



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

MINUTES OF THE PRE-BID CONFERENCE
PROCUREMENT OF TWENTY-FOUR (24) MONTHS SUPPORT AND MAINTENANCE
SERVICE FOR THE DATA CENTER EQUIPMENT OF THE BUREAU OF CUSTOMS (BOC)
BID REF. NO. GPG-B1-2020-078
12 February 2020, 5th Floor Conference Room

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

In attendance are:

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

FOR PROPONENT – BOC
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Procurement of Twenty-Four (24) Months Support and Maintenance Service for the Data Center Equipment of the Bureau of Customs (BOC). After which, Chair introduced the BAC members and the BOC Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 - 1) Trends and Technologies, Inc.
 - 2) Pronet Systems
- 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 refer to contracts pertaining to the **Maintenance/Service of Data Center Equipment**.
- At the same time, this bid project is open to eligible Information and Communication Technology Contractors / System Integrators / Data Center Maintenance Contractors who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to the 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 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 Bidders 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 Bidders 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 with Collection Receipt <i>(They go together)</i>

<p>Net Financial Contracting Capacity (NFCC)</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 are for the Bidders to supply the necessary details as required. A formula is already provided for the Bidders to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</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>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-A;</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Chair also emphasized that The amount of the committed Line of Credit MUST BE MACHINE VALIDATED.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Since Bidders will not join as a Joint Venture, Chair skipped to discuss this portion but just in case the requirements for Joint Venture can be found in <i>Bid Data Sheet, ITB Clause 12.1, pages 35 to 36 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 issued by a Local Universal or Local Commercial Bank.</p> <p>c. Bank Guarantee/ Bank draft 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 Bidders 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) (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 this 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"; • All two (2) pages must be signed by the authorized representative of the Bidders. <p>Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the technical specifications.</p>
<p>Annex V-A Terms of Reference of BOC</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all nine (9) pages.
<p>Annex V-B Certification of General Qualification of the Service Provider</p>	<ul style="list-style-type: none"> • A form is provided for as Annex V-B; • Transpose the form in Service Provider's Letterhead; • Fill up the required information; • Signed by the Bidder's Authorized Representative
<p>Certificate of Site Inspection</p>	<p>Submission of a Certificate of Site Inspection signed and issued by Bureau of Customs - Management Information System Technology Group (BOC-MISTG) Personnel.</p> <p>Contact Person: Mr. Jonathan Soriano Contact Number: 0917-150-3060 (02) 8705-6059 Email Address: Jonathan.soriano@customs.gov.ph</p>
<p>Certification from Vertiv</p>	<p>Submission of a Certification from Vertiv issued to BOC that the Service Provider/Bidder is authorized to provide direct technical support and comprehensive maintenance for the existing Vertiv Uninterruptible Power Supply (UPS) and Vertiv Precision Air-conditioning Units (PACU) of BOC.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chair informed the Bidder that the Committee will issue a Bid Bulletin to clarify this requirement.</p> </div>
<p>Certification from Eaton or its Authorized Service Partner</p>	<p>Submission of a Certification from Eaton or its Authorized Service Partner issued to BOC that the Service Provider/Bidder is authorized to provide direct technical support and comprehensive maintenance for the existing Eaton Uninterruptible Power Supply (UPS) of BOC.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chair again informed the Bidders that the Committee will also issue a Bid Bulletin to clarify this requirement.</p> </div>
<p>Certification from ASCO or its Authorized Service Partner</p>	<p>Submission of a Certification from ASCO or its Authorized Service Partner issued to BOC that the Service Provider/Bidder is authorized to provide direct technical support and comprehensive maintenance for the existing ASCO Automatic Transfer Switch of BOC.</p>
<p>Copy of Valid and Current Certification from the Manufacturer that the Service Provider/Bidder is an authorized partner for the repair of the following equipment/s</p>	<p>Submission of a copy of valid and current Certification from the Manufacturer that the Service Provider/Bidder is an authorized partner for the repair of the following equipment/s, and for the supply of the corresponding spare parts/consumable items:</p> <ol style="list-style-type: none"> 1) Uninterruptible Power Supplies (Eaton 15kVA UPS, Liebert APM 30- 150 kVA) 2) Fire Suppression System (FM200) 3) Automatic transfer switch (ASCO) 4) Precision air conditioning units (Liebert)

