



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF FOUR (4) UNITS BRAND NEW TOTAL STATION AND ONE (1)
UNIT REAL TIME KINEMATICS SURVEYING INSTRUMENT FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-212 Rebid
9 May 2019, 5th Floor Conference Room**

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

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson (on leave)
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer
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

FOR PROPONENT – PA
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Four (4) Units Brand New Total Station and One (1) Unit Real Time Kinematics Surveying Instrument for the Philippine Army (Pa). After which, Vice-Chair introduced the BAC members and the PA Representative/s.
- Vice-Chair acknowledged the presence of the following prospective bidder present in this pre-bid conference.
 1. Rasa Surveying Instrument;
 2. Geolink Positioning Instrument;
 3. Surveytech Trading
- Vice-Chair reminded the Bidders that there are two (2) Items involved in this project. Bidders may bid for one (1) Item or Both of the Items.
- Vice-Chair informed that to be able to participate in this bid project, the 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 Surveying Instrument.
- At the same time, this bid project is open to authorized local manufacturers, dealers or resellers for the Supply and Delivery of Four (4) Units Brand New Total Station and One (1) Unit Real Time Kinematics Surveying Instrument for the Philippine Army (PA) who must be Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- Vice-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;
- Vice-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 that should be in Separate Folder per Item (in 3 copies) because each Item has a separate Financial Bid Form.
 - **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>Vice-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 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 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 and Revenue Memorandum Order No. 46-2018.</p> <p>Vice-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>Vice-Chair advised Bidders 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 Bidders must submit the valid and current one.</p> <p>Vice-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>Vice-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 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 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> <p>Similar nature shall mean "Surveying Instrument".</p>	<p>As the form was flashed on the screen, Vice-Chair's instructions to this document is:</p> <ul style="list-style-type: none"> • A form is again provided; • Bidders to check the box pertaining to the Item being bid for; • 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 End User's Acceptance; or 2. Copy of Official Receipt/s; or 3. Copy of Sales Invoice with Collection Receipt/s (they go together)
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II; • Bidders to check the box pertaining to the Item being bid for; <p>As the sample form was flashed on the screen, Vice-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 - A sample form is provided for as Annex II-A</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>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Vice-Chair emphasized that the Committed Line of Credit is different from Bid Security and the CLC is the only alternative document in lieu of the NFCC.</p>

Technical Documents	Vice-Chair 's Instructions
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ul style="list-style-type: none"> a. Bid Securing Declaration. <ul style="list-style-type: none"> • A form is provided for as Annex IV. • Bidders to check the box pertaining to the Item being bid for; <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, Vice-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>Vice-Chair reminded the Bidders that there should be separate Bid Security per Item being bid.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> a. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; b. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR c. Surety Bond callable upon demand equivalent to at least 5% of the ABC. <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>Vice-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>Technical Bid Form</p> <p>Item no. 1 – Annex V-A (4 pages) Item no. 2 – Annex V-B (4 pages)</p>	<p>Vice-Chair reminded the Bidders that each Item has its own Technical Bid Form.</p> <p>As the Technical Bid Form for Item 1 was flashed on the screen Vice-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"; • Bidders to indicate the brand and Model number of the item being offered; • All pages must be signed by the authorized representative of the Bidder. <p>Vice-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>
<p>Technical Specifications</p> <p>Item no. 1 – Annex V-A1 (2 pages) Item no. 2 – Annex V-B1 (3 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Brochure or Technical Data Sheet or equivalent</p>	<p>Brochure or Technical Data Sheet or equivalent showing compliance to the required Technical Specifications.</p> <p>Internet downloads may be included to supplement the information contained in the original brochures.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>For Distributorship/ Dealership/ Resellership</p>	<p>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).</p> <p>If the certificate is not issued by the manufacturer, bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.</p>
<p>Valid and Current ISO Registration Certificate (or equivalent)</p>	<p>Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the manufacturer of the item.</p>
<p>List of Authorized Service Center/s in the Philippines</p>	<p>List of Authorized Service Center/s in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</p>

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Once again, Vice-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>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-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, Vice-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. 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>Financial Bid Form</p> <p>For Item 1: Annex VIII-A For Item 2: Annex VIII-B</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where Bidders will indicate the Unit price and Total Bid price in words and figures which should not exceed the ABC per Item.</p> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Vice-Chair once again reminded the bidders that the Financial Bid Form should be in Separate Folder per Item (in 3 copies) because each Item has a separate Financial Bid Form.</p> <p>Vice-Chair informed the Bidders that the Financial bid Form will be revised.</p>

- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Surveytech: In the Specifications for Item 2, the 250 Channel is too high.	
	Any other bidders who have the same concern?
Geolink: Our Channel is only 226.	
	I encourage you to raise your concerns in writing sir and send it to the PITC BAC and we will be the one who will refer the matter to the Philippine Army.
In the Specifications for Item 1, the Accessories of South Software is actually a brand	
	Okay sir, we will just revise the Technical Specifications.
Can the specifications change?	
	We cannot guaranty that we will grant your requests/concerns but we will take that in consideration because everything we discussed here in this Pre-Bid Conference is unofficial. And there are times that we answer some questions from the Bidder but if there's going to be any changes just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
	And If in case there will be any changes in the forms or any document please use the revised forms/document, which will be posted in PhilGEPS and PITC website (www.pitc.gov.ph).
	And if in case you decided to join, please buy the Bidding Documents way ahead the Bid Opening date because the BAC Secretariat does not accept late bid.

