



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW AEROSPACE SUPPORT EQUIPMENT  
FOR THE PHILIPPINE AIRFORCE (PAF)  
BID REF. NO. MPG-B1-2019-200  
04 April 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 9:00 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT -- PAF
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 Supply and Delivery of Various Brand New Aerospace Support Equipment for the PAF. After which, Chair introduced the BAC Members, Provisional Member, LTC Rene H Sevilla and the PAF's End-Users.
  - Chair acknowledged the presence of the following prospective Bidders:
    1. Cipra Marketing
    2. Eagle Wings Enterprises
  - Chair informed the Bidders that PITC has been tapped by the PAF to undertake this project for them.
  - Chair also informed Bidders that there are three (3) items involved in this project. A Bidder can bid for one, some, or all of the lots.
  - Invitees are authorized local manufacturers, dealers or resellers for the Supply and Delivery of Various Brand New Aerospace Support Equipment for the Philippine Air Force (PAF).
  - 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 a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.
- "Similar" contract shall mean "Aerospace Support Equipment".
- 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 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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS

<b>Class "A" Eligibility Documents</b>	<b>Chair's Instructions</b>
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>Bidders must submit their 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 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> <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).

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.

However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the valid and current one.

Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.

Eagle's question	Committee's Reply
Regarding the PhilGEPS Registration Certificate, require po ang 2017 Audited Financial Statement?	
	If you filed your Financial Statement in 2017, it means to say you only filed your 2016 there right? If the date of filing there is 2018 that means to say you filed your 2017 which means you have to attach to the certificate your 2018 Financial Statement. We will accept on face value that you have submitted your 2017 to the PhilGEPS if it so indicates in the Certificate. We will be expecting you to submit your 2018 because I don't think you would have been able to submit that to the PhilGEPS yet, because the Bid Opening is on April 30, 2019. Is that clear?
Yes, Ma'am. Thank you.	

**Annex I**  
Statement of all Ongoing government and private contracts including contracts awarded but not yet started

Chair's instructions to the Bidders with respect to this document is:

- Form Annex I is already provided in the Bidding Documents, Bidders have to use Annex I;
- Bidders to check the box pertaining to the item being bid for;
- Bidders to provide the information called for;
- Additional sheets can be used for as long as the authorized representative sign the last page.

**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 of the item being bid for.

- A form is again provided;
- Bidders to check the box pertaining to the item being bid for;



	<ul style="list-style-type: none"> <li>• <b>A Bank Draft / Bank Guaranty or Letter of Credit</b> issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank.</li> <li>• <b>Surety Bond</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <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 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><b>Technical Bid Form</b>  <b>Annex V-A for Item No. 1</b>  <b>Annex V-B for Item No. 2</b>  <b>Annex V-C for Item No. 3</b></p>	<p>Chair reminded Bidders that each item has its own TBF.</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>• For the Bidders to use the Bid Form. They shall not retype or alter it;</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidders to indicate the Brand and Model of the equipment;</li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder/s cannot comply with the technical specifications.</p>
<p><b>Technical Specifications</b>  <b>Annex V-A1 for Item No. 1</b>  <b>Annex V-B1 for Item No. 2</b>  <b>Annex V-C1 for Item No. 3</b></p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p><b>Product Brochure(s) or Technical Data Sheet(s)</b></p>	<p><b>For items 1 &amp; 3:</b> Bidders to submit Product Brochure or Technical Data Sheet showing compliance to the required Technical Specifications.</p> <p><b>For Item 2:</b> Bidders to submit Part List Number/Catalogue</p> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</p>
<p><b>Annex V-D</b>   <b>For Manufacturers:</b></p>	<ul style="list-style-type: none"> <li>• Submission is a Certification that the Bidder is a Manufacturer of the item being bid.</li> </ul>

<p>For Items No. 1 &amp; 3:</p>	<ul style="list-style-type: none"> <li>Bidders to submit a valid and current Certificate of Distributorship/ Dealership/ Resellership of the item offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If the Certificate is not issued by the manufacturer, Bidder must also present appropriate document showing the relationship between the manufacturer and the issuing company.</li> </ul>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> <li><u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li><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.</li> </ol> <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 VII 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>Bidders to check the box pertaining to the item being bid for.</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: FINANCIAL BID FORM</b></p> <p>Annex VII-A for Item 1 Annex VII-B for Item 2 Annex VII-C for Item 3</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 Bidders 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 reminded that each item has its own FBF.</p> <p>Chair reminded the Bidders that the Financial Bid Form should be in separate folder/envelope because if any of the bid submissions is declared "failed" the Committee cannot proceed with the opening of financial bid.</p>
--	--

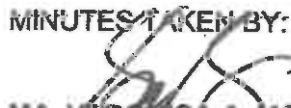
- Chair also reminded that the Bidders must sign or initial each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids. Details is found in page 40 of the BDS (ITB Clause 19.5).
- Chair instructed the TWG to make the necessary correction on the Financial Bid Form (Clause 13.1) and in the First and Second envelope (ITE Clause 20.3) of the BDS and the Committee will issue a Bid Bulletin.
- Chair reminded Bidders to raise their concerns/clarifications on the technical requirements on or before 15 April 2019 and the BAC will be the one to confer it with the PAF. Address it to the BAC Chair. Send by email or fax, further details is found in page 33 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 30 April 2019.

Adjourned at 9:40 A.M.

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. MP-G-B1-2019-200)  
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW AEROSPACE SUPPORT EQUIPMENT FOR THE PHILIPPINE AIR FORCE (PAF)

04 April 2019, 9:00 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) - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F		1) Manuel O. Elima, III	M	
2) Atty. Maria Gudella C. Guese	F		2) Pio B. Bellosillo	M	
3) Christabelle F. Ebriega	F		3) Ma. Cristina Rosa V. Bautista	F	
4) Myra Chitella T. Alvarez	F		4) Suzanne M. Marticio	F	
5) David A. Inocencio	M		5) Rachel F. Ignacio	F	
6) Joel S. Rodriguez	M		6) Judy Ann L. Esteban	F	
7) <del>Maj. Donzel M. Lencinas PAF</del> LTC PARRIS B. SEVILLA PAF	M		7) Michael M. Arriesgado	M	
<b>End-Users</b>			<b>Secretariat</b>		
1) LTC SEVILLA PAF			1) Ma Veronica A. Morales KDC	F	
2) CPT FREYCO PAF			2) Jane C. Arcilla	F	
3) CPT IMACU RANU PAF			3) Ara DG. Asprec	F	
4) <del>Lt. Col. Arambulo PAF</del>			4) Ma Teresa S. Elima	F	
5) LTC MCKENNEY PAF			5) Mirasol S. Ninobia	F	
6) <del>TCR INSISTIS PAF</del>			6) Ma. Lissa G. Orcilliano	F	
<b>Account Officer</b>			<b>Observers</b>		
1) Michael M. Arriesgado	M		1)		
2)			2)		



