



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

**MINUTES OF THE PRE-BID CONFERENCE
REPAIR AND REFURBISHMENT OF BRP IWAK (LC289) FOR THE
PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-062 3rd Rebid
16 April 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 9:20 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PN
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member (on leave)	
Joel S. Rodriguez, Member	
Vivian E. Monsanto, 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 Repair and Refurbishment of BRP Iwak (LC289) for the Philippine Navy (PN). After which, Chair introduced the BAC members and the PN Representative/s.
- For the record, Vice-Chair presides the Pre-bid conference.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Stone of Hope Builders & Development Corp.
 2. Alyna Trading & Construction
 3. LPS Construction Group, Inc.
- 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 to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the item being bid for.

“Similar Contract” shall mean Dry-docking of Steel Hull Vessel.
- At the same time, this bid project is open to Marina Licensed Shipbuilders and Ship Repairers 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

<u>Class "A" Eligibility Documents</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>Bidders 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>Bidders must submit their valid and current Tax Clearance per Executive Order 398 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 2018 and 2017	<p>Submission will be the 2018 and 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 a Bidder 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 Bidders 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 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. Bidders to use Annex I; • Bidders 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; • 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>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC - 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 the Bidder 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>For CLC - A sample form is provided for as Annex II-B.</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>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Vice-Chair CLC is different from the Bid Security, Bank Guarantee or Irrevocable LC, the Committed Line of Credit (CLC) is the only alternative document in lieu of the Net Financial Contracting Capacity.</p>
<p>ELIGIBILITY DOCUMENTS FOR SUBCONTRACTOR</p>	
<p>For Overhauling of Starboard Main Propulsion Diesel Engine Model CAT3406E</p>	<ol style="list-style-type: none"> 1) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; 2) Valid and current Business/Mayor's Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.

For Overhauling of Prime Mover of Ship Service Diesel Generator Set Nr 1 and 2 Model GM4-71T	<ol style="list-style-type: none"> 1) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; 2) Valid and current Business/Mayor's Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.
Class "B" Documents (For Joint Ventures)	Vice-Chair Instruction's
Joint Venture Agreement (JVA)	<ol style="list-style-type: none"> 1. Bidders to submit a copy of Joint Venture Agreement in case joint venture is already in existence; 2. If not submission will be a 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 per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 4. 2017 and 2018 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	<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 2018 or 2017.

PhilGEPs Certificate of Registration and Membership (Platinum Registration).	<p>The PhilGEPs Certificate of Registration as discussed earlier shall apply.</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>Vice-Chair reminded the Bidders that in case the JV Partners opt to submit their eligibility documents, the Certificate of PhilGEPs Registration (Platinum Membership) shall be a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. "GPPB Circular 07-2017 dated 31 July 2017"</p>
	<p>For the rest of the Eligibility and Technical Documents, any of the JV partners can submit and it will be considered as collective compliance, i.e.</p> <ul style="list-style-type: none"> • Duly filled up and signed form Annex I; • Duly filled up and signed form Annex I-A, complete with the required attachment; • NFCC or CLC.
<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
Bid Security	<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>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> <ul style="list-style-type: none"> b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR d. Surety Bond callable upon demand equivalent to at least 5% of the ABC. <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>Annex V 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"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All five (5) pages must be signed by the authorized representative of the Bidder. <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>Annex V-A Technical Specifications (26 pages)</p> <p>Annex V-A1 BRP IWAK (LC289) Vessel Characteristics (1 page)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Valid and current License as Shipbuilders or Ship Repairers</p>	<p>Bidders to submit a Valid and current License as Shipbuilders or Ship Repairers issued by MARINA.</p>
<p>Annex V-A2 Notarized Affidavit of Undertaking</p>	<ul style="list-style-type: none"> • Transpose the form in Bidder's company letterhead; • Fill in the required information; • Signed by the Bidder's authorized representative/s
<p>Certification from the Bidder that they have the drydocking facility capable of accommodating the vessel BRP IWAK (LC289)</p>	<p>Submission of a Certification from the Bidder that they have the drydocking facility capable of accommodating the vessel BRP IWAK (LC289).</p>
<p>Project Requirements</p>	<ol style="list-style-type: none"> 1) Organizational Chart 2) List of Contractor's Personnel, to be assigned to the contract to be Bid, with their complete qualification and experience data (Annex V-A3); 3) List of Contractor's Equipment; 4) Project Gantt Chart; 5) Manpower Deployment; 6) Current pictures and description of the Dry-docking Facility of the proponent to be utilized in the project.
<p>Certificate of Shipboard Inspection to be issued by the Commanding Officer or his authorized representative of the vessel stating that the bidder has inspected the required repairs on the vessel.</p>	<p>Bidders to submit a Certificate of Shipboard Inspection to be issued by the Commanding Officer or his authorized representative of the vessel stating that the bidder has inspected the required repairs on the vessel.</p> <p>Point of Contact for Shipboard Inspection shall be:</p> <p>LT JOHN CARLO ESTRADA PN Maintenance and Repair Officer, SAF Contact No.: 0917-540-2011</p>

