



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE  
FOR THE SUPPLY AND DELIVERY OF SIXTY-FIVE (65) UNITS BRAND NEW  
5.56MM RIFLE FOR THE BUREAU OF CUSTOMS (BOC)  
BID REF. NO. GPG-BI-2020-025  
24 September 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 10:20am

In attendance are:

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

<b>FOR PROPONENT – BOC (via ZOOM)</b>
MGEN Job S. Yucoco (Ret.), Alt. Provisional Member
Rodolfo Ganda

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Sixty-five (65) Units Brand New 5.56MM Rifle for the Bureau of Customs (BOC). After which, Chair acknowledged the presence of the BAC members and Department of Health Representative/s through video conference (via ZOOM).
- Chair acknowledged the presence of S&S Enterprises represented by Mr. Joseph Urido the only prospective bidder attended the pre-bid conference via ZOOM.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have a Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC of the project.  
  
"Similar" contract shall mean "**Firearms**".
- At the same time, this bid project is open to authorized Philippine manufacturers of First Tier Distributors for the Supply and Delivery of Sixty-five (65) Units Brand New 5.56MM Rifle for the Bureau of Customs (BOC).  
  
"First Tier Distributor" shall mean a Philippine-based company directly appointed by the principal manufacturer of the item. Who has been engaged in the sale of firearms for a cumulative , period of five (5) years and with a valid and current Indentor's License to deal in firearms, ammunition, spare parts and accessories for sale to the Law Enforcement Agencies and Other Authorized Government Agencies.
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidder 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 *Clause 20.3 and 20.4* in the Bidding Documents.

**ENVELOPE 1 – 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>Bidder must submit 2020 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>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the Bidder that PITC does not accept any <i>provisional Tax Clearance, renewal certificate or claim stub</i> because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidder to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> <li>a) Independent Auditor's Report;</li> <li>b) Balance Sheet; and</li> <li>c) Income Statements</li> </ul> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</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>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), if any whether similar or not in nature and complexity to the contract to be bid</p>	<p>Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form "Annex I" is already provided in the Bidding Documents. Bidder to use Annex I;</li> <li>• Bidder 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>Again, Chair reminded the Bidder to use the prescribed form in the Bidding Documents as per Annex I and this requirement does not require any attachment.</p>
<p><b>Annex I-A</b> Statement of Identifying the bidder's Single Largest Completed Contract similar to the contract to be bids within the last five (5) years from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Bidder to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> <li>a) End User's Acceptance</li> <li>b) Copy of Official Receipt;</li> <li>c) Sales Invoice with Collection Receipt (<i>They go together</i>)</li> </ul> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p>	<p><b>For NFCC</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex II</b>;</li> </ul> <p>As the sample form was flashed on the screen, Chair's instructions are 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 be at least equal to the total ABC of the Lot being bid for.</p> <p>In case Bidder does not want to submit the NFCC, they have an option to submit <b>Committed Line of Credit</b>, issued by a local commercial/Universal Bank.</p> <p><b>FOR COMMITTED LINE OF CREDIT (CLC)</b> - A sample form is provided for as <b>Annex II-A</b>;</p> <p>CLC must be at least equal to <b>ten percent (10%)</b> of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p> <p>Chair reminded the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Class "B" Documents (For Joint Ventures)</b></p>	<p><b>Chair's Instructions</b></p>
<p>Joint Venture Agreement (JVA) OR Protocol/Undertaking of Agreement to Enter into Joint Venture</p>	<ol style="list-style-type: none"> <li>1) Copy of the <b>JOINT VENTURE AGREEMENT (JVA)</b> in case the joint venture is already in existence, <b>OR</b></li> <li>2) Copy of <b>Protocol/Undertaking of Agreement to Enter into Joint Venture</b> 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. (Annex III)</li> </ol> <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder Notice of Award.</p> <p>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</p>

