



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF BRAND NEW CATERPILLAR ELECTRONIC TECHNICIAN
(ET) DIAGNOSTIC LAPTOP FOR THE PHILIPPINE COAST GUARD (PCG)
BID REF. NO. GPG-B1-2019-537 REBID
28 November 2019, 5th Floor Conference Room

There being a quorum, Alternate Vice-Chair convened the meeting at 2:15pm

In attendance are:

FOR PITC BAC-I
Myra T. Alvarez, Alternate Vice-Chair and Presiding Officer
David A. Inocencio, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PCG
(as per attached attendance Sheet)

HIGHLIGHTS OF PROCEEDINGS:

- Alternate Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Brand New Caterpillar Electronic Technician (ET) Diagnostic Laptop for the Philippine Coast Guard (PCG). After which, Chair introduced the BAC members and the PCG Representative/s.
- Alt. Vice-Chair acknowledged the presence of Propmech Corporation the only prospective bidder present in this pre-bid conference.
- Alt. Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a 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.

“Similar contract” shall mean Marine Equipment.
- At the same time, this bid project is open to authorized Philippine Suppliers, Dealers or Resellers for Brand New Caterpillar Electronic Technician (ET) Diagnostic Laptop for the Philippine Coast Guard (PCG).
- Alt. Vice-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;
- Alt. 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

Class "A" Eligibility Documents	Alt. 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.	Bidders must submit their 2019 Mayor's Permit.
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>Alt. 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>Alt. Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2018 and 2017	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.
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>Alt. Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Alt. Vice-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.
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.	<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 with Collection Receipt (<i>They go together</i>)

<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, Alt. Vice-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>Alt. Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Alt. Vice-Chair Instruction's</p>
<p>Joint Venture Agreement (JVA)</p>	<ol style="list-style-type: none"> 1. Bidders to submit a copy of Joint Venture Agreement in case joint venture is already in existence; 2. If not submission will be a copy of Protocol/ Undertaking of Agreement to enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. <p>Submission shall be within (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184].</p>
<p>For Local JV Partner</p>	<p>Aside from the JVA or JVP, the local partner shall also submit the four (4) mandatory documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. 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. 3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 4. 2018 and 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>For Foreign JV Partner</p>	<ol style="list-style-type: none"> 1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. 2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 3. Corporate Financial Statement or Annual Report for 2018 or 2017.

<p>PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</p> <p>Alt. Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p> <p>Alt. Vice-Chair reminded the Bidders that in case the JV Partners opt to submit their eligibility documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall be a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. "GPPB Circular 07-2017 dated 31 July 2017"</p>
	<p>For the rest of the Eligibility and Technical Documents, any of the JV partners can submit and it will be considered as collective compliance, i.e.</p> <ul style="list-style-type: none"> • Duly filled up and signed form Annex I; • Duly filled up and signed form Annex I-A, complete with the required attachment; • NFCC or CLC.
<p>Technical Documents</p>	<p>Alt. Vice-Chair 's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Alt. Vice-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, Alt. Vice-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>Alt. 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>Annex V Duly signed, conformed and completed Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Alt. 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 Laptop; • All five (5) pages must be signed by the authorized representative of the Bidder. <p>Alt. 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>Annex V-A Duly signed/conformed PCG Terms of Reference</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Brochure or Technical Data Sheet or equivalent</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet of the brand/model of the Software and Laptop offered showing compliance to the technical specifications.</p> <p>Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item;</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>valid and current Certificate of Distributorship / Dealership / Resellership</p>	<p>Submission of a valid and current Certificate of Distributorship/Dealership/Resellership of the Software and Laptop being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer).</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>Valid and current ISO Certification</p>	<p>Bidders to submit a valid and current ISO Certification in the name of the manufacturer of the Software being offered issued by an Independent Certifying Agency. The ISO Certification must cover the manufacture/design or production of the item subject to this Bid Project.</p>
<p>Valid and current Certification of Original Equipment Manufacturer (OEM)</p>	<p>Bidders to submit a valid and current Certification of Original Equipment Manufacturer (OEM) issued by the manufacturer that the Software (CAT ET) being offered are original/genuine. (This requirement shall be waived if the Bidder is an authorized dealer)</p> <p>Again, If not in English, it must be accompanied by subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>List of Authorized Service Center/s</p>	<p>Submission of a List of Authorized Service Center/s for the Laptop in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</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/s.</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 Bidder's Single Largest Completed Contract Client/s.</p>

- The Alt. Vice-Chair inquired for questions/clarifications. No reply from the bidder.

