



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF 111 UNITS BRAND NEW TRACTOR-DRIVEN WHOLESTALK
HARVESTER AND 69 UNITS BRAND NEW SUGARCANE WHEELED GRABBER WITH
EXCAVATOR FOR THE SUGAR REGULATORY ADMINISTRATION (SRA)

BID REF. NO. GPG-B1-2019-205
28 June 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 9:30 AM.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – SRA
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, 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 Supply and Delivery of 111 Units Brand New Tractor-Driven Wholestalk Harvester and 69 Units Brand New Sugarcane Wheeled Grabber with Excavator for the Sugar Regulatory Administration (SRA). After which, Chair introduced the BAC members and the SRA Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. PI Farm Products Inc.
 2. Filholland Corporation
 3. Agri Component Corporation
 4. Supertrade Machineries Global Inc.
 5. All Certified Equipment Trading Corporation
 6. Ford Tractor Phils. Inc.
- Chair reminded the bidders that there are two (2) lots involved in this project bidders may bid for one of both of the lots.
- Chair informed that to be able to participate in this bid project, the prospective Bidder should have a Single Largest Contract similar to the contract to be bid within last five (5) years from date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC of the lot being bid.
 "Similar" contract shall refer to contracts pertaining to large farm machineries.
- At the same time, this bid project is open to Manufacturers or Local First Tier Distributor for the Supply and Delivery of 111 Units Brand New Tractor-Driven Wholestalk Harvester and 69 Units Brand New Sugarcane Wheeled Grabber with Excavator.
 "First Tier Distributor" shall mean a Philippine-based company directly appointed by the principal manufacturer.
- 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 turned over the floor to the Vice-Chair who will discuss the project requirements.
- 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 that 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 I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Vice-Chair's Instructions
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; 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, 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>Vice-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>Vice-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>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>

	<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>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) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Technical Bid Form</p> <p>Lot no. 1 – Annex V-A (6 pages)</p> <p>Lot no. 2 – Annex V-B (6 pages)</p>	<p>Vice-Chair reminded the Bidders that each lot has its own Technical Bid Form and the same instruction will apply for Lot no. 2.</p> <p>As the Technical Bid Form for Lot no. 1 was flashed on the screen Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to indicate the Brand and Model Number of the following: For lot 1: Tractor-driven Wholestalk Harvester For Lot 2: - Sugarcane Wheeled Grabber with excavator • All pages must be signed by the authorized representative of the Bidder. <p>Vice-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>Terms of Reference</p>	
<p>Lot no. 1 – Annex V-A1</p>	
<p>Lot no. 2 – Annex V-B1</p>	
<p>Delivery Sites</p>	
<p>Lot no. 1 – Annex V-A2</p>	
<p>Lot no. 2 – Annex V-B2</p>	
<p>Actual Field Performance Test for Tractors</p>	
<p>Lot no. 1 – Annex V-A3</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>List of Parts Inventory Valued at No Less than One Million Pesos</p>	
<p>Lot no. 2 – Annex V-B3</p>	
<p>List of Parts Inventory Valued at No Less than One Million Pesos</p>	
<p>Lot no. 1 – Annex V-A4</p>	
<p>SRA Logo</p>	
<p>Lot no. 1 – Annex V-A5</p>	
<p>Copy of valid and current ISO Certification</p>	<p>Bidders to submit a copy of valid and current ISO Certification in the name of the manufacturer of the item being offered issued by an independent certifying agency. The ISO Certification must cover the manufacture/design or production of the item being bid for.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</p> <p>b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>In the case of Unincorporated Joint Venture 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, 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 VIII 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 the 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 ENVELOPE</p>	
<p>Financial Bid Form</p> <p>For lot. no. 1 – Annex IX-A For lot no. 2 – Annex IX-B</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Vice-Chair explained the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

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

Bidder's Query/Clarification/s	Committee's Reply
Can you elaborate the First Tier Distributor?	
	First Tier Distributor a Philippine-based company directly appointed by the principal manufacturer.
	Because we want the equipment come from dealers who are First Tier Distributor, meaning directly appointed by the manufacturer of the item.
Because there are particular instances that the manufacturer of the tractor is imported and then you have appointed a distributor here in the Philippines but that distributor has no chance to be participated in government procurement	
	The way it's written right now in the Bidding Documents this bidding is only open to Manufacturers or Local First Tier Distributor if you have any concerns regarding that we suggest you put it in writing and we will address it through a Bid Bulletin, but for now the requirement is you should be a Manufacturer of Local First Tier Distributor.
Also regarding the First Tier Distributor, because our tractor and – AMTEC Tested as couple.	
Our technical specifications complies with the TOR of SRA, the origin of the technology is very specific we would like to request is don nalang sa harvesting magkaroon ng testing?	
	Again ma'am I will request you to raise your concern in writing and we will refer the matter to SRA and we will issue a Bid Bulletin if we consider your suggestion, but remember that if we don't issue any Bid Bulletin regarding your specific concerns which means that whatever is in the Bidding Documents that'll remain as the requirement.
	Also please take note that if we revise anything and we will revise the corresponding form please use the revise form do not just correct the form that's already an old form.
There is no specific ISO Certificate required?	
	There's no specific ISO required, what's important is its ISO Certified, and it should be in the name of the manufacturer of the item being offered.
There is a requirement for a List of company owned and operated service center for after sales services, what should be the proof to know if the service center is fully owned by the bidder?	
	In the Bid submission we are only asking for the List of company owned and operated service center and there should be one in Luzon, Visayas and Mindanao and it will be up to us during Post-qualifications to validate that the particular service center meets the requirement as prescribed in the Bidding Documents.
	As I said this is a requirement of the SRA and If you have any concerns regarding that you have to put your queries in writing and we will deliberate the matter together with the SRA.

