

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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) LOT  
BRAND NEW AIRCONDITIONING UNITS FOR THE NATIONAL BUREAU OF  
INVESTIGATION (NBI)

**BID REF. NO. GPG-B1-2019-236**  
20 June 2019, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 2:00 PM

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
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)
<b>BIDDERS</b>
As per attached attendance sheet

FOR PROPONENT – NBI
As per attached attendance sheet

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply, Delivery, Installation, Testing and Commissioning of One (1) Lot Brand New Airconditioning Units for the National Bureau of Investigation (NBI). After which, Chair introduced the BAC members and the NBI Representative.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
  1. Trademaster Resources Corp.
  2. Global Air Technology, Incorporated
  3. Innovalite Inc.
- Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids equivalent to:
  - At least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC; OR
  - Two (2) or more contracts of similar nature equivalent to at least fifty percent (50%) of the ABC for the project the largest of these contracts must be equivalent to at least twenty five percent (25%) of the ABC of the project.

“Similar” contract shall mean Supply and Delivery of Air-conditioning Units.
- At the same time, this bid project is open to Manufacturers or Authorized Philippine Suppliers, Dealers or Resellers.
- 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**

Class "A" Eligibility Documents	Chair's Instructions
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; 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, 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>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>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>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. Bidders 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 signs the last page.</li> </ul>
<p><b>Annex I-A</b> Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to:</p> <ul style="list-style-type: none"> <li>• At least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC; OR</li> </ul>	<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. End User's Acceptance;</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>



<p><b>Annex V</b> Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter";</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 specify the brand and model number of the following equipment:             <ol style="list-style-type: none"> <li>1) 7.5 HP Tonner Floor Mounted Non-inverter ACU;</li> <li>2) 5.0 HP Floor Mounted Non-inverter ACU;</li> <li>3) 3.0 HP Tonner Floor Mounted Inverter ACU;</li> <li>4) 2.0 HP Split Type Inverter ACU;</li> <li>5) 1.0 HP Split Type Floor Mounted Inverter ACU</li> </ol> </li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>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><b>Annex V-A</b> Duly signed/conformed Terms of Reference ( pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>														
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet of the brand/model of the following item/s being offered showing compliance to the technical specifications.</p> <table border="1" data-bbox="655 887 1414 1218"> <thead> <tr> <th>Item no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="2">One (1) Lot Brand New Air-Conditioning Units consist of the following:</td> </tr> <tr> <td>1</td> <td>7.5 HP Tonner Floor Mounted Non-inverter ACU</td> </tr> <tr> <td>2</td> <td>5.0 HP Floor Mounted Non-inverter ACU</td> </tr> <tr> <td>3</td> <td>3.0 HP Tonner Floor Mounted Inverter ACU</td> </tr> <tr> <td>4</td> <td>2.0 HP Split Type Inverter ACU</td> </tr> <tr> <td>5</td> <td>1.0 HP Split Type Floor Mounted Inverter ACU</td> </tr> </tbody> </table> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>	Item no.	Description	One (1) Lot Brand New Air-Conditioning Units consist of the following:		1	7.5 HP Tonner Floor Mounted Non-inverter ACU	2	5.0 HP Floor Mounted Non-inverter ACU	3	3.0 HP Tonner Floor Mounted Inverter ACU	4	2.0 HP Split Type Inverter ACU	5	1.0 HP Split Type Floor Mounted Inverter ACU
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<p>For Manufacturers</p>	<p>Chair emphasized that this requirement is for manufacturer only, Bidders to submit a Certification that the bidder is a manufacturer. Chair's instruction are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex V-B</b>;</li> <li>• To transpose the form in Manufacturer's Letterhead;</li> <li>• Fill all the required information called for;</li> <li>• Signed by the Manufacturer's Authorized Representative</li> </ul>														
<p>For Suppliers, Reseller, Distributors or Dealer:</p>	<p>Bidders to submit a valid and current Certificate of Distributorship/ Dealership/ Resellership of the item offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If the certificate is not issued by the manufacturer, bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.</p> <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>														
<p>List of Authorized Service Center/s</p>	<p>Bidders to submit its List of Authorized Service Center/s within Metro Manila (with available spare parts, indicating address, telephone &amp; fax numbers, email address and contact person).</p>														
<p>Valid and current ISO Certification</p>	<p>Bidders to submit a copy of valid and current ISO Certification of the Manufacturer issued by an independent certifying agency.</p>														

List of Manufacturer's Branch Office / Sales Office / Distribution Office

Submission of List of Manufacturer's Branch Office / Sales Office / Distribution Office of the equipment being offered in the following:

- a) Any country in Western Europe;
- b) USA/Canada; AND
- c) Japan

**Annex VI**  
Duly Signed and Notarized Affidavit of Site Inspection

Chair's instructions are as follows:

- Fill the required information;
- Signed by the authorized representative and notarized.

Contact person: Mr. Jay James Arroyo  
Contact number: 0916-218-0288, 0998-852-9804  
Email: jjarroyo@nbi.gov.ph

**Annex VII**  
Certificate of Performance Evaluation

The Committee wants to make sure that the Bidders has a good record with his client. As such, Bidders has to go back to the client which they identified in Annex I-A as the completed contract client or clients.

