



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF 19,045 SETS BRAND NEW AFP ONE BDU WITH CAP  
FOR THE PHILIPPINE AIR FORCE (PAF)  
BID REF. NO. MPG-BI-2019-046  
18 March 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 3:10 P.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PAF
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)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS:**

- For the record, Vice-Chair presides the Pre-Bid conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 19,045 Sets Brand New AFP One BDU with Cap for the Philippine Air Force (PAF). After which, Vice-Chair introduced the BAC members and the PAF Representative/s.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
  1. JEJE Enterprises;
  2. Goldbell Philippines Impex Corp.;
  3. Neala Enterprises;
  4. CK Diaz General Merchandise
- Vice-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 in nature amounting to at least twenty five percent (25%) of the ABC.  
 "Similar" contract shall mean sewn items.
- At the same time, this bid project is open to eligible Local Manufacturers 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.
- Vice-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;

- 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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS**

<b>Class "A" Eligibility Documents</b>	<b>Vice-Chair's Instructions</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>Bidders to submit a copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports):</p> <ol style="list-style-type: none"> <li>Independent Auditor's Report;</li> <li>Balance Sheet (Statement of Financial Position); and</li> <li>Income Statement (Statement of Comprehensive Income).</li> </ol> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>



<p><b>For Subcontractors of Local Manufacturers</b></p>	<p>Bidders are allowed to have one only (1) subcontractor. Bidders to submit the following:</p> <ol style="list-style-type: none"> <li>1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</li> <li>2. Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;</li> </ol>
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<p><u>Technical Documents</u></p>	<p><u>Vice-Chair 's Instructions</u></p>
<p><b>Annex IV 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 per Annex IV.</b></li> </ol> <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> <ol 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>c. <b>Bank Guarantee/Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></li> <li>d. <b>Surety Bond callable upon demand equivalent to at least 5% of the ABC</b></li> </ol> <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> 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>• All seven (7) 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> Technical Specifications (41 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>
<p><b>Annex V-A2</b> Test Parameters (9 pages)</p>	
<p><b>Annex V-A3</b> Test Criteria (1 page)</p>	
<p><b>Annex V-A4</b> Visual Inspection Checklist (2 pages)</p>	
<p><b>Annex V-A5</b> Affidavit of Undertaking to Conform to the Project Requirements</p>	<ul style="list-style-type: none"> <li>• To transpose the form in Bidder's Company Letterhead;</li> <li>• Bidders to fill all the required information;</li> <li>• Bidder's authorized representative/s to sign and notarized.</li> </ul>
<p><b>Annex V-B</b> Certification that the Bidder is the Manufacturer of the item being bid for</p>	<ul style="list-style-type: none"> <li>• Bidders to transpose the form in Bidder's Company Letterhead;</li> <li>• Fill the required information;</li> <li>• Check the appropriate box whether the equipment are company owned or Leased Machines;</li> <li>• Bidders to indicate the number of Machines/Equipment and where it is located.</li> <li>• Bidders authorized representative/s to sign the form.</li> </ul>
<p><b>Annex V-C</b> Bidder's Certification on Product Development with attached IPO Registration for conforme</p>	<ul style="list-style-type: none"> <li>• Bidders to transpose the form in Bidder's Company Letterhead;</li> <li>• Fill the required information;</li> <li>• Bidders to sign the "Conforme" box provided to the attached IPO Registration.</li> </ul>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> <li>1. <b>Duly notarized Special Power of Attorney</b> – For Sole Proprietorship if owner opts to designate a representative/s; OR</li> <li>2. <b>Duly notarized Secretary's Certificate</b> evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.</li> </ol> <p>Once again, 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 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>
<p><b>Annex VI</b> 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> <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><b>ENVELOPE 2:</b> <b>FINANCIAL ENVELOPE</b></p> <p><b>Annex VII - Financial Bid Form</b></p>	<p>Envelope 2 will contain the Financial Bid of the Bidders 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>

