



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
 SUPPLY AND DELIVERY OF BRAND NEW 2,031 PIECES MILITARY BINOCULAR,
 COMPACT, MODEL 1 FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-025 3rd Rebid
 08 February 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 2:00 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 Official Business)	
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 Supply and Delivery of Brand New 2,031 Pieces Military Binocular, Compact, Model 1 for the PA. Afterwhich, Chair introduced the BAC Members and the PA’s End-Users.
- Chair acknowledged the presence of the following prospective Bidders:
 1. Caballo Negro
 2. Unimasters Conglomeration, Inc.
 3. Revision Military Ltd.
- Chair informed Bidders that PITC has been tapped by the PA to undertake this project for them.
- Invitees are eligible Foreign Manufacturers or Local Distributor, Dealers or Suppliers for the the Supply and Delivery of Brand New 2,031 Pieces Military Binocular, Compact, Model 1 for the Philippine Army (PA).
- 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 refer mean “Optical Instruments/Devices”.
- 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 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 for Local distributor, dealers or suppliers</u>	<u>Chair's Instructions</u>
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 valid and current.; 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>Bidders to submit a Valid and Current Mayor's Permit</p> <p>In case 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 with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance.</p> <p>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>Chair advised Bidders to only transact with legitimate employees of BIR.</p> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR but for Foreign Companies the Tax Clearance must be issued by the Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division.</p>

	Chair reminded Bidders to ensure that there is no tax liabilities.
Audited Financial Statements for 2017 and 2016	Submission will be the 2017-2016 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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>In lieu of the above eligibility documents, Bidders can submit their valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p> <p>Should there be any documents that has expired already, i.e. its Tax Clearance, Bidders should submit on bid opening day its valid and current Tax clearance, together with their PhilGEPS Platinum Certificate and Annex "A".</p> <p>In case the Bidders submission to PhilGEPS is still the 2016 AFS, then they must submit on bid opening day the 2017 AFS with the following attachments: Independent Auditor's Report, Balance Sheet and Income Statement, all pages of which must have the BIR stamp "Received" on all pages.</p> <p>Chair emphasized that any documents that have expired, Bidders must submit the updated one on Bid Opening day.</p>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I; • Bidder's to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
Annex I-A Statement of Single Largest Contract of similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.	<ul style="list-style-type: none"> • A form is again provided; • 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"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)

<p>Annex II-A Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-B Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></p> <p>A form is provided for as Annex II-A.</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidders 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 be equal to the ABC of the project.</p> <p><u>For CLC</u></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-B.</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Eligibility Documents for Foreign Manufacturer</p>	<ul style="list-style-type: none"> • Submission is a valid and current certificate/license/authority to conduct/operate business issued by the regulatory in the country where the Bidder is based; • Valid and current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR; • Corporate Financial Statement or Annual Report for 2017 or 2016. <p>As discussed earlier the PhilGEPS Platinum Certificate can substitute the 3 eligibility documents as long as documents listed in Annex "A" are still current and valid. If not, Bidder has to submit the valid and current one on the Bid Opening day.</p>
<p>"Class B Document" Annex III (For Joint Venture)</p>	<ul style="list-style-type: none"> ➤ Bidders to submit a copy of Joint Venture Agreement in case joint venture is already in existence; or ➤ 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. <p>Submission shall be within (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184].</p>

For Local JV Partner	<p>Aside from the JVA or JVP, the local partner shall also submit the four (4) mandatory documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; 2. 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; 3. Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005; 4. 2017 and 2016 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.
For Foreign JV Partner	<ul style="list-style-type: none"> ➤ Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. ➤ Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005. ➤ Corporate Financial Statement or Annual Report for 2017 or 2016.

