



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

**MINUTES OF THE PRE-BID CONFERENCE
REPAIR AND MAINTENANCE OF CESSNA AIRCRAFT AND OVERHAUL OF TWO
(2) UNITS TELEDYNE CONTINENTAL ENGINE ASSEMBLY WITH COMPLETE
ACCESSORIES AND OVERHAUL OF TWO (2) UNITS McCAULEY PROPELLER
ASSEMBLY FOR THE PHILIPPINE ARMY (PA)-ONE (1) LOT
BID REF. NO. MPG-B1-2018-558 2nd Rebid
4 March 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 10:10 A.M.

In attendance are:

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

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Repair and Maintenance of Cessna Aircraft and Overhaul of Two (2) Units Teledyne Continental Engine Assembly with Complete Accessories and Overhaul of Two (2) Units McCauley Propeller Assembly for the Philippine Army (PA) - One (1) Lot. After which, Chair introduced the BAC members and the PA Representative/s.
- Chair acknowledged the presence of Pegasus Air Services, Inc. the only prospective bidder present in this pre-bid conference.
- Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed one (1) single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.

“Similar contract” shall mean Repair and Maintenance of Cessna Aircrafts.
- At the same time, this bid project is open to local Original Equipment Manufacturer (OEM) authorized repair / overhaul facility for the Repair and Maintenance of Cessna Aircraft and Overhaul of Two (2) Units Teledyne Continental Engine Assembly with Complete Accessories and Overhaul of Two (2) Units McCauley Propeller Assembly for the Philippine Army (PA)
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Pegasus at their own good time. What will be discussed in this pre-bid conference are the documents that are required to be submitted on Bid Opening Day;

- Chair started to discuss the Envelope System:

- **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
- **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
- **Sealing/Markings:** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>Chair's Instructions</u>
SEC/DTI Registration Certificate	For Corporation , submission will be the SEC Registration Certificate.
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.	Pegasus must submit their valid and current Mayor's Permit. In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that Pegasus 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.
Valid and Current Tax Clearance	Pegasus must submit their valid and current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018. Chair informed Pegasus 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. Chair advised Pegasus to only transact with legitimate employees of BIR.
Audited Financial Statements for 2016 and 2017	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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	If Pegasus 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. However, if any of the documents listed in Annex A of the certificate has expired Pegasus must submit the valid and current one. 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>	<p>Chair's instructions to Pegasus with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Pegasus to use Annex I; • Pegasus 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 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"> • A form is again provided; • Pegasus 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. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></p> <p>A form is provided for as Annex II</p> <p>As the sample form was flashed on the screen, Chair's instructions is for Pegasus 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><u>For CLC</u></p> <p>In case Pegasus 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>Chair reminded Pegasus that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><u>Technical Documents</u></p>	<p><u>Chair's Instructions</u></p>
<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>Pegasus 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 Pegasus 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;</p>

	<p>c. A Bank Guarantee / Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</p> <p>In case Pegasus will opt for a Surety Bond, Pegasus 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 Pegasus 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>Annex V-A Completed and signed 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"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • Pegasus to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All six (6) pages must be signed by the authorized representative of Pegasus. <p>Chair reminded Pegasus that if there are any blanks left out unfilled, the TBF will fail because it will mean that Pegasus cannot comply with the technical specifications.</p>
<p>Annex V-A1 Technical Specifications (10 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Annex V-A2 Test and Acceptance Procedures (8 pages)</p>	
<p>Annex VB Duly Accomplished List of Additional Parts to be Replaced</p>	<ul style="list-style-type: none"> • Pegasus to fill ; • Pegasus's authorized representative/s to sign the last part of the annex.
<p>Certificate of Inspection of the Equipment</p>	<p>Submission will be a Certificate of Inspection of the Equipment issued by the Commanding Officer of the Aircraft Maintenance Company, Army Aviation Battalion, Mechanized Infantry Division, Philippine Army, Fort Ramon Magsaysay, Nueva Ecija.</p>

Valid and current written appointment or authorization of the Original Equipment Manufacturer (OEM)

Pegasus to submit a valid and current written appointment or authorization of the Original Equipment Manufacturer (OEM) issued in favor of the local repair/overhaul facility to repair and maintain and overhaul the following:

- a) CESSNA aircraft;
- b) Teledyne Continental engine;
- c) 3-bladed McCauley Propeller

Pegasus's Queries	Committee's Reply
You cannot exactly get that type of certificate, because that is in fact a redundancy of that requirement (Chair interrupted)	
	Because it's already on the CESSNA Aircraft itself?
Yes, and then CAAP will not give us that AMO certificate if we have not complied that.	
	In other words, you can't get the authorization from CESSNA, but how do we know that you're authorized to repair the CESSNA and the engine.
We have requirements from CAAP and the capabilities are actually listed there.	
	If this is going to be an issue, Maybe you just have to write us about that and if they're willing to do a way with this requirement and just accept the next document which is your CAAP certificate together with the provisions ratings and limitations.
Yes and what usually happens is for example we lack that one capability AMO make usually an AMO to AMO	
	To another AMO?
Yes, that's what CAAP requires.	
And we submit attachments to that.	
	So you're going to sub-contract?
On that particular service only.	
	Okay.

