



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

MINUTES OF THE PRE-BID CONFERENCE
PROCUREMENT OF ONE (1) LOT COMMUNICATION EQUIPMENT
FOR THE BUREAU OF FIRE PROTECTION (BFP)
BID REF. NO. GPG-B1-2020-040 Rebid
06 January 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 1:20pm

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)

FOR PROPONENT – BFP
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Procurement of One (1) Lot Communication Equipment for the Bureau of Fire Protection (BFP). After which, Chair introduced the BAC members and the BFP Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 - 1) Integrated Energy Systems & Resources, Inc.
 - 2) ELAD Telecom Philippines, Inc.
 - 3) Railworks Corporation
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have been 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 refer to contracts pertaining to the Supply, Delivery and Installation of Communication Equipment.
- At the same time, this bid project is open to eligible and authorized Philippine Supplier/Dealer/Distributor of Communication Equipment and/or Systems Integrator for the Procurement of One (1) Lot Communication Equipment for the Bureau of Fire Protection (BFP) 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 a 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>
Annex i Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<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.
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, 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>Class "B" Documents (For Joint Ventures)</p>	<p>Since bidders will not enter into a Joint Venture, Chair did not discuss the details but just in case the requirements can be found in the <i>Bid Data Sheet ITB Clause 12.1 pages 31 to 32 of the Bidding Documents</i>.</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-A 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 following equipment; • All seven (7) 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-A1 BFP-NCR Digital Trunked Radio System</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" provided at the side part of the forms.
<p>Annex V-A2 BFP – Region 3 Digital Radio Systems</p>	
<p>Annex V-A3 High Frequency (HF) Radio</p>	
<p>Brochure or Technical Data Sheet or equivalent</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet of the equipment being offered showing compliance to the technical specifications of the following equipment:</p> <p>BFP-NCR Digital Trunked Radio</p> <ol style="list-style-type: none"> 1) Base Station channel unit 2) Base station power supply 3) Base station antennas 4) IP radio transceiver 5) Switch 6) Base Radio Transceiver 7) Base Radio Power supply 8) Mobile Radio Transceiver 9) Mobile Radio antenna 10) Portable Radio Transceiver <p>BFP R3 Digital Radio System</p> <ol style="list-style-type: none"> 11) Digital Repeater Stations 12) Site connectivity Equipment 13) Digital Two-way Fixed Base radio 14) Digital Two-way Mobile Radio 15) Digital Two-way Portable Radio 16) Dispatch System <p>BFP-NHQ HF Radio</p> <ol style="list-style-type: none"> 17) HF-SSB Radio Transceiver 18) HF-SSB Antenna <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>Bidders to submit a Valid and Current Certificate of Distributorship / Dealership / Resellership of the following items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer.</p> <p>ALL ITEMS IN BFP-NCR DIGITAL TRUNKED RADIO AND BFP-R3 DIGITAL RADIO MUST BE OF THE SAME BRAND.</p> <p>BFP-NCR Digital Trunked Radio</p> <ol style="list-style-type: none"> 1) Digital two-way Trunking Base Radios 2) Digital two-way Trunking Mobile Radios 3) Digital two-way Trunking Portable Radios

	<p>BFP R3 Digital Radio</p> <ol style="list-style-type: none"> 1) Digital Two-way Fixed Base radio 2) Digital Two-way Mobile Radio 3) Digital Two-way Portable Radio <p>BFP-NHQ HF Radio</p> <ol style="list-style-type: none"> 1) HF-SSB Radio Transceiver
Valid and Current Bidder's Radio Dealers Permit	Submission of a Valid and Current Bidder's Radio Dealers Permit issued by National Telecommunication Commission (NTC)
List of Service Center and Service Technicians	<p>Bidders to submit a List of Service Center and Service Technicians for the following items:</p> <p>Item No/s. 1 and 3: List of service center in NCR and list of at least (3) service technicians or technical experts/engineers and their corresponding training certificate issued by the manufacturer of the brand of the radio being offered.</p> <p>Item No. 2: List of service center in Region 3 and list of at least (3) service technicians or technical experts/engineers and their corresponding training certificate issued by the manufacturer of the brand of the Digital Radio being offered.</p>
NTC Type Approval or Type Acceptance Certificate of Radio Equipment being offered	<p>Bidders shall submit the NTC Type Approval or Type Acceptance Certificate of Radio Equipment being offered.</p> <ol style="list-style-type: none"> 1) Digital two-way Trunking Mobile Radios 2) Digital two-way Trunking Portable Radios 3) Digital two-way Trunking Repeater
Certification from the bidder that the brand of the radio equipment being offered have been available and sold in the Philippine market for at least ten (10) years	Submission of a Certification from the bidder that the brand of the radio equipment being offered have been available and sold in the Philippine market for at least ten (10) years immediately preceding the submission and opening of bids.
Certification from the Bidder that the Spare parts must be readily available for at least five (5) years after completion of installation.	Submission of a Certification from the Bidder that the Spare parts must be readily available for at least five (5) years after completion of installation.
For Items No. 1 and 2:	<ol style="list-style-type: none"> 1) Bidders shall submit test report of the radio to be supplied from an ISO 17025 certified third party testing laboratory that the unit has undergone Low Pressure Test, High and Low Temperature Test, Temperature Shock and Vibration Test, Humidity and Blowing Dust Test and Shock (Functional/Basic) and Drop Test based on Military Standard (MIL-STD); <ul style="list-style-type: none"> BFP-NCR Digital Trunked Radio <ol style="list-style-type: none"> 1) Digital two-way Trunking Mobile Radios 2) Digital two-way Trunking Portable Radios; BFP R3 Digital Radio <ol style="list-style-type: none"> 1) Digital Two-way Mobile Radio 2) Digital Two-way Portable Radio 2) The Bidder must submit Interoperability Process (IOP) certification from Digital Mobile Radio (DMR) Association for Trunking system and terminal for DMR Tier III.

