



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

MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
ONE (1) LOT BRAND NEW AIR-CONDITIONING UNITS FOR THE
PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-269
05 October 2020, 5th Floor Conference Room

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

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriga, Chairperson
Myra Chitella T. Alvarez, Vice-Chair
Atty. Roxanne Marie Cruz, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)
BIDDERS via Zoom
1. ACMI Office Systems Philippines Inc
2. Sentine Industrial & Building Solutions

FOR PROPONENT – PA via Zoom
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HIGHLIGHTS OF PROCEEDINGS

- Vice-Chair presides the Pre-Bid Conference.
- Vice-Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. After which, Vice-Chair acknowledged the presence of the BAC Members and the End-User’s representative from PA via video conferencing (ZOOM).
- Vice-Chair acknowledged the presence of the prospective Bidders present in this Pre-Bid Conference via video conferencing (ZOOM); namely:
 1. ACMI Office Systems Philippines Inc. represented by Rosemarie Dela Cruz
 2. Sentine Industrial & Building Solutions represented by Clark Pineda and Carmelita Vesito
- Vice-Chair informed Bidders that PITC has been tapped by the PA to undertake this project for them.
- Invitees are Manufacturers or Authorized Philippine Suppliers, Dealers or Resellers for the Supply, Delivery, Installation, Testing and Commissioning of One (1) Lot Brand New Air-conditioning Units for the Philippine Army (PA).
- At the same time, the bidding is open to Filipino citizens/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Vice-Chair informed that to be able to participate in this bid project, a prospective bidder should have completed within the last five (5) years from the date of submission and receipt of bids at least single contract similar nature amounting to at least fifty percent (50%) of the ABC.

Similar" contract shall mean "Supply and Delivery of Air-conditioning Units".

- **Required Delivery Period:**

For Item 1: Within 60 calendar days from receipt of NTP

For Item 2: Within 60 calendar days from receipt of NTP

Installation Period: Within 30 calendar days upon receipt of Notice to Install.

Delivery Place: GS Warehouse, Supply Battalion, LSG, ASCOM, Camp Aguinaldo, Quezon City.

- Vice-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.
- 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.
 - **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 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 2020 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>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>

	Vice-Chair advised Bidders to only transact with legitimate employees of BIR.
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements <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>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<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>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started.	<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 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.
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. "Similar contract" shall mean Supply and Delivery of Air-conditioning units.	<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"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
Net Financial Contracting Capacity (NFCC)	<p>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II-A; <p>As the sample form was flashed on the screen, Vice-Chair's instructions are 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 equal to the total ABC of the Item being bid for.</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><u>FOR COMMITTED LINE OF CREDIT (CLC) - A</u> sample form is provided for as Annex II-B;</p> <p>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p> <p>Chair reminded the 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 prospective Bidders expressed that they will not bid as a Joint Venture, Vice-Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 35 to 36 of the Bidding Documents.</p>
<p style="text-align: center;"><u>Technical Documents</u></p>	<p style="text-align: center;"><u>Vice-Chair's Instructions</u></p>
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration - A form is provided for as Annex IV;</p> <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 have 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 issued by a Local Universal or Local Commercial Bank.</p> <p>c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>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 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>Vice-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>

Annex V Technical Bid Form (4 pages)	As the Technical Bid Form was flashed on the screen, Vice-Chair's instructions are as follows: <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 under the column "Bidder's Statement of Compliance" • Bidders to indicate the Brand and Model No. of the following Aircon: <ul style="list-style-type: none"> a) 2HP, Aircon, (Split Type) b) 2HP, Aircon, (Window Type) • All pages must be signed by the authorized representative/s of Bidders. <p>Vice-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.</p>
Annex V-A Technical Specifications (2 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 Distribution of Air Conditioning Units (2 pages)	
Product Brochure and/or Technical Data Sheet	Bidders to submit Product Brochure and/or Technical Data Sheet of the brand/model of the following item/s being offered showing compliance to the technical specifications. <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 Instructions of Bidders</p>
Annex V-C For Manufacturers:	Vice-Chair emphasized that this requirement is for manufacturer only, Bidders to submit a Certification that the Bidder is a manufacturer of the Item being bid for. Vice-Chair's instructions as follows: <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • Fill all the required information called for; • Signed by the Manufacturer's Authorized Representative <p>For Suppliers/Dealers/Distributors/Resellers:</p> <ul style="list-style-type: none"> • 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 an appropriate document showing the relationship between the manufacturer and the issuing company.

