



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

MINUTES OF THE PRE-BID CONFERENCE
REPAIR AND REPLACEMENT OF SPARE PARTS OF 21 UNITS RIFLE, SNIPER CAL. 50
BARRETT M95 FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-138 Rebid
01 March 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 10:00 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriga, Member (On leave)	
Myra T. Alvarez, Member (On Official Business)	
David A. Inocencio, Member	
Joel S. Rodriguez, 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 above-mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the PA's End-User's Representatives.
- Chair acknowledged the presence of Armscor Global Defense, Inc. the only prospective Bidder:
- Chair informed Bidder that PITC has been tapped by the PA to undertake this project for them.
- Chair informed that to be able to participate in this bid project, prospective Bidder should have a single largest contract similar to the contract to be bid within the last five (5) years from the date of submission and receipt of bids amounting to at least twenty five percent (25%) of the ABC of the project.

"Similar" nature shall mean "Manufacturer of Firearms OR Repair/Refurbishment of Sniper Rifles".
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the 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 for Local Manufacturers</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 valid and current.; 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>Armcor 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 the Bidder 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 Armcor 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 Armcor 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 2017 and 2016	<p>Submission will be the 2017-2016 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>In lieu of the above eligibility documents, Armcor can submit their valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p> <p>Should there be any documents that has expired already, i.e. its Tax Clearance, Armcor should submit on bid opening day its valid and current Tax clearance, together with their PhilGEPS Platinum Certificate and Annex "A".</p> <p>In case Armcor submission to PhilGEPS is still the 2016 AFS, then they must submit on bid opening day the 2017</p>

	<p>AFS with the following attachments: Independent Auditor's Report, Balance Sheet and Income Statement, all pages of which must have the BIR stamp "Received" on all pages.</p> <p>Chair emphasized that any documents that have expired, Armscor must submit the updated one on Bid Opening day.</p>
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to the Armscor with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Armscor have to use Annex I; • Armscor to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign 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 25% of the ABC.</p>	<ul style="list-style-type: none"> • A form is again provided; • Armscor 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>Annex II-A Net Financial Contracting Capacity (NFCC)</p>	<p><u>For NFCC</u></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 Armscor to supply the necessary details as required. A formula is already provided for the Armscor to come up with the NFCC.</p> <p>The NFCC must be at least be equal to the ABC of the project.</p>
<p>Annex II-B Committed Line of Credit (CLC)</p>	<p><u>For CLC</u></p> <p>In case Armscor 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 Armscor s that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>"Class B Document" Annex III (For Joint Venture)</p>	<ul style="list-style-type: none"> ➤ Armscor to submit a copy of Joint Venture Agreement in case joint venture is already in existence; or ➤ 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>

<p>For Local JV Partner</p>	<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 issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005; 4. 2017 and 2016 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>For Foreign JV Partner</p>	<ul style="list-style-type: none"> ➤ Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. ➤ Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005. ➤ Corporate Financial Statement or Annual Report for 2017 or 2016.

<p><u>Technical Documents</u></p>	<p><u>Chair 's Instructions</u></p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">Bid Securing Declaration</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <p>Arm Scor 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 Arm Scor 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"> • Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;

	<ul style="list-style-type: none"> • 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. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Armscor will opt for a Surety Bond, Armscor 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 Armscor 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.2) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Technical Bid Form Annex V-A (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"> • Armscor to use the Bid Form. They shall not retype or alter it; • Armscor to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative/s of Armscor. <p>Chair reminded Armscor 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>Terms of Reference Annex V-A1 (3 pages)</p>	<ul style="list-style-type: none"> • Armscor's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
<p>Test Parameters Annex V-A2 (2 pages)</p>	
<p>Hard Copy of Technical Manual or Part List / Catalogue</p>	<ul style="list-style-type: none"> • Armscor to submit a Hard Copy of Technical Manual or Part List / Catalogue indicating the Part Number of the Spare Parts showing compliance to the required Terms of Reference for all the items. All other pages of the catalogue may be submitted in electronic copy. <p>Internet downloads may be included to supplement the information contained in the original brochures.</p> <p><i>If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</i></p>
<p>Valid and Current PNP License</p>	<p>Submission is a Valid and Current PNP License of the Bidder as follows:</p> <ol style="list-style-type: none"> As Gun / Spare Parts Dealer or Indentors; AND As Gun Repairer

Current Photos and Location Map of the Manufacturer's Repair Facility	<ul style="list-style-type: none"> • Armscor to submit Current Photos and Location Map of the Manufacturer's Repair Facility
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Armscor 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 Armscor 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>
Annex VI Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Armscor 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 "IWe", 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>
ENVELOPE 2: FINANCIAL BID FORM (Annex VII)	<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 Armscor where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the item being bid for.</p> <p>Chair again reminded Armscor that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p>

- Chair reminded that Armscor 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 38 of the BDS (ITB Clause 19.5).
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Armscor's Query/Clarification/s	Committee's Reply
Going back to the part number, do we really have to match it? As long as the parts are there.	
	Yes, I think so, because we are not going to ask you to submit any of the parts. The only way we will say that you are compliant postqualification wise is that you have a matching part number for this. If you have a question on part number versus what your supplier is going to give you, You better write us about it, so we can confer it with the PA whether it is compatible or not, because based on what I see here is just part numbers. You will have to go and make sure that the parts are compatible for the Barrett and it's still available.
Do I still need to buy Bidding Documents again?	
	No need.
	Have you attended the Countertrade briefing already?
Yes.	
	Since no representative from PA is here, please write your concerns/clarifications on the technical requirements on or before 04 March 2019 and we will be the one to confer it with the PA. Address it to the BAC Chair. Send by email or fax, further details is found in page 31 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 .
	Note: Maximum size of email with attachment is six (6) mb only.
Okay, Ma'am. Thank you.	
	Thank you very much.

- The Bid Opening is scheduled on 14 March 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-B1-2019-138) - REBID

(Previous Bid Reference No. MPG-B1-2018-159)

REPAIR AND REPLACEMENT OF SPARE PARTS OF 21 UNITS RIFLE, SNIPER CAL. 50 BARRETT M95 FOR THE PHILIPPINE ARMY (PA)

01 March 2019, 10:00 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) Atty. Ma. Victoria C. Magcase	F (Chairperson)	
2) Atty. Maria Gudella C. Guese	F (Vice Chairperson)	
3) Christabelle P. Ebriega	F (Member)	<i>on leave</i>
4) Myra Chikella T. Alvarez	F (Member)	<i>-OB-</i>
5) David A. Inocencio	M (Member)	
6) Joel S. Rodriguez	M (Alternate Member)	
7) BGen Byron H Calimag AFP	M (Provisional Member)	
8) Col Glenn E. Cruz	M (Alt. Prov. 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)	<i>- ON LEAVE -</i>
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)	<i>-OB-</i>

End-Users

1)		
2)		
3)		
4)		
5)		
6)		
Account Officers		
1) Pio B. Bellosillo	M	
2)		

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)	
Observer/s		
1)		
2)		

