



**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-B1-2020-395 Rebid
25 August 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 10:15 am.

In attendance are:

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

FOR PROPONENT – BOC (via ZOOM)
MGen. Job S. Yucoco (Ret) – Provisional Member
Raquel G. De Jesus
Jonathan Soriano

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 acknowledged the presence of the BAC members and BOC Representative/s through video conferencing (via ZOOM).
- Chair acknowledged the presence of and Mikaela Rodger Rose V. Dy and Joseph Minoso of **Trends and Technologies, Inc.**, the only prospective bidder attending the pre-bid conference via ZOOM.
- Chair started to discuss the project requirements.
- Invitees eligible Information and Communication Technology Contractors / System Integrators / Data Center Maintenance Contractors for the Twenty-Four (24) Months Support and Maintenance Service for the Data Center Equipment of the BOC.
- 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 Build or Maintenance Service of Data Center.

• **Project Period, Timelines/Duration and Place:**

Project Description Timelines/Duration	Project Place Timelines/Duration	Project Place
Submission of Inception Report and Project Plan	Within Fifteen (15) calendar days from receipt of Notice to Proceed	Customs ICT Center, Gate 3, South Harbor, Port Area, Manila
Completion of General Preventive Maintenance and Health Check on all covered equipment under the maintenance service	Within Sixty (60) calendar days from receipt of Notice to Proceed and approval on Inception Report	
Delivery and Installation of all replacement parts, consumables and replacement equipment	Within Ninety (90) calendar days from receipt of Notice to Proceed and approval of Inception Report	
Support and Maintenance Service	Twenty-four (24) months after issuance of Notice to Proceed	

- Chair explained that the first part of the Bidding Documents is the Instructions to Trends and Technologies 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 23.4* 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>Trends and Technologies 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 Trends and Technologies 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>Trends and Technologies must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the Trends and Technologies 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 Trends and Technologies 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:</p> <ol style="list-style-type: none"> Independent Auditor's Report; Balance Sheet; and Income Statements <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> <p>The Committee will issue a Supplemental Bid Bulletin that the Audited Financial Statements will be change to <u>2019 and 2018</u>.</p>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If Trends and Technologies 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 Trends and Technologies 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 all ongoing government and private contracts (including contracts awarded but not started), if any whether similar or not in nature and complexity to the contract to be bid</p>	<p>Chair's instructions to the Trends and Technologies with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Trends and Technologies to use Annex I; • Trends and Technologies 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 Completed Contract of similar nature within the last ten (10) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the item being bid (Annex I-A).</p> <p>"Similar" contract shall refer to contracts pertaining to the Build or Maintenance Service of Data Center.</p>	<ul style="list-style-type: none"> • A form is again provided; • Trends and Technologies to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> a) End User's Acceptance b) Copy of Official Receipt; c) Sales Invoice with Collection Receipt (<i>They go together</i>)
<p>Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC</p> <ul style="list-style-type: none"> - A form is provided for as Annex II; <p>As the sample form was flashed on the screen, Chair's instructions is for Trends and Technologies to supply the necessary details as required. A formula is already provided for the Trends and Technologies to come up with the NFCC.</p> <p>The NFCC must be at least equal to the total ABC of the Item being bid for.</p> <p>In case Trends and Technologies 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>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit.</p> <p>Chair reminded the Trends and Technologies that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Annex III Class "B" Document: (For Joint Venture)</p>	<p>Since Trend and Technologies will not enter a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details are found on pages 36-38.</p>

Technical Documents	Chair 's Instructions
<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</p> <ul style="list-style-type: none"> - A form is provided for as Annex IV; <p>Trends and Technologies 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 Trends and Technologies to photocopy the form or scan it, and then have the authorized representative sign the form.</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 Trends and Technologies will opt for a Surety Bond, Trends and Technologies 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 Trends and Technologies 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) (vi) (c) (c) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Annex V Duly signed and completed Technical Bid Form (2 pages)</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 topmost part of the form that states "Please use this Bid Form. Do not "retype or alter"; • Trends and Technologies to indicate the Item no/s. being bid for; • Trends and Technologies to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; <p>All pages must be signed by the company's authorized representative.</p> <p>Chair reminded the Trends and Technologies that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Trends and Technologies cannot comply with the technical specifications.</p>
<p>Annex V-A Duly signed/conformed Terms of Reference of BOC (10 pages)</p>	<p>Trends and Technologies authorized representative/s to sign the "Conforme" box provided on all pages.</p>