<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 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> <ul style="list-style-type: none"> a) For Sole Proprietorship 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. <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 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>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>

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VIII – Financial Bid Form
Annex VIII-A – Detailed Financial Bid Form

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

- 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.

- The Chair inquired for questions/clarifications. No reply from the bidders.

OTHER MATTERS:

- Chair mentioned that the Committee will issue a Bid Bulletin to revise the Detailed Financial Bid Form per **Annex VIII-A** to make some correction in the quantity of the High Frequency (HF) Radio.
- Chair informed the bidders that if declared Single/Lowest Calculated Bid there is an additional requirement of Undertaking to Pursue Countertrade. For those interested, a briefing will be conducted right after the pre-bid conference or can make an appointment to Ms. Joan Olan the Countertrade Department.
- 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 through email or fax.

PROSPECTIVE BIDDERS MAY REQUEST FOR CLARIFICATIONS:

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: chairbac1@pitc.gov.ph

Telefax: 892-2149

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

BAC SCHEDULE:

- Bidders can send queries/concerns until **17 January 2020 (Friday)**
- The Bid Opening is scheduled on **27 January 2020 (Monday, 1:00 PM)**

Adjourned at 2:10 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-B1-2020-040) - REBID
 (Previous Bid Ref. No. GPG-B1-2019-012)
PROCUREMENT OF ONE (1) LOT VARIOUS COMMUNICATION EQUIPMENT FOR THE BUREAU OF FIRE PROTECTION-NATIONAL HEADQUARTERS (BFP-NHQ)
 06 January 2020, 1:00 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

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	<i>[Signature]</i>
2) Atty. Ma. Gudelia 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) Irene G. Alayon	F	<i>[Signature]</i>
7) Atty. Mizell Arthur R. Magdaong	M	<i>[Signature]</i>
8) CSupt. Jose S. Embang, Jr.	M	<i>[Signature]</i>
9) SSupt. Jerry D. Candido	M	<i>[Signature]</i>

End-Users

1) Cinsp. Zaldy D. Urbi	M	<i>[Signature]</i>
2) Cinsp. Gerard Venezuela	M	<i>[Signature]</i>
3) Atty. Jenny Oasay	F	<i>[Signature]</i>
4) SInsp. Hubert M. Cueto	M	<i>[Signature]</i>
5) <i>PC FPNR KRISIA F HULSAO</i>	M	<i>[Signature]</i>
Account Officer		
1) Maria Victoria S. Castillo	F	<i>[Signature]</i>
2)		

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) Rhoneil 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. Irene	F	<i>[Signature]</i>
10) Maria Eda I. Maningat	F	<i>[Signature]</i>
11) Verna Liza DV. Maramot	F	<i>[Signature]</i>
12) Gel 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. Asprec	F	<i>[Signature]</i>
4) Ma Teresa S. Elima	F	<i>[Signature]</i>
5) Mirasol S. Ninobla	F	<i>[Signature]</i>
6) Ma. Irissa G. Ordillano	F	<i>[Signature]</i>
Observer/s		
1)		
2)		



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

PRE-BID CONFERENCE

Name of Project :

PROCUREMENT OF ONE (1) LOT VARIOUS COMMUNICATION EQUIPMENT FOR THE BFP-NHQ

Bid Reference No. :

GPG-B1-2020-040 (Previous Bid Ref. No. GPG-B1-2019-012)
Kabiid

Time / Date & Venue :

06 January 2019, 1:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO.'S	TIME-IN	BIDDERS SIGNATURE
1	MARILYN G. CASILLO	F	INTEGRATED ENERGY SERVICES & RESOURCES, INC. Unit 204 Makar Junction Tower 2420 Roxas Blvd. Pasig City	8428-4881 8551-8324 8551-1318	ireti@ireti.com		12:42	
2	JANETE L. CABANSON	M	ELAD TELERAM PILES, INC. ZF GALERIA BLDG. LG AGUIRRE ST. LEGASPI VILLAGE MAKATI	09175515809	jan.cabanson@eladpiles.com		12:42	
3	GRACE PALACIOS NEVIN M. HOLLAND	F	MET AGUINAPDO AVE. APPROVAL Taguig City RAILWORKS CORPORATION	09262176741	grace@railworksph.com		1:07	

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

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act. PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.