<p>Annex V-A4 Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that the Bidders has a good record with his client. As such, Bidders has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least <u>Very Satisfactory</u>.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p> <table border="1" data-bbox="721 533 1451 1024"> <thead> <tr> <th data-bbox="721 533 1084 575">Bidder's Query</th> <th data-bbox="1084 533 1451 575">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 575 1084 675">We will join as a Joint Venture, can the JV partner submit the CPE?</td> <td data-bbox="1084 575 1451 675"></td> </tr> <tr> <td data-bbox="721 675 1084 961"></td> <td data-bbox="1084 675 1451 961">It will depend to the contract you've declared in your Annex I-A Single Largest Completed Contract Client (SLCC) then that client will be the one who will issue the Certificate of Performance Evaluation.</td> </tr> <tr> <td data-bbox="721 961 1084 1024"></td> <td data-bbox="1084 961 1451 1024">And it must be in Bidder's Client's Letterhead.</td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	We will join as a Joint Venture, can the JV partner submit the CPE?			It will depend to the contract you've declared in your Annex I-A Single Largest Completed Contract Client (SLCC) then that client will be the one who will issue the Certificate of Performance Evaluation.		And it must be in Bidder's Client's Letterhead.
Bidder's Query	Committee's Reply								
We will join as a Joint Venture, can the JV partner submit the CPE?									
	It will depend to the contract you've declared in your Annex I-A Single Largest Completed Contract Client (SLCC) then that client will be the one who will issue the Certificate of Performance Evaluation.								
	And it must be in Bidder's Client's Letterhead.								
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <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>Annex VI 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>ENVELOPE 2: FINANCIAL ENVELOPE</p> <p>Annex VII - Financial Bid Form Annex VII-A – Detailed Financial Bid Form (12 pages)</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where Bidders will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Vice-Chair emphasized that if an item is to be given free, bidder must indicate "0".</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.
 - The Vice-Chair inquired for questions/clarifications. No reply from Bidders.
 - Vice-Chair suggest that Bidders can put everything in writing which can be sent by email or fax. Answers to all concerns will be posted in PhilGEPS and PITC website (www.pitc.gov.ph)
- Bidders can send queries/concerns until 22 April 2019 (Monday)
The Bid Opening is scheduled on 3 May 2019 (Friday, 9:00 AM)
- Vice-Chair emphasized that the Committee will issue a Bid Bulletin regarding the following:
 1. As to where will be the alternative address of the similar vessel for Shipboard Inspection;
 2. Extension of the Submission and Opening of Bids.

Adjourned at 10:00 A.M.

MINUTES TAKEN BY:


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

REVIEWED BY:


ATTY. MARIA GUEDELIA C. GUESE
Vice-Chairperson, BAC-I

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-062) - 3rd Rebid

(Previous Bid Reference No. MPG-B1-2017-048/MPG-B1-2017-128 Rebid/MPG-B1-2017 185 2nd Rebid/MPG-B1-2017-224 Nego)

REPAIR AND REFURBISHMENT OF BRP IWAK (LC 289) FOR THE PHILIPPINE NAVY (PN)

16 April 2019, 9:00 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) Christabelle P. Ebriga	F	(Chairperson)
2) Atty. Maria Gudelia C. Guese	F	(Vice Chairperson)
3) Myra Chitella T. Alvarez	F	(Member)
4) David A. Inocencio	F	(Member) (ON LEAVE)
5) Joel S. Rodriguez	M	(Member)
6) Vivian E. Monsanto	F	(Alternate Member)
7) Cpt Rodel V Pascua	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. Arriegado	M	(Member)
8) Franklin D. Iglesias	M	(Member)

End-Users

1) UTSL CANTINA & RESTAURANT UICPN	M	TRIG, PN - SAPIO
2) UNAC DOMMEX P. CALIBRADO PN	M	David Sam Sabin Coronel, SCSC
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

Secretariat

1) Ma Veronica A. Morales	F	(Head)
2) Jane C. Arcilla	F	(Member)
3) Ana DG. Aspree	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) _____	_____	_____

