



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF THIRTY EIGHT (38) PIECES BRAND NEW
ARMOR VESTS WITH POUCHES AND BALLISTIC PLATES FOR THE
PHILIPPINE AIR FORCE (PAF)
BID REF. NO. MPG-B1-2019-201
11 February 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:10 P.M.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Maria Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member
Joel S. Rodriguez, Member
PITC TVG/BAC Secretari0061t (as per attached attendance Sheet)
BIDDERS
As per attached attendance sheet

FOR PROPONENT – PAF
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair acknowledged the presence of the BAC Members and the End-User’s representatives from PAF.
- Chair acknowledged the presence of the prospective Bidders present in this Pre-Bid Conference; namely:
 1. Tactics SOG Industries, Inc.
 2. Armscor Shooting Center, Inc.
 3. Nashe Enterprises
 4. United Defense Manufacturing, Corp.
- Chair informed Bidders that PITC has been tapped by the PAF to undertake this project for them.
- Invitees are local distributor, dealers or supplier for the Supply and Delivery of Thirty Eight (38) Pieces Brand New Armor Vests with Pouches And Ballistic Plates for the Philippine Air Force (PAF).
- Chair informed that to be able to participate in this bid project, should have completed a single 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 fifty (50%) of the ABC.
 “Similar” contract shall mean “Ballistic Protective 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 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

<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 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 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 Bidders, Inc. 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>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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> <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 have to use Annex I; • Bidders 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 Completed Contract of Similar Nature within the last five (5) years from date of submission and receipt of bids amounting to at least fifty percent (50%) 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: <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>Annex II-B Committed Line of Credit (CLC)</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 Bidders to supply the necessary details as required. A formula is already provided for the Bidders to come up with the NFCC.</p> <p>The NFCC must be at least be equal to the ABC of the project.</p> <p><u>For CLC</u></p> <p>In case Bidders 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 Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>

<p>Annex III Class "B" Document: (For Joint Venture)</p>	<p>Since Bidders will not enter into a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found in page 35-37.</p>
<p style="text-align: center;"><u>Technical Documents</u></p>	<p style="text-align: center;"><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="padding-left: 40px;">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> <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; • 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 Bidders will opt for a Surety Bond, Bidders 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>Annex V-A Technical Bid Form (7 pages)</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"> • Bidders to use the Bid Form. They shall not retype or alter it; • Bidders 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 Bidders.

	Chair reminded Bidders 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.
Annex V-A1 Technical Specifications and Acceptance Procedure (10 pages)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Annex V-B Manufacturer's Certification on Conformance to the project's Technical Specifications to be signed by the Technical Personnel	<p>Chair's instructions as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Bidder's Company Letterhead; • Fill all the required information called for; • Signed by the Production Engineer/Technical Personnel
Annex V-C Notarized Affidavit that the Test Result was conducted in the same brand and model of Armor vest to be submitted during Post Qual	<p>Chair's instructions as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Bidder's Company Letterhead; • Fill all the required information called for; • Signed by the Authorized Representative and notarized <p>The Committee will issue a Supplemental Bid Bulletin to make necessary correction in the wordings and will require this requirement to be submitted during post-qual not in Bid Opening.</p>
Manufacturer's Certification	<ul style="list-style-type: none"> • Submission is a Manufacturer's Certification that it has supplied armor vests to the armed forces/security forces of the country of origin and at least one (1) other country. <p>The Committee will also issue a Bid Bulletin to make a necessary correction in the wordings.</p>
Certificate of Distributorship	<ul style="list-style-type: none"> • Bidders to submit a Certificate of Distributorship issued by the Manufacturer. <p>Note: If not directly issued by the manufacturer to the bidder must submit the certificate of distributorship / dealership that will link bidder to manufacturer.</p> <p>Again, the Committee will issue a Bid Bulletin to make necessary correction in the wordings.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. 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>Once again, Chair advised Bidders to check the wordings. In case the Board appoints more than one</p>

	<p>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. 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 BID FORM (Annex VII)</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.</p>

OTHER MATTERS:

- Chair reminded that Elbit 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	Committee's Reply
	Any questions?
On the sample for post qual on page 42, No. 4: Submission by the Bidder, if declared as Single/Lowest Calculated Bidder (S/LCB) a & b.	
	We will include this in the Supplemental Bid Bulletin.

