



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

MINUTES OF THE PRE-BID CONFERENCE
OVERHAULING OF THREE (3) UNITS DAMPER ASSEMBLY WITH PART NUMBER PN:
109-0112-38-103 OF THE MAIN ROTOR OF AW109E HELICOPTER (NH430) FOR THE
PHILIPPINE NAVY (PN)

BID REF. NO. MPG-BI-2019-305 2nd Rebid
(Previous Bid Ref. No. MPG-BI-2019-120 Rebid & MPG-BI-2018-305)
4 July 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 10:20 am

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra T. Alvarez, Member
David A. Inocencio, Member
Joel S. Rodriguez, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)
BIDDERS
Gold Wings Aviation

FOR PROPONENT – PN
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- For the record, Vice-Chair presides the Pre-bid Conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Overhauling of Three (3) Units Damper Assembly with Part Number PN: 109-0112-38-103 of the Main Rotor of AW109E Helicopter (NH430) for the Philippine Navy (PN). After which, Vice-Chair introduced the BAC members and the PN Representative/s.
- Vice-Chair acknowledged the presence of Gold Wings Aviation the only prospective bidder present in this pre-bid conference.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.

“Similar contract” shall mean Repair and Maintenance of AW109E Aircraft or Supply and Delivery of Dampers for AW109E Aircraft.

- At the same time, this bid project is open to Authorized Distributor of NH430 Damper Assembly and Designated Overhaul Facility for NH430 Aircraft for the project Overhauling of Three (3) Units Damper Assembly with Part Number PN: 109-0112-38-103 of the Main Rotor of AW109E Helicopter (NH430) for the Philippine Navy (PN)
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Gold Wings Aviation 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

Class "A" Eligibility Documents	Vice-Chair's Instructions
SEC/DTI Registration Certificate	Since Gold Wings Aviation is a Sole Proprietorship they must submit a copy of valid and current DTI business registration.
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.	Gold Wings must submit their 2019 Mayor's Permit.
Valid and Current Tax Clearance	<p>Gold Wings must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Vice-Chair informed Gold Wings 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 Gold Wings to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2018 and 2017	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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Gold Wings 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 Gold Wings 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 Gold Wings with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Gold Wings to use Annex I; • Gold Wings to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
Annex I-A Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.	<ul style="list-style-type: none"> • A form is again provided; • Gold Wings 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; or 2. Copy of Official Receipt/s; or 3. Sales Invoice together with Collection Receipt <i>(They go together)</i>

<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, Vice-Chair's instructions is for Gold Wings to supply the necessary details as required. A formula is already provided for Gold Wings 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 Gold Wings 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 Gold Wings that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Technical Documents</p>	<p>Vice-Chair 's Instructions</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 - form is provided for as Annex IV</p> <p>Gold Wings 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 Gold Wings 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 callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Gold Wings will opt for a Surety Bond, Gold Wings 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 Gold Wings 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 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"; • Gold Wings to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All five (5) pages must be signed by the authorized representative of Gold Wings. <p>Vice-Chair reminded Gold Wings that if there are any blanks left out unfilled, the TBF will fail because it will mean that Gold Wings cannot comply with the technical specifications.</p>																								
<p>Annex V-A1 Technical Specifications (1 page)</p>																									
<p>Annex V-A2 Test and Acceptance Procedures (3 pages)</p>	<ul style="list-style-type: none"> • Gold Wings's authorized representative/s to sign the "Conforme" box provided on all pages. 																								
<p>Valid and written Appointment or Authorization of the Original Equipment Manufacturer (OEM) to engage in the overhaul of NH430 engine parts and/or major structural inspection and recovery of NH430 Aircraft</p>	<p>Submission of a valid and written Appointment or Authorization of the Original Equipment Manufacturer (OEM) to engage in the overhaul of NH430 engine parts and/or major structural inspection and recovery of NH430 Aircraft.</p> <table border="1" data-bbox="651 766 1422 1989"> <thead> <tr> <th data-bbox="651 766 1034 801">Gold Wings</th> <th data-bbox="1034 766 1422 801">Vice-Chair</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 801 1034 869"></td> <td data-bbox="1034 801 1422 869">Are you getting it from the authorized overhaul facility?</td> </tr> <tr> <td data-bbox="651 869 1034 1093">What will happen is we will send it to our partner who is the authorized representative of Leonardo and they will send it to Leonardo and then Leonardo will take care of it.</td> <td data-bbox="1034 869 1422 1093"></td> </tr> <tr> <td data-bbox="651 1093 1034 1160"></td> <td data-bbox="1034 1093 1422 1160">So the overhaul will be done by Leonardo itself?</td> </tr> <tr> <td data-bbox="651 1160 1034 1227">We have no idea where they send it.</td> <td data-bbox="1034 1160 1422 1227"></td> </tr> <tr> <td data-bbox="651 1227 1034 1294"></td> <td data-bbox="1034 1227 1422 1294">You have no idea?</td> </tr> <tr> <td data-bbox="651 1294 1034 1361">But it turns to us together with the certificates.</td> <td data-bbox="1034 1294 1422 1361"></td> </tr> <tr> <td data-bbox="651 1361 1034 1541"></td> <td data-bbox="1034 1361 1422 1541">So in case we want to go to Leonardo to verify whether Leonardo's doing the overhaul, how