



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF THREE (3) UNITS 6V53N ENGINE ASSY FOR  
M113/AIFV FOR THE PHILLIPPINE ARMY (PA)  
BID REF. NO. MPG-B1-2019-023  
4 February 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:10 P.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	
Myra T. Alvarez, Member	
David A. Inocencio, Member (on leave)	
PITC TWG/BAC Secretariat (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 3 units 6V53N Engine Assy for M113/AIFV for the Philippine Army (PA). After which, Chair introduced the BAC members and the PA Representative/s.
- Chair acknowledged the presence of Philchem Industries, 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 a single contract to be bid amounting to at least twenty-five percent (25%) of the ABC of the project within the last five (5) years from date of submission and receipt of bids.  
 "Similar" contract shall mean "Spare Parts for Diesel Engine".
- At the same time, this bid project is open to authorized suppliers, distributors, dealers or resellers or the Supply and Delivery of 3 units 6V53N Engine Assy for M113/AIFV for the Philippine Army who much be Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the Philchem 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**

<b><u>Class "A" Eligibility Documents</u></b>	<b><u>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 valid and current.; 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>Philchem must submit their 2019 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>Philchem must submit their valid and current Tax Clearance.</p> <p>Chair informed Philchem 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 Philchem to only transact with legitimate employees of BIR.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chair mentioned that PITC got the notice from the BIR that the Tax Clearance can now be secured from the Revenue Regional Office of the BIR but make sure that there are no notice of delinquency.</p> </div>
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 page of which must have the stamp "Received" by the BIR.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Philchem 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 Philchem must submit the 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</p>	<p>Chair's instructions to Philchem with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Philchem to use Annex I;</li> <li>• Philchem 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 Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 25% of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Philchem 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> Net Financial Contracting Capacity (NFCC)</p> <p><b>Annex II-A</b> Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex II;</li> </ul> <p>As the sample form was flashed on the screen, Chair's instructions is for Philchem to supply the necessary details as required. A formula is already provided for Philchem to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p><b>For CLC</b></p> <p>In case Philchem does not want to submit the NFCC, they have an option to submit Committed Letter of Credit, issued by a local commercial/Universal Bank.</p> <p>A form is provided for as Annex II-A</p> <p>Chair reminded Philchem that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<b><u>Technical Documents</u></b>	<b><u>Chair's Instructions</u></b>
<p><b>Annex IV</b> <b>Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="padding-left: 40px;"><b>a. Bid Securing Declaration.</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV;</li> </ul> <p>Philchem 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 Philchem 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 Guaranty or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank.</b></li> <li><b>d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ul> <p>In case Philchem will opt for a Surety Bond, Philchem 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 Philchem 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</b> 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"> <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>• Philchem to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the authorized representative of Philchem.</li> </ul> <p>Chair emphasized that each item has its own Technical Bid Form</p> <p>Chair reminded Philchem that if there are any blanks left out unfilled, the TBF will fail because it will mean that Philchem cannot comply with the technical specifications.</p>
<p><b>Annex V-A1</b> Technical Specifications for Engine Assembly for M113/AIFV Mech Div4AS-12-17-TS (1 page)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>

<b>ENVELOPE 2: FINANCIAL ENVELOPE</b>	<p>Envelope 2 will contain the Financial Bid of Philchem where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Chair again reminded Philchem that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p>
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- The Chair inquired for questions/clarifications. No reply from Philchem.
- Chair emphasized that Philchem 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.
- Chair suggest that Philchem 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.

Philchem can send queries/concerns until February 8, 2019 (Friday)

The Bid Opening is scheduled on February 19, 2019 (Tuesday, 1:00 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-B1-2019-023)

SUPPLY AND DELIVERY OF THREE (3) UNITS 6V53N ENGINE ASSY FOR M113A1FV FOR THE PHILIPPINE ARMY (PA)

04 February 2019, 1:00 P.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. Ebriega	F (Member)	
4) Myra Chitella T. Alvarez	F (Member)	
5) David A. Inocencio	M (Member)	<i>on leave</i>
6) Mario M. Leygo	M (Alternate Member)	
7) BGen Byron H Calinag 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)	<i>OB</i>
3) Ma. Cristina Rosa V. Bautista	F (Member)	<i>MCRB</i>
4) Suzanne M. Marticio	F (Member)	<i>SB</i>
5) Rachel F. Ignacio	F (Member)	
6) Judy Ann L. Esteban	F (Member)	
7) Michael M. Arriagado	M (Member)	
8) Franklin D. Iglesias	M (Member)	

### End-Users (PA)

1) LTC WARRIRO LIMBT	G4, mrcif DIV, PA	
2) MAJ PATRYA M CASPUSURWOT	AC, PMO, ASSEM, PA	
3) M. SQ REGINALDO M ANDRES	II	
4)		
5)		
6)		

Secretariat	Gender	Signature
1) Ma Veronica A. Morales	F (Head)	
2) Jane C. Arcilla	F (Member)	<i>JCA</i>
3) Ana DG. Aspree	F (Member)	<i>ANA</i>
4) Ma Teresa S. Elima	F (Member)	
5) Mirasol S. Ninobla	F (Member)	
6) Ma. Irissa G. Ordillano	F (Member)	<i>IRISSA</i>

### Account Officers

1) Pio B. Bellosillo	M	
2) Franklin D. Iglesias	M	

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 THREE (3) UNITS 6V53N ENGINE ASSY FOR M113A1F FOR THE PHILIPPINE ARMY (PA)

**Bid Reference No.**

: MPG-B1-2019-023

**Time / Date & Venue**

: 04 February 2019, 1:00 P.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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS SIGNATURE
	DANIEL ILICANO	M	PHILCHEN INT. INC. DORTAS, PASIG N.M	09205707694	PHILCHEN@PHILCHEN.COM	-	1:00PM	<i>[Signature]</i>
	REGINA ISA PANGANAN	F	-	09273068092	-	-	1:15	<i>[Signature]</i>