For verification on the Technical Specifications, Submission of the prototype, because we have to apply especially if it's a foreign item, like the plates, we need to apply for the import permit for that. So, 10 calendar days is not sufficient enough to deliver for a post-qual.	
	I understand that Ma'am. Can I request you to put your concern in writing and also to indicate how many days pakilagayan niyo nalang ng breakdowns?
	That one refers to the Post qual.
Followed by No. 6 PQ Test Criteria.	
	We will include it in the Bid Bulletin.
	Please put that in writing Ma'am.
Page 76, Line No. 10: Ballistic Test Report., this will come from the manufacturer is this correct?	
	Yes.
If we have 1 local and 1 foreign, we will submit for 2 ballistic test reports?	
	Yes.
Or is this ballistic report is just for soft panels and plates?	
	PAF: Pareho po Ma'am yung procedure niyan eh.
So manggagaling lang sa yung test reports soft panels manufacturer and plate manufacturer?	
	We will just clarify this on the Bid Bulletin. Bidders were advised that any changes in the documents, the Committee will issue a Bid-Bulletin and Bidders have to use the revised forms which will be put in the Bid-Bulletin.
Again, on page 77, the delivery period within 60 calendar days is not enough again. However, we will put it in writing.	
	Yes, please be specific about it.
For verification on the Tech Specs, page 81, Basic Vest weight; 7.5 kgs maximum. Does this include the carrier, soft panel and the plate? All the three components should be 7.5 or lower?	
	Maximum po siya.
On page 82, Thickness 2.1 cm. should it be better if it is lower than 2.1? are we disqualify or what?	
	Again Ma'am, please put that in writing. What we do specially in the Tech Specs, we refer that to the End-Users because this will need to be revise, this requirement.
Page 87 for the Testing, ammo will be provided by the proponent?	
	Ma'am can you also put that in writing.
Yes Ma'am.	

For the testing on the table, I think the RDC has their own test parameters. Are we following the RDC standard? (PN interrupted)	
	PAF: Nagpunta po kami sa kanila, kaya nila yung NIJ standard, yun lang pong procedure ang gagawin yung nakalagy lang dito ang standard. NIJ standard po ang kaya nilang gawin.
Because our manufacturer would like to know kung ano yung distance ng pang-testing nila.	
	Ma'am please include that in your letter.
Do we submit only one for prototype for the postqual?	
	Yes, you have to submit the prototype that was already tested in RDC.
And then, the testing will come when the delivery comes?	
	For the postqual you either submit a prototype that has been tested with the certificate. Remember, there are certifications that the particular item has already passed, or you submit the sample and that will be subjected to RDC testing. PAF: Yung postqual Ma'am may certification. Kapag wala po silang certification ipapa-test po. Kapag bumii kayo Ma'am mayroon naman po siyang manufacturer's guarantee na ito po ay NIJ standard. Chair: So, there will be RDC Testing for postqual? Just the presentation of the submission of the prototype with the required certification of having passed those tests. Chair: In effect Ma'am there will be two extras, one for postqual which will be subjected to visual inspection and the other one is for delivery.
	Any other questions?
Technical Specs page 81, Accessories: regarding quantity, ang nakalagay po dapat doon sa buckles niya is 2 pairs.	
	PAF: Sa straps po namin is may male and female kasi kaya 1 pair.
Yun yung ibig sabihin nun? Buckle na side release?	
	PAF: Yes Sir.
And also the waist, 4 pairs is dalawa?	
	PAF: Yes.
Soft Ballistic Panel, yung cover protection niya is shall be at least 0.44 sqm. Kabuuang harap at likod?	
	PAF: Kapag binuo mo siya at least lalagpas ng 0.44 meter per area niya. Kasi kapag lumiit hindi na aabot.
Nung soft armor?	
	PAF: Yung soft armor naka korte siya.
You need the soft armor na hanggang gilid?	
	PAF: Yes Sir.