<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 Bidders. The rating should be at least <u>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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Again, Chair informed the Bidders that the Committee will issue a Bid Bulletin to make some correction in the form (Annex VI) and advised the Bidders that they should use the Revised forms that was issued in a Bid Bulletin which will be posted in PhilGEPS and PITC website (www.pitc.gov.ph).</p> </div>
<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>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

Envelope 2 will contain the Financial Bid of the Bidders. 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";
- Bidders must indicate the bid amount both in figures and in words in the Financial Bid Form;
- Bidders must fill out all line items. If an item is to be given free, Bidders 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 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, fax or personal delivery.
- Chair reminded to Bidders that for every interlineation, erasure, overwriting and correction made on their bids must have **sign** or **initial**. Failure to do so shall result in the invalidation and rejection of their bids.

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: chairbaci@pitc.gov.ph

Telefax: 892-2149

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

BID SCHEDULE:

- Bidders can send queries/concerns until **20 February 2020** (Thursday)
- The Bid Opening is scheduled on **05 March 2020** (Thursday, 10:00am)

Adjourned at 11:25am

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-B1-2020-078)

PROCUREMENT OF TWENTY-FOUR (24) MONTHS SUPPORT AND MAINTENANCE SERVICE FOR DATA CENTER EQUIPMENT FOR THE BUREAU OF CUSTOMS (BOC)

12 February 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. Gudelia C. Guese	F	(Vice-Chairperson & Supng. BAC 1 Secretary)		2) Katrina B. Alba	F	(Member)	
3) Myra Chitella T. Alvarez	F	(Alternate Vice-Chair)		3) Jinky C. Apollinar	F	(Member)	
4) David A. Inocencio	M	(Member)		4) Rhonell 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) Jacky C. Crispino	M	(Member)	
7) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)		7) Erika April C. Guycoa	F	(Member)	
8) B. San Juan	M	(Provisional Member)		8) Kriss Ann S. Hizon	F	(Member)	
9) MGen Job S. Yucoco (Ret.)	M	(Alt. Provisional Member)		9) Fe B. Ireena	F	(Member)	
End-Users				10) Maria Eda I. Maningat	F	(Member)	
1) Patrick Errol C. Espallardo	M	TWG Representative		11) Verna Liza DV. Maramot	F	(Member)	
2) Raquel G. De Jesus	F	TWG Representative (Alt.)		12) Gel Cyrell Y. Tallada	F	(Member)	
3)				Secretariat			
4) <u>JONATHAN SORIANO</u>				1) Ma Veronica A. Morales	F	(Head)	
5)				2) Jane C. Arcilla	F	(Member)	
6)				3) Ana DG. Aspreo	F	(Member)	
Account Officer				4) Ma Teresa S. Elima	F	(Member)	
1) Jinky C. Apollinar	F			5) Mirasol S. Ninobla	F	(Member)	
2)				6) Ma. Irissa G. Ordiliano	F	(Member)	
Observers							
1)							
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 : PROCUREMENT OF TWENTY-FOUR (24) MONTHS SUPPORT AND MAINTENANCE SERVICE FOR THE DATA CENTER EQUIPMENT OF THE BUREAU OF CUSTOMS (BOC)

Bid Reference No. : GPG-B1-2020-078

Time / Date & Venue : 12 February 2020, 10:00 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 NO(S)	E-MAIL ADDRESS	LOT NO/S	TIME-IN	BIDDERS' SIGNATURE
	Mikaela Dy	F	Tender and Technologic Inc. 105 H.V. Puleco St. - Salcedo Village Makati City	81-881	myay@tender.com.ph		10:10	
	Junder Caraculo	M	Provi Corp Technology Inc Propagator Plaza 105 H.V. Puleco St. - Salcedo Village Makati City	81-810	provi@provi.com.ph		10:10	

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.

