



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF SPARE PARTS FOR KM250, KM450 AND KM500
TRUCKS (SQUAD LIFT VEHICLES AND PERSONNEL CARGO TRUCK) FOR THE
PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-126
16 April 2019, 12th Floor NDC Building

There being a quorum, Chair convened the meeting at 2:20 P.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	
Joel S. Rodriguez, 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 - . After which, Chair introduced the BAC members and the PN Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Eric Van P. Sesbreño Construction;
 2. Kia Motors Corp. JV with Hyundai Manila
- Chair informed that to be able to participate in this bid project, the prospective Bidder must 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 twenty-five percent (25%) of the ABC of the project.

“Similar” contract shall mean Spare Parts for Cargo Trucks.

- At the same time, this bid project is open to duly authorized manufacturers for the Supply and Delivery of Spare Parts for KM250, KM450 and KM500 Trucks (Squad Lift Vehicles and Personnel Cargo Truck).

However, foreign bidders must 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 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</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; 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 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 and Revenue Memorandum Order No. 46-2018.</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>
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>

Class "B" Documents (For Joint Ventures)	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. 2018 and 2017 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>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 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. <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"> • 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>Chair's Instructions</u>						
<p>Annex IV Bid Security</p>	<p>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, 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>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> <table border="1" data-bbox="699 1540 1430 1864" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Bidder's Query</th> <th style="text-align: center;">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">How do we know if the bank is a Commercial/ Universal bank?</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">You can check/browse on the Bangko Sentral ng Pilipinas website to check whether that bank is a Commercial or Universal bank.</td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	How do we know if the bank is a Commercial/ Universal bank?			You can check/browse on the Bangko Sentral ng Pilipinas website to check whether that bank is a Commercial or Universal bank.
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<p>Annex V-A Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen 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 three (3) pages must be signed by the authorized representative of the Bidder. <p>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> <div style="border: 1px solid black; padding: 5px;"> <p>Chair reminded the Bidders that the Committee will issue a Bid Bulletin for the revised Technical Bid Form that the Delivery period is within One Hundred Eighty (180) Calendar days.</p> </div>
<p>Annex V-A1 Technical Specifications (7 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Part List/Catalog, Technical Data Sheet or Part List equivalent</p>	<ul style="list-style-type: none"> • Bidders 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>
<p>Certificate of Sample Items Verification</p>	<p>Bidders to submit a Certificate of Sample Items Verification issued by the Commanding Officer, Motor Transport and Maintenance Battalion (MTMBN) or Logistics Officer, MTMBN, Fort Bonifacio, Taguig City</p>
<p>Valid and Current ISO Registration Certificate (or equivalent)</p>	<p>Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The certificate shall cover the design, manufacture and/or production.</p> <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>For Foreign Manufacturers</p>	<ol style="list-style-type: none"> a) Valid and Current Written Appointment of the Philippine based company (as local representative of foreign manufacturer) issued by the foreign bidder. The written appointment must include detailed scope of responsibility of the local representative. b) Duly Notarized authorization of the 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>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, 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> <div style="border: 1px solid black; padding: 5px;"> <p>Chair clarify that each Joint Venture partner should have a Secretary's Certificate so that the Committee will know that the one who signed the Joint Venture Agreement is authorized by their respective company.</p> </div>
<p>Annex VI Omnibus Sworn Statement (OSS)</p>	<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, 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</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>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Chair emphasized that if an item is to be given free, bidder must indicate "0".</p>
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- 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 Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Regarding the Payment Scheme	
We've had experience before that they are deducting some loaning tax which is not allowed and for as long as the LC says an exact amount they should comply with the amount indicated, because sometimes they have confusion about the payment of taxes.	
	We will clarify that sir in a Bid Bulletin.
In the Technical Bid Form, Inspection and Test: the delivered items will be subjected to functional and visual inspection	
	We will revise our Technical Bid Form sir.
May we request an extension of the Submission and Opening of bids	
	You can put your request in writing sir.
Will it be possible?	
	We will have to confirm that with our Client and it will be better if you put your request in writing with your preferred no. of days.
	But we cannot promise that we will grant it, but we will try to consider that with the Philippine Navy.
	We will just wait for your letter.
Okay.	

- Chair once again reminded the bidders that the Committee will issue a Bid Bulletin for the following:
 1. To Include the technical requirements for Foreign Bidders;
 2. Revised Technical Bid Form;
 3. Clarification for the Payment Scheme;
- 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 24 April 2019 (Wednesday)

The Bid Opening is scheduled on 3 May 2019 (Friday, 1:00 PM)

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-126)

SUPPLY AND DELIVERY OF SPARE PARTS FOR KM250, KM450 AND KM500 TRUCKS (SQUAD LIFT VEHICLES AND PERSONNEL CARGO TRUCK) FOR THE PHILIPPINE NAVY (PN)

16 April 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) Christabelle P. Ebriega	F (Chairperson)	
2) Atty. Maria Gudella C. Guese	F (Vice Chairperson)	
3) Myra Chitiella T. Alvarez	F (Member)	
4) David A. Inocencio	M (Member)	
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. Arriego	M (Member)	
8) Franklin D. Iglesias	M (Member)	

End-Users

1) _____		
2) _____		
3) _____		
4) _____		
5) _____		
6) _____		

Secretariat

1) Ma Veronica A. Morales	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)	

Account Officers

1) Pio B. Bellosillo	M	
2) Franklin D. Iglesias	M	

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 SPARE PARTS FOR KM250, KM450 AND KM500 TRUCKS (SQUAD LIFT VEHICLES AND PERSONNEL CARGO TRUCK) FOR THE PHILIPPINE NAVY (PN)

Bid Reference No. : MPG-B1-2019-126

Time / Date & Venue : 16 April 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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	SEVERINO D. GALAGTAS JR	M	ERIC VAN P. SEBASTIEN CO. INC. Borjall West / Bayambang Nueva Visaya	09939257173	dr.victoria.castillejo@gmail.com		1:43	[Signature]
	JESUIT O. FERNANDEZ	M	MR. RUSTOS CARP. 444 WEST BLDG BMS B. Cor. D. Ave TOWN O.E.	09178217060	corandung10@gmail.com		1:55	[Signature]
	Brian Park	M	HYUNDAI MANILA 1608, Tower One, Ayala Ave. Makati, MM.	09175504976			1:55	[Signature]
	JESSICA CONCEPCION	F	II - Same -	30838928	corandung10@gmail.com		2:00	[Signature]