



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF 3,400 PIECES BRAND NEW GRENADE, HAND
FRAGMENTATION FOR THE PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-037
8 March 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 – 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	
Joel S. Rodriguez, Alternate 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 Supply and Delivery of 3,400 pieces Brand New Grenade, Hand Fragmentation for the Philippine Navy (PN).
- For the record, no representative from the PN were present during the Pre-Bid Conference.
- Chair acknowledged the presence of Armscor Global Defense, 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 a single largest completed contract similar to the contract to be bid within the last five (5) years from the date of submission and receipt of bids amounting to at least twenty five percent (25%) of the ABC of this project.

“Similar contract” shall mean Ammunition

- At the same time, this bid project is open to authorized/eligible Local and Foreign Manufacturers for the Supply and Delivery of 3,400 pieces Brand New Grenade, Hand Fragmentation for the Philippine Navy (PN).

However, foreign manufacturers must be represented by a Philippine based company.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Armscor 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

<u>Class "A" Eligibility Documents for Local Manufacturers</u>	<u>Vice-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; 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>Armcor 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 Armcor 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>Armcor 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 advised Armcor 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>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Armcor 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 Armcor 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>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to Armscor with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Armscor to use Annex I; • Armscor 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 25% of the ABC.</p> <p>"Similar contract" shall mean Ammunition.</p>	<ul style="list-style-type: none"> • A form is again provided; • Armscor to supply the data or information required in the form and to attach any of the following documents: <ul 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> - A form is provided for as Annex II-A.</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for Armscor to supply the necessary details as required. A formula is already provided for Armscor 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> - A form is provided for as Annex II-B.</p> <p>In case Armscor 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>Vice-Chair reminded Armscor that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>FOR FOREIGN MANUFACTURERS</p>	<p>For foreign manufacturers the following are the eligibility documents for submission:</p> <ol style="list-style-type: none"> 1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. 2. Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005. 3. Corporate Financial Statement or Annual Report for 2017 or 2016. 4. Duly filled up and signed form Annex I; 5. Duly filled up and signed form Annex I-A, with any of the following attachment: <ul style="list-style-type: none"> • Certificate of Acceptance issued by the end-user; or • Official Receipt or Payment 6. NFCC or CLC.

<u>Technical Documents</u>	<u>Vice-Chair 's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="padding-left: 40px;">a. Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <p>Armcor 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 Armcor 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 style="padding-left: 40px;">b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p style="padding-left: 40px;">c. A Bank Draft / Bank Guarantee or Irrevocable LC shall be issued by a Local Universal or Local Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; OR</p> <p style="padding-left: 40px;">d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</p> <p>In case Armcor will opt for a Surety Bond, Armcor 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 Armcor 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 (8 pages)</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"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • Armcor 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 Armcor. <p>Vice-Chair reminded Armcor that if there are any blanks left out unfilled, the TBF will fail because it will mean that Armcor cannot comply with the technical specifications.</p>

Annex V-A1 Technical Specifications PA SPECS NR FAM-23- 02-17 dated May 21 2017 (2 pages)	
Annex V-A2 Test and Acceptance Procedure for Grenade, Hand Fragmentation, Delay PA TAP NR FAM-23-04-17 dated May 21, 2017 (8 pages)	<ul style="list-style-type: none"> • Armscor's authorized representative/s to sign the "Conforme" box provided on all pages.
Annex V-A3 Sampling Plans for the Test and Acceptance of Ammunition (5 pages)	
Brochure or Technical Data Sheet or equivalent	<ul style="list-style-type: none"> • Armscor must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item; • Internet Downloads may be included to supplement the information contained in the original brochures of the Item. <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
Manufacturer's Test and Acceptance Procedure of the item being bid for.	Armscor to submit a Manufacturer's Test and Acceptance Procedure of the item being bid for.
Annex V-B Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plan and Packaging Markings signed by the Production Engineer or designated personnel.	Submission of Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plan and Packaging Markings signed by the Production Engineer or designated personnel.
Required Ammunition Licenses	<p>For Local Manufacturers: Valid and Current License to manufacture the items to be bid issued by the Philippine National Police (PNP) Camp Crame, Quezon City.</p> <p>For Foreign Manufacturers: Valid and Current Indent License to deal with firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City.</p> <p>OR</p> <p>Philippine Representative Company's Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City.</p> <p>Note: Required ammunition license(s) presented during opening of bids shall be used for the importation of the item being bid.</p>

