



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF 252 MATERIAL DOGS AND EQUIPMENT FOR THE
PHILIPPINE COAST GUARD (PCG)
BID REF. NO. GPG-B1-2019-150 Rebid
10 May 2019, 5th Floor Conference Room**

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

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PCG
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 and Delivery of 252 Material Dogs and Equipment for the PCG. Afterwhich, Vice-Chair introduced the BAC Members, Provisional Member, Capt. Nelson B Torre and the PCG’s End-Users representatives.
- Vice-Chair informed the Bidders that PITC has been tapped by the PCG 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. Manalo Animal Products & Services
 2. Search and Service Canine Training & Services Int’l. Inc.
- Invitees are authorized and qualified Philippine Breeders or Kennel Owners for the Supply and Delivery of 252 Material Dogs and Equipment for the Philippine Coast Guard (PCG).
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a single completed contract of similar nature within the last five (5) years from the date of submission and receipt of bids as follows:
 - (a) Single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC;
OR

(b) At least two (2) completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC.

“Similar nature” shall mean “Sale and Delivery of Canine”.

- 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 1 – 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>

Valid and Current Tax Clearance	<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>
Audited Financial Statements for 2018 and 2017	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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<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 nature within the last five (5) years from the date of submission and receipt of bids as follows:</p> <p>(a) Single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC; OR</p> <p>(b) At least two (2) completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the</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>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-A for lot 1 Annex V-B for lot 2 Annex V-C for lot 3 Annex V-D for lot 4</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"; • Bidders to indicate the Brand of the item being offered; • 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-A1 for lot 1 Annex V-B1 for lot 2 Annex V-C1 for lot 3 Annex V-D1 for lot 4</p>	
<p>Pre-Delivery Inspection Parameters Annex V-A2 for lot 1 Annex V-B2 for lot 2 Annex V-C2 for lot 3 Annex V-D2 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>Valid and current Registration as Breeder or Kennel owner from the Bureau of Animal Industry (BAI)</p>	<ul style="list-style-type: none"> • Bidders to submit a valid and current Registration as Breeder or Kennel owner from the Bureau of Animal Industry (BAI) in the name of the bidder for at least three (3) years.
<p>Certification that the Bidder has been in the business as Breeder or Kennel Owner</p>	<ul style="list-style-type: none"> • Submission is a Certification that the Bidder has been in the business as Breeder or Kennel Owner for the last three (3) years.
<p>Exact Location Site address and Current pictures showing the kennel facilities</p>	<ul style="list-style-type: none"> • Submission is an Exact Location Site address and Current pictures showing the kennel facilities owned or leased by the bidder. If owned, shall provide proof of ownership. If leased, bidder to submit the copy of lease contract with property owner.
<p>Annex VI Certificate of Performance Evaluation</p>	<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 Very Satisfactory.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</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> <ol 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 VII 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.
- **The Committee will issue a Bid Bulletin to make a necessary correction in the wordings on the NFCC (Annex II) and CLC (Annex II-A) in the Bid Data Sheet.**

