



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS CONSTRUCTION MATERIALS
FOR THE DEVELOPMENT OF KALAYAAN ISLAND GROUP (KIG) DETACHMENT
FOR THE PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-198
20 March 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 10:15 A.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. Ebriga, Member	
Myra T. Alvarez, Member	
David A. Inocencio, 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) Lot Various Construction Materials for the Development of Kalayaan Island Group (KIG) Detachment for the Philippine Navy (PN). 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. MLTP Enterprises
 2. Mamsar Construction & Industrial Corp
 3. One Renewable Energy Enterprises Inc.
 4. G.S Max
- Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed one (1) single contract of similar to the contract to be bid amounting to at least twenty five percent (25%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.

Similar contract shall mean “construction / hardware materials”.

- At the same time, this bid project is open to eligible Suppliers, Resellers, Distributors or Dealers 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 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, Series of 2005 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 2016 and 2017	<p>Bidders to submit a copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports):</p> <ol style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet (Statement of Financial Position); and c) Income Statement (Statement of Comprehensive Income). <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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. However, if any of the documents listed in Annex A of the certificate has expired Bidders 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 the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I; • Bidders 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 25% of the ABC.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> a) Copy of End User's Acceptance; or b) Copy of Official Receipt/s; or c) Copy of Sales Invoice with Collection Receipt/s
<p>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p>For NFCC - A form is provided for as Annex II</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>For CLC</p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED.</p> <p>A sample form is provided for as Annex II-A</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>

<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> <p style="padding-left: 40px;">b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p style="padding-left: 40px;">c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p style="padding-left: 40px;">d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <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>
<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 six (6) 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>

Annex V-A1 Delivery Schedule of Materials (19 pages)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
Annex V-A2 Packaging Requirements for the Construction Materials (1 page)	
Product Brochure or Technical Data Sheet or equivalent	Bidders to submit the Product Brochure or Technical Data Sheet or equivalent showing compliance to the required technical specifications of the following: <ul style="list-style-type: none"> a) Solar Powered Seawater Desalinator System b) Water Pump <p>Internet Downloads may be included to supplement the information contained in the original brochures of the Item.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
List of Accredited/Authorized Service Centers in the Philippines	List of Accredited/Authorized Service Centers in the Philippines indicating the address, telephone & fax numbers, email address and contact person. <ul style="list-style-type: none"> a) Solar Powered Seawater Desalinator System b) Water Pump
Valid and current ISO Registration Certificate (or equivalent)	Bidders to submit its valid and current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the Solar Powered Seawater Desalinator System . The certificate shall cover the design, manufacture and production, as applicable.
Annex V-A3 Duly filled up List of Construction Materials with Corresponding Brand Offered	<ul style="list-style-type: none"> • fill in the blanks; • Bidders to Indicate the brand of the items and signed by the bidder's authorized representative/s.
Proof of Authority of the Designated Representative	Submission of a Proof of Authority of the Bidder's Authorized Representative: <ul style="list-style-type: none"> a) Duly notarized Special Power of Attorney for Sole Proprietorship if owner opts to designate a representative/s; OR b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture. <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>

<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</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 similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- 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 sa list of brands, mayroon po bang brand yung mga sand? or is it okay to put Not Applicable (NA)?	
	No, we will just revise that form Ma'am and we will issue a Bid Bulletin which will be posted in PhilGEPS and PITC website and please write us on or before 29 March 2019.
	Just be prepared that there is an additional requirement for whoever will be declared LCB/SCB a Presentation of prototype/sample within seven (7) calendar days from receipt of Notice to Present Sample and you also need to identify the supplier of the desalinator.
That's my additional question, wala namang manufacturer dito, kung magi-import kami paano po yun?	
	You mean there's no available desalinator in the Philippines?
It's overseas.	



ATTENDANCE SHEET

PRE-BID CONFERENCE/Bid Ref. No. MPG-B1-2019-198

SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS CONSTRUCTION MATERIALS FOR THE DEVELOPMENT OF

KALAYAAN ISLAND GROUP (KIG) DETACHMENT FOR THE PHILIPPINE NAVY (PN)

20 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 Gudelia C. Guese	F	(Vice Chairperson)
3) Christabelle P. Ebrlega	F	(Member)
4) Myra Chitella T. Alvarez	F	(Member)
5) David A. Inocencio	M	(Member)
6) Joel S. Rodriguez	M	(Alternate Member)
7) Cpt. Rodel V. Pascua	M	(Provisional Member)

End-Users	Gender	Signature
1) CAPT MEDBRIG P. CERVIL	M	Chair, PNTW6
2) LT NICKOMAR G. NICKOMAR	M	PNTW6 In-charge
3)		
4)		
5)		
6)		
Account Officer		
1) Rachel F. Ignacio	F	
2)		

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. Arriesgado	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. Asprec	F	(Member)
4) Ma Teresa S. Elima	F	(Member)
5) Mirasol S. Ninobla	F	(Member)
6) Ma. Irissa G. Ordillano	F	(Member)
Observers/Is		
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 ONE (1) LOT VARIOUS CONSTRUCTION MATERIALS FOR THE DEVELOPMENT OF KALAYAAN ISLAND GROUP (KIG) DETACHMENT FOR THE PHILIPPINE NAVY (PN)

Bid Reference No. : MPG-B1-2019-198

Time / Date & Venue : 20 March 2019, 10:00 A.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
1	AIKO TAMBIS PAUL BERRAN SIR	F	MILIP ENTERPRISES 171 GEN BANGSA ST CORPORIS 2, LAC PINAS CITY	0917 819 2410	aikotambis@gmail.com	1	9:40 AM	
2	JOSIE C. PATENSALIDON	F	MILIP ENTERPRISES 171 GEN BANGSA ST. CORPORIS 2 & LAC PINAS CITY	0917 866 4341	posina22@gmail.com		9:40 AM	
3	Josette Inocencio	F	MANISK CONST. 2 IND'L CORP d'Asagagal Ave., Talaad, Laguna City	091755913064	manisk-acc@yahoo.com		9:52	
4	VILLARMA FRUITS	M	ONE RENOVABLE ENERGY SUBSIDIARY INC. 2311 ONE CORPORATE DRIVE, MERRIADO DR N. VERDE CT. ORTENA CT. PARK CITY	0966443374	josette_inocencio@yahoo.com		9:54	
	AGUILAR POSTILLONES	M	E. S. MAX TIMOG AVE., QUEZON CITY	0927 2200 186	villamperhaguilan@gmail.com		9:57	