



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF 69 UNITS BRAND NEW SUGARCANE WHEELED GRABBER  
WITH EXCAVATOR FOR THE SUGAR REGULATORY ADMINISTRATION (SRA)  
BID REF. NO. GPG-B1-2019-592 Rebid  
(Previous Bid Reference No. GPG-B1-2019-205)  
09 December 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 2:10pm

In attendance are:

<b>FOR PITC BAC-I</b>
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
Irene G. Alayon, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

<b>FOR PROPONENT – SRA</b>
As per attached attendance sheet

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 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 P.I. Farms Products Inc. the only prospective bidder present in this pre-bid conference.
- 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.

“Similar” contract shall refer to contracts pertaining to farm machinery with four wheels and engine, power rating of 20hp and above.

- At the same time, this bid project is open to Manufacturers or local First Tier Distributors for the Supply and Delivery of 69 units Brand New Sugarcane Wheeled Grabber with Excavator (hereafter referred to as GOODS).

“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 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 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>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><b>Annex V-A</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 indicate the Brand and Model Number of the Sugarcane Wheeled Grabber with excavator;</li> <li>• All nine (9) 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-A1</b> Terms of Reference and Training Plan</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><b>Annex V-A2</b> Deployment Sites</p>	
<p><b>Annex V-A3</b> Affidavit of Availability of Spare Parts Inventory Valued at No Less than One Million Pesos</p>	
<p>Product brochure and/or Technical Data Sheets</p>	<p>Bidders to submit a Product brochure and/or Technical Data Sheets for the brand and model number of item being bid for showing compliance to the technical specifications. It must be signed and sealed by a registered Professional Agricultural and Biosystems Engineer <b>OR</b> Agricultural Engineer.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</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>Again, If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p><b>For MANUFACTURERS:</b></p>	<p>Bidders to submit a Certification that the Bidder is a Manufacturer. (<b>Annex VI</b>). Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Transpose the form in Manufacturer's Letterhead;</li> <li>• Fill all the required information;</li> <li>• Signed by the Manufacturer's Authorized Representative</li> </ul>

<p><b>For FIRST TIER DISTRIBUTORS:</b></p>	<p>Bidders to submit a valid and current Appointment of the bidder as First Tier Distributor issued by the manufacturer of the item.</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>Valid and current AMTEC Test Report</p>	<p>Submission of a valid and current AMTEC Test Report showing the item being bid for are in compliance with the Technical Specifications submitted by SRA per Annex V-A1</p>
<p>List of accredited service centers</p>	<p>Submission of a List of accredited service centers in <b>Luzon, Visayas</b> and <b>Mindanao</b> (with available spare parts, indicating address, telephone &amp; fax numbers, email address and contact person).</p>
<p>Statement from the manufacturer that the machinery is gender friendly for farm operations.</p>	<p>Submission of a Statement from the manufacturer that the machinery is gender friendly for farm operations.</p>
<p><b>Annex VII</b> 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 <b>Very Satisfactory</b>.</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> <ul style="list-style-type: none"> <li>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</li> <li>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.</li> </ul> <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>
<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>
<b>ENVELOPE 2 – FINANCIAL ENVELOPE</b>	
<b>Annex IX</b> Financial Bid Form	<p>Envelope 2 will contain the Financial Bid of the Bidders. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Bidder has to indicate the unit price and total bid price both in figures and in words in the Financial Bid Form;</li> <li>• Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0";</li> <li>• Forms to be signed by the bidder's authorized representative</li> </ul> <p>Chair explained that 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: (REVIEW)

