

PITC

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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY, DELIVERY, INSTALLATION AND TESTING OF ONE (1) LOT BRAND NEW  
LASER CUTTER CARTRIDGE AND PERIPHERALS FOR COMMISSION  
ON HIGHER EDUCATION – PHILIPPINE-CALIFORNIA ADVANCED RESEARCH  
INSTITUTES (CHED-PCARI)

**BID REF. NO. GPG-B1-2019-184 2<sup>nd</sup> Nego**  
26 July 2019, 5<sup>th</sup> Floor Conference Room

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

In attendance are:

<b>FOR PITC BAC-I</b>	<b>FOR PROPONENT – CHED-PCARI</b>
Christabelle P. Ebriega, Chair	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
Joel S. Rodriguez, Member	
Vivian E. Monsanto, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS**

- Vice-Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. After which, Vice-Chair introduced the BAC Members and the End-User from CHED-PCARI.
- Vice-Chair informed the Bidders that PITC has been tapped by the CHED-PCARI to undertake this project for them.
- Vice-Chair acknowledged the presence of the following prospective Bidders present in this Pre-Bid Conference; namely:
  1. Norde International Distributors
  2. Americal Technologies, Inc.
- Invitees Are Authorized Manufacturers, Dealers, Distributors or Resellers for the Supply, Delivery, Installation and Testing of One (1) Lot Brand New Laser Cutter Cartridge and Peripherals for Commission on Higher Education – Philippine-California Advanced Research Institutes (CHED-PCARI)
- Vice-Chair informed that to be able to participate in this bid project, a prospective Supplier should have completed within the last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC.

“Similar” contract mean “Laboratory 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-Nego 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.
  - **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>Vice-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>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	<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><b>Annex I</b> 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"> <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 the last five (5) years amounting to at least fifty percent (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. 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><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, 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><b>Annex II-A</b> Committed Line of Credit (CLC)</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>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>
<b>Annex IV</b> Technical Bid Form (3 pages)	As the Technical Bid Form was flashed on the screen, Vice-Chair's instructions are as follows: <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> <li>• All pages must be signed by the authorized representative of the Bidders.</li> </ul> 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.
<b>Annex IV-A</b> Terms of Reference	<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 Product Brochure(s) and/or Technical Data Sheet(s) for the brand/model of the equipment being offered showing compliance to the technical specifications.               <ol style="list-style-type: none"> <li>a) 60W Laser Cartridge</li> <li>b) Computer-Controlled Compressed Air Unit</li> <li>c) Rotary Fixture; and</li> <li>d) Filter Kit</li> </ol> </li> </ul> <p><i>Note: All components must be compatible with Universal Laser System Laser Cutter model VLS 3.6</i></p> <p><i>If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</i></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 Brand New Laser Cutter Cartridge and Peripherals being offered, issued by the principal or manufacturer authorizing the bidder to sell/distribute the items subject of this bidding;</li> </ul>
	<p><b>If the certificate is not issued by the manufacturer, bidder must also submit certification/document linking bidder to the manufacturer.</b></p> <p><i>If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</i></p> <p><i>Note: All components must be compatible with Universal Laser System Laser Cutter model VLS 3.6</i></p>
<b>Annex V</b> Certificate of Performance Evaluation	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>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>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> <ul 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> </ul> <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><b>Annex VI</b> 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, 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>

<b>ENVELOPE 2: FINANCIAL PROPOSAL FORM (Annex VII)</b>	<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 Proposal Form of the Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>
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- 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.
- Vice-Chair requested the Bidders to put a tab on the submissions so that the TWG will easily check the documents.
- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
Norde: Ma'am we need not to pay the Bidding Documents?	
	No, need. The BAC Secretariat will give you one set.
American: Ma'am regarding on the 3 <sup>rd</sup> Bidding, sumali po ako and nagtanong ako kung pwede akong mag-offer ng other brand kasi naka specify dun sa Universal Laser System si Norde lang po ang exclusive distributor.	
	CHED: Hindi na po pwedeng ibahin, Ma'am.
	Vice-Chair: Bakit exclusive distributor ba ang Norde?
American Technologies: Walang iba Ma'am.	
	Vice-Chair: You understand naman that the equipment should be compatible with the existing?
American Technologies: Actually Ma'am nung 3 <sup>rd</sup> Bidding doon ko nalaman na hindi talaga pwede. Ngayon po kasi walang sinend na technical specs.	
	CHED: Actually ito padin yun.
	Vice-Chair: Wala din choice sila Sir kasi yun ang existing nila, so dapat yung gagamitin nila is compatible. I hope you understand that, but we appreciate you coming over Ms. Jasmine, we hope to see you in our other procurement projects Ma'am.
American Technologies: Thank you, Ma'am.	
	Any other questions?
None.	
	Thank you and good luck!

**OTHER MATTERS:**

- Vice-Chair stated that Bidders should write all their queries/concerns to the BAC Chair which may be sent through email or fax. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website. Chair also reminded that Bidders cannot assume that their interpretations of the requirements are correct. Bidders have to put their concerns in writing so that the BAC will issue a Bid Bulletin.

**Deadline for Questions/clarifications will be on 31 July 2019.**

**Note: Maximum size of email with attachment is six (6) mb only.**

- Bidders were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Bidders have to use the revised forms which will be put in the Bid-Bulletin.
- The Submission and Opening of Proposals is scheduled on 05 August 2019 (Wednesday, 9:00AM). Bidders were advised to submit their bids before 9:00AM.

Adjourned at 9:40 A.M.

MINUTES TAKEN BY:

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

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-B1-2019-184) - 2nd NEGO  
 SUPPLY, DELIVERY, INSTALLATION AND TESTING OF ONE (1) LOT BRAND NEW LASER CUTTER CARTRIDGE AND PERIPHERALS  
 FOR THE COMMISSION ON HIGHER EDUCATION - PHILIPPINE CALIFORNIA ADVANCED RESEARCH INSTITUTES (CHED-PCARI)  
 26 July 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	Technical Working Group		Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)		1) Elena E. Romero	F	(Team Coordinator)	
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Suprv. BAC 1 Secretary)		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) Rhonell O. Bautista	M	(Member)	
5) Joel S. Rodriguez	M	(Member)		5) Maria Victoria S. Castillo	F	(Member)	
6) Irene G. Alayon	F	(Alternate Member)		6) Jacky C. Crispino	M	(Member)	
7) Vivian E. Monsanto	F	(Alternate Member)		7) Erika April C. Guycoa	F	(Member)	
8) Atty. Septon De la Cruz	M	(Provisional Member)		8) Kriss Ann S. Hizon	F	(Member)	
9) Artemio S. Capellan Jr.	M	(Alt. Prov. Member)		9) Fe B. Irene	F	(Member)	
<b>End-Users</b>				10) Maria Eda I. Maningat	F	(Member)	
1) Percival Magpantay	M			11) Verna Liza DV. Maramot	F	(Member)	
2) Ana Fe Advincula	F			12) Gel Cyrell Y. Tallada	F	(Member)	
3)				<b>Secretariat</b>			
4)				1) Ma Veronica A. Morales	F	(Head)	
5)				2) Jane C. Arcilla	F	(Member)	
6)				3) Ana DG. Asprec	F	(Member)	
<b>Account Officer</b>				4) Ma Teresa S. Elima	F	(Member)	
1) Fe B. Irene	F			5) Mirasol S. Ninobla	F	(Member)	
2)				6) Ma. Irissa G. Ordillano	F	(Member)	
				<b>Observer/s</b>			
				1)		(COA)	
				2)			