For Foreign Manufacturers	<p>1. Valid and Current Written Appointment of the Philippine based company (as local representative of foreign manufacturer issued by the foreign bidder)</p> <p>The Written Appointment must include detailed scope of responsibility issued by the foreign bidder.</p> <p>2. Duty Notarized authorization of the Philippine Based Company's representative (e.g. Secretary's Certificate for Corporation, Special Power of Attorney for Sole Proprietor) with specimen signature of the authorized representative to transact with PITC including address, telephone number, fax number and email address.</p>
Valid and current ISO Registration Certificate (or equivalent)	<p>Arm Scor to submit valid and current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item.</p> <p>Again, If not in English, it must be accompanied by subject to requirement per Clause 11 of the Instruction to Bidders.</p>
Proof of Authority of the Bidder's authorized representative/s	<p>As form was flashed on the screen Vice-Chair advised Arm Scor 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>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Arm Scor 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>

ENVELOPE 2: FINANCIAL ENVELOPE Annex VII - Financial Bid Form	<p>Envelope 2 will contain the Financial Bid of Armscor where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Vice-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>Vice-Chair again reminded Armscor that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p>
--	--

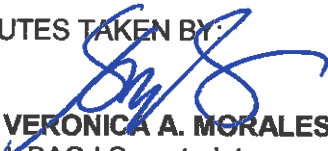
- Vice-Chair reminded Armscor must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:



Bidder's Query/Clarification/s	Committee's Reply
We would like to ask if it's possible that the project of Supply and Delivery of Brand New 10,000 Rounds Grenade for the GHQ, AFP and this project can be combined?	
	The two projects are for two different end-users: GHQ, AFP and AFPHSC. But you may raise your concern in writing by 13 March 2019.
Our last concern is that if we are not the one who manufactures the grenade, it has to be in a JV and we are the local representative	
	Yes.
And the SLCC should be Ammunition?	
	Yes, Thank you so much.

- Chair suggest that Armscor 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 13 March 2019 (Wednesday)
The Bid Opening is scheduled on 22 March 2019 (Friday, 1:00 PM)

Adjourned at 2:40 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-B1-2019-037)

SUPPLY AND DELIVERY OF 3,400 PIECES BRAND NEW GRENADE, HAND FRAGMENTATION FOR THE PHILIPPINE NAVY (PN)

08 March 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 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)	
6) Joel S. Rodriguez	M (Alternate Member)	
7) Cdr Perceval O Buted	M (Provisional 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. Arriagado	M (Member)	
8) Franklin D. Iglesias	M (Member)	

End-Users

1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
Account Officers		
1) Pio B. Bellosillo	M	
2) _____	_____	_____

Secretariat

1) Ma Veronica A. Morales	Lmc	F (Head)	
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)	
Observers			
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 3,400 PIECES BRAND NEW GRENADE, HAND FRAGMENTATION FOR THE PHILIPPINE NAVY (PN)

Bid Reference No. : MPG-B1-2019-037

Time / Date & Venue : 08 March 2019, 2:00 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 NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS SIGNATURE
	Nina KAPUA NOVEKOS	F	Annular Global Defense, Inc. Shoza 100 Storage Center	09562051211	nina.kapua.novekos@annular.com.ph		1:15	<i>Novekos</i>
	EMILSON RE CLON EMILSON PERSON	M	Annular Global Defense Inc Shoza 100 Storage Center				1:20	<i>R</i>