



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE  
FOR THE PROCUREMENT OF STARTER TOOLKITS FOR THE IMPLEMENTATION  
OF REPUBLIC ACT 10931 OR UNIVERSAL ACCESS TO QUALITY TERTIARY  
EDUCATION ACT (UAQTEA) FOR FY 2019 FOR THE TECHNICAL  
EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)**

**Bid Reference No.: GPG-B1-2020-477  
20 October 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 10:30am

In attendance are:

<b>FOR PITC BAC-I via ZOOM</b>
Christabelle P. Ebriga, Chairperson
Myra T. Alvarez, Vice-Chair
Joel S. Rodriguez, Member
Atty. Roxanne Cruz, Member
Atty. Mitzell Arthur R. Magdaong, Member
Atty. Mark Brian Dela Cruz, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

<b>FOR PROPONENT – TESDA (via ZOOM)</b>
Elvis Del Castillo, TWG Permanent
Rizal S. Bautista, TWG Alternate

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Implementation of Republic Act 10931 or Universal Access to Quality Tertiary Education Act (UAQTEA) for FY 2019 for the Technical Education and Skills Development Authority (TESDA). After which, Chair acknowledged the presence of the BAC members and representative/s from Philippine Army via ZOOM.
- Chair acknowledged the presence of the prospective bidders attending the pre-bid conference via ZOOM. Namely:
  - 1) Welcome Export, Inc. Elah Martinez and Belinda Namola
  - 2) Goldtech International Distributors, Inc - Aby Co-Villagrancia and Willy Flores
  - 3) Acmi Office Systems Philippines Inc - Gerard Joseph Alava and Rosemarie Dela Cruz
  - 4) Nikka Trading – Elsa Combatir and Jonathan Zulueta
  - 5) Girtteki Inc. - Rona Bugausan
  - 6) Reddot Imaging Philippines Inc. – Rheyman Fulgar
  - 7) Emmantech Enterprises - Engelbert Saulog
  - 8) Dominion Intertrade Corp. - Janice R. Castillo
  - 9) Humil International Corp – Dante Ganot and Arthur Dean
  - 10) Lakas Agritech Marketing - Christine Ochavillo and Kristoffer Ligan
  - 11) Michael Co Industrial Supply Corp – Eicel Anne Fabia and Angelica Sangalang
  - 12) S & S Enterprises Inc. – Joseph Orido
- Chair stated that there are ninety-four (94) Lots involved in this project. Bidders may bid for one, some, or all Lots.
- 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 from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC per lot.

Similar nature shall mean **“Basic Tools/Training Tools”**.

- At the same time, this bid project is open to authorized Philippine Suppliers or Resellers or Distributors for the Procurement of Starter Toolkits for the Implementation of Republic Act 10931 or Universal Access to Quality Tertiary Education Act (UAQTEA) for FY 2019 for the Technical Education and Skills Development Authority (TESDA) (hereafter referred to as GOODS/SERVICES) who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- **Delivery Period:** Within ninety (90) calendar days upon receipt of Notice to Proceed (NTP).

Delivery Place: Please refer to page 2 of the TESDA Terms of Reference per Sector.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidder 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 that should be in **Separate Folder per Lot** (in 3 copies) because each Lot has a separate Financial Bid Form.
- **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**

**NOTE:** During Bid Submission and Opening, bidder must submit only one (1) set of the Eligibility Documents in triplicate copies regardless of the number of Lots being bid for.

<b>Class "A" Eligibility Documents</b>	<b>Chair's Instructions</b>
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 <b>2020 Mayor's Permit</b>.</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 <b>provisional Tax Clearance, renewal certificate</b> or <b>claim stub</b> 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>

<p>Audited Financial Statements for 2019 and 2018</p>	<p>Submission will be the <b>2019</b> and <b>2018</b> Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> <li>a) Independent Auditor's Report;</li> <li>b) Balance Sheet; and</li> <li>c) Income Statements</li> </ul> <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>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If a Bidder is already a PhilGEPS Platinum Member, bidder 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), if any whether similar or not in nature and complexity to the contract to be bid.</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>• Bidders to indicate Lot no/s. being bid for;</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 Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid.</p> <p>Similar nature shall mean "<b>Basic Tools/Training Tools</b>".</p>	<ul style="list-style-type: none"> <li>• Again, a form is provided;</li> <li>• Bidders to indicate Lot no/s. being bid for</li> <li>• Bidder to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> <li>a) End User's Acceptance</li> <li>b) Copy of Official Receipt;</li> <li>c) Sales Invoice with Collection Receipt (<i>They go together</i>)</li> </ul> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p>	<p><b><u>For NFCC</u></b></p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex II</b>;</li> <li>• Bidders to indicate Lot no/s. being bid for; and</li> <li>• Total ABC (₱) for all the Lots being bid.</li> </ul> <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 be at least equal to the total ABC of the Lot no/s. being bid.</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><u>FOR COMMITTED LINE OF CREDIT (CLC)</u></b> - A sample form is provided for as <b>Annex II-A</b>;</p> <p>CLC must be at least equal to <b>ten percent (10%)</b> of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p>

