



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF BRAND NEW 1,800 PIECES MILITARY BALLISTIC  
PROTECTIVE EYEWEAR (SPECTACLE) FOR THE PHILIPPINE NAVY (PN)  
BID REF. NO. MPG-B1-2018-496  
19 February 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 11:00 A.M.

In attendance are:

| FOR PITC BAC-I   | FOR PROPONENT – PN               |
|--|----------------------------------|
| Atty. Ma. Victoria C. Magcase, Chairperson                     | As per attached attendance sheet |
| Atty. Ma. Gudelia C. Guese, Vice-Chair                         |                                  |
| Christabelle P. Ebriega, Member                                |                                  |
| Myra T. Alvarez, Member  |                                  |
| David A. Inocencio, Member                                     |                                  |
| PITC TWG/BAC Secretariat<br>(as per attached attendance Sheet) |                                  |
| <b>BIDDERS</b>   |                                  |
| As per attached attendance sheet                               |                                  |

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Brand New 1,800 Pieces Military Ballistic Protective Eyewear (Spectacle) for the Philippine Navy (PN). After which, Chair introduced the BAC members and the PN Representative/s.
- For the record, no representative from the PN were present during the Pre-Procurement Conference.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
  1. Armscor Shooting Center, Inc.;
  2. Southcoast Marketing, Inc.;
  3. Kolonwel Trading
- Chair briefed the prospective bidders that PITC is a government corporation attached to the Department of Trade and Industry who have been tasked by the PN to undertake this procurement project for them.
- Chair informed that to be able to participate in this bid project, the prospective bidder should have completed within the last five (5) years from the date of submission and receipt of bids a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.  
 "Similar" contract shall mean "ballistic eyewear".
- At the same time, this bid project is open to Local First Tier Distributor who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.

"Local First Tier Distributor" shall mean a Philippine-based company directly appointed/authorized by the principal manufacturer of the item.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidders at their own good time. What will be discussed in this pre-bid conference are the documents that are required to be submitted on Bid Opening Day;
- Chair turned over the floor to the Vice-Chair, who will discuss the project requirement.
- 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**

| <b><u>Class "A" Eligibility Documents</u></b>   | <b><u>Vice-Chair's Instructions</u></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>Bidders must submit their 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>Bidders must submit their valid and current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018.</p> <p>Vice-Chair informed the bidders that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p> |
| Audited Financial Statements for 2016 and 2017  | <p>Submission will be the 2016-2017 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>   |

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| <p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>  | <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 Bidders 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>   |
| <p><b>Annex I</b><br/>Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>                              | <p>Vice-Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I;</li> <li>• Bidders 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><br/>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>• Bidders to supply the data or information required in the form and to attach any of the following documents:             <ol style="list-style-type: none"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>  |
| <p><b>Annex II</b><br/>Net Financial Contracting Capacity (NFCC)</p> <p><b>Annex II-A</b><br/>Committed Line of Credit (CLC)</p>                                 | <p><b><u>For NFCC</u></b></p> <p>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><b><u>For CLC</u></b></p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a local commercial/Universal Bank.</p> <p>A form is provided for as Annex II-A</p> <p>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Vice-Chair emphasized that the CLC is different from Bank Guarantee, Bank Guarantee is used as a Bid Security.</p> |
| <p><b><u>Technical Documents</u></b></p>   | <p><b><u>Vice-Chair's Instructions</u></b></p>   |
| <p><b>Annex IV</b><br/><b>Bid Security</b></p>   | <p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ol style="list-style-type: none"> <li>a. <b>Bid Securing Declaration.</b> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> </li> </ol>   |

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|   | <p>Bidders should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> <li><b>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li><b>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></li> <li><b>d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ul> <p>In case Bidders 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 Bidders to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p> <p>The fourteen (14) grounds is found in Clause 12.1(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p> |
| <p><b>Annex V-A</b><br/>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"> <li>• There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter";</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidders to indicate the Brand and Model Number of the item being offered;</li> <li>• All four (4) pages must be signed by the authorized representative of the Bidder.</li> </ul> <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><b>Annex V-A1</b><br/>Technical Specifications (3 pages)</p> | <ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>   |

