>	<p>Since Bidders will not enter into a Joint Venture, Chair did not discuss the details.</p>

<u>Technical Documents</u>	<u>Chair 's Instructions</u>
<p><b>Annex IV Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;"><b>Bid Securing Declaration.</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> <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> <ul style="list-style-type: none"> <li>• <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>• <b>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.</b></li> <li>• <b>Surety Bond</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <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>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(c) (i) (f) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p><b>Technical Bid Form Annex V (3 pages)</b></p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• For the Bidders to use the Bid Form. They shall not retype or alter it;</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidders to put the Brand and Model No. of the equipment being offered;</li> </ul>

	<ul style="list-style-type: none"> <li>All pages must be signed by the authorized representative of the Bidders.</li> </ul> <p>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>
Terms of Reference Annex V-A (4 pages)	<ul style="list-style-type: none"> <li>Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
Product Brochure(s) and/or Technical Data Sheet(s)	<ul style="list-style-type: none"> <li>Bidders to submit Brochure (original or internet download) / Technical Data Sheet or equivalent document of the following equipment: <ol style="list-style-type: none"> <li>Laptop Computer</li> <li>All-in-one Printer, Scanner and Copier</li> <li>Wifi Broadband</li> </ol> </li> </ul> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</p>
Valid and Current Certificate of Distributorship / Dealership / Resellership	<ul style="list-style-type: none"> <li>Submission is a Valid and Current Certificate of Distributorship / Dealership / Resellership of the following items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer. <ol style="list-style-type: none"> <li>Laptop Computer</li> <li>All-in-one Printer, Scanner and Copier</li> </ol> </li> </ul> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</p>
Valid and Current ISO Certification	<ul style="list-style-type: none"> <li>Bidders to submit a copy of Valid and Current ISO Certification of the Manufacturer issued by an independent certifying agency. The ISO Certification (or equivalent document) must cover the manufacture/design or production of the item subject to this Bid Project. <ol style="list-style-type: none"> <li>Laptop Computer</li> <li>All-in-one Printer, Scanner and Copier</li> </ol> </li> </ul> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</p>
List of Authorized Service Center/s in the Philippines	<ul style="list-style-type: none"> <li>Submission is a List of Authorized Service Center/s in the Philippines (with available spare parts, indicating address, telephone &amp; fax numbers, email address and contact person). <ol style="list-style-type: none"> <li>Laptop Computer</li> <li>All-in-one Printer, Scanner and Copier</li> </ol> </li> </ul> <p>In the event of closure of business, termination of franchisee/service center, the supplier shall notify the ECCDC and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services;</p>

List of manufacturer's offices /branch offices	<ul style="list-style-type: none"> <li>• Bidders to submit a List of manufacturer's offices /branch offices in the following countries: any country in Europe, United States/Canada AND Japan. For the following items:             <ol style="list-style-type: none"> <li>1. Laptop Computer</li> <li>2. All-in-one Printer, Scanner and Copier</li> </ol> </li> </ul>
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</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>Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder'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 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>
Annex VII Omnibus Sworn Statement (OSS)	<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>
<p><b>ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)</b></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 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>

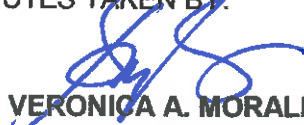
- Chair also reminded that the Bidders must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids. Details is found in page 40 (ITB Clause 19.5)
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
	Any question?
Regarding 4.4 MS Office 2019 Standard, page 76 in the TOR. Per Microsoft wala raw sa list for Academic si ECCDC, need po kasi ng proof na si ECCDC is entitled for Academic.	
	Per website of DepED, ECCDC is an attached Agency and the Chairman of the Board of ECCDC is DepED.
For the Laptop is it pertaining to 1 brand? Because when I check on the internet, there is a certain brand na lumalabas, pati po yung dimension ng laptop.	
	Sir please put your concerns in writing for us to refer the matter to ECCDC.
Okay, Ma'am.	
	<p>Chair reminded Bidders to review/raise their concerns/clarifications on any part of the Bidding Documents on or before 12 July 2019. Address it to the BAC Chair. Send by email or fax, further details is found in page 33 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 (<a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>).</p> <p>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.</p> <p><b>Note: Maximum size of email with attachment is six (6) mb only.</b></p>
	Chair reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date 22 July 2019, 9:00 AM (Monday) because the BAC Secretariat will not accept late bids.

	Just a reminder that there are times that we answer some questions from the Bidder because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
Thank you, Ma'am.	
	Thank you and good luck!

Adjourned at 3:00 P.M.

MINUTES TAKEN BY:

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

APPROVED BY:  
  
**CHRISTABELLE F. EBRIEGA**  
Chairperson, BAC-I





**ATTENDANCE SHEET**  
**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-095)**  
**SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW IT EQUIPMENT FOR THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**  
 03 July 2019, 2:00 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	(Chairperson)		1) Elena E. Romero	F	(Team Coordinator)	
2) Atty. Ma. Gudella C. Guese	F	(Vice-Chairperson & Sup'g. BAC 1 Secretariat)		2) Katrina B. Alba	F	(Member)	
3) Myra Chitella T. Alvarez	F	(Member)		3) Jinky C. Apollinar	F	(Member)	
4) David A. Inocencio	M	(Member)		4) Rhoneil O. Bautista	M	(Member)	
5) Joel S. Rodriguez	M	(Member)		5) Maria Victoria S. Castillo	F	(Member)	
6) Vivian E. Monsanto	F	(Alternate Member)		6) Jacky C. Crispino	M	(Member)	
7) Irene G. Alayon	F	(Alternate Member)		7) Erika April C. Guycoa	F	(Member)	
8) Engr. Neclias D. Largo	F	(Provisional Member)		8) Kriss Ann S. Hizon	F	(Member)	
End-Users				9) Fe B. Irena	F	(Member)	
1) Corazon Castro	F	Admin Representative		10) Maria Eda I. Maningat	F	(Member)	
2) <b>MARIE M. MORALES</b>		<b>TWG</b>		11) Verna Liza DV. Maramot	F	(Member)	
3) <b>MARY ANNE D. AMADOR</b>		<b>Admin</b>		12) Gel Cyrell Y. Tallada	F	(Member)	
4) _____				Secretariat			
5) _____				1) Ma Veronica A. Morales	F	(Head)	
6) _____				2) Jane C. Arcilla	F	(Member)	
Account Officer				3) Ana DG. Asprec	F	(Member)	
1) Sherrie Mel D. Doble	F			4) Ma Teresa S. Ellma	F	(Member)	
2) _____				5) Mirasol S. Ninobia	F	(Member)	
				6) Ma. Irissa G. Ordillano	F	(Member)	
				Observers			
				1) _____		(COA)	
				2) _____			