<p>List of Authorized Service Center/s within Metro Manila</p>	<p>Submission of a List of Authorized Service Center/s within Metro Manila (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <p>In the event of closure of business, termination of franchisee/ service center, the supplier shall notify the PA and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service;</p> <p>Vice-Chair: We will clarify this with the PA, if indeed within Metro Manila only.</p> <p>Vice-Chair advised Bidders that the Committee will issue a Bid Bulletin when this requirement is going to be revised.</p>
<p>Copy of valid and current ISO 9001:2015 Registration Certificate</p>	<p>Bidders to submit a Copy of valid and current ISO 9001:2015 Registration Certificate (or latest ISO Standards for Air-conditioning) issued by an independent certifying agency in the name of the manufacturer of the item.</p>
<p>Annex VI Duly Signed and Notarized Affidavit of Site Inspection</p>	<p>Contact Person: CAPT Danilo L Santillan (CE) PA Contact No: 0917-821-4965</p>
<p>Annex VII Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidders. The rating should be at least Very Satisfactory.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p> <p>To signed by the Bidder's authorized representative.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of Bidder's Authorized Representative:</p> <ul 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, 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</p>

	<p>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 VIII 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>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: Name, Title and Specimen Signature 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. Notarization is required for this OSS.</p>
<p>ENVELOPE 2: FINANCIAL BID FORM (Annex IX)</p>	<p>Vice-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 the Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Form to be signed by the Bidder’s Authorized Representative.</p> <p>Again, the Committee will issue a Supplemental Bid Bulletin to revise this form, and Vice-Chair reminded that Bidders should use the revised forms that the Committee will issue in the Bid Bulletin.</p>

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

Bidder’s Clarifications/Query	Committee’s Reply
<p>ACMI: Regarding the delivery place on page 75, we will wait for the notice to install. What is the meaning of the “no partial deliveries are allowed”?</p>	

	That means, dapat ma-deliver mo yun sa Camp Aguinaldo.
ACMI: In 1 day Ma'am?	
	Yes, kaya ba yun?
ACMI: Hindi po kakayanin kasi medyo marami po siya para i-deliver ng 1 day. Ang window type po kasi natin na 2HP ilan lang po ang maisasakay kahit malaki po yung sasakyan. Ang quantity pa ng window type is 231, then yung split type is 114 pero multiply by 2 ito kasi may indoor and outdoor. Hindi po kakayanin ng 1 day delivery.	
	Please write that to us Ma'am kasi ide-deliberate pa namin yan.
ACMI: Pero wala naman pong brand na nabanggit dito (Vice-Chair interrupted and replied)	
	But you have to indicate the brand that you will offer.
ACMI: On page 77, Length of copper Tube: minimum of 5 meters. Yung assume 5 meters ito po ba yung bawat installation lang, bawat ii-install na item ng split type? Assume na 5 meters nga siya per installation yun or per unit?	
	Yes, per unit yun pero ang suggestion ko pakisulat nalang din po Ma'am.
ACMI: Okay, Ma'am. Then sa window type na aircon Ma'am, mayroon po siyang dimensions, kasi po ang bawat box ng ibat-ibang brand hindi po magkakasukat kasi kung minsan mas malaki yung height niya sa depth at sa length. Dito po kasi kahit na may minimum na siya na 5cm hindi pa rin aabot sa normal na height po ng ibang brand.	
	Pakisulat mo na rin po Ma'am.
ACMI: Ika-clarify ko rin po yung width and length kasi parang sa pagsusukat po ng aircon is pareho lang siya. Parang yung depth lang ang ibig sabihin nila dito.	
	Okay. Pakisulat nalang din po.
ACMI: Kung sasali po kami dito kailangan naming i-site inspection muna lahat ng area?	
	Yes. May Affidavit yun, ang presumption nun' nagpunta kayo. Kasi may installation so kinakailangan makita niyo para ma i-raise ninyo yung sinasabi niyo na minimum of 5 meters ng copper tube.
ACMI: Bibigyan naman po kami ng contact person sa lahat ng lugar?	
	Ito po ang contact details Ma'am. Si CAPT Santillan po Ma'am nandito lang siya sa Manila pero siya po ang magko-coordinate sa sites na pupuntahan ninyo, kasi mayroon pa itong Maguindanao. Contact Person: CAPT Danilo L Santillan (CE) PA Contact No: 0917-821-4965