Class "B" Documents (For Joint Ventures)	Chair Instruction's
Joint Venture Agreement (JVA) OR Protocol/Undertaking of Agreement to Enter into Joint Venture	<p>1) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, <b>OR</b></p> <p>2) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. (Annex III)</p> <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of Notice of Award (NOA) [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184]</p> <p>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</p>
<b>EACH JV PARTNER MUST SUBMIT THE FOLLOWING:</b>	
<b>For Local JV Partner</b>	<p>Aside from the JVA or JVP, the local partner shall also submit the documents as follows:</p> <ol style="list-style-type: none"> <li>1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.</li> <li>2. Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located <b>OR</b> the equivalent document for Exclusive Economic Zones or Areas.</li> </ol> <p>In cases of recently expired Mayor's/ Business permits, said permit shall be submitted 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 prior to payment.</p> <ol style="list-style-type: none"> <li>3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</li> <li>4. Copy of each of the following Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports): <ol style="list-style-type: none"> <li>a) Independent Auditor's Report;</li> <li>b) Balance Sheet (Statement of Financial Position); and</li> <li>c) Income Statement (Statement of Comprehensive Income)</li> </ol> </li> </ol> <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>
<b>For Foreign JV Partner</b>	<ol style="list-style-type: none"> <li>1. Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based.</li> </ol> <p>If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders;</p> <ol style="list-style-type: none"> <li>2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR.</li> <li>3. Corporate Financial Statement or Annual Report for 2019 or 2018; <b>OR</b></li> </ol>

	<p>Again, if a Bidder is already a PhilGEPS Platinum Member, bidder can submit the Platinum Membership Certificate together with the Annex "A".</p> <p>In case the JV Partners opt to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. "GPPB Circular 07-2017 dated 31 July 2017"</p>
	<p>For other required Class "A" Eligibility Documents, submission by any of the partner(s) constitutes collective compliance:</p> <ul style="list-style-type: none"> <li>• Duly filled up and signed form Annex I;</li> <li>• Duly filled up and signed form Annex I-A, complete with the required attachment;</li> <li>• NFCC or CLC.</li> </ul>
<b>Technical Documents</b>	<b>Chair 's Instructions</b>
<p><b>Annex IV</b> Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>- A form is provided for as <b>Annex IV</b>;</li> <li>- Bidders to indicate Lot no/s. being bid for.</li> </ul> <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 have it notarized.</p> <p>The other forms of Bid Security are the following, there must be <b>separate Bid Security</b> if Bidder is Bidding for <b>more than one Lot</b>:</p> <p><b>b. Cash or Manager's Check</b> 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><b>c. Bank Guarantee/ Bank draft or Irrevocable LC</b> equivalent to at least 2% of the ABC; <b>OR</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>Duly signed and completed 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>• Bidders to indicate the Lot no/s. being bid for;</li> <li>• Bidder to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the company's authorized representative.</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>Chair informed the Bidders that the Committee will issue a Bid Bulletin to revise the Technical Bid Form for some correction on line no. (1) of the form.</p>																								
<p>Duly signed/conformed TESDA Terms of Reference (TOR):</p> <table border="1" data-bbox="145 734 635 1265"> <thead> <tr> <th>Sector</th> <th>Annex</th> </tr> </thead> <tbody> <tr> <td>Agriculture, Forestry, and Fishery</td> <td>Annex V-B1</td> </tr> <tr> <td>Automotive and Land Transport</td> <td>Annex V-B2</td> </tr> <tr> <td>General Infrastructure</td> <td>Annex V-B3</td> </tr> <tr> <td>Electrical and Electronics</td> <td>Annex V-B4</td> </tr> <tr> <td>Garments and Textiles</td> <td>Annex V-B5</td> </tr> <tr> <td>Heating, Ventilation, Air-Conditioning And Refrigeration</td> <td>Annex V-B6</td> </tr> <tr> <td>Information and Communication Technology</td> <td>Annex V-B7</td> </tr> <tr> <td>Metals and Engineering</td> <td>Annex V-B8</td> </tr> <tr> <td>Processed Food and Beverages</td> <td>Annex V-B9</td> </tr> <tr> <td>Health, Social and Other Community Development Services</td> <td>Annex V-B10</td> </tr> <tr> <td>Tourism</td> <td>Annex V-B11</td> </tr> </tbody> </table>	Sector	Annex	Agriculture, Forestry, and Fishery	Annex V-B1	Automotive and Land Transport	Annex V-B2	General Infrastructure	Annex V-B3	Electrical and Electronics	Annex V-B4	Garments and Textiles	Annex V-B5	Heating, Ventilation, Air-Conditioning And Refrigeration	Annex V-B6	Information and Communication Technology	Annex V-B7	Metals and Engineering	Annex V-B8	Processed Food and Beverages	Annex V-B9	Health, Social and Other Community Development Services	Annex V-B10	Tourism	Annex V-B11	<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>
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<p>Notarized Affidavit of Undertaking for the <b>Annex B</b> (Lot Specification) <b>Annex C</b> (Distribution Matrix); and <b>Annex D</b> (Delivery Address for the Distribution of Toolkits per Region) of the Terms of Reference, (<b>Annex V-C of the Bidding Documents</b>).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Chair also mentioned that the Committee will also issue a Bid Bulletin to revise the <b>Annex V-C</b> because the Annex B (Lot Specification), Annex C (Distribution Matrix), Annex D (Delivery Address for the Distribution of Toolkits per Region) will be uploaded and Bidders may download the Zip File from PITC website.</p> </div>																								
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex VI</b>;</li> <li>• The form must be in the company letterhead of Bidder's Single Largest Completed Contract Client;</li> <li>• The rating should be at least <b>VERY SATISFACTORY; AND</b></li> <li>• Provide all the information called for and the form must be signed by the Bidder's Client Authorized Representative</li> </ul>																								

