



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF 300 BRAND NEW COMBAT LIFE SAVER KITS FOR THE
GENERAL HEADQUARTERS, ARMED FORCES OF THE PHILIPPINES (GHQ, AFP)
BID REF. NO. MPG-B1-2018-223
30 May 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:20 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – GHQ, AFP
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member (on Official Business)	
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
Vivian E. Monsanto, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 300 Brand New Combat Live Saver Kits for the General Headquarters, Armed Forces of the Philippines (GHQ, AFP). After which, Chair introduced the BAC members and the GHQ, AFP Representative/s.
- Chair acknowledged the presence of BDM Enterprises Inc. the only prospective bidder present in this pre-bid conference.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a single contract of similar nature within the last five (5) years amounting to at least twenty five percent (25%) of the ABC of the item being bid.

Similar contract shall mean “medical supplies”.

- 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 BDM 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>BDM 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 BDM 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>BDM must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed BDM 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 BDM 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 BDM 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 BDM 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 BDM with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. BDM to use Annex I; • BDM 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; • BDM 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 BDM to supply the necessary details as required. A formula is already provided for BDM 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 BDM 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 BDM 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>BDM 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 BDM 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 issued by a bonding company authorized by the Insurance Commission.</p> <p>In case BDM will opt for a Surety Bond, BDM 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 BDM 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"; • BDM to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All eight (8) pages must be signed by the authorized representative of BDM. <p>Chair reminded BDM that if there are any blanks left out unfilled, the TBF will fail because it will mean that BDM cannot comply with the technical specifications.</p>																				
<p>Annex V-A1 Technical Specifications of Combat Life Saver Kit Supplies (8 pages)</p>	<ul style="list-style-type: none"> • BDM's authorized representative/s to sign the "Conforme" box provided on all pages. 																				
<p>Annex V-A2 Technical Specifications of Pouch, Combat Life Saver Kit, Camouflage (QM SPEC NR IE 22PLCSK dated 1 October 2016) (10 pages)</p>																					
<p>Annex V-A3 Technical Specifications of Pouch, Combat Life Saver Kit, Camouflage dated 1 October 2016 (4 pages)</p>																					
<p>Annex V-A4 List of Brand/Model, Country of Origin and Name of Manufacturer of the Items being Offered</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • BDM to specify the Brand / Model of the item and its Country of Origin and Name of Manufacturer for the following items; • Signed by BDM's Authorized Representative. 																				
<p>Annex V-A5 Bidder's Statement of Reference of Technical Specifications</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • Transpose the form in BDM's Letterhead; • BDM to indicate the page number of brochure/data sheet, manual where the particular technical specification can be seen; • Signed by BDM's authorized representative. 																				
<p>Brochure and/or Technical Data Sheet or equivalent</p>	<p>BDM to submit a Brochure and/or Technical Data Sheet or equivalent of the product being offered showing compliance to the technical specification of the following items:</p> <table border="1" data-bbox="678 1383 1421 1806"> <tr> <td>1. Plasma Expander (500ml)</td> <td>11. Safety Butterfly Blood Collection Set Irrigation Syringe</td> </tr> <tr> <td>2. Hemostatic Agent</td> <td>12. Roller (gauze) Bandage</td> </tr> <tr> <td>3. Intravenous Fluid</td> <td>13. Adhesive plaster</td> </tr> <tr> <td>4. Abdominal Field Dressing with bandage</td> <td>14. Adhesive Strip Pack</td> </tr> <tr> <td>5. Field Dressing</td> <td>15. Eye Patch</td> </tr> <tr> <td>6. Surgical Gloves</td> <td>16. Tactical Tourniquet</td> </tr> <tr> <td>7. Muslin Triangular Bandage</td> <td>17. Chest Seal (Individual)</td> </tr> <tr> <td>8. Elastic Bandage</td> <td>18. Malleable Splint</td> </tr> <tr> <td>9. Gauge Sponge</td> <td>19. Nasopharyngeal Airway Tube with Lubricant</td> </tr> <tr> <td>10. IV Set</td> <td>20. Chest Needle Decompression</td> </tr> </table> <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>	1. Plasma Expander (500ml)	11. Safety Butterfly Blood Collection Set Irrigation Syringe	2. Hemostatic Agent	12. Roller (gauze) Bandage	3. Intravenous Fluid	13. Adhesive plaster	4. Abdominal Field Dressing with bandage	14. Adhesive Strip Pack	5. Field Dressing	15. Eye Patch	6. Surgical Gloves	16. Tactical Tourniquet	7. Muslin Triangular Bandage	17. Chest Seal (Individual)	8. Elastic Bandage	18. Malleable Splint	9. Gauge Sponge	19. Nasopharyngeal Airway Tube with Lubricant	10. IV Set	20. Chest Needle Decompression
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Copy of Valid and Current Certificate of Distributorship	<p>BDM to submit a valid and current Certificate of Distributorship issued by the principal manufacturer authorizing the bidder to sell/distribute the following:</p> <ol style="list-style-type: none"> 1. Plasma Expander (500ml) 2. Hemostatic Agent 3. Abdominal Field Dressing with bandage 4. Field Dressing 5. Safety Butterfly Blood Collection Set 6. Irrigation Syringe 7. Tourniquet 8. Chest Seal (Individual) 9. Malleable Splint 10. Nasopharyngeal Airway Tube with Lubricant = 11. Chest Needle Decompression <p>Note: If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer.</p>
Annex V-B Bidder's Certification on Product Development for the Pouch, Combat Life Saver Kit	BDM to submit a Certification on Product Development for the Pouch, Combat Life Saver Kit.
Bidder's valid and current License to operate (LTO) as the Medical Device Importer/Distributor	BDM to submit a valid and current License to operate (LTO) as the Medical Device Importer/Distributor issued by Food and Drug Administration – Philippines
Bidder's valid and current License to operate (LTO) Importer / Distributor	BDM to submit a valid and current License to operate (LTO) Importer / Distributor issued by Food and Drug Administration – Philippines
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that BDM has a good record with his client. As such, BDM has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>BDM to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate BDM. The rating should be at least Very Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol 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, Chair advised BDM 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 BDM 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>Financial Bid Form – Annex VIII-A</p> <p>Detailed Financial Bid Form – Annex VIII-B</p>	<p>Envelope 2 will contain the Financial Bid of BDM where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>BDM must fill out all line items. If an item is to be given free, BDM must indicate "0".</p>