ACMI: Yun po yung question ko Ma'am kasi Ide-deliver po namin sa Camp Aguinaldo so it means sila na po yung magdadala doon sa sites, tapos kami hihintayin nalang namin yung notice to install? Kasi if ever kung ang gugustuhin nila dadalhin namin sa Camp Aguinaldo tapos bubuhatin namin tapos dadalhin namin sa mga sites, hindi po advisable kasi yung logistic niya is multiple. Kasi po nakita niyo naman po may Maguindanao area.	
	Ma'am pakisulat nalang po para ma-clarify natin ayaw ko pong i-presume na sa Camp Aguinaldo dadalhin tapos sila ang magde-deliver may cost implication po kasi yun.
ACMI: Kasi parang mahirap po yun Ma'am.	
	Pakisulat Ma'am para ma-clarify natin sa technical.
ACMI: Okay, Ma'am.	
	Any other questions?
SENTINE: Regarding the Site Inspection Ma'am. Every area po ba na pupuntahan namin kailangan namin ng Inspection Certificate na yun?	
	Ang ni-require po namin is Affidavit of Site Inspection na nagpapatunay po dito na pinuntahan niyo po lahat yung sites.
SENTINE: Ibibigay po ninyo po yan Ma'am (Vice-Chair interrupted and replied)	
	Kayo po mag e-execute nito Ma'am, yung Affidavit of Site Inspection. Nakalagay din po doon kung kailan po kayo nag-inspect.
SENTINE: Kada site po yun Ma'am?	
	Pwede pong ito nalang (TWG shows the Affidavit of Site Inspection form on the screen) tapos ilagay niyo nalang lahat dito kung kailan po kayo nagpunta sa bawat area kasi may nakalagay po diyan na date of inspection.
SENTINE: Breakdown nalang Ma'am?	
	Yes po. Kasi po ang haba ng listahan ng installation sites. Kaya dapat po makipag coordinate po kayo kay CAPT Santillan para po sa inspection.
SENTINE: Yes, Ma'am para kung sakali sabay sabay na lang din po na puntahan.	
	Tama po, lalo na po yang split type critical po ang installation niyan.
SENTINE: Okay Ma'am. Another question Ma'am regarding the Tax Clearance, Kasi yung Tax Clearance po namin is expired na noong September 26. So ngayon nilalakad po namin. Kasi kung hindi na siya ma-renew hindi na po ninyo tatanggapin yung bid namin.	
	Yes, Ma'am. Nakalagay po kasi sa batas yun, prescribed by R.A. 9184 na dapat po valid and current Tax Clearance. So, PITC does not accept any

	provisional Tax Clearance, renewal certificate or claim stub.
SENTINE: Okay, Ma'am.	
	If there are no more questions. Thank you, very much and Good luck!
Bidders: Thank you Ma'am.	

Vice-Chair's Instructions

Vice-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 intent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. Again, if there are any erasures, please counter sign the erasures.

When you pay for the Bidding Documents, we will give you a whole set. You can download for purposes of already reviewing the requirements. You can download for purposes of having advance copy of the forms. Remember, you must pay for the Bidding Documents before you drop your bids.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

1) Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

OR

2) Cash Deposit

Interested Bidders may send a letter request for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- 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.
- Vice-Chair also reminded that the Bidders must **sign** or **initial** every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.

- **For questions/clarifications:**

CHAIR Bids and Awards Committee |
5th Flr., Philippine International Trading Corporation (PITC)
NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
Email: chairbac1@pitc.gov.ph

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

- 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.

BID SCHEDULE:

- Bidders can send queries/concerns via email on or before **09 October 2020 (Friday)**.
- The Submission and Bid Opening is scheduled on **21 October 2020 (Wednesday, 1:00pm)**.

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 2:00pm.

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
KDC

REVIEWED BY:



MYRA CHITELLA T. ALVAREZ
Chairperson, BAC-I

APPROVED BY:




CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I

Dear Madam,

Good Day!

We would to request for Zoom Link Password for the above project for us to Join Prebid Conference.

Name of Project	Supply, Delivery, Installation, Testing and Commissioning of One (1) Lot Brand New Air-conditioning Units for the Philippine Army (PA)
Bid Reference No.	Bid Reference No. MPG-B1- 2019-269
Activity	PREBID
Company Name	ACMI OFFICE SYSTEMS PHILIPPINES INC
Address	AYSN BLDG., 268A N.Domingo St., San Juan City
Name of the Representative	Rosemarie Dela Cruz
Contact Nos	09617441068 0917-627-4493
Email Address	online@acmiphil.com rose.delacruz@acmiphil.com
Scanned or Photo of Proof of Identity pls. attach	

Thank you

Regards,

Rosemarie Dela Cruz | Account Manager

ACMI Office Systems Philippines Inc.