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
Regarding the Tax Clearance you do not accept application of renewal	
	Yes, it has to be the Tax Clearance itself.
What if for example the Tax Clearance is valid until the date of the Bid Opening date? Is that okay?	
	Yes as long as it's valid on Bid Opening Day but we suggest that you already apply for renewal because what if we postponed the Bid Opening? Then your tax clearance will be not valid anymore
	But do not be confident that your Tax Clearance is it happens Bid Opening can be postponed.
	You don't have to wait for the expiration to apply for a renewed Tax Clearance.
Because in the BIR, you cannot apply ahead.	
	No, you can already apply for a renewal.
Regarding the AMTEC Test magkakaroon ng conflict kasi ma'am depende yon sa lugar na pag te-testan for example the yung Fuel Consumption 4 li/hr magkakaroon ng konting pagka-kaiba kaya hindi po puwedeng exact.	
	Chair: Sir can you write to us about it? Because on the other hand we also have the Technical requirements of the SRA.
	Vice-Chair: Thank you for the information Sir, gusto ko lang po maintindihan ano ang value ng AMTEC Test Report? Ano ngayon ang pinaghahawakan niyo na mayroon kayong Test Report kung mag va-vary pala.
For example sa Engine kaylangan talaga pag mag te-test kayo walang alternator and everything then makukuha niyo ang	

Fuel consumption ng tama, pero kung maglalagay kayo ng load sa engine Malaki napo ang pagkakaibia	
Yes po.	You're talking about one specification?
	How about yung ibang specs mag va-vary talaga?
Opo magkakaroon po ng conflict: Kasi kung sasabihin na 4 li/hr (exact) it is really not possible	
Okay ma'am.	Chair: <i>Just</i> put it in writing sir, and you can even site what particular feature are most likely na magkakaroon ng variation.
Another concern, ilang unit po ba ang ite-test sa bacolod?	
	Vice-Chair: Out of the 4 randomly selected 2 will be tested.
For example we have 20 units then you will choose 4 units tapos I te-test natin yung dalawa sa field magkakaroon po tayong konting problema kasi po dapat po i-break-in muna yung unit bago gamitin sa field	
	Vice-Chair: How do you propose to do this?
Yung mapipili niyo po i-be-break-in po muna namin para maganda ang performance ng unit.	
	Vice-Chair: Gaano katagal yung break-in before the Actual field testing?
Isang change oil lang po, normally the break-in is 50 hours but 10 to 15 hours is okay	
Pag dating naman po kasi sa end-user i-be-break-in po muna namin, hindi po kami pumapayag na gagamitin yung unit ng end-user.	
	Vice-Chair: the 69 units, break-in muna lahat bago kami pipili ng apat?
Hindi po, yung gagamitin po sa field test lang ang i-be-break-in	
	Sa Negros na i-be-break-in?
Bago gamitin i-break-in namin sa warehouse bago dalhin sa Negros para maganda ang performance ng unit.	
	Sir please raise that concern in writing so we can consider that and we can discuss the matter to the End-users.
	Please raise your questions right away so we can also issue the Bid Bulletin before the Holidays.
Regarding the ABC, actually the price is from 2016 right now the price per unit is 2.5million puwede po ba lagyan ng inflation?	
	Ma'am you need to raise that concern in writing, because we're not in the position to say that we're increasing the budget.
	If there are no other concerns, we will wait for your letters.
	Thank you.

## **OTHER MATTERS:**

- 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 would like the prospective bidders to take special note to the additional requirement for whoever will be declared Single/Lowest Calculated Bid – to present prototype sample within fifteen (15) calendar days from receipt of Notice to Present Sample for post-qualification/product demonstration purposes:
  - Prototype/Sample must be brand new unit to be used for product demonstration, which at the option of the Supplier may be part of the delivery.
  - The prototype/sample to be presented during post-qualification must be identical to the unit being bid for. The sugarcane grabber with excavator shall be subject to functional testing as deemed appropriate by PITC/SRA
- Chair informed the Bidders that the Committee will issue a Bid Bulletin for minor corrections of the following:
  - 1) Invitation to Bid - Project Completion Period;
  - 2) Technical Bid Form per **Annex V-A**; and
  - 3) SRA Terms of Reference per **Annex V-A1**
- Chair also informed the bidders that if declared Lowest Calculated Bidder there is an additional requirement for the Counter Trade. 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.


## **BAC SCHEDULE:**

- Bidders can send queries/concerns until 20 December 2019 (Friday)
- The Bid Opening is scheduled on 08 January 2019 (Wednesday, 3:00 PM)

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:

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

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





