



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND TESTING OF ONE (1) SET
RACKMOUNT SERVER FOR THE NATIONAL BUREAU OF INVESTIGATION (NBI)
BID REF. NO. GPG-B1-2019-245
11 July 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 11:15 AM

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)
BIDDERS
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, Configuration and Testing of One (1) Set Rackmount Server 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. Infocentric Solutions Inc.
 2. Microgenesis Business Systems
 3. 1 Document Corporation
 4. Advance Solutions Inc.
- Chair informed that to be able to participate in this bid project, the 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 shall mean "IT Equipment".

- At the same time, this bid project is open to Manufacturers or Authorized Philippine IT Suppliers/Distributors/Resellers who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
- 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>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 2019 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>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. Bidders to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
<p>Annex I-A Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.</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. End User's Acceptance; 2. Copy of Official Receipt; 3. Sales Invoice together with Collection Receipt <p align="center">(They go together)</p>

<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC - A form is provided for as Annex II;</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidder 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 at least be equal to the ABC of the project.</p> <p>For CLC - A sample form is provided for as Annex II-A.</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>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>For Joint Venture – Class “B” Documents</p>	<p>Since there will be no joining as a Joint Venture, Chair skipped this portion.</p>
<p>Technical Documents</p>	<p>Chair’s Instructions</p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration - A form is provided for as Annex IV.</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> <p>b. Cash or Manager’s Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</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>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>Annex V 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"> • 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 specify the brand and model number of the Rackmount Server; • All three (3) pages must be signed by the authorized representative of the Bidder. <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>Annex V-A Terms of Reference of NBI</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Brochure (original or internet download) and/or Technical Data Sheet</p>	<p>Bidders to submit a Brochure (original or internet download) and/or Technical Data Sheet of the brand/model of the Rackmount Server being offered showing compliance to the technical specifications.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<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"> • A form is provided for as Annex V-B; • To transpose the form in Manufacturer's Letterhead; • Fill all the required information called for; • Signed by the Manufacturer's Authorized Representative
<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 Rackmount Server in favor of the bidder.</p> <p>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>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>
<p>Certification that at least one (1) bidder's Certified Engineer are knowledgeable to install and configure the brand of Rackmount Server</p>	<p>Bidders to submit a Certification that at least one (1) bidder's Certified Engineer are knowledgeable to install and configure the brand of Rackmount Server being offered.</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>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.</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>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</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 (if owner opt to appoint a representative) 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>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> <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>
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<p>Annex VII 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>
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ENVELOPE 2 – FINANCIAL ENVELOPE

<p>Annex VIII – Financial Bid Form</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 Processor, nkalagay po kasi Dual Intel Xeon and then Quantity is 2, does it mean two units of dual?</p>	
<p>Two server? or two processor?</p>	<p>NBI: Yes.</p>
	<p>NBI: one server and two processor.</p>

	Since you already have your technical concerns you may raise it right away in writing so that the end-users will have time to review your concerns. Our reply to your questions will be through a bid bulletin which will be posted in PhilGEPS and PITC website.
	And whenever we revise any of the forms please use the revised forms.
	Thank you and good luck, please review your documents well.

- 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 26 July 2019 (Friday)

The Bid Opening is scheduled on 07 August 2019 (Wednesday, 3:00 PM)

Adjourned at 12:00 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-B1-2019-245)
SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND TESTING OF ONE (1) SET RACKMOUNT SERVER FOR THE NATIONAL BUREAU OF INVESTIGATION (NBI)

11 July 2019, 11:00 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

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	<i>[Signature]</i>
2) Atty. Ma. Gudella C. Guese	F	<i>[Signature]</i>
3) Myra Chitella T. Alvarez	F	<i>[Signature]</i>
4) David A. Inocencio	M	<i>[Signature]</i>
5) Joel S. Rodriguez	M	<i>[Signature]</i>
6) Vivian E. Monsanto	F	<i>[Signature]</i>
7) Irene G. Alayon	F	<i>[Signature]</i>
8) Atty. Dennis S. Slyhian		<i>[Signature]</i>

Technical Working Group

Technical Working Group	Gender	Signature
1) Elena E. Romero	F	<i>[Signature]</i>
2) Katrina B. Alba	F	<i>[Signature]</i>
3) Jinky C. Apolinar	F	<i>[Signature]</i>
4) Rhonell O. Bautista	M	<i>[Signature]</i>
5) Maria Victoria S. Castillo	F	<i>[Signature]</i>
6) Jacky C. Crispino	M	<i>[Signature]</i>
7) Erika April C. Guycoa	F	<i>[Signature]</i>
8) Kriss Ann S. Hizon	F	<i>[Signature]</i>
9) Fe B. Irenza	F	<i>[Signature]</i>
10) Maria Eda I. Maningat	F	<i>[Signature]</i>
11) Verma Lize DV. Maramot	F	<i>[Signature]</i>
12) Gei Cyrell Y. Tallada	F	<i>[Signature]</i>
Secretariat		
1) Ma Veronica A. Morales	F	<i>[Signature]</i>
2) Jane C. Arcilla	F	<i>[Signature]</i>
3) Ana DG. Aspreo	F	<i>[Signature]</i>
4) Ma Teresa S. Elima	F	<i>[Signature]</i>
5) Mirasol S. Ninobla	F	<i>[Signature]</i>
6) Ma. Irssa G. Ordillano	F	<i>[Signature]</i>
Observer/s		
1) _____		
2) _____		

End-Users

1) Jay James Arroyo	M	TWC Representative	<i>[Signature]</i>
2) Atty. Joshua Paul Caspral	M	Legal Division	<i>[Signature]</i>
3) _____			
4) _____			
5) _____			
6) _____			
Account Officer			
1) Gei Cyrell Y. Tallada	F		<i>[Signature]</i>
2) _____			



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, DELIVERY, INSTALLATION, CONFIGURATION AND TESTING OF ONE (1) SET RACKMOUNT SERVER FOR THE NATIONAL BUREAU OF INVESTIGATION (NBI)

Bid Reference No.

GPC-BI-2019-245

Time / Date & Venue

11 July 2019, 11:00 A.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 NOS	TIME-IN	BIDDER'S SIGNATURE
	Milena Cuadernal	F	Infocentric Systems Inc. 200 Oakley Rd. Pasig 109, Pasig City	895567891	caliam@info-carric.ph		10:15	<i>[Signature]</i>
	Jimmy S. Barboza Norma Arulabh Wilson Lopez Don Fernandez	M	Microprotest Business Systems 11202 Pivon Drive, 1127 EDSA Cor Bellview Street, Mandaluyong City ADumont Corp. 485 Don A. Pooes Ave. Quezon City.	658-7000 277-5704	Jimmy.barboza@microprotest.com.ph jbarboza@microprotest.com.ph egallard@microprotest.com.ph		10:55 10:57	<i>[Signature]</i> <i>[Signature]</i>
	Jeffrey Calacdas Germa Ordoñez	M	302 RA Bldg. Un. Peace Inc. Advantage Solutions Inc.	5947411	jeff.calacdas@advantage.com.ph germa.ordonez@advantage.com.ph		10:17	<i>[Signature]</i>