

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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF 45 HEADS EXPLOSIVE DETECTION DOGS  
WITH ACCESSORIES AND TRAINING FOR 45 PERSONNEL  
FOR THE PHILIPPINE NATIONAL POLICE (PNP)

**BID REF. NO. GPG-B1-2020-107**

05 February 2020, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 2:20pm

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 – PNP
As per attached attendance sheet

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 45 Heads Explosive Detection Dogs with Accessories and Training for 45 Personnel for the Philippine National Police (PNP). After which, Chair introduced the BAC members and PNP Representative/s.
- Chair acknowledged the presence of Zemog K-9 Training Center, 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 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 mean **“Sale or Lease of Explosive or Narcotic Detection Dogs”**.

- At the same time, this bid project is open to authorized and qualified Philippine Breeders or Kennel Owners for the Supply and Delivery of 45 Heads Explosive Detection Dogs for the Philippine National Police (PNP).
- 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 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>Bidder 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 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 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 Bidder 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 Bidder 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><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</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><b>Annex I-A</b> 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"> <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:             <ol style="list-style-type: none"> <li>1. End User's Acceptance</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice with Collection Receipt <i>(They go together)</i></li> </ol> </li> </ul>

<p>Net Financial Contracting Capacity (NFCC)</p>	<p><b>For NFCC</b> - A form is provided for as <b>Annex II-A;</b></p> <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 at least be equal to the ABC of the project.</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-B;</b></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>Since Bidder 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 34 to 35 of the Bidding Documents.</i></p>
<p><b>Technical Documents</b></p>	<p><b>Chair 's Instructions</b></p>
<p><b>Annex IV Bid Security</b></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 submit it notarized.</p> <p>The other forms of Bid Security are:</p> <p><b>b. Cash or Manager's Check issued by the local commercial/universal bank</b> 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; <b>O</b></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>The fourteen (14) grounds is found in Clause 12.1 (b) (i) (c) (c.3) (i) to (xiv) of the <b>Bid Data Sheet.</b></p>

<p><b>Annex V</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 this Bid Form. Do not retype or alter";</li> <li>• Bidder to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All five (5) 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-A</b> Duly signed/conformed PNP Distribution List</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes.</li> </ul> <table border="1" data-bbox="657 1057 1509 1301"> <thead> <tr> <th data-bbox="657 1057 1082 1093">Bidder's Query</th> <th data-bbox="1082 1057 1509 1093">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 1093 1082 1167">Can we ask for a clearer copy of the <b>Annex V-A</b>?</td> <td data-bbox="1082 1093 1509 1167"></td> </tr> <tr> <td data-bbox="657 1167 1082 1301"></td> <td data-bbox="1082 1167 1509 1301">Chair: we will issue a Bid Bulletin for the revised <b>Annex V-A</b> with a clearer copy of the PNP Distribution List.</td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	Can we ask for a clearer copy of the <b>Annex V-A</b> ?			Chair: we will issue a Bid Bulletin for the revised <b>Annex V-A</b> with a clearer copy of the PNP Distribution List.
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		Chair: we will issue a Bid Bulletin for the revised <b>Annex V-A</b> with a clearer copy of the PNP Distribution List.					
<p><b>Annex V-A1</b> Duly signed/conformed PNP Terms of Reference for the Explosive Detection Dogs</p>							
<p><b>Annex V-A2</b> Duly signed/conformed NAPOLCOM Resolution No. 2016-735 "Minimum Standard Specifications for PNP Anti-terrorist Equipment Particularly the K9 Capability Requirements (Packaged) Dog / Kennel"</p>							
<p><b>Annex V-A3</b> Duly signed/conformed NAPOLCOM Resolution No. 2009-716 "Prescribing the Standard Specifications for Explosive Detection Dog (EDD) Equipment"</p>							
<p><b>Annex V-A4</b> Duly signed/conformed NAPOLCOM Resolution No. 2009-721 "Prescribing the Standard Specifications for Explosive Detector Dog (EDD) Kennel Maintenance and Sanitation"</p>							
<p><b>Annex V-A5</b> Duly signed/conformed PNP Memorandum Circular No. 2019-039 "Test Parameters in the Conduct of Test and Evaluation for Explosive Detection Dogs (EDD)"</p>							
<p>Valid and current Registration as Breeder or Kennel owner</p>	<p>Submission of a valid and current Registration as Breeder or Kennel owner from the Bureau of Animal Industry (BAI) in the name of the bidder.</p> <table border="1" data-bbox="657 1771 1509 2074"> <thead> <tr> <th data-bbox="657 1771 1082 1807">Bidder's Query</th> <th data-bbox="1082 1771 1509 1807">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 1807 1082 1912">Registration as Breeder or Kennel owner, should it be also for the trainer?</td> <td data-bbox="1082 1807 1509 1912"></td> </tr> <tr> <td data-bbox="657 1912 1082 2074"></td> <td data-bbox="1082 1912 1509 2074">Thank you for pointing that out, but I will require you to raise it in writing, you may send it through email, fax or personal delivery to the PITC.</td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	Registration as Breeder or Kennel owner, should it be also for the trainer?			Thank you for pointing that out, but I will require you to raise it in writing, you may send it through email, fax or personal delivery to the PITC.
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Registration as Breeder or Kennel owner, should it be also for the trainer?							
	Thank you for pointing that out, but I will require you to raise it in writing, you may send it through email, fax or personal delivery to the PITC.						