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| <p>Brochure or Technical Data Sheet or equivalent</p>   | <ul style="list-style-type: none"> <li>• Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item;</li> <li>• Internet Downloads may be included to supplement the information contained in the original brochures of the Item.</li> </ul> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>   |
| <p>Authorized Protective Eyewear List (APEL) Certificate</p>  | <p>Bidders to submit its Authorized Protective Eyewear List (APEL) Certificate.</p>   |
| <p>Valid and Current ISO Registration Certificate</p>   | <p>Bidders to submit valid and current ISO Registration Certificate (at least ISO 9001:2015) <u>for manufacturing</u> issued by and Independent Certifying Agency in the name of 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>Valid and Current Certificate of Distributorship/Dealership of the item offered.</p>   | <p>Bidders to submit a valid and current Certificate of Distributorship/Dealership of the item offered, issued by the principal or manufacturer of the product.</p>   |
| <p>Certification from one (1) NATO country buyer that they have procured ballistic protective eyewear from bidder's manufacturer OR Sales Invoice or similar document evidencing sale of ballistic protective eyewear to any one (1) NATO country within the last five (5) years.</p> | <p>Bidders to submit a Certification from one (1) NATO country buyer that they have procured ballistic protective eyewear from bidder's manufacturer OR Sales Invoice or similar document evidencing sale of ballistic protective eyewear to any one (1) NATO country within the last five (5) years.</p> <p>Vice-Chair emphasized that the Certification will be issued by the NATO Country buyer that the <b><u>BRAND OF THE PROTECTIVE EYEWEAR</u></b> has been sold to it.</p> <p>Chair reminded that the protective eyewear that has been sold does not have to be the exact same model.</p> |
| <p>Proof of Authority of the Bidder's authorized representative/s</p>   | <p>As form was flashed on the screen Vice-Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person sign its bid documents, it binds the company.</p>  |
| <p><b>Annex VI</b><br/>Omnibus Sworn Statement (OSS)</p>  | <p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-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, 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>                                 |

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|   | My suggestion is that if the brochure is very short you augment it with the technical data sheet coming from the manufacturer, because the post-qualification is on the documents only.             |
| Just in case pumasa sa post-qualification, yung delivery niya ite-test yon? |   |
|   | What's important is that the impact protection shall meet the standard of high mass impact test and penetration test and it shall meets/pass the APEL standard (Authorized Protective Eyewear list) |
| Can you adjust the ABC?   |   |
|   | You have to put that in writing ma'am. I cannot answer that for them.   |
|   | Please address all your concerns/clarifications to the PITC BAC, we will take charge of coordinating with Philippine Navy on that matter.   |
|   | Thank you!  |


- Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until March 1, 2019 (Friday)

The Bid Opening is scheduled on March 13, 2019 (Wednesday, 9:00 AM)

Adjourned at 12:00 P.M.

MINUTES TAKEN BY:

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

APPROVED BY:

  
**ATTY. MA. VICTORIA C. MAGCASE**  
 Chairperson, BAC-I ✓



**ATTENDANCE SHEET**  
**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2018-496)**  
**SUPPLY AND DELIVERY OF BRAND NEW 1,800 PIECES MILITARY BALLISTIC PROTECTIVE EYEWEAR (SPECTACLE)**  
**FOR THE PHILIPPINE NAVY (PN)**

