



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW AUDIO-VIDEO EQUIPMENT
FOR THE COMMISSION ON HIGHER EDUCATION - PHILIPPINE CALIFORNIA
ADVANCED RESEARCH INSTITUTES (CHED-PCARI)
BID REF. NO. GPG-B1-2019-180
11 June 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:00 P.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – CHED-PCARI
Christabelle P. Ebriega, Chair	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair (On leave)	
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

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members, Alternate Provisional Member, Artemio S. Capellan and the End-Users from CHED-PCARI.
- Chair informed the Bidders that PITC has been tapped by the CHED-PCARI to undertake this project for them.
- Chair acknowledged the presence of the following prospective bidders present in this Pre-Bid Conference; namely:
 1. The Brain Computer Corp.
 2. American Technologies, Inc.
 3. Microdata Systems & Management
 4. EVI Distribution, Inc.
 5. Pro Events Solution
- Invitees are eligible Audio-Video Solutions Providers for the Brand New Audio-Video Equipment for CHED-PCARI.
- 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 “Audio-Video 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

<u>Class "A" Eligibility Documents</u>	<u>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>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>Annex I 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"> • Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I; • 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 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"> • A form is again provided; • 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>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></p> <p>A form is provided for as Annex II;</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><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>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>Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>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. <p>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, 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>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>Technical Bid Form Annex V</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"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to put the Brand and Model No. of the item being offered;

	<ul style="list-style-type: none"> All pages must be signed by the authorized representative of the Bidders. <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>
<p>Terms of Reference Annex V-A</p>	<ul style="list-style-type: none"> Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochure and/or Technical Data Sheet</p>	<ol style="list-style-type: none"> Bidders to submit Product Brochure and/or Technical Data Sheet for each of the brand/model of the following equipment being offered showing compliance to the technical specifications: <ol style="list-style-type: none"> Microphone Array Microphone Array Controller Audio Mixer Passive Loud Speaker Power Amplifier Quad-Channel Digital Wireless Microphone Receiver Wireless Microphone/Transmitter, Handheld Wireless Microphone/Transmitter, Bodypack Wireless Microphone/Transmitter, Gooseneck Matrix Video Switcher HDBaseT Receiver HDBaseT Transmitter Digital Video Recording System Ambient Light Rejecting Screen Branded Media Player Branded Tablet Computer Document Camera Laser Projector, WUXGA full HD, at least 12,000 lumens, with short throw lens Interactive projector, WUXGA full HD at least 4,400 lumens, with ultra short throw lens
<p>List of Authorized Service Center/s in the Philippines</p>	<ol style="list-style-type: none"> Submission is a List of Authorized Service Center/s in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person). For the following items: <ol style="list-style-type: none"> Microphone Array Microphone Array Controller Quad-Channel Digital Wireless Microphone Receiver Matrix Video Switcher Laser Projector, WUXGA full HD, at least 12,000 lumens, with short throw lens Interactive projector, WUXGA full HD at least 4,400 lumens, with ultra short throw lens <p>In the event of closure of business, termination of franchisee/service center, the supplier shall notify the CHED-PCARI and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services;</p>

<p>List and address of manufacturer's offices/brand offices/sales offices in the following countries: any country in Western Europe, United States/Canada AND Japan for the following items:</p>	<ul style="list-style-type: none"> • Bidder's to submit a List and address of manufacturer's offices/brand offices/sales offices in the following countries: any country in Western Europe, United States/Canada AND Japan for the following items: <ol style="list-style-type: none"> 1. Microphone Array 2. Microphone Array Controller 3. Audio Mixer 4. Passive Loud Speaker 5. Power Amplifier 6. Quad-Channel Digital Wireless Microphone Receiver 7. Wireless Microphone/Transmitter, Handheld 8. Wireless Microphone/Transmitter, Bodypack 9. Wireless Microphone/Transmitter, Gooseneck 10. Matrix Video Switcher 11. HDBaseT Receiver 12. HDBaseT Transmitter 13. Digital Video Recording System 14. Ambient Light Rejecting Screen 15. Branded Media Player 16. Branded Tablet Computer 17. Document Camera 18. Laser Projector, WUXGA full HD, at least 12,000 lumens, with short throw lens 19. Interactive projector, WUXGA full HD at least 4,400 lumens, with ultra short throw lens
<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 <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>
<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, 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>

Ma'am sa PITC website po yung original lang po yung naka-post. Pero yung corrected po wala.	
	It supposed to be posted. Anyway, we will check with our IT what happened to this. How about the others? Will you able to download it?
Yes, Ma'am in the PhilGEPS.	
	Maybe you can check it again, because the others are able to download it.
	<p>Chair asked DICT if this project is just a supply and delivery not include the installation.</p> <p>CHED replied: Ma'am, naka-specify naman po kung ano yung mayroon pong installation. On page 83, item 3.14.</p> <p>Chair: Please take note that while the rest of the items are just supply and delivery. On page 80, item 3.14, we include mounting and installation.</p>
	Any other questions?
Ma'am, can we request for a floor plan, for the installation?	
	<p>CHED: Pwede po kaming magbigay?</p> <p>Chair: Kalian kayo pwedeng magbigay? Or are we going to request them to conduct a site inspection? Although ang kailangan lang naman ng installation is the item 3.14.</p> <p>CHED: Ma'am, iko-consult po sana muna namin yung site inspection, kung kalian.</p> <p>Chair: Their last day kasi to send their question is on Monday (June 17, 2019). Dapat nakapag-site inspection na sila before Monday, because what if they have certain clarifications to make related to the site.</p> <p>Chair: Anyway, they are still conferring with each other or maybe they need to confer with somebody in UP Diliman if they will allow site inspection.</p> <p>CHED: Ma'am, pwede naman po kasi kaming magbigay ng floor plan.</p> <p>Chair: So when can you provide that?</p> <p>CHED: By Thursday Ma'am.</p> <p>Chair asked CHED what is the final answer, will they give a floor plan or they will allow Bidders to conduct a site inspection.</p> <p>CHED replied: We will give the floor plan with picture. So they will provide us the floor plan by Thursday.</p> <p>Chair: We will request Bidders to come over to pick up the floor plan by Friday.</p>