Supplier's Program of Instruction with regard to personnel training that logs minimum of 640 hours	Supplier's Program of Instruction with regard to personnel training that logs minimum of 640 hours (includes written, practical and actual application programs) with emphasis on field work, blind searches and sweeping techniques and procedures
Exact Location Site address and Current pictures showing the kennel facilities owned or leased by the bidder	Submission of the Exact Location Site address and Current pictures showing the kennel facilities owned or leased by the bidder.  If owned, shall provide proof of ownership. If leased, bidder must submit the copy of lease contract with property owner
<b>Annex VI</b> Certificate of Performance Evaluation	The Committee wants to make sure that the Bidder has a good record with his client. As such, Bidder has to go back to the client which they identified in Annex I-A as the completed contract client/s.  Bidder 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><u>SATISFACTORY</u></b> .  Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.
Proof of Authority of the Designated Representative	Submission of a Proof of Authority of the Bidder's Authorized Representative:  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.  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.  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.
<b>Annex VII</b> Omnibus Sworn Statement (OSS)	Chair informed that the OSS is standard in all government biddings.  Chair advised Bidder to use the form that PITC provided in this Bidding Document.  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.  On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.  All blanks must be filled up, appropriate boxes must be ticked off.  On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.  All statements from "a" to "h" must be complete.  The last page must be signed by the authorized representative and notarized.

## 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 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 advised the Bidder that all questions/clarifications raised today should be also raised in writing especially for the technical questions so that the end-users can address it accordingly.
- Chair also reminded the bidder that if in case the Committee will grant any of the Bidder's request, then Committee will revise the requirement, Bidder should use the revised forms that the Committee will issue in a Bid Bulletin which will be posted in PhilGEPS and PITC website ([www.pitc.gov.ph](http://www.pitc.gov.ph)).

### OTHER MATTERS:

- 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.
- Prospective bidders may request for clarifications:

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)

Telefax: 8892-2149

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

### BID SCHEDULE:


- Bidder can send queries/concerns until **17 February 2020 (Monday)**
- The Bid Opening is scheduled on **27 February 2020 (Thursday, 3:00pm)**

Adjourned at 3:10 pm

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-B1-2020-107)

SUPPLY AND DELIVERY OF FORTY FIVE (45) HEADS EXPLOSIVE DETECTION DOGS WITH ACCESSORIES & TRAINING

FOR FORTY FIVE (45) PERSONNEL FOR THE PHILIPPINE NATIONAL POLICE (PNP)

05 February 2020, 2:00 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	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F		1) Elena E. Romero	F	
2) Atty. Ma. Gudelia C. Guese	F		2) Katrina B. Alba	F	
3) Myra Chitella T. Alvarez	F		3) Jinky C. Apolinar	F	
4) David A. Inocencio	M		4) Rhoneil O. Bautista	M	
5) Joel S. Rodriguez	M		5) Maria Victoria S. Castillo	F	
6) Irene G. Alayon	F		6) Jacky C. Crispino	M	
7) Atty. Mitzell Arthur R. Magdaong	M		7) Erika April C. Guycoa	F	
8) PCol. Mario A. Reyes	M		8) Kriss Ann S. Hizon	F	
9) PLTCol. Lalaine M. Bañares	F		9) Fe B. Irena	F	
<b>End-Users</b>			10) Maria Eda I. Maningat	F	
1) NUP Malou Rufon	F		11) Verna Liza DV. Maramot	F	
2) PMAJ SESINANDO ANGAL JR			12) Gel Cyrell Y. Tallada	F	
3) PLO RENE S. SAPITO	M		<b>Secretariat</b>		
4) PMAJ DEIMAR O. BALINAG			1) Ma Veronica A. Morales LMC	F	
5) PCol Jeffrey Taberna	M		2) Jane C. Arcilla	F	
6)			3) Ana DG. Asprec	F	
<b>Account Officer</b>			4) Ma Teresa S. Elima	F	
1) Maria Victoria S. Castillo	F		5) Mirasol S. Ninobia	F	
2)			6) Ma. Irissa G. Ordillano	F	
			<b>Observer/s</b>		
			1)		
			2)		

(COA)



# 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**

: SUPPLY AND DELIVERY OF 45 HEADS EXPLOSIVE DETECTION DOGS WITH ACCESSORIES & TRAINING FOR FORTY FIVE (45) PERSONNEL FOR THE PHILIPPINE NATIONAL POLICE

**Bid Reference No.**

: GPG-B1-2019-107

**Time / Date & Venue**

: 05 February 2020, 2:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**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

**PLEASE PRINT LEGIBLY**

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
	ZEMOG K-9 TRAINING CENTER, INC.		ZEMOG K-9 TRAINING CENTER, INC.	8-3470102	corazongomezk9@gmail.com		1:45 pm	<i>[Signature]</i>
	CORAZON GOMEZ - F	F	7750B PITONG BAHAY STREET	0922 8235878				
	CHURCHILL GOMEZ - M	M	MALIGAYA PARK SUBD, CAMARINI, CALOOCAN CITY					

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.