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

Bidder's Query/Clarification/s	Committee's Reply
Regarding for the SLCC on our ongoing contract on PSG with the project of Supply and Delivery of Canine Units, and also the same with PDEA they allow the rental of canine unit the same with sale of canine. Does PITC allow the rental of canine units?	
	We consulted the GPPB and we follow them na sabi nila iba ang nature if it's a rental and if it's a sale. Mayroon din po kaming isang project sale ito pinipilit nilang lease, GPPB mismo ang nagsabi na magkaiba ang least sa sale. Dapat may experience kayo on the sale. Your SLCC should be a sale not a lease. We are bound on the GPPB mayroon na silang opinion on that so we cannot deviate from that opinion.
Final na po yun?	
	You can still write, so that we can explain to you commonly why we cannot and sight the opinion in our answer. Pero ngayon palang we do not accept, pero baka pagsulat niyo nag-deliberate kami pero yun yung GPPB opinion. The least cannot be considered similar if the project is for a sale or supply and delivery contract, but you can still write to us if you want that to be. So wala pa kayong sale ever?
Ongoing palang po yung sale namin.	
	Pero doon tinanggap yung sale?
Yes Ma'am.	
	Sulat niyo lang sa amin and we will reply you through a Bid Bulletin.
Regarding the Tax Clearance is expired and still on process? Can we attach a certification letter that it is still on process or a claim stab?	
	Regarding the Tax Clearance Ma'am. Yung mismong logo na ang nagsabi we cannot accept a claim stab or a renewal application other than the Tax Clearance itself. Nag-expire nayung sa inyo?
On May 31, Ma'am.	
	I think mabilis sila lalo na kung wala kayong tax liabilities. Ang processing nun kahit bago ka pa ma-expire. You need not wait na ma-epire siya bago siya i-renew.
Pag nag-expire po siya sa bid opening hindi na po siya valid?	
	Ang nakalagay sa Tax Clearance, valid until. Kung sayo nakalagay valid until May 31, 2019, we will accept it pa. However, pagdating ng postqual kailangan valid and current na yung Tax Clearance niyo. Pero ang alam ko bago pa mag expire pwede na siyang i-renew. Definitely, I'm telling you now we cannot accept provisional Tax clearance and claim stab, hindi kami ina-allow ng batas.
	Search and Service Canine Training & Services Int'l. Inc. were submitted already a letter and give it to the Secretariat.

	<p>Vice-Chair announced the questions submitted by Search and Service Canine Training & Services Int'l. Inc.:</p> <ol style="list-style-type: none"> 1. SLCC- Dog Cage and Dog carrier size requested to be amended to small size. 2. Diagram of sizes stated in the specs is for large dogs. 3. Test Parameters of Hunting drive. 4. Delivery Period.
Actually there is an additional, regarding on the query of Manalo on the lease (Vice Chair interrupted and replied)	
	<p>We will not rule on yung mga ginawa ng iba but PITC will always consults the Board and the GPPB at mayroon talagang opinion na magkaiba talaga yung nature ng lease even yung the services under it, magkaiba talaga yun hindi mo pwedeng gawing similar contract yung lease, kasi lease sa inyo parin yun eh ang supply and delivery to ownership. Kasi mayroong mga terms and conditions na hindi similar kaya ang sabi ng GPPB, hindi pwedeng gawing similar ang lease ang different nature. But if you will write to us maybe we can ask the Board baka naman GPPB has changed also their time now prevent you to writing us the Committee.</p>
Yung Bid Securing Declaration, pwedeng isa nalang basta may check na sa apat na lot?	
	<p>Pag Bid Securing Declaration basta may check po yan pwede na po yan sa apat na lot. Basta naiintindihan lang at may pirma.</p>
	<p>Vice-Chair emphasized the presentation of prototype sample of the following equipment within seven (7) calendar days upon receipt of Notice of Single/Lowest Calculated (SCB/LCB) Bid:</p> <ol style="list-style-type: none"> 1. Dog cage 2. Dog carrier 3. Microchip 4. Microchip reader 5. Dog Leash 6. Collar 7. Dog Dish <p>The SCB/LCB will be allowed to replace/rectify deficiencies noted in the prototype up to a maximum of two (2) times within fifteen (15) calendar days after the receipt of Notice to Replace/Rectify. The prototype once approved/accepted may be considered as part of items to be delivered.</p>
May I ask the PCG if the specifications stated in the Bidding Documents in existence like the dog cage?	
	<p>Kung may ganun talaga? Or kung ginagamit na ba presently ng PCG yung ang tanong niyo Sir?</p>
Yes, Ma'am. The reason why is because when we bid with the PNP the specifications with the dog cage	

