



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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW KM450 SPARE  
PARTS FOR THE PHILIPPINE NAVY (PN)  
**BID REF. NO. MPG-B1-2019-125**  
10 April 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 – 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	
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 One (1) Lot Various Brand New KM450 Spare Parts for the Philippine Navy (PN). After which, Chair introduced the BAC members and the PN Representative/s.
- Chair acknowledged the presence of Hyundai Joint Venture with KIA Korea 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 within the last five (5) years from the date of submission and receipt of bids, a single contract of similar nature amounting to at least twenty-five percent (25%) of the ABC of the project.

“Similar nature” shall mean Spare Parts for KM450 or KM250.

- At the same time, this bid project is open to manufacturers, dealers, distributors or resellers. However, foreign bidders 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 the prospective Bidder 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 for Local Bidder</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; 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>Bidder 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>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the Bidder 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 Bidder 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 Bidder must submit the valid and 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 the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Bidder to use Annex I;</li> <li>• Bidder 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 50% of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Bidder 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>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b> - 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 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><b>For CLC</b> - A sample form is provided for as Annex II-B.</p> <p>In case Bidder 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>Chair reminded the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <table border="1" data-bbox="682 1221 1421 1769"> <thead> <tr> <th data-bbox="690 1233 1047 1258">Bidder's Query</th> <th data-bbox="1055 1233 1412 1258">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="690 1270 1047 1482">For example if KIA will submit the CLC and confirmed the Commercial Bank, which means KIA will be the one who will submit the statement of all on-going contract?</td> <td data-bbox="1055 1270 1412 1482"></td> </tr> <tr> <td data-bbox="690 1495 1047 1582"></td> <td data-bbox="1055 1495 1412 1582">Not anymore, because the CLC has nothing to do with the NFCC.</td> </tr> <tr> <td data-bbox="690 1594 1047 1756"></td> <td data-bbox="1055 1594 1412 1756">Just make sure that your bank is confirmed as a local commercial or universal bank of the Philippines not a savings or rural bank.</td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	For example if KIA will submit the CLC and confirmed the Commercial Bank, which means KIA will be the one who will submit the statement of all on-going contract?			Not anymore, because the CLC has nothing to do with the NFCC.		Just make sure that your bank is confirmed as a local commercial or universal bank of the Philippines not a savings or rural bank.
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<p><b>For Foreign JV Partner</b></p>	<p>2. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based.</p> <p>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.</p> <p>4. Corporate Financial Statement or Annual Report for 2018 or 2017.</p>
<p>PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</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>Chair reminded the Bidder 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. <i>"GPPB Circular 07-2017 dated 31 July 2017"</i></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"> <li>• Duly filled up and signed form Annex I;</li> <li>• Duly filled up and signed form Annex I-A, complete with the required attachment;</li> <li>• NFCC or CLC.</li> </ul>
<p><b><u>Technical Documents</u></b></p>	<p><b><u>Chair's Instructions</u></b></p>
<p><b>Annex IV Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. <b>Bid Securing Declaration.</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex IV.</b></li> </ul> <p>Bidder 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 Bidder 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>b. <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></p> <p>c. <b>A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></p> <p>d. <b>Surety Bond callable upon demand equivalent to at least 5% of the ABC.</b></p>

- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Since this is our first time, can we request an extension for the Submission and Opening of Bid and the Delivery period?	
	Put your request in writing ma'am, and we will refer that matter to the Philippine Navy.
	Send all your concerns to the PITC BAC and the answers will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website ( <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> ).
	Vice-Chair: I just want to emphasize that the Committed Line of Credit is different from the Bank Guarantee or Irrevocable LC, you're not supposed to use that in lieu of the NFCC.  You're still required to submit the Statement of all on-going contract even if you are submitting a CLC in lieu of the NFCC.
	The Committed Line of Credit (CLC) is the only substitute/alternative document for the NFCC.
Can we request for a one-time payment?	
And in SCC Clause 16.1 the Inspection and Testing, there's a requirement for functional testing which is not applicable to this	
	We'll just make the necessary corrections, anyway you have to raise all your concerns in writing and if there's going to be any changes it will be through a Bid Bulletin.
	The Pre-bid minutes is also uploaded in the PhilGEPS and PITC website, it will be available five (5) days after the Pre-bid Conference.
	Alright, thank you.

- Chair suggest that Bidder can put everything in writing and not wait for the last minute to ask/raise questions so the Committee have time to issue a Bid Bulletin. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidder can send queries/concerns until 17 April 2019 (Wednesday)

The Bid Opening is scheduled on 30 April 2019 (Tuesday, 11:00 AM)

Adjourned at 1:50 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-B1-2019-125)

SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS BRAND NEW KM450 SPARE PARTS FOR THE PHILIPPINE NAVY (PN)

10 April 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. Magcasc	F	<i>[Signature]</i> (Chairperson)
2) Atty. Maria Gudelia C. Guese	F	<i>[Signature]</i> (Vice Chairperson)
3) Christabelle P. Ebriega	F	<i>[Signature]</i> (Member)
4) Myra Chitella T. Alvarez	F	<i>[Signature]</i> (Member)
5) David A. Inocencio	M	<i>[Signature]</i> (Member)
6) Joel S. Rodriguez	M	<i>[Signature]</i> (Alternate Member)
7) Cpt Rodel V Pascua	M	<i>[Signature]</i> (Provisional Member)

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M	<i>[Signature]</i> (Team Coordinator)
2) Pio B. Bellosillo	M	<i>[Signature]</i> (Member)
3) Ma. Cristina Rosa V. Bautista	F	<i>[Signature]</i> (Member)
4) Suzanne M. Marticio	F	<i>[Signature]</i> (Member)
5) Rachel F. Ignacio	F	<i>[Signature]</i> (Member)
6) Judy Ann L. Esteban	F	<i>[Signature]</i> (Member)
7) Michael M. Arriesgado	M	<i>[Signature]</i> (Member)
8) Franklin D. Iglesias	M	<i>[Signature]</i> (Member)

**End-Users**

1) CDR LAMONTE KRIZA PN	M	<i>[Signature]</i>
2) CPT MARYA CRUZENA PASCAL F	F	<i>[Signature]</i>
3) _____		
4) _____		
5) _____		
6) _____		

**Account Officers**

1) Pio B. Bellosillo	M	<i>[Signature]</i>
2) _____		

**Secretariat**

1) Ma Veronica A. Morales LMC	F	<i>[Signature]</i> (Head)
2) Jane C. Arcilla	F	<i>[Signature]</i> (Member)
3) Ana DG. Asprec	F	<i>[Signature]</i> (Member)
4) Ma Teresa S. Elima	F	<i>[Signature]</i> (Member)
5) Mirasol S. Ninobia	F	<i>[Signature]</i> (Member)
6) Ma. Irissa G. Ordillano	F	<i>[Signature]</i> (Member)

**Observer/s**

1) _____		
2) _____		