- 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.
- Vice-Chair would like the prospective bidders to take special note on the requirement - for whoever will be declared SCB or LCB - of a submission of Prototype Samples and Swatch Materials and payment of RDC testing fee for post-qualification testing and will be allowed to replace/rectify discrepancies noted in the prototype and swatch material up to maximum of two (2) times within fifteen (15) calendar days after receipt of Notice to Replace/Rectify. Details can be found in ITB Clause 29.2 of the Bid Data Sheet (page 43 of 117) in the Bidding Documents.
- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
	<p>For example if you failed only in one item in the testing, only that failure will be tested again. But you still need to submit the required prototype sample and swatch materials from notice to replace.</p>
<p>If the components of the basic material ang bumagsak, kaylangan buong basic material ay i-test uli.</p>	
<p>If something's wrong with the basic material...</p>	

	PAF: Yes that's true.
	Vice-Chair: okay, we will clarify that through Bid Bulletin, that when it comes to the basic material kahit isa lang ang bagsak niyang Test parameter dapat ulitin lahat kasi it is the basic material.
For Post-Qualification ilang number po ba ng machines?	
	We don't specify the number of machines.
	The idea here ma'am is that if you declare yourself to be manufacturer so your machines should be enough to make the 19,045 sets requirement.  If you only have one Machine, how do you prove that you're a manufacturer if you only have one machine?
	Just declare the machine that you have in your manufacturing facility just to prove that you are capable of manufacturing and you're not just getting it from another supplier.
For example, a bidder declared ten sewing machines and they claim na they can finish the items using ten machines is that okay?	
	We have our own way of checking ma'am and we are reasonable and fair about that.
	We really check out the capability, because that is what the law requires us to do.
Is it possible to open up the bidding to foreign manufacturer as well as long as they can comply with the requirements?	
	PAF: Actually one of the concerns in the BDU is how to check and how to monitor the privacy of the project, Since this is new we wanted that the quality of the product ay na mo-monitor namin it is very hard kung sa abroad gagawin and pupuntahan pa naming for inspection.  Second, we want to have a security to this the type of pattern, aside from security ma mo-monitor namin ang pasok at paglabas ng items.  And also we always have problems in Customs, lagi na de-delay ang delivery so if we are assured that the materials are here so we can expect that it will be delivered on time.  Actually sir, we allow sub-contractor.
	Vice-Chair: as mentioned by LMAJ Orcio we allowed sub-contractor provided that during bid opening to submit the following:  1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; 2. Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;

With regards to the security, I believe everybody imports their fabric from abroad and it has to go through customs, so with regard to the timeline and security I think it will be the same whether manufactured abroad or locally	
	PAF: the point sir is once na ginagawa na ang product ay na che-check namin, sa abroad kasi one time lang natignan, unlike here we can check from time to time kung ano na ang progress.
Usually that's the responsibility of the supplier, even if late nag start kasi late ang raw materials dumating still it's going to be a late delivery.	
	PAF: Yes tama yon, but we also have deadlines that we need to follow.  Ang guidance samain ay we have to have this distributed before the year ends.
	Vice-Chair: There are several reasons were given sir not only customs issues, other questions?
In the Technical Specifications, the AFP Coat of Arms do you have a sample tela?	
	PAF: yung tela the same din sa PHILARPAT
Do you have the soft copy?	
	PAF: Yes I have.
Do you have the digital copy ng AFP Coat of Arms	
	PAF: wala pa.
Technical specification did not specify the location of the Coat of Arms or the Color of the Coat of Arms, the original specifications of the PA they gave a soft copy and we just follow color and location. it was very precise	
The reason why I ask a digital copy is because the logo is actually larger from the PA monogram it may interfere to the other color sa pattern.	
	Vice-Chair: with your question sir, will a digital copy give you a better idea?
Yes, because it references the digital copy so nawawala yung subject of interpretation ng supplier.	
Like for example the Coat of Arms is high detailed even the stars have five points, ang mangyayari is that if my design level of resolution is vague while sa kanila high resolution so it's left up to the interpretation ng supplier.	
	PAF: Anyway, may ginawa na kaming pattern, we will just give the digital copy.
	Vice-Chair: Okay, we will be providing a digital copy, but we will only give the digital copy to those bidders who will buy the bidding documents.



