



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW SPARE PARTS FOR THE  
MAINTENANCE OF THIRTY-NINE (39) UNITS 2 ½ TON TRUCKS M35 FOR THE PHILIPPINE  
NAVY (PN) – ONE (1) LOT  
BID REF. NO. MPG-B1-2019-131 Rebid  
04 April 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:00 P.M.

In attendance are:

<b>FOR PITC BAC-I</b>	<b>FOR PROPONENT – PN</b>
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 (On leave)	
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 above-mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the PN's End-User's representatives.
- Chair acknowledged the presence of Philippine Chemsteel Industries, Inc. the only prospective Bidder.
- Chair informed Bidder that PITC has been tapped by the PN to undertake this project for them.
- Invitees are Local Authorized Distributor/Dealers/Resellers for the Supply and Delivery of Various Brand New Spare Parts for the Maintenance of Thirty-Nine (39) Units 2 ½ Ton Trucks M35.
- Chair informed that to be able to participate in this bid project, prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids at least single contract similar nature amounting to at least twenty five percent (25%) of the ABC.  
  
"Similar" nature shall mean "Spare Parts of M35 Trucks".
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Philippine Chemsteel Industries, Inc. 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 Manufacturers</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 valid and current.; 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>Philippine Chemsteel to submit a Valid and Current Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that Philippine Chemsteel has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Chair informed Philippine Chemsteel 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 Philippine Chemsteel to only transact with legitimate employees of BIR.</p> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>
Audited Financial Statements for 2018 and 2017	<p>Submission will be the 2018-2017 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.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidder is already a PhilGEPS Platinum Member they 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>

	Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.
<b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started	Chair's instructions to the Philippine Chemsteel with respect to this document is: <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents, Philippine Chemsteel have to use Annex I;</li> <li>• Philippine Chemsteel to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign the last page.</li> </ul>
<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 25% of the ABC.	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Philippine Chemsteel 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>
<b>Annex II-A</b> Net Financial Contracting Capacity (NFCC)	<p><b><u>For NFCC</u></b></p> <p>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 Philippine Chemsteel to supply the necessary details as required. A formula is already provided for the Philippine Chemsteel to come up with the NFCC.</p> <p>The NFCC must be at least be equal to the ABC of the project.</p>
<b>Annex II-B</b> Committed Line of Credit (CLC)	<p><b><u>For CLC</u></b></p> <p>In case Philippine Chemsteel 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>A form is provided for as Annex II-B</p> <p>Chair reminded Philippine Chemsteel that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<b><u>Technical Documents</u></b>	<b><u>Chair's Instructions</u></b>
<b>Annex IV</b> <b>Bid Security</b>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;"><b>Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> <p>Philippine Chemsteel that 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 Philippine Chemsteel to photocopy the form or scan it, and</p>

	<p>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"> <li>• <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>• <b>A Bank Draft / Bank Guarantee or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank.</b></li> <li>• <b>Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ul> <p>In case Philippine Chemsteel will opt for a Surety Bond, Philippine Chemsteel 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 Philippine Chemsteel 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) (c.3) (i) to (xiv) of the Bid Data Sheet.</p>
<p><b>Annex V-A</b> Technical Bid Form (4 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Philippine Chemsteel to use the Bid Form. They shall not retype or alter it;</li> <li>• Philippine Chemsteel to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the authorized representative/s of Philippine Chemsteel.</li> </ul> <p>Chair reminded Philippine Chemsteel 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 (1 page)</p>	<ul style="list-style-type: none"> <li>• Philippine Chemsteel's authorized representative/s to sign the "Conforme" box provided.</li> </ul>
<p>Certificate of Sample Item Verification</p>	<ul style="list-style-type: none"> <li>• Philippine Chemsteel to submit a Certificate of Sample Item Verification issued by the PN Commanding Officer of: <ol style="list-style-type: none"> <li>1. Motor Transport and Maintenance Battalion; OR</li> </ol> </li> </ul>

	<p>2. Logistic Officer of Motor Transport and Maintenance Battalion, PN</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Philippine Chemsteel's Authorized Representative:</p> <p>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</p> <p>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised Philippine Chemsteel 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>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Philippine Chemsteel 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><b>ENVELOPE 2:</b> <b>FINANCIAL BID FORM (Annex VII-A)</b></p>	<p>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>Envelope 2 will contain the Financial Bid of Philippine Chemsteel where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p>

- Chair reminded that Philippine Chemsteel 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. Details is found in page 39 of the BDS (ITB Clause 19.5).
- Chair reminded Philippine Chemsteel to raise their concerns/clarifications on the technical requirements on or before 12 April 2019 and the BAC will be the one to confer it with the PN. Address it to the BAC Chair. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website [www.pitc.gov.ph](http://www.pitc.gov.ph).

Note: Maximum size of email with attachment is six (6) mb only.

- The Bid Opening is scheduled on 24 April 2019.

Adjourned at 10:40 AM.

MINUTES TAKEN BY:

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

APPROVED BY:

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



**ATTENDANCE SHEET**  
**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-131) - REBID**  
**SUPPLY AND DELIVERY OF VARIOUS BRAND NEW SPARE PARTS FOR THE MAINTENANCE OF THIRTY-NINE (39) UNITS 2 1/2 TON TRUCKS M35**  
**FOR THE PHILIPPINE NAVY (PN)**

04 April 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 (Chairperson)	
2) Atty. Maria Gudelia C. Guese	F (Vice Chairperson)	
3) Christabelle P. Ebriga	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)	

End-Users	Gender	Signature
1) <i>CDR UNMUR ATANAD</i>		
2) <i>CPT FABRICE A. PARRIC (NCA)</i>		
3) <i>CPT MARICA CHICALISA (NCA)</i>		
4) _____		
5) _____		
6) _____		
Account Officers		
1) Pío B. Bellosillo	M	
2) _____		

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M (Team Coordinator)	
2) Pío 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)	

Secretariat	Gender	Signature
1) Ma Veronica A. Morales	F (Head)	
2) Jane C. Arcilla	F (Member)	
3) Ana DG. Aspenc	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) _____		