<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"> <li>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</li> <li>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.</li> </ul> <p>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.</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>Bidders to indicate the Lot no/s. being bid for.</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. Notarization is required for this OSS.</p>
<p><b>ENVELOPE 2 – FINANCIAL ENVELOPE</b></p>	
<p>Completed and signed Financial Bid Form</p>	<p>Envelope 2 will contain <b>the</b> Financial Bid of the Bidders.</p> <p>Chair emphasized that <b>each Lot</b> has its own Financial Bid Form;</p> <p>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>• Bidders has to indicate the bid amount both in figures and in words in the Financial Bid Form;</li> <li>• Bidders must fill out all line items. If an item is to be given free, Bidders must indicate "0";</li> <li>• Forms to be signed by the bidder's authorized representative</li> </ul> <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Chair also emphasized that the Financial Bid Form <b>FOR EACH LOT</b> should be placed in <b>SEPARATE sealed envelope (in three copies)</b>, because if any of the requirement were declared "Failed" the Committee cannot proceed with the opening of Financial Bid.</p>



- Chair explained that the 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.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Goldtech: my question is regarding the SLCC, we would like to clarify about the SLCC "basic tools or training equipment" the content or the items listed in the contract should be similar to the items being bid or not necessary?	
	<p>The definition is very generic, the Single Largest Completed Contract should be a contract that deals with "basic tools/training tools".</p> <p>If there are other items in the contracts that are not considered as basic tools or training tools, then we will only get those that refer to this, to get the amount.</p>
Okay thank you ma'am.	
Humil: Ma'am regarding to the forms, Annex VIII-3.20	
	Are you referring to the Financial Bid Form?
Yes, because in the Invitation to Bid - Plumbing NC II quantity is 1,000 but in the Financial Bid form the quantity is 275? Which one is correct?	
	<p>Chair: the correct quantity for Plumbing NC II is 1,000. We will issue a Bid Bulletin for the Revised Annex VIII-3.20 Financial Bid Form.</p> <p>And if in case we issue any revised forms, you have to use the revised forms that we issue through the Bid Bulletin. Do not just correct the form on your own.</p>
Noted ma'am.	
Also, in the Annex VIII-4.4, in the Invitation to Bid the quantity is 950 but in the Financial Bid Form the quantity its 850	
	Chair: Okay sir, we will also issue a Bid Bulletin to revise the quantity and the unit price.
ACMI: Ma'am also the Annex VIII-9.2, in the Invitation to Bid: the no. of Toolkits is 7, it should be 1.	
	Okay, we will also check that, and we will also amend the Invitation to Bid because we will match the numbers of composition of tool kits and whatever is required to be corrected.
SSE: with regards to the sample, is it already part of the delivery?	
	Chair: No, the sample is for purposes to present your prototype it is not going to be part of the delivery.
Goldtech: Ma'am also regarding to the Sector 4 Lot no. 4.1, I want to clarify the OTG connector/adaptor, is this additional adaptor? Or dual built-in port?	
	Chair: sir can we ask you to put your question in writing so we can issue a clarification.
Okay ma'am, thank you.	