	Do you have other questions?
Yes, on page 3 of the technical specification it states that "Note: All patches shall be provided with Velcro tape (hook)..."	
Because Velcro is a brand name.	
	PAF: we will correct that sir.
	Vice-Chair: you must understand sir that you need to put all your questions in writing and the answers will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website.
	And if there will be any modifications especially in the forms, you should always use the revised forms.
	Vice-Chair: To the prospective bidders here, that everything we discussed here in this Pre-Bid Conference is unofficial and if there's going to be any changes just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
	If there's going to be any changes/modifications in the requirements, the Committee will issue a Bid Bulletin and you have to use the amended or revised forms.
	Other question?
May I suggest that you remove the Air Force patch requirement.	
Ang experience kasi ng Army they're actually thinking about removing that because if they provided with the army patch they have extra tela pang gawa ng panagalan nila then the font ng name nila ay iba sa font ng Air Force	
	PAF: we will just include the actual Font.
Ang suggestion ay doble-hin ang dami ng tela	
	PAF: Okay, we will study about that.
	Vice-Chair: we really need you letter sir on those items that you have raised today
Yes ma'am.	
All Embroidering patches po ba is kasama sa isang set?	
	PAF: if we will consider the suggestion maybe just the right and left shoulder patch nalang.
	Vice-Chair: you better wait for a Bid Bulletin because some clarification will be made through that Bid bulletin which will be posted in PhilGEPS and PITC website ( <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> )
Can the delivery schedule be extended?	
	I encourage you to write with your proposal delivery period.
Okay.	
	Thank you so much.

- Vice-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 29, 2019 (Friday)

The Bid Opening is scheduled on April 11, 2019 (Thursday, 9:00 AM)

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:

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

REVIEWED BY:

  
**ATTY. MARIA GUDELIA C. GUESE**  
Vice-Chair, BAC-I

APPROVED BY:

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



# ATTENDANCE SHEET

PRE-BID CONFERENCE(Bid Ref. No. MPG-B1-2019-046)

SUPPLY AND DELIVERY OF 19,046 SETS BRAND NEW AFP ONE BDU WITH CAP FOR THE PHILIPPINE AIR FORCE (PAF)

18 March 2019, 3:00 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	
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson)
3) Christabelle P. Ebrtega	F	(Member)
4) Myra Chitella T. Alvarez	F	(Member)
5) David A. Inocencio	M	(Member)
6) Joel S. Rodriguez	M	(Alternate Member)
7) Maj Denzil M. Langwas PAF	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. Arriessgado	M	(Member)
8) Franklin D. Iglesias	M	(Member)

End-Users	Signature
1) _____	_____
2) <i>MSG ROT &amp; OPERATIONS OFF</i>	<i>4:20 SW PNT</i>
3) <i>JUAN GONZALEZ T BRACIO</i>	<i>OR-4</i>
4) _____	_____
5) _____	_____
6) _____	_____

Secretariat	Gender	Signature
1) Ma Veronica A. Morales	F	(Head) <i>(Lmc)</i>
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) _____	_____

### Account Officers

1) Manuel O. Elima, III	M	_____
2) Ma. Cristina Rosa V. Bautista	F	<i>MART</i>



# 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 19,045 SETS BRAND NEW AFP ONE BDU WITH CAP FOR THE PHILIPPINE AIR FORCE (PAF)

Bid Reference No. : GPG-B1-2019-046

Time / Date & Venue : 18 March 2019, 3:00 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	BIDDER'S SIGNATURE
1	TENESIMA MEDA	F	STEVE ENTERPRISES #1 YATT AVE PURITY CUBES B.P.	2828928 09213378048	nelso.helen@yahoo.com		2:30	[Signature]
2	DENNIS CHUA	M	GEORGE BELL PILES IMPLEX CORP. 2150 RIVER ROAD MANILA CITY	303 3014	DNNSCBA@emall.com		2:32	[Signature]
3	LEIVA LIM	F	NEMLA ENTERPRISES #5490 TROVANTY 1th floor Sriaya, Quezon	09154045394	nacionlorayda		2:45	[Signature]
4	Charmagne Diaz	F	Strada Gen. Mada 11th layer - layer 9, Tordesillas	09170532424	charms_charmagne@yahoo.com		2:55	[Signature]