Address: AYSN Building, 268-A N. Domingo, San Juan City

Tel No: +632 8654-0888 | **Fax No:** +632 8234-9439

Mobile/Viber: 0917-627-4493 | 0933-879-3088

Email: rose.delacruz@acmiphil.com | online@acmiphil.com



In line with the precautionary health measures being adopted by the agency, prospective bidders interested to join the Pre-Bid Conference and Bid Opening via video conference (Zoom). You may send request for Zoom Link Password to the "bacsecretariat@pita1973.cominfo.com" with the following information together with proof of identity of the attendee a day before the scheduled conference.

Name of Project	Philippine Coast Guard
Bid Reference No.	MPA - 01 - 2019 - 004
Activity	Supply, install, maintain, repair & overhaul of the 1000 HP Diesel engine
Company Name	CENTRAL INDUSTRIES / BUREAU SOLIDWEL
Address	181 MARINA AVE. PORTLAND C.
Name of Representative (maximum of two (2))	EDRILYN VERDE / SUAREZ PINEDA
Contact Nos.	0922-938 3400 / 0922-123-2010
Email Address (to which all communications from the Bids and Awards Committee shall be sent)	edrilyn.verde@central.com.ph
Scanned Copy or Photo of Proof of Identity (pls attach)	proof.pdf

For the Pre-Bid Conference, bidders are encouraged to register their authorized technical representatives or personnel who are familiar with the bid requirements and who will prepare the documents for the bidder.

- Interested bidders may obtain further information from the **Assigned BAC I Secretariat** per above schedule at 3/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 9:00 AM to 2:00 PM only, Mondays to Fridays starting 25 September 2020 at Tel. No. 8818-88-01. However, any queries relative to the contents of the Bidding Documents and the project requirements can only be made by suppliers not later than ten (10) calendar days prior to the Submission and Opening of Bids.
- PITC reserves the right to accept or reject any bid proposal, to amend the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

PITC BIDS & AWARDS COMMITTEE I
 • Through or 25 September 2020, PITA/CPD
 PITC Website (www.pita.gov.ph)





ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-269) - VIA ZOOM VIDEO CONFERENCE
SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) LOT BRAND NEW AIRCONDITIONING UNITS FOR THE PHILIPPINE ARMY (PA)
 05 October 2020, 1:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PTIC)
 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. Ebriega	F	(Chairperson)	1) Manuel O. Elima, III	M	(Team Coordinator)
2) Myra Chitella T. Alvarez	F	(Vice Chairperson)	2) Pio B. Bellosillo	M	(Member)
3) Atty. Roxanne Marie Q. Cruz	F	(Member)	3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) Joel S. Rodriguez	M	(Member)	4) Suzanne M. Marticio	F	(Member)
5) Atty. Mitzell Arthur R. Magdaong	M	(Member)	5) Rachel F. Ignacio	F	(Member)
6) Atty. Mark Brian A. Dela Cruz	M	(Alternate Member)	6) Judy Ann L. Esteban	F	(Member)
7) MGen Glenn E. Cruz	M	(Provisional Member)	7) Michael M. Arriesgado	M	(Member)
8) _____		(Alt. Provi. Member)	8) Franklin D. Iglesias	M	(Member)
9) _____			9) Louis Albert H. Quiroga	M	(Member)
End-Users			Secretariat		
1) _____			1) Atty. Maria Gudelia C. Guese	F	(Head)
2) _____			2) Jane C. Arcilla	F	(Member)
3) _____			3) Ana DG. Asprec	F	(Member)
4) _____			4) Ma Teresa S. Elima	F	(Member)
5) _____			5) Mirasol S. Ninobla	F	(Member)
6) _____			6) Ma. Irissa G. Ordillano	F	(Member)
7) _____			7) Vivian E. Villanueva	F	(Member)
Account Officer			Observers		
1) Pio B. Bellosillo	M		1) _____		
2) <i>Franklin D. Iglesias</i>			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, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) LOT BRAND NEW AIRCONDITIONING UNITS FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MPG-B1-2019-269

Time / Date & Venue

: 05 October 2020, 1:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

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

PLEASE PRINT LEGIBLY

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)	ROSEMARIE DELA CRUZ	F	ACMI OFFICE SYSTEMS PHILS. INC					
2)	CLARK PINEDA	M	SENTINE INDUSTRIAL & BUILDING SOLUTIONS					
3)	CARINELITA VESID	F						

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.