Regarding the loudspeakers. Can you prefer passive lang po ba or may option?	
	CHED: There is an amplifier, kaya passive po.
	Chair asked CHED when will be the final schedule for the site inspection. CHED: By Thursday Ma'am pero hindi pa po clear yung time. Chair: Ganito nalang please provide the Contact Person and Contact number para alam nila kung sino ang hahanapin nila and for the schedule. Contact Person: Levine Frias Contact No/s: 981-8500 local 3323 / 0998-332-8733 Time: 12:00nn-1:00pm
	Any more questions?
Ma'am ilan po kaya yung ipo-provide naming cable?	
	Chair: They need to check this with their other End Users Ma'am, can you put your query in writing? So we can issue a Bid Bulletin to clarify this requirement. At least you, you're here but we need to issue a Bid Bulletin so that other potential bidders can be uphold with that requirement because we will post in the Bid Bulletin in the PITC website and in the PhilGEPS.
Ma'am for clarifications on page 86 item 3.19? ano po yung word na control panel doon?	
	CHED: Check po namin. Chair: Ma'am, please include that to your questions in writing.
Ma'am do they have any internal consultant?	
	Why Sir?
Kasi po yung expertise.	
	We get your point Sir, but this is not the first time that we buying this. We have bought a lot more valued and a lot more than this and they really specify that supply and delivery lang. We took care of the installation.
Should we require a training Ma'am?	
	CHED: Hindi naman po Sir.
Ma'am the equipment po kasi has a warranty period? Ang coverage po kasi neto 1 year, replace defective unit with brand new unit within fifteen (15) working days from delivery.	
	Meaning pag dineliver ninyo then may defect then we will supposed to replace it.
How about the mis-used po? Kasi sila po ang mag i-install eh kami supply and delivery lang eh. Paano po yun papalitan?	


	<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 (June 27, 2019, 11:00 AM) because the BAC Secretariat will not accept late bids.</p> <p>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.</p>
Thank you, Ma'am.	
	Thank you.

- The Bid Opening is scheduled on 27 June 2019, 11:00 AM.

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:

CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-180)
 SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW AUDIO-VIDEO EQUIPMENT
 FOR THE COMMISSION ON HIGHER EDUCATION-PHILIPPINE-CALIFORNIA ADVANCED RESEARCH INSTITUTES (CHED-PCARI)
 11 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 & Supvy. 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) Atty. Septon De la Cruz (Provisional Member) M
- 9) Artemio S. Capellan Jr. (Alt. Prov. Member) M

[Handwritten signatures for Regular Members]

End-Users

- 1) Levin Frias M
- 2) Clarence Salting M
- 3) Karisse Villanueva F
- 4) John Mario Evangelista M
- 5) BENI
- 6) _____

Account Officer

- 1) Fe B. Irenesa F
- 2) _____

Technical Working Group

Gender

Signature

- 1) Elena E. Romero (Team Coordinator) F
- 2) Katrina B. Alba (Member) F
- 3) Jinky C. Apolinar (Member) F
- 4) Rhonell 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. Irenesa (Member) F
- 10) Maria Eda I. Maningat (Member) F
- 11) Verna Liza DV. Maramot (Member) F
- 12) Gel Cyrell Y. Tallada (Member) F

[Handwritten signatures for Technical Working Group members]

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. Iriasa G. Ordillano (Member) F

Observer/s

- 1) _____ (COA)
- 2) _____

[Handwritten signatures for Secretariat and Observers]



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 AND DELIVERY OF ONE (1) LOT BRAND NEW AUDIO-VIDEO EQUIPMENT FOR THE CHED-PCARI

Bid Reference No. : GPG-B1-2019-180

Time / Date & Venue : 11 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
	ADVIN L. IBOT Bingaling P. David	M	LEO F. RUBENBATTI SJ. SUN JUBAN CITY THE BRANCO CONCRETE CORP.	7228845 722 8843	advin.libot@branco.com.ph		2:30	
	KARECH THAGIUM LESTOR FARRER	F	AMERICAN TECHNICALS INC. 5 10040 ST. MANDALAYONG CITY	744 0775	proyimal@nti.com.ph ecc-support@nti.com.ph		2:42	
	CHRISTIAN D. MARS	M	MICROPIA SYSTEMS & MANAGEMENT INC. 10C C.M. LEON, SUN JUBAN	705-7777 loc 8826	cmars@microdata.com.ph com.ph		2:45	
	LYNN E. JORMANAYAN	F	ENVIRONMENTAL INC. 70 F B UNDAKREIN ST. SUN JUBAN CITY	718 2628	enrico.malvar@envithis.com		3:05	
	EMERICO MALVAR JAWIE REYES	M	PRO EVENTS PLANNING SOLUTION ANIPOND MANDAYONG MARCOS DEL VALLEY	0918 004455	mkg-paralby@pro.com		3:45	
	MARK REEN PABEL	M						