



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW SPARE PARTS
FOR SMITHS HEIMANN BAGGAGE XRAY MACHINES FOR THE
OFFICE FOR TRANSPORTATION SECURITY (OTS)
BID REF. NO. GPG-B1-2020-119 REBID
(Previous Bid Ref. No. GPG-B1-2019-302)
23 January 2020, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 11:10am

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriga, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer
Myra T. Alvarez, Member
David A. Inocencio, Member
Joel S. Rodriguez, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – OTS
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Various Brand New Spare Parts for Smiths Heimann Baggage X-ray Machines for the Office for Transportation Security (OTS). After which, Vice-Chair introduced the BAC members and the OTS Representative/s.
- Vice-Chair acknowledged the presence of Defense and Protection Systems Philippines, Inc. the only prospective bidder present in this pre-bid conference.
- Vice-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 lot being bid.
 “Similar nature” shall mean Spare Parts of Security Screening Equipment.
- At the same time, this bid project is open to authorized Philippine Suppliers, Distributors, Dealers or Resellers 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.
- Vice-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;
- Vice-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	Vice-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 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>Vice-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>Vice-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>Vice-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>Vice-Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder 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; • 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"> 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, Vice-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>In case Bidder 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>Vice-Chair reminded the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Vice-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 Bidder will not join as a Joint Venture, Vice-Chair skipped to discuss this portion. Bidder may refer to <i>Bid Data Sheet, ITB Clause 12.1, pages 35 to 37 of the Bidding Documents</i>.</p>
<p>Technical Documents</p>	<p>Vice-Chair 's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Vice-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>Bidder should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-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. 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 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>Vice-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 Bid Data Sheet.</p>

<p>Annex V Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Vice-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"; • Bidder to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All four (4) pages must be signed by the authorized representative of the Bidder. <p>Vice-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-A Duly conformed OTS Terms of Reference</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided.
<p>Brochure, Product Catalog, Technical Data Sheet, Spare Parts List or equivalent</p>	<p>Bidder to submit a Brochure, Product Catalog, Technical Data Sheet, Spare Parts List or equivalent showing compliance to the required Technical Specifications for all the items.</p> <p>Internet downloads may be included to supplement the information contained in the original brochures.</p> <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>Submission of a valid and current Certificate of Distributorship / Dealership / Resellership of the item/s being offered, issued by the principal manufacturer authorizing the bidder to sell/distribute the items subject of this bidding. If not issued by manufacturer, must also submit certification/ document linking bidder to the manufacturer.</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>Annex VI Certificate of Performance Evaluation</p>	<p>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.</p> <p>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 <u>VERY SATISFACTORY</u>.</p> <p>Vice-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> <ol 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, Vice-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>
<p>Annex VII Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-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, Vice-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>
<p>ENVELOPE 2 – FINANCIAL ENVELOPE</p>	
<p>Annex VIII-A Financial Bid Form</p> <p>Annex VIII-B Detailed Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidder. Vice-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"; • 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 <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

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.
- Vice-Chair would like the prospective Bidder to take special note to the Additional Requirement for whoever will be declared Single/Lowest Calculated Bid a Submission of Countertrade Undertaking per **Annex IX-A** as part of Post Qualification if declared as Single/Lowest Calculated Bidder.
- Vice-Chair suggest that Bidder can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

BID SCHEDULE:

- Bidder can send queries/concerns until **17 February 2020** (Monday)
- The Bid Opening is scheduled on **27 February 2020** (Thursday, 11:00am)

Adjourned at 11:35 am

MINUTES TAKEN BY:


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

REVIEWED BY:


ATTY. MARIA GUDELIA C. GUESE
Vice-Chair, BAC-I

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-119) - REBID
SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW SPARE PARTS FOR SMITH HEIMANN BAGGAGE X-RAY MACHINES
FOR THE OFFICE FOR TRANSPORTATION SECURITY (OTS)
 05 February 2020, 11:00 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		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) Dir. Jose A. Briones	M		8) Kriss Ann S. Hizon	F	
9) Atty. Marselle A. David-De Leon	M		9) Fe B. Irene	F	
End-Users			10) Maria Eda I. Maningat	F	
1) Bernardino D. Tardecilla	M		11) Verna Liza DV. Maramot	F	
2) Heintje G. Ho	M		12) Gel Cyrell Y. Tallada	F	
3) FLYIN B. TINSAY			Secretariat		
4)			1) Ma Veronica A. Morales Lmc	F	
5)			2) Jane C. Arcilla	F	
6)			3) Ana DG. Asprec	F	
Account Officer			4) Ma Teresa S. Elima	F	
1) Maria Victoria S. Castillo	F		5) Mirasol S. Ninobia	F	
2)			6) Ma. Irissa G. Orcillano	F	
			Observer/s		
			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 ONE (1) LOT VARIOUS BRAND NEW SPARE PARTS FOR SMITHS HEIMANN BAGGAGE X-RAY MACHINES FOR THE OFFICE FOR TRANSPORTATION SECURITY (OTS)

Bid Reference No. : GPG-B1-2019-119 REBID

Time / Date & Venue : 05 February 2020, 11:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)
NDC Building, 116 Tordesillas Street, Saicedo 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
	LITO AERANDA	M	DASAL DEFENSE & PROTECTION 64 SAULISTA ST. AFFRONTI Ph. 2, Western Bicutan, Taguig City	SAS DENNIS PHILS 882 70844 886 4788	PHILS DEN C PUNITHA NORLITO @ yahoo.com		10:30	

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.