- Vice-Chair emphasized that 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.
- Vice-Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until 24 May 2019 (Friday)

The Bid Opening is scheduled on 3 June 2019 (Monday, 11:00 AM)


Adjourned at 11:00 A.M.

MINUTES TAKEN BY:


MA. YERONICA A. MORALES
 Head, BAC-I Secretariat
 LMC

NOTED BY:


ATTY. MARIA GUDELIA C. GUESE
 Vice-Chairperson, BAC-I

APPROVED BY:

CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-212) - REBID

(Previous Bid Reference No. MPG-B1-2018-325)

SUPPLY AND DELIVERY OF FOUR (4) UNITS BRAND NEW TOTAL STATION AND ONE (1) UNIT REAL TIME KINEMATICS SURVEY

INSTRUMENT FOR THE PHILIPPINE ARMY (PA)

09 May 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) Christabelle P. Ebrtega	F (Chairperson)	<i>m. Gaud</i>
2) Atty. Maria Gudelia C. Guese	F (Vice Chairperson & Supvg. BAC 1 Secretariat)	<i>MS</i>
3) Myra Chitella T. Alvarez	F (Member)	<i>[Signature]</i>
4) David A. Inocencio	M (Member)	<i>[Signature]</i>
5) Joel S. Rodriguez	M (Member)	<i>[Signature]</i>
6) Irene G. Alayon	F (Alternate Member)	<i>[Signature]</i>
7) Vivian E. Monsanto	F (Alternate Member)	<i>[Signature]</i>
8) BGen Byron H Callmag AFP	M (Provisional Member)	<i>[Signature]</i>
9) Col Glenn E. Cruz	M (Alt. Prov. Member)	<i>[Signature]</i>
End-Users		
1) OPT ROBERT PRANB	M	<i>[Signature]</i>
2) COL LAURENCE C CARRERA M	PA TWS	<i>[Signature]</i>
3)		
4)		
5)		
6)		
Account Officer		
1) Pio B. Bellosillo	M	<i>[Signature]</i>
2)		

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M (Team Coordinator)	<i>- OB -</i>
2) Pio B. Bellosillo	M (Member)	<i>[Signature]</i>
3) Ma. Cristina Rosa V. Bautista	F (Member)	<i>[Signature]</i>
4) Suzanne M. Marticio	F (Member)	<i>[Signature]</i>
5) Rachel F. Ignacio	F (Member)	<i>[Signature]</i>
6) Judy Ann L. Esteban	F (Member)	<i>[Signature]</i>
7) Michael M. Arriescado	M (Member)	<i>[Signature]</i>
8) Louis Albert H. Quiroga	M (Member)	<i>[Signature]</i>
9) Jay A. Tagaca	M (Member)	<i>[Signature]</i>
10) Franklin D. Iglesias	M (Member)	<i>[Signature]</i>
Secretariat		
1) Ma Veronica A. Morales LMC	F (Head)	<i>[Signature]</i>
2) Jane C. Arcilla	F (Member)	<i>[Signature]</i>
3) Ana DG. Asprec	F (Member)	<i>[Signature]</i>
4) Ma Teresa S. Elima	F (Member)	<i>[Signature]</i>
5) Mirasol S. Ninobla	F (Member)	<i>[Signature]</i>
6) Ma. Irissa G. Ordiliano	F (Member)	<i>[Signature]</i>
Observers		
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 FOUR (4) UNITS BRAND NEW TOTAL STATION AND ONE (1) UNIT REAL TIME KINEMATICS SURVEY INSTRUMENT FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MPG-B1-2019-212 REBID (Prev. Bid Ref. No. MPG-B1-2018-325)

Time / Date & Venue : 09 May 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 NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS SIGNATURE
(PASA) JENNIFER M. GALANG		F	#46 philand drive Brgy Pasong TAND JORDONG SONA ✓ PAST surveying instrument	09203714808	myd@n22@gmail.com	Item 187	9:20	<i>[Signature]</i>
Juniel P. Mangaray		M	#3rd floor 118-Printing Shop 229-L Guadalupe Ave. - Pasig Brgy. Mangaray ✓ Fresh pol. surveying instrument	0920-053-6018	JunielMangaray@gmail.com	Item 187	9:20	<i>[Signature]</i>
Jag C. Laxchmans		M	Survey Tech Treddy 117 1106dc SW ST. Pasig Bantay Q.C.	09057538898	laxchmansjag@gmail.com	Item 187	10:20	<i>[Signature]</i>