<p><b>For Local JV Partner</b></p>	<p>Aside from the JVA or JVP, the local partner shall also submit the documents as follows:</p> <ol style="list-style-type: none"> <li>1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.</li> <li>2. Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas.</li> </ol> <p>In cases of recently expired Mayor's/ Business permits, said permit shall be submitted 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 prior to payment.</p> <p>Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p>
<p><b>For Foreign JV Partner</b></p>	<ol style="list-style-type: none"> <li>1. Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based.</li> </ol> <p>If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders;</p> <ol style="list-style-type: none"> <li>2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR.</li> </ol> <p>Note: The partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements [as per Section 23.1 (b), of the 2016 Revised IRR of RA 9184.</p>
<p>PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</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>Chair reminded the Bidder 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 other required Class "A" Eligibility Documents, submission by any of the partner(s) constitutes collective compliance:</p> <ul style="list-style-type: none"> <li>• Duly filled up and signed form Annex I;</li> <li>• Duly filled up and signed form Annex I-A, complete with the required attachment;</li> <li>• NFCC or CLC.</li> </ul>

- Chair paused a moment, to answer the query

Bidder's Query	Committee's Reply
<p>We currently have a problem with the submission for our Joint Venture partner...</p> <p>It will take up to 2 or 3 weeks for executive process of the letter and then another 2-3weeks for BIR to release the Tax Clearance for our Foreign Partner</p>	
Yes.	In other words, your concern is about the timing?
	Okay, may I request you to raise that particular concern in writing? so we can address it to a Bid Bulletin.
Noted ma'am.	

- Chair continued to discuss the project requirements.

Technical Documents	Chair 's Instructions
<p><b>Annex IV</b> Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b> - A form is provided for as <b>Annex IV</b>;</p> <p>Bidder 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 Bidder to photocopy the form or scan it, and then have the authorized representative sign the form and have it notarized.</p> <p>The other forms of Bid Security are:</p> <p><b>b. Cash or Manager's Check</b> issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.</p> <p><b>c. Bank Guarantee/ Bank draft or Irrevocable LC</b> equivalent to at least 2% of the ABC; OR</p> <p><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Bidder 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 Bidder 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><b>Annex V</b> Duly signed and completed 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 this Bid Form. Do not retype or alter";</li> <li>• Bidder to indicate the Brand and Model Number of the <b>Brand New 5.56MM Rifle</b>;</li> <li>• Bidder to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance";</li> <li>• All six (6) pages must be signed by the company's authorized representative.</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> BOC Terms of Reference as of 03 Sept. 2020</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all eight (8) pages of the Annex.</li> </ul>
<p>Brochure, Product Catalogue or Technical Data Sheet</p>	<p>Submission of a Brochure, Product Catalogue or Technical Data Sheet showing compliance to the required Technical Specifications of the 5.56MM Rifle. Internet Downloads may be included to supplement the information contained in the original brochures.</p> <p><i>Note: if not in English, must be subject to requirement per Clause 11 of the Instructions to Bidder.</i></p>
<p><b>For Manufacturers:</b></p>	<p>Submission of Certification that the Bidder is a Manufacturer of the 5.56MM Rifle and have been engaged in the sale of firearms for a cumulative period of at least five (5) years.</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex V-B</b>;</li> <li>• Transpose the form in the Manufacturer's letterhead;</li> <li>• Fill all the required information;</li> <li>• Signed by the Manufacturer's Authorized Representative.</li> </ul>
<p><b>For Local First Tier Distributors:</b></p>	<p>Bidder to submit the following:</p> <ul style="list-style-type: none"> <li>• Valid Appointment of the bidder as First Tier Distributor issued by the manufacturer of the 5.56MM Rifle; and</li> <li>• Certification that the Bidder has been engaged in sale of firearms for a cumulative period of at least five (5) years.</li> </ul> <p><i>Again, if not in English, must be subject to requirement per Clause 11 of the Instructions to Bidder</i></p>
<p><b>Required Licenses:</b></p>	<p>For Local Manufacturers: Valid and current License to manufacture the 5.56MM Rifle issued by the PNP Camp Crame Quezon City.</p> <p>For First Tier Distributor: Valid and current Indentor's License to Import/Sell/Distribute Firearms for sale to the ALw Enforcement Agencies and Other Authorized Government Agencies issued by the PNP-FED.</p> <p><b>Note:</b> Required license(s) presented during opening of bids shall be used for the importation of the firearms.</p>
<p>Manufacturer's Certification on Conformance to the project's Technical Specifications and Test &amp; Acceptance Procedures for 5.56MM Rifle</p>	<p>Submission of a Manufacturer's Certification on Conformance to the project's Technical Specifications and Test &amp; Acceptance Procedures for 5.56MM Rifle signed by the Production Engineer or designated personnel of the Manufacturer as per <b>Annex V-C</b>.</p> <ul style="list-style-type: none"> <li>• A form is again provided for as <b>Annex V-C</b>;</li> <li>• Transpose the form in Manufacturer's Company Letterhead;</li> <li>• Fill all the required information; and</li> <li>• Signed by the Production Engineer/Technical Personnel.</li> </ul>