ACMI: For example, we will bid for all Lots in Sector 1, can we present one item/sample for all of those? Since they are all the same?	
	No, you need to submit separate sample for each Lot. Because you also have to consider that you may not be the LCB for that or you may not be qualified for that, so you have to prepare separate items per LOT that you are being considered.
	Any other concerns?
	<p>If there are no more questions for now you, the Bid Submission and Opening of Bids is scheduled on 12 November 2020, so the last day for asking questions is on 30 October 2020 but please do not wait for the last day to ask your questions.</p> <p>Those that you have already addressed today in terms of clarification on the inconsistency, we will be issuing a Bid Bulletin and as I said whenever we issue a revised form please use those forms.</p> <p>If you have technical concerns, which might be on the Terms of Reference of TESDA, please put your question in writing and you need not wait for the last day to raise them and we will not be entertaining questions after the deadline (October 30).</p>
Reddot: Ma'am last question, can the downloadable file of the technical specifications can be in Excel file? Instead of PDF file.	
	Chair: No sir, it has to be in PDF file.
S&S: with regards to the delivery period: the ninety (90) calendar days, is it applicable to all areas?	
	Chair: Yes.
Girteki: Additional to the correction, in the Financial Bid Form <b>Annex VIII-1.11</b> , the Lot no. indicated is Lot 1.10 it should be Lot 1.11	
	Okay, thank you.
Michael Co: we want to confirm about the cost of the bidding documents, there is a table provided. So, if we participate for 50,000,000 pesos automatic the cost of the Bidding Documents is 25,000 pesos?	
	<p>We indicated the price per Lot because you might not be bidding for several Lots. However, if you are bidding only for Lot 2.1 then the price of the document is 25,000.00. however, if you are Bidding for several lots then you have to add up the ABC's and find the corresponding cost of the bidding documents.</p> <p>And make sure that you pay for the cost Bidding Documents before you submit your bids because our secretariat will not accept any Bidding Documents that have not been paid for. The modes of payment are either Cash or Cash Deposit. For Cash Payment please take note of the available date and time that the PITC cashier is open and for Cash Deposit, you have to send a request letter to our BAC Secretariat so we can provide you the Bank details.</p>

	<p>If there are no other questions for now, we will just wait for your letters and we will issue amended Invitation to Bid and also the revised documents that you mentioned earlier.</p> <p>If you see any other inconsistencies you may point that out to us, so we can issue the corresponding corrections. And please make sure that you use the revised forms, whenever forms/annexes are revised.</p>
	<p>Thank you so much for your participation, good luck.</p>

**OTHER MATTERS:**

- Chair emphasized the additional requirements if declared Single/Lowest Calculated Bid (S/LCB) - to determine the compliance of the items with the requirements of the agency, the actual sample of each item being offered by the bidder together with the Technical Data Sheet will be submitted for purposes of post-qualification items within fifteen (15) calendar days upon receipt of Notice to Present Prototype. The bidder will have one (1) chance to present such items.
- **For questions/clarifications through Email:**

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)

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

**BID SCHEDULE:**

- Bidder can send queries/concerns via email until **30 October 2020 (Friday)**
- The Bid Opening is scheduled on **12 November 2020, 10:00am (Thursday)**

**ADJOURNMENT:**

- There is no other matter discussed, the pre-bid conference was adjourned at 11:40am

MINUTES TAKEN BY:



**ATTY. MARIA GUDELIA C. GUESE**  
 Head, BAC-I Secretariat  
 LMC

APPROVED BY:



**CHRISTABELLE P. EBRIEGA**  
 Chairperson, BAC-I