Clarify ko lang Sir, hindi lang side buckles yung kailangan niyo sa gilid, pati narin coverings doon sa Armor?	
	PAF: Yung coverings naman niya is nakapasok siya sa loob.
Ang magiging construction niya is may nakalabas na sobra?	
	Chair requested the PAF to provide a Reference Drawing so that the Bidder would know what they are referring to.
Regarding the Hard Armor Plate, hindi lang naka-specify kasi may ibat-ibang klase ng plate mayroong in-conjunction type at may stand alone plate, hindi lang po naka-specify kung anong plate and isu-supply.	
	Sir can I ask you to put that in writing even the earlier one para mas clear so we can cover it with the Bid Bulletin and upload it in the PITC website.
Okay, Ma'am.	
	Any other concerns?
You have mentioned the Manufacture's certification that it has supplied armor vests to the armed forces/security forces of the country of origin. So, hindi na kasama yung and at least one (1) other country.	
	As I said, we are going to clarify that, because in lieu of a certification, we asked you to submit the list of your clients and its possible in the armed forces/security forces that you have supplied these vests.
Okay, Ma'am. Thank you.	
	Chair stated that Bidders should write all their queries/concerns to the BAC Chair which may be sent through email or fax. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.
	Just a reminder that there are times that we answer some questions from the Bidder during Pre-Bid Conference. However, it's not official until you put your concern in writing because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
	Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the indent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. If there are any erasures, please counter sign the erasures.
	Thank you and review your documents well.

- The Committee requested the PAF to submit drawings/illustrations that will include in the TOR. Deadline for Questions/clarifications will be on 20 February 2020.

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

- Chair also reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (03 March 2020 Tuesday, 2:00PM) because the BAC Secretariat will not accept late bids.

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-201)

SUPPLY AND DELIVERY OF THIRTY EIGHT (38) PIECES BRAND NEW ARMOR VESTS WITH POUCHES AND BALLISTIC PLATES FOR THE PHILIPPINE AIR FORCE (PAF)

11 February 2020, 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) Christabelle P. Ebrlega	F	
2) Atty. Maria Gudella C. Guese	F	
3) Myra Chitella T. Alvarez	F	
4) David A. Inocencio	M	
5) Joel S. Rodriguez	M	
6) Irene G. Alayon	F	
7) Atty. Mizell Arthur R. Magdaong	M	
8) LTC Glen Mark R. Cabalquinto	M	

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M	
2) Pio B. Bellostillio	M	
3) Ma. Cristina Rosa V. Bautista	F	
4) Suzanne M. Marcio	F	
5) Rachel F. Ignacio	F	
6) Judy Ann L. Esteban	F	
7) Michael M. Artesgado	M	
8) Franklin D. Iglesias	M	
9) Louis Albert H. Quiroga	M	
10) Joachim Nathe M. Montallana	M	

End-Users	Signature
1) CPT VINCENT A. RACIBAR PAF	
2) TSgt Herbert B Leonardo PAF	
3) CPT GEORGE V SANTOS JR PAF	
4) PMS JOHN R. DRISYAN PAF	
5) DIM 2 ON	
6) _____	_____

Secretariat	Observer/s
1) Ma Veronica A. Morales	1) _____
2) Jane C. Arcilla	2) _____
3) Ana DG. Asprec	_____
4) Ma Teresa S. Elima	_____
5) Mirasol S. Ninobia	_____
6) Ma. Irissa G. Ordillano	_____

Account Officer	Signature
1) Manuel O. Elima, III	
2) Michael M. Artesgado	

Observer/s	Signature
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 THIRTY EIGHT (38) PIECES BRAND NEW ARMOR VESTS WITH POUCHES AND BALLISTIC PLATES
FOR THE PHILIPPINE AIR FORCE (PAF)

Bid Reference No. : MPG-B1-2019-201

Time / Date & Venue : 11 February 2020, 3:00 P.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 NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	Mart Gerald Payco	Male	Tactics SOG Industries Inc 83 GFA Bldg. Bayview Road Fort Bonifacio Taguig City	091770916917	geraldpayco@tactics.com.ph		2:19 pm	
	Raimundo & Alvin	FEMALE	THE MANSION VENTURES CORP LAKESHORE TOWER, MAKATI	091770916917	raimundo@the.com.ph		2:32	
	EDMER ANDRIN	male	NASHIE ENTERPRISES PG-2A TSM Bldg. Bldg. Level 2 Makati Square Makati City	09173978046	nashie@nashie.com		3:00	
	JODY TRUJAN	Female	UNITED DEFENSE MANUFACTURING CO. INC. DR. J. A. SERRANO AVE. BRGY. SAN ANTONIO TORONQUE CITY	09108550922	jodytrujan@udm.com.ph		2:00	

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act.
 PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.