Valid and current ISO 9001 certification	Submission of a valid and current ISO 9001 certification in the name of the manufacturer of the 5.56MM Rifle issued by and Independent Certifying Agency. The ISO Certification must cover the manufacture/design or production of the item being bid for.
Certificate of Performance Evaluation	<ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex VII</b>;</li> <li>• Transpose the form in Bidder's Client's Letterhead;</li> <li>• The rating should be at least <b>Very Satisfactory</b>;</li> <li>• <b>Signed by the Single Largest Completed Contract Client.</b></li> </ul>
Proof of Authority of the Designated Representative	<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, Chair advised Bidder 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>
<b>Annex VII</b> Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidder 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>Bidder to check the box pertaining to the Lot no/s. 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. Notarization is required for this OSS.</p>

## ENVELOPE 2 – FINANCIAL ENVELOPE

### Annex VIII Financial Bid Form

Envelope 2 will contain the Financial Bid of the Bidder. Chair's instructions are as follows:

- There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";
- Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form;
- Bidder must fill out all line items. If an item is to be given free, Bidder must indicate "0";
- Forms to be signed by the bidder's authorized representative

Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.

- Chair inquired for questions/clarifications. S&S Enterprises replied, "we will raise our concerns in writing".
- Chair reminded S&S Enterprises to send questions right away thru EMAIL and not to wait for the last day to ask/raise question. PITC will reply through a Bid Bulletin which will be posted in PhilGEPS and PITC website.

### OTHER MATTERS:

- Chair reminded the 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.
- **For questions/clarifications through EMAIL:**

CHAIR  
Bids and Awards Committee I  
Philippine International Trading Corporation (PITC)  
5<sup>th</sup> Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City  
Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)

Note: Maximum size of email with attachment is six (6) MB only

### BID SCHEDULE:

- Bidder can send queries/concerns via email until **09 October 2020 (Friday)**
- The Bid Opening is scheduled on **20 October 2020, 9:00AM (Tuesday)**

### ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 11:00am

MINUTES TAKEN BY: 

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

APPROVED BY:

  
**CHRISTABELLE P. EBRIEGA**  
Chairperson, BAC-I



## BAC1 Secretariat

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**From:** BAC1 Secretariat  
**Sent:** Thursday, 24 September 2020 9:41 am  
**To:** mgj chan  
**Subject:** Zoom Link -PITC BAC-BOC Pre-bid Zoom Meeting-GPG-B1-2020-025

Mr. Orido and Mr. Hernandez,

Topic: PITC BAC-BOC Pre-bid Zoom Meeting-GPG-B1-2020-025  
Time: Sep 24, 2020 10:00 AM Philippines

Join Zoom Meeting

<https://us02web.zoom.us/j/88032372716?pwd=VlpBNUM2bThSdEVpVUw0bjZjMkwwdz09>

Meeting ID: 880 3237 2716  
Passcode: 0025

In order for us to admit you during the zoom meeting, Please rename YOUR ZOOM NAME as seen on the sample below.