when we went to our engineer and we cannot bid because the specifications is incorrect.	
	Vice-Chair: Existing na po yan Ma'am? PCG: Yes, existing, especially yung carrier, talagang picture po yan ng existing carrier namin kasi do welding po sa amin and nag re-repair kami so may existing cages po kami. We bid for kennel equipment so mayroon din po kaming prototype.
Hindi naman sinabi kung saan gawa China o ano?	
	Vice-Chair: Bawal po kami na mag-specify ng country of origin. PCG: Yung ongoing po na delivery ganyan po yung body color, ganyan na ganyan.
It took them how many days to build cages?	
	PCG: 3 days yung 1 cage kasama na yung primer.
They can delivery every day?	
	PCG: Mayroon pong by tens na delivery, hindi po paisa-isa.
Ang concern ko Ma'am is the production type (Vice-Chair interrupted)	
	Vice-Chair: That's another matter ano? We will study your letter Sir, and we appreciate that you prepared your letter Sir and kapag may additional kayo pa submit nalang immediately.
	Vice-Chair reminded Bidders to review/raise their concerns/clarifications on any part of the Bidding Documents on or before 21 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 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). 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. <u>Note: Maximum size of email with attachment is six (6) mb only.</u>
	Vice-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 (May 31, 2019, 10:00 AM) 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.

- The Bid Opening is scheduled on 31 May 2019, 10:00 AM.

Adjourned at 10:00 AM.

MINUTES TAKEN BY:


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

NOTED BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-150) - REBID

(Previous Bid Reference No. GPG-B1-2018-185)

SUPPLY AND DELIVERY OF TWO HUNDRED FIFTY TWO (252) MATERIAL DOGS AND EQUIPMENT FOR THE PHILIPPINE COAST GUARD (PCG)

10 May 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

1) Christabelle P. Ebriega	F	(Chairperson)	<i>on leave</i>
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Supvy. BAC 1 Secretariat)	<i>MS</i>
3) Myra Chitella T. Alvarez	F	(Member)	<i>[Signature]</i>
4) David A. Inocencio	M	(Member)	<i>[Signature]</i>
5) Joel S. Rodriguez	M	(Member)	<i>[Signature]</i>
6) Irene G. Alayon	F	(Alternate Member)	<i>[Signature]</i>
7) Vivian E. Monsanto	F	(Alternate Member)	<i>[Signature]</i>
8) CAPT Nelson B. Torre	M	(Provisional Member)	<i>[Signature]</i>

End-Users

1) CDR Jane Gesulgon	M	Deputy-PCG Canine Unit	<i>[Signature]</i>
2) CDR Famela A. Aspuria	F	TWG Chairman	<i>[Signature]</i>
3) LT Jerilyn J. Pernia	F	TWG Member	<i>[Signature]</i>
4) LTJG MARINO E SAN INIAND JR	M		<i>[Signature]</i>
5) _____			
6) _____			
Account Officer			
1) Kriss Ann S. Hizon	F		<i>[Signature]</i>
2) _____			

Technical Working Group

Gender

Signature

1) Elena E. Romero	F	(Team Coordinator)	<i>EB</i>
2) Katrina B. Alba	F	(Member)	<i>[Signature]</i>
3) Jinky C. Apollnar	F	(Member)	<i>[Signature]</i>
4) Rhonell O. Bautista	M	(Member)	<i>[Signature]</i>
5) Maria Victoria S. Castillo	F	(Member)	<i>SD</i>
6) Jacky C. Crispino	M	(Member)	<i>[Signature]</i>
7) Erika April C. Guycoa	F	(Member)	<i>[Signature]</i>
8) Kriss Ann S. Hizon	F	(Member)	<i>[Signature]</i>
9) Fe B. Irenaa	F	(Member)	<i>[Signature]</i>
10) Maria Eda I. Maningat	F	(Member)	<i>DBI</i>
11) Verna Liza DV. Maramot	F	(Member)	<i>[Signature]</i>
12) Gel Cyrell Y. Tallada	F	(Member)	<i>[Signature]</i>
Secretariat			
1) Ma Veronica A. Morales	F	(Head)	<i>DB</i>
2) Jane C. Arcilla	F	(Member)	<i>[Signature]</i>
3) Ana DG. Asprec	F	(Member)	<i>[Signature]</i>
4) Ma Teresa S. Elima	F	(Member)	<i>[Signature]</i>
5) Mirasol S. Ninobla	F	(Member)	<i>[Signature]</i>
6) Ma. Irissa G. Ordillano	F	(Member)	<i>[Signature]</i>

Observer/s

1) _____			(COA)
2) _____			