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

BDM's Query/Clarification/s	Committee's Reply
<p>I have several questions on the Specifications such as the hydrogel dressing, but I will just put it in writing.</p>	
	<p>Yes, I encourage you to raise all your concerns in writing specially the technical questions send it to the PITC BAC and we will refer the matter to GHQ, AFP.</p>
<p>And having the pouch to be tested in the RDC it takes 5 times or 10 times, we have the RDC test for 2016 and 2017 can it also be accepted? In the PA procurement projects they did not require RDC test anymore</p>	
	<p>You may also raise your concern in writing ma'am.</p>
	<p>If there will be any changes or modifications in any of the requirement it will be through a Bid Bulletin which will be uploaded in PhilGEPS and PITC website (www.pitc.gov.ph).</p>
	<p>And you also know that whenever we revise anything you have to use the revised forms.</p>
	<p>Vice-Chair: I would also like to request to put tabbing in your documents, specially to the brochures so the TWG can find the requirements easier.</p>
	<p>Thank you.</p>


- Chair emphasized that BDM 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.
- Chair suggest that BDM 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 7 June 2019 (Friday)

The Bid Opening is scheduled on 17 June 2019 (Monday, 10:00 AM)

Adjourned at 2:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:

CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2018-223)
SUPPLY AND DELIVERY OF 300 BRAND NEW COMBAT LIFE SAVER KITS
FOR THE GENERAL HEADQUARTERS, ARMED FORCES OF THE PHILIPPINES (GHQ, AFP)**

30 May 2019, 1:00 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	Technical Working Group		Gender	Signature
1) Christabelle P. Ebrlega	F	(Chairperson)		1) Manuel O. Elima, III	M	(Team Coordinator)	On Leave
2) Atty. Maria Gudelia C. Guese	F	(Vice Chairperson & Supv. BAC 1 Secretariat)		2) Pio B. Bellosillo	M	(Member)	
3) Myra Chitella T. Alvarez	F	(Member)		3) Ma. Cristina Rosa V. Bautista	F	(Member)	
4) David A. Inocencio	M	(Member)		4) Suzanne M. Marticio	F	(Member)	
5) Joel S. Rodriguez	M	(Member)		5) Rachel F. Ignacio	F	(Member)	
6) Irene G. Alayon	F	(Alternate Member)		6) Judy Ann L. Esteban	F	(Member)	
7) Vivian E. Moissant	F	(Alternate Member)		7) Michael M. Arriego	M	(Member)	
8) Col Fernando V. Felipe	M	(Provisional Member)		8) Franklin D. Iglesias	M	(Member)	
				9) Louis Albert H. Quiroga	M	(Member)	
				10) Jay A. Tagaca	M	(Member)	
				11) Ma. Eda I. Maningat	F	(Member)	
End-Users				Secretariat			
1) COL JOSEFINO M. LAYUNIA MC (GSC)				1) Ma Veronica A. Morales MC	F	(Head)	
2) MA PINARON RENTHARA RA	F	AFP		2) Jane C. Arcilla	F	(Member)	
3) Honey Lynn V. Halina				3) Ana DG. Aspree	F	(Member)	
4) TSgt JBS A FERNANDEZ RA		AFP		4) Ma Teresa S. Elima	F	(Member)	
5)				5) Mirasol S. Ninobla	F	(Member)	
6)				6) Ma. Irissa G. Ordillano	F	(Member)	
Account Officer				Observers			
1) Manuel O. Elima, III	M		On Leave	1)			
2)				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 300 BRAND NEW COMBAT LIFE SAVERS KITS FOR THE GHQ, AFP

Bid Reference No. : MPG-B1-2018-223

Time / Date & Venue : 30 May 2019, 1:00 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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	Rita Kanim	F	BDM ENTERPRISES INC. 1351 PICAL AVE. 5TH FLOOR MAKATI	0917-4450400	ritakanim@bdi.com		12:51	
	COMMITTEE	P	BDM ENTERPRISES INC. 1351 PICAL AVE. 5TH FLOOR MAKATI	0917-4450400	committee@bdi.com		12:00	