NAME OF PARTICIPANT – COMPANY NAME  
e.g. James dela Cruz - One DeLa Cruz Corp.

Also, kindly take note that ONLY THE REGISTERED PERSONNEL/s will be accepted during Pre-Bid Conference or Bid Opening.

Thank you,  
BAC Sec

**From:** mgj chan <chanmgj07@gmail.com>  
**Sent:** Thursday, 24 September 2020 9:25 am  
**To:** BAC1 Secretariat <bac1secretariat@pitc1973.onmicrosoft.com>  
**Subject:** Request for Zoom Link Password

Good day!!

Dear Ma'am/Sir,

We are from S&S Enterprises Inc. we would like to request from your good office the Zoom Link Password Virtual Pre-bid Conference **today at 10:00 AM**

**Name of Project : SUPPLY AND DELIVERY OF SIXTY-FIVE (65) UNITS BRAND NEW 5.56MM RIFLE FOR THE BUREAU OF CUSTOMS (BOC)**

**BID Reference No. GPG-B1-2020-025**

**Activity : Virtual Conference**

**Company Name : S&S Enterprises Inc**

**Address : 1953 Severino Reyes St., Sta. Cruz Manila**

**Name of Representative :**

**(1) Joseph Urbi Orido**

**(2) Alexander Hernandez**

**Contact Number :**

**(1) 0943-402-1267**

**(2) 0917-183-9790**

**Email Address :**

**(1) [josephurbi.orido@gmail.com](mailto:josephurbi.orido@gmail.com)**

**(2) [a.hernandeztello122@gmail.com](mailto:a.hernandeztello122@gmail.com)**

**Scanned or Proof of Identity : Please see attached file**

**Please acknowledge receipt of this email.**

Thank you for your prompt response.

Sincerely,

S&S Enterprises, Inc.

Trunkline Number : (02) 524-0829 local 808



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**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-025)**  
**SUPPLY AND DELIVERY OF SIXTY FIVE (65) PIECES BRAND NEW 5.56 RIFLE FOR THE BUREAU OF CUSTOMS (BOC)**  
 24 September 2020, 10:00 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	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)	1) Elena E. Romero	F	(Team Coordinator)
2) Atty. Ma. Gudella C. Guese	F	(Vice-Chairperson & Supvg. BAC 1 Secretariat)	2) Katrina B. Alba	F	(Member)
3) Myra Chitella T. Alvarez	F	(Alternate Vice-Chair)	3) Jinky C. Apolinar	F	(Member)
4) David A. Inocencio	M	(Member)	4) Rhoneil 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) Erika April C. Guycoa	F	(Member)
7) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)	7) Kriss Ann S. Hizon	F	(Member)
8) OIC Deputy Commissioner Donato B. San Juan	M	(Provisional Member)	8) Fe B. Irene	F	(Member)
9) MGen Job S. Yucoco (Ret.)	M	(Alt. Provisional Member)	9) Verna Liza DV. Maramot	F	(Member)
			10) Gel Cyrell Y. Tallada	F	(Member)
<b>End-Users</b>					
1) Patrick Errol C. Espallardo	M	TWG Representative	<b>Secretariat</b>		
2) Raquel G. De Jesus	F	TWG Representative (Alt.)	1) Ma Veronica A. Morales	F	(Head)
3)			2) Jane C. Arcilla	F	(Member)
4)			3) Ana DG. Asprec	F	(Member)
5)			4) Ma Teresa S. Elima	F	(Member)
6)			5) Mirasol S. Ninobla	F	(Member)
			6) Ma. Irissa G. Ordillano	F	(Member)
<b>Account Officer</b>					
1) Jinky C. Apolinar	F		<b>Observer/s</b>		
2)			1) Atty. Mark Bryan A. Dela Cruz	M	(P-ITSG)
			2)		