		BAC member D. Inocencio: In the AMO certification of CAAP, does it mention those three items (a. CESSNA aircraft, b. Teledyne Continental engine, c. 3-bladed McCauley Propeller)
	It's actually a continental type of engine.	
		So it's already in the AMO certificate?
	It's there, but in our case because they set a new requirements this time, like we're also sending our guys to the US for new more capabilities for AMO.	
	But as to overhauling we have been doing it for like homing and then continental.	
	For the continental at this point we don't have that particular rating, but we are using the same people, our people and their people together.	
		We get it sir, but you have to write us regarding that matter and if there will be any modifications in the requirement it will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website.
Valid and current CAAP Certified Approved Maintenance Organization (AMO) Certificate together with the Specific Operating Provisions (Ratings and Limitations)	Pegasus to submit a valid and current CAAP Certified Approved Maintenance Organization (AMO) Certificate together with the Specific Operating Provisions (Ratings and Limitations).	
Annex V-C Certificate of Performance Evaluation	<p>The Committee wants to make sure that Pegasus has a good record with his client. As such, Pegasus has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Pegasus to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate Pegasus. The rating should be at least Very Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of Pegasus's Single Largest Completed Contract Client/s.</p>	
Proof of Authority of the Bidder's authorized representative/s	As form was flashed on the screen Chair advised Pegasus 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>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Pegasus 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 and notarized.</p>
<p>ENVELOPE 2: FINANCIAL ENVELOPE</p> <p>Annex VII - Financial Bid Form Annex VII-A - Detailed Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of Pegasus where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <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 again reminded Pegasus that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p> <p>Chair emphasized that Pegasus 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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chair informed Pegasus that the Committee will issue a Bid Bulletin to revise the Detailed Financial Bid Form.</p> </div>

- The Chair inquired for questions/clarifications. No reply from Pegasus.
- Chair would like Pegasus to take special note that all costs related to delivery to site shall be borne by the winning bidder/supplier.
- Chair suggest that Pegasus 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 8, 2019 (Friday)

The Bid Opening is scheduled on March 20, 2019 (Wednesday, 3:00 PM)

Adjourned at 10:40 A.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-B1-2018-558) 2nd Re-bid
(Previous Bid Reference Nos. MPG-B1-2018-127 and MPG-B1-2018-424 Rebid)

Repair and Maintenance of Cessna Aircraft and Overhaul of Two (2) Units Teledyne Continental Engine Assembly with Complete Accessories and Overhaul of Two (2) Units McCauley Propeller Assembly for the Philippine Army - One (1) Lot

04 March 2019, 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 - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F (Chairperson)	
2) Atty. Maria Gudelia C. Guese	F (Vice Chairperson)	
3) Christabelle P. Ebriga	F (Member)	
4) Myra Chitella T. Alvarez	F (Member)	
5) David A. Inocencio	M (Member)	
6) Joel S. Rodriguez	M (Alternate Member)	
7) BGen Byron H Callimag AFP	M (Provisional Member)	
8) Col Glenn E. Cruz	M (Alt. Prov. Member)	

Technical Working Group	Gender	Signature
1) Manuel O. Elima, 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. Arriessgado	M (Member)	
8) Franklin D. Iglesias	M (Member)	

End-Users	Signature
1) Ltc Ronel Manalo	
2) Ltc Richard Servito	
3) Ltc Warlito Limet	
4) Maj Irben Rimando	
5) Cpt George Bearnaza Jr.	
6) Cpt Romano Laab Jr.	
7) TSG Ruben Marzo	

Secretariat	Signature
1) Ma Veronica A. Morales	
2) Jane C. Arcilla	
3) Ana DG. Asprec	
4) Ma Teresa S. Elima	
5) Mirasol S. Ninobla	
6) Ma. Irissa G. Ordillano	

Account Officers	Signature
1) Pio B. Bellosillo	
2) Ma. Cristina Rosa V. Bautista	

Observers	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 : REPAIR AND MAINTENANCE OF CESSNA AIRCRAFT AND OVERHAUL OF TWO (2) UNITS TELEDYNE CONTINENTAL ENGINE ASSEMBLY WITH COMPLETE ACCESSORIES AND OVERHAL OF TWO (2) UNITS MACCAULEY PROPELLER ASSEMBLY FOR THE PA

Bid Reference No. : MPG-B1-2018-558 2ND REBID

Time / Date & Venue : 04 March 2019, 10:00 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	BIDDERS SIGNATURE
	TUNNIE P. ABONELA	M	PEARSON AIR SERVICES, INC. Dagupan Air Services Inc. Hampden, Pleasure Airport Pleasant, Bulacan	0919491606 0999997338	vince.abonela@gmail.com		9:50	