19 February 2019, 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 - MILITARY PROCUREMENT GROUP PROJECT**

| Regular Members                  | Gender                 | Signature |
|----------------------------------|------------------------|-----------|
| 1) Atty. Ma. Victoria C. Magcase | F (Chairperson)        |           |
| 2) Atty. Maria Gudella C. Guese  | F (Vice Chairperson)   |           |
| 3) Christabelle P. Ebriega       | F (Member)             |           |
| 4) Myra Chitella T. Alvarez      | F (Member)             |           |
| 5) David A. Inocencio            | M (Member)             |           |
| 6) Mario M. Leygo                | M (Alternate Member)   |           |
| 7) Cdr Perceval O Buted (PN)     | M (Provisional Member) |           |

| Technical Working Group          | Gender               | Signature |
|----------------------------------|----------------------|-----------|
| 1) Manuel O. Elimia, III         | M (Team Coordinator) |           |
| 2) Pio B. Bellosillo             | M (Member)           |           |
| 3) Ma. Cristina Rosa V. Bautista | F (Member)           |           |
| 4) Suzanne M. Marticio           | F (Member)           |           |
| 5) Rachel F. Ignacio             | F (Member)           |           |
| 6) Judy Ann L. Esteban           | F (Member)           |           |
| 7) Michael M. Arriego            | F (Member)           |           |
| 8) Franklin D. Iglesias          | M (Member)           |           |

| End-Users (PN) | Gender | Signature |
|----------------|--------|-----------|
| 1) _____       | _____  | _____     |
| 2) _____       | _____  | _____     |
| 3) _____       | _____  | _____     |
| 4) _____       | _____  | _____     |
| 5) _____       | _____  | _____     |
| 6) _____       | _____  | _____     |

| Secretariat                | Gender     | Signature |
|----------------------------|------------|-----------|
| 1) Ma Veronica A. Morales  | F (Head)   |           |
| 2) Jane C. Arcilla         | F (Member) |           |
| 3) Ana DG. Asprec          | F (Member) |           |
| 4) Ma Teresa S. Elimia     | F (Member) |           |
| 5) Mirasol S. Ninobla      | F (Member) |           |
| 6) Ma. Irissa G. Ordillano | F (Member) |           |

| Account Officers     | Gender | Signature |
|----------------------|--------|-----------|
| 1) Pio B. Bellosillo | M      |           |
| 2) _____             | _____  | _____     |

| Observers | Gender | Signature |
|-----------|--------|-----------|
| 1) _____  | _____  | _____     |
| 2) _____  | _____  | _____     |



# Bids and Awards Committee (BAC 1)

## ATTENDANCE SHEET : PROSPECTIVE BIDDERS

## PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project : SUPPLY AND DELIVERY OF BRAND NEW 1,800 PIECES MILITARY BALLISTIC PROTECTIVE EYEWEAR (SPECTACLE) FOR THE PHILIPPINE NAVY (PN)

Bid Reference No. : MPG-B1-2018-496

Time / Date & Venue : 13 February 2019, 11:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

**NO ID - NO ENTRY**  
 For Company Personnel  
 • Valid Company ID with picture and signature  
 For Individuals (Not representing any Company)  
 • Any valid government-issued ID with picture and signature

| ID No. | PRINTED NAMES OF REPRESENTATIVE                               | GENDER | COMPLETE COMPANY NAME / ADDRESS               | CONTACT NOS. | E-MAIL ADDRESS                          | LOT NO./S       | TIME-IN | BIDDER'S SIGNATURE |
|--------|---|--------|---|--------------|---|-----------------|---------|--------------------|
|        | ROSMARIO A PUMAROD  | F      | ARMORIAL WEAVING CENTER INC.<br>CARRI TRADING | 09778061149  | ROSMARIO.PUMAROD@ARMORIALWEAVING.COM.PH | MPG-B1-2018-496 | 11:31   | [Signature]        |
|        | ROSMARIO A PUMAROD  | F      | ARMORIAL WEAVING CENTER INC.<br>CARRI TRADING | 09778061149  | ROSMARIO.PUMAROD@ARMORIALWEAVING.COM.PH | MPG-B1-2018-496 | 10:56   | [Signature]        |
|        | Leah Rose P. Baldehin<br>PUMAROD RICHARD<br>Dela Rosa Silvano |        | Kelownard Trading<br>Sta Cruz, Marikina       | 09226611434  | leah.pum@kelownard.com                  |                 |         | [Signature]        |
|        |   |        |   |              |   |                 |         |                    |
|        |   |        |   |              |   |                 |         |                    |
|        |   |        |   |              |   |                 |         |                    |
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