<u>Technical Documents</u>	<u>Chair's Instructions</u>
Annex IV Bid Security	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <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, 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"> • Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; • 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. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Bidders will opt for a Surety Bond, Bidders 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 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>Annex V-A Technical Bid Form (4 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidder. <p>Chair reminded Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the Technical Specifications.</p>
<p>Annex V-A1 Technical Specifications</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 Parameter</p>	
<p>Annex V-A3 Test and Evaluation Procedure</p>	
<p>Annex V-A4 Test Criteria</p>	
<p>Annex V-A5 Command Sanction</p>	

Product Brochure(s) or Technical Data Sheet(s)	<ul style="list-style-type: none"> Bidders to submit a Product Brochure(s) or Technical Data Sheet(s) or equivalent showing compliance to the required Technical specifications. <p>Internet downloads may be included to supplement the information contained in the original brochures.</p>
Valid and Current ISO Registration Certificate	<ul style="list-style-type: none"> Submission is a Valid and Current ISO Registration Certificate (at least ISO 9001:2015) for manufacturing issued by an independent certifying body in the name of the manufacturer.
For Local Suppliers, Distributors or Dealers	<ul style="list-style-type: none"> Submission is a Valid and Current Distributorship/Dealership of the item offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If the Certificate is not issued by the manufacturer, Bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.
Certification from one (1) NATO Country Buyer	<ul style="list-style-type: none"> Bidders to submit a Certification from one (1) NATO Country Buyer that they have procured binoculars from Bidder's manufacturer or Sales Invoice or similar document evidencing sale of manufacturer's binoculars to any one (1) NATO country within the last five (5) years.
For Foreign Manufacturers	<ul style="list-style-type: none"> Submission is a Valid and Current Written Appointment of the Philippines based company (as local Representative of foreign manufacturer) issued by the foreign Bidder.
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</p> <p>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, 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 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 VI Omnibus Sworn Statement (OSS)	<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, 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> <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 BID FORM (Annex VII)</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>Envelope 2 will contain the Financial Bid of the Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>

- Chair reminded that Bidders 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. Details is found in page 40 of the BDS (ITB Clause 19.5).
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Is there any other acceptable proof of payments?	
I have to make sure with the office, Ma'am.	Is the SLCC a foreign or local?
Yes, Ma'am.	There is other proof of payment, it could be LC or a telegraphic transfer. Basta ma-prove natin in that document that you were paid.
No reply from the Bidders.	Any question?
Only one Ma'am?	<p>Chair advised Bidders that Presentation of One (1) piece of Binocular by the Bidder with the Lowest Calculated Bid (LCB) or Single Calculate Bid (SCB) within five (5) calendar days from receipt of Notice of LCB/SCB. Details is found in page 42 Item No. 4 of the BDS (ITB Clause 29.2).</p> <p>Note: The said sample shall be subjected to physical and visual inspection.</p>
	Yes, only one.

	<p>Please write us on or before 19 February 2019. Address it to the BAC Chair. Send by email or fax, further details is found in page 31 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website www.pitc.gov.ph.</p> <p>Note: Maximum size of email with attachment is six (6) MB only.</p>
	<p>Chair reminded Bidders that the Secretariat on Bid-Opening will only accept submissions to those who paid for the Bidding Documents. Late bids shall not be accepted. If you pay, we will give you one set of the Bidding Documents.</p>
Okay, Ma'am.	
	Anything else?
None, Ma'am. Thank you.	
	Thank you very much.

- The Bid Opening is scheduled on 01 March 2019.

Adjourned at 3:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


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



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-025) - 3rd Rebid
(Previous Bid Reference Nos. MPG-B1-2018-113, 2018-264 Rebid and 2018 421 2nd Rebid)

SUPPLY AND DELIVERY OF BRAND NEW 2,031 PIECES MILITARY BINOCULAR, COMPACT, MODEL 1 FOR THE PHILIPPINE ARMY (PA)

08 February 2019, 2:00 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 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) BGen Byron H Callmag AFP	M (Provisional Member)	
8) Col Glenn E. Cruz	M (Alt Prov. Member)	

End-Users (PA)	Gender	Signature
1)		
2) CPT BENDAMIN L. AERTU PA	M (OAGM, PA)	
3) SGT RICHARD T. REYES	M (TUG, OGA)	
4) SSG NORAIE V. LACUAPTA	M (ADM, PA)	
5)		
6)		
Account Officers		
1) Pio B. Bellosillo	M	
2)		

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

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