OTHER MATTERS:

- Alt. Vice-Chair emphasized the following requirements:
 - Additional requirement for whoever will be declared Single/Lowest Calculated Bid a Presentation of the actual brand and model of the being offered within fourteen (14) calendar days from receipt of Notice of SCB/LCB for validation of compliance to PCG Specifications; and
 - Additional requirement if Awarded the Contract - Supplier must provide two (2) years free subscription for CAT Electronic Engines aboard PCG vessels.
- Alt. Vice-Chair suggest that if bidders have any concern/questions in any of the requirement, raise everything in writing, which can be sent by email or fax. The details can be found in the Bid Data Sheet.
- Alternate Vice-Chair reminders to the bidder:
 - Bidder not to use the old forms that was submitted from the previous bidding because it indicates the previous Bid Reference No. (**GPG-B1-2019-074**); and
 - Bidder 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;

BAC SCHEDULE:

- Bidders can send queries/concerns until **02 December 2019** (Monday)
- The Bid Opening is scheduled on **11 December 2019** (Wednesday, 4:00 AM)

ADJOURNMENT:

- There being no other matters discussed the pre-bid conference was adjourned at 3:00PM.

MINUTES TAKEN BY:


MA. VERONICA A. MORALES
Head, BAC Secretariat
LMC

APPROVED BY:


MYRA CHIPELLA T. ALVAREZ
Alternate Vice-Chair



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-537) - REBID

(Previous Bid Reference No. GPG-B1-2019-074)

SUPPLY AND DELIVERY OF BRAND NEW CATERPILLAR ELECTRONIC TECHNICIAN (ET) DIAGNOSTIC LAPTOP FOR THE PHILIPPINE COAST GUARD (PCG)

28 November 2019, 2:00 P.M., S/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. Ebriga F (Chairperson) EN LENE
- 2) Atty. Ma. Gudelia C. Guese F (Vice-Chairperson & Supvy. BAC I Secretariat) JD
- 3) Myra Chitella T. Alvarez F (Alternate Vice-Chair)
- 4) David A. Inocencio M (Member)
- 5) Joel S. Rodriguez M (Member)
- 6) Irene G. Alayon F (Alternate Member)
- 7) Atty. Mitzell Arthur R. Magdaong M (Alternate Member)
- 8) CDR Jose Ronnie T. Ong Jr. M (Provisional Member)
- 9) CDR Phillips Y. Soria M (Alt. Prox. Member)

End-Users

- 1) LCDR Jerome L. Jeciel M TWG Chairman
- 2) ENS Emmanuel Alinsonorin M TWG Member
- 3) ENS Walker O. Bayquen M TWG Member
- 4) ENS Janray M. Potente M TWG Member
- 5) _____
- 6) _____

Account Officer

- 1) Kriss Ann S. Hizon F
- 2) _____

Technical Working Group

Gender

Signature

- 1) Elena E. Romero F (Team Coordinator)
- 2) Katrina B. Alba F (Member)
- 3) Jinky C. Apollinar F (Member)
- 4) Rhonell O. Bautista M (Member)
- 5) Maria Victoria S. Castillo F (Member)
- 6) Jacky C. Crispino M (Member)
- 7) Erika April C. Guycoa F (Member)
- 8) Kriss Ann S. Hizon F (Member)
- 9) Fe B. Irene F (Member)
- 10) Maria Eda I. Maningat F (Member)
- 11) Verna Liza DV. Maramot F (Member)
- 12) Gel Cyrell Y. Tallada F (Member)

Secretariat

- 1) Ma Veronica A. Morales F (Head)
- 2) Jane C. Arcilla F (Member)
- 3) Ana DG. Aspreo F (Member)
- 4) Ma Teresa S. Elima F (Member)
- 5) Mirasol S. Ninobla F (Member)
- 6) Ma. Trissa G. Ordillano F (Member)

Observer/s

- 1) _____ (COA)
- 2) _____



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

(Who Have Bought Bid Docs)

PRE-BID CONFERENCE

Name of Project

: SUPPLY AND DELIVERY OF BRAND NEW CATERPILLAR ELECTRONIC (ET) DIAGNOSTIC LAPTOP FOR THE PCG

Bid Reference No.

: GPG-B1-2019-537 REBID (Prev. Bid Ref. No. GPG-B1-2019-074)

Time / Date & Venue

: 28 November 2019, 2:00 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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	RONIE ALMIRAZA	M	PROMTECH CORP. MTC Bldg. ARZOBIS PD ST. INTRA MURDOS MANILA	524 70 44	ronie.almiraza@promtech.com		1:55	<i>[Signature]</i>