



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) SET BRAND NEW ANOSCOPE AND
PROCTOSIGMOIDOSCOPE FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-158
3 June 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 2:30 pm

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair (on Official Business)	
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 Supply and Delivery of One (1) Set Brand New Anoscope and Proctosigmoidoscope for the Philippine Army (PA). After which, Chair introduced the BAC members and the PA Representative/s.
- Chair acknowledged the presence of Inter-continental Food and Pharmaceuticals Inc. the only prospective bidder present in this pre-bid conference.
- Chair mentioned that the Committee will be issuing a Supplemental Bid Bulletin to revise the Technical Specifications for the additional requirements in the specifications.
- Chair informed that to be able to participate in this bid project, the prospective Bidder
- At the same time, this bid project is open to authorized dealers, distributors or resellers 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.
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Inter-continental 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

Class "A" Eligibility Documents	Chair's Instructions
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 Inter-continental 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 Inter-continental 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 Inter-continental 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 Inter-continental 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>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to Inter-continental with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Inter-continental to use Annex I; • Inter-continental 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; • Inter-continental 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. End User's Acceptance 2. Copy of Official Receipt; 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, Chair's instructions is for Inter-continental to supply the necessary details as required. A formula is already provided for Inter-continental 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 Inter-continental 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 Inter-continental that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Technical Documents</p>	<p>Chair's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <p>Inter-continental 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 Inter-continental 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. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Inter-continental will opt for a Surety Bond, Inter-continental 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 Inter-continental 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>



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-158)

SUPPLY AND DELIVERY OF ONE (1) SET BRAND NEW ANOSCOPE AND PROCTOSIGMOIDOSCOPE FOR THE PHILIPPINE ARMY (PA)

03 June 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 & Supvg. BAC 1 Secretariat)	
3) Myra Chitella T. Alvarez	F (Member)	
4) David A. Inocencio	M (Member)	
5) Joel S. Rodriguez	M (Member)	
6) Vivian E. Monsanto	F (Alternate Member 1)	
7) Irene G. Alayon	F (Alternate Member 2)	
8) BGen Byron H Calimag AFP	M (Provisional Member)	
9) Col Glenn E. Cruz QMS (GSC) PA	M (Alternate Provisional Member)	

End-Users	Gender	Signature
1) LTC JOSE ROYER R REDUBIE	M (TUG OFFICER)	
2) LTC RUD RA	M (TUG MEMBER)	
3) ELIZABETH F. N. VERANO	M (TUG SECRET)	
4) MAJ ANTHONY K. KOLLER	M (TUG MEMBER)	
5) SSG POSIE S. BELTRAN	F (PHD)	
6) LTC REYNOLD A. EPE	F (PHD)	
Account Officers		
1) Pio B. Bellosillo	M	

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. Arriescado	M (Member)	
8) Franklin D. Iglesias	M (Member)	
9) Louis Albert H. Quiroga	M (Member)	
10) Jay A. Tagaca	M (Member)	
11) Maria Eda L. Maningat	F (Member)	

Secretariat	Gender	Signature
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)	
Observers		
1)		
2)		