<p>Annex V-B Certification of General Qualification of the Service Provider</p>	<ul style="list-style-type: none"> • Submission of a Certification of General Qualification of the Service Provider per Annex V-B. • Transpose the form in Service Provider's Letterhead; • Fill all the required information; • Signed by the manufacturer's authorized representative.
<p>Service Provider must submit a certification or letter addressed to BOC issued by Vertiv</p>	<ul style="list-style-type: none"> • Service Provider must submit a certification or letter addressed to BOC issued by Vertiv that they will provide direct technical support and comprehensive maintenance for the existing Vertiv Uninterruptible Power Supply (UPS) and Vertiv Precision Air-conditioning Units (PACU). If the bidder upon site inspection chooses to replace the equipment with a different brand and model but equivalent specification, the certification from the replacement equipment shall be submitted in place of this requirement.
<p>Service Provider must submit a Certification of letter addressed to BOC issued by Eaton</p>	<ul style="list-style-type: none"> • Service Provider must submit a Certification of letter addressed to BOC issued by Eaton or their Authorized Service Partner that they will provide direct technical support and comprehensive maintenance for the existing Eaton Uninterruptible Power Supply (UPS). If the bidder upon site inspection chooses to replace the equipment with a different brand and model but equivalent specification, the certification from the replacement equipment shall be submitted in place of this requirement.
<p>Service Provider must submit a Certification of letter addressed to BOC issued by ASCO</p>	<ul style="list-style-type: none"> • Service Provider must submit a Certification of letter addressed to BOC issued by ASCO or their Authorized Service Partner that they will provide direct technical support and comprehensive maintenance for the existing ASCO Automatic Transfer Switch. If the bidder upon site inspection chooses to replace the equipment with a different brand and model but equivalent specification, the certification from the replacement equipment shall be submitted in place of this requirement.
<p>Certificate of Site Inspection</p>	<ul style="list-style-type: none"> • Trends and Technologies to submit Certificate of Site Inspection signed and issued by Bureau of Customs - Management Information System Technology Group (BOC-MISTG) Personnel.
<p>Copy of Valid and Current Certificate of Distributorship / Resellership</p>	<ul style="list-style-type: none"> • Submission of a Copy of Valid and Current Certificate of Distributorship / Resellership from Manufacturers or Certificate from the Authorized Service Partner of the Manufacturer that BIDDER is an authorized partner for the repair of the following equipment/s, and for the supply of spare parts/ consumable items: <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 Trends and Technologies has a good record with their client. As such, Trends and Technologies has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Trends and Technologies 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 Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of the Trends and Technologies Single Largest Completed Contract Client.</p>

	To signed by the Trends and Technologies authorized representative.
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Trends and Technologies 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 Trends and Technologies 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>
Annex VII Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Trends and Technologies 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.</p>
ENVELOPE 2 – FINANCIAL ENVELOPE	
Financial Bid Form (Annex VIII).	<p>Envelope 2 will contain the Financial Bid of the Trends and Technologies. 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"; • Trends and Technologies has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Forms to be signed by the Trends and Technologies authorized representative.

	Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.
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- Chair opened the floor for questions/clarifications. Details are below:

Trends and Technologies Query	Committee's Reply
We bought bidding docs before, will we buy again?	
	Please put that in writing Ma'am.
Okay, Ma'am. Thank you.	
	Alright, thank you and good luck.

Chair's Instructions

Chair stated that Bidders should write all their queries/concerns to the BAC Chair which may be sent through email or fax. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.

Just a reminder that there are times that we answer some questions from the Bidder during Pre-Bid Conference. However, it's not official until you put your concern in writing because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.

Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the indent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. Again, if there are any erasures, please counter sign the erasures.

When you pay for the Bidding Documents, we will give you a whole set. You can download for purposes of already reviewing the requirements. You can download for purposes of having advance copy of the forms. Remember, you must pay for the Bidding Documents before you drop your bids.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

1) Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

OR

2) Cash Deposit

Interested Bidders may send a letter request for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- Trends and Technologies 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:**

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: 8892-2149

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

BID SCHEDULE:

- Trends and Technologies can send queries/concerns via email until **11 September 2020 (Friday)**.
- The Bid Opening is scheduled on **21 September 2020 (Monday, 1:00pm)**.

ADJOURNMENT:

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

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I

BAC1 Secretariat

From: Mikaela Dy <mvdy@trends.com.ph>
Sent: Sunday, 20 September 2020 8:02 pm
To: BAC1 Secretariat
Subject: Re: PITC - BOC | Procurement of Twenty-Four (24) Months Support and Maintenance Service for the Data Center Equipment of the Bureau of Customs (BOC)
Attachments: Trends_Mikaela Dy.jpg

Dear BAC Secretariat,

Good Day.

Seeking for your assistance please to provide link for the bidding on Monday September 22, 2020 of the below project.

1. Name of Project: **Procurement of Twenty-Four (24) Months Support and Maintenance Service for the Data Center Equipment of the Bureau of Customs (BOC)**
2. Bid Reference: **GPG-B1-2020-395 – REBID**
3. Activity: **Bidding**
4. Company Name: **Trends & Technologies, Inc.**
5. Address: **6th Floor Trafalgar Plaza 105 H.V. Dela Costa Street Salcedo Village, Makati City**
6. Name of Representative [maximum of two (2)] : **Mikaela Rodger Rose V. Dy**
7. Contact Nos. : **09176279886**
8. E-mail Address : **mvdy@trends.com.ph**
9. Scanned or Photo of Proof of Identity pls attach:

Thank you and Kind Regards,

Mikaela Rodger Rose V. Dy
Account Manager
Financial Services and Government Group



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Trends & Technologies, Inc.

MIKA

MIKAELA RODGER ROSE V. DY
TTI-1150



EMPLOYEE'S SIGNATURE



TRENDS

Increasing the Potential





ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-395 REBID) - VIA ZOOM VIDEO CONFERENCE

(Previous Bid Reference No. GPG-B1-2020-078)

PROCUREMENT OF TWENTY-FOUR (24) MONTHS SUPPORT AND MAINTENANCE SERVICE FOR THE DATA CENTER EQUIPMENT OF THE BUREAU OF CUSTOMS (BOC)
 25 August 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 & 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) Rhonejl 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. Prov. Member)	9) Verna Liza DV. Maramot	F	(Member)
			10) Gel Cyrell Y. Tallada	F	(Member)
			11) Jacky C. Crispino	M	(Member)
End-Users			Secretariat		
1) Patrick Errol C. Espallardo	M	TWG Representative	1) Ma Veronica A. Morales	F	(Head)
2) Raquel G. De Jesus	F	TWG Representative (Alt.)	2) Jane C. Arcilla	F	(Member)
3)			3) Ana DG. Asprec	F	(Member)
4)			4) Ma Teresa S. Elima	F	(Member)
5)			5) Mirasol S. Ninobla	F	(Member)
6)			6) Ma. Irissa G. Ordillano	F	(Member)
Account Officer			Observer/s		
1) Jinky C. Apolinar	F		1) Atty. Mark Bryan A. Dela Cruz	M	(P-ITSG)
2)			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 FOR THE BUREAU OF CUSTOMS (BOC)

Bid Reference No. : GPG-B1-2020-396 Rebid (Prev. Bid Ref. No. GPG-B1-2020-078)

Time / Date & Venue : 25 August 2020, 10:00 A.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
	Mikaela Rodger Rose V. Ong		TRENDS & TECHNOLOGIES, INC.					
	Joseph Muneza							

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.