The SLCC, how you will be qualified to the similar contract to be bid?	
	SRA: to simplify the matter, minimum of four wheeled farm machineries and 20HP and above.
	Chair: I suggest you put your concern in writing, and the Committee will issue a Bid Bulletin to clarify this matter which will be posted in the PhilGEPS and PITC website.
	Just a reminder that there are times that we answer some questions from the Bidder but 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
In the SLCC, can we use the aggregated?	
	Put your request in writing.
	Anything that will require any changes in the bidding documents please put them in writing and we will issue a Bid Bulletin of your queries/request is considered or denied.
Regarding to the payment, requirement for certified True copies of pertinent tax receipts and duties on the imported parts/equipment pursuant to COA Memo No. 90-684	
	That's a requirement for all government payments, you should have paid your duties and taxes.
	You should show proof that the taxes have been paid for.
	Again, all your queries should be address to PITC details are found in Bid Data Sheet ITB Clause 10.1 page 31 of 117 of the Bidding Documents.
	Thank you and good luck.

- Chair emphasized that 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.
- Chair also informed the bidders that if declared Lowest Calculated Bidder there is an additional requirement for the Counter Trade if the equipment is imported. For those interested a briefing will be conducted right after the pre-bid conference or can make an appointment to Ms. Joane Olan of the Countertrade Department.
- Chair suggest that Bidders can put everything in writing and not wait for the last day to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until 11 July 2019 (Thursday)

The Bid Opening is scheduled on 22 July 2019 (Monday, 10:00 AM)

Adjourned at 10:30 A.M.

MINUTES TAKEN BY:


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

APPROVED BY:

CHRISTABELLE P. EBRIEGA
 BAC-I, Chairperson



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-205)
 WITH EXCAVATOR (69 UNITS) FOR SUGAR REGULATORY ADMINISTRATION (SRA)
 SUPPLY AND DELIVERY OF TRACTO-DRIVEN SUGARCANE HARVESTER/CUTTER (111 UNITS) AND SUGARCANE WHEELED GRABBER
 28 June 2019, 9:00 A.M., Ground Floor DTI International Bldg. 375 Sen. Gil Puyat Ave., Makati City

BIDS AND AWARDS COMMITTEE (BAC) I - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
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- 1) Christabelle P. Ebriega (Chairperson) F
- 2) Atty. Ma. Gudelia C. Guese (Vice-Chairperson & Suppy. BAC 1 Secretary) F
- 3) Myra Chitella T. Alvarez (Member) F
- 4) David A. Inocencio (Member) M
- 5) Joel S. Rodriguez (Member) M
- 6) Vivian E. Monsanto (Alternate Member) F
- 7) Irene G. Alayon (Alternate Member) F
- 8) Atty. Ignacio S. Santillana (Provisional Member) M
- 9) Atty. Johana S. Jadoe (Alt. Prov. Member) M

End-Users

- 1) Atty. Arvin C. Benas M
- 2) Patricia P. Macamos J. Jr. F
- 3) Helen W. Pineda F
- 4) Maria Lucia C. Sanchez F
- 5) _____
- 6) _____

- 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) Kris Ann S. Hizon (Member) F
- 9) Fe B. Irene (Member) F
- 10) Maria Eda I. Maningat (Member) F
- 11) Verna Liza DV. Maramot (Member) F
- 12) Gel Cyrell Y. Tallada (Member) F

Account Officer

- 1) Jinky C. Apolinar F
- 2) _____

Observers

- 1) _____
- 2) _____

(COA)



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Bought Bid Docs)

Name of Project : SUPPLY AND DELIVERY OF TRACTOR-DRIVEN SUGARCANE HARVESTER/CUTTER (111 UNITS) AND SUGARCANE WHEELED GRABBER WITH EXCAVATOR (69 UNITS) FOR SRA

Bid Reference No. : GP3-B1-2019-205

Time / Date & Venue : 28 June 2019, 9:00 A.M., Ground Floor, DTI International Bldg., 376 Sen. Gil Puyat Ave., Makati City

PLEASE PRINT LEGIBLY

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDERS SIGNATURE
1	MICHAEL ANTONIO FERNANDEZ	M	425 F. AMON M. SIND WINGARD P.I. Farm Products, Inc.	(02) 361-2584	kinging.super@ john.com	182	8:53	[Signature]
2	EDWIN PERALTA PERALTA	M	FURNICARE CORP LACSON AVE, CALABANG	0922 806079	eperalta@furnicare.com		8:55	[Signature]
3	MARTIN ESPER SANTOS	M	AGRICOM 1103 B. Delfino, Commercial Ave.	0917 3123274	martin.escobar@agricom.com		8:57	[Signature]
4	Adonis Guillermo	M	Super Trade Machinery Global Inc Apteka Plaza, R.C.	077 9332205	adonis.guillermo@supertrade.com.ph		9:00	[Signature]
	REY LAPIGUERA	M	FLORIANDO CORP. #27 BAGOAS CALZADO ST, BAGY. USAPAN, TAGUIG CITY	0917 6329473	rey.lapiguera@floriano.com		9:01	[Signature]

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