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**.

Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.

Bidder's Query	Committee's Reply
Some of our clients give us a Certificate of Satisfactory, is that okay?	
	It should be the format we provided since we wanted to see the parameters indicated in the form.
It is only for the SLCC?	
	Yes if you only have one, but if two (2) or more contracts there should also be two or more Certificates of Performance Evaluation.

Proof of Authority of the Designated Representative

Submission of a Proof of Authority of the Bidder's Authorized Representative:

- a) **For Sole Proprietorship** (if owner opt to appoint a representative) submission of Duly Notarized Special Power of Attorney;
- 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.

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.

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><b>Annex VIII</b> Omnibus Sworn Statement (OSS)</p>	<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> <table border="1" data-bbox="667 757 1452 1310"> <thead> <tr> <th data-bbox="667 757 1045 795">Bidder's Query</th> <th data-bbox="1045 757 1452 795">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 795 1045 990"> <p>In the OSS, for example we appoint 3 authorized representative, do we need to indicate the three authorize representative in the "I/We" portion?</p> </td> <td data-bbox="1045 795 1452 990"></td> </tr> <tr> <td data-bbox="667 990 1045 1310"></td> <td data-bbox="1045 990 1452 1310"> <p>If the wordings in the proof of authority is "any of the following are the representative" then you can indicate only one name in the "I/We" portion but if the wordings is "the following are" then we need to see the following names specified in the proof of authority.</p> </td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	<p>In the OSS, for example we appoint 3 authorized representative, do we need to indicate the three authorize representative in the "I/We" portion?</p>			<p>If the wordings in the proof of authority is "any of the following are the representative" then you can indicate only one name in the "I/We" portion but if the wordings is "the following are" then we need to see the following names specified in the proof of authority.</p>
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**ENVELOPE 2 – FINANCIAL ENVELOPE**

<p><b>Annex IX – Financial Bid Form</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>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>
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- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
<p>In the Technical Specifications, the 1.0 HP Split Type Floor Mounted Inverter ACU, there is no 1.0HP Split type floor mounted</p>	
<p>Also in the TBF the 3.0 HP Tonner Floor Mounted Inverter ACU, it should be either 3.0 HP or 3.0 Tonner</p>	



	Since your concern has to do with the technical specifications, please raise it in writing and we will refer the matter to the End-users.
And the dual power split type, there's no indication if it is a split type floor or split type wall of what	
The Indoor and Outdoor Power supply of 220-230/1/50 , the power supply in the Philippines is 60 hertz	
	Yes sir noted, please raise your request in writing and our reply to your questions will be through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.
The completion period is Forty Five (45) calendar days, based on our experience 45 days is insufficient since we cannot work in during the day.	
	You can also raise your concern in writing together with your proposal to the completion period.
Where do we address our letter?	
	To the PITC BAC, details of which are found in the Bid Data Sheet ITB Clause 10.1 page 32 of 98 in the Bidding Documents.
	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.
	Thank you and Good luck.

- Chair once again 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 suggest that Bidders can put everything in writing and not wait for the last minute 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 28 June 2019 (Friday)

The Bid Opening is scheduled on 09 July 2019 (Tuesday, 10:00 AM)

Adjourned at 3:00 P.M.

MINUTES TAKEN BY:

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

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



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-236)**  
**COMMISSIONING OF ONE (1) LOT BRAND NEW AIR-CONDITIONING UNIT FOR THE NATIONAL BUREAU OF INVESTIGATION (NBI)**

20 June 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. Ebrlega	F	(Chairperson)		1) Elena E. Romero	F	(Team Coordinator)	
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Suprg. BAC 1 Secretarial)		2) Katrina B. Alba	F	(Member)	
3) Myra Chitella T. Alvarez	F	(Member)		3) Jinky C. Apolinar	F	(Member)	
4) David A. Inocencio	M	(Member)		4) Rhoyell 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. Dennis S. Silyhian	M	(Provisional Member)		8) Kriss Ann S. Hizon	F	(Member)	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">End-Users</div>				9) Fe B. Irena	F	(Member)	
1) Jay James Arroyo	M	TWG Representative		10) Maria Edda I. Maningat	F	(Member)	
2) Atty. Joshua Paul Capiral	M	Legal Division		11) Verna Liza DV. Maramot	F	(Member)	
3)				<div style="border: 1px solid black; padding: 5px; display: inline-block;">Secretariat</div>			
4)				1) Ma Veronica A. Morales	F	(Head)	
5)				2) Jane C. Arcilla	F	(Member)	
6)				3) Ana DG. Aspre	F	(Member)	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Account Officer</div>				4) Ma Teresa S. Ellma	F	(Member)	
1) Gel Cyrell Y. Tallada	F			5) Mirasol S. Ninobla	F	(Member)	
2)				6) Ma. Irissa G. Ordillano	F	(Member)	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Observer/s</div>				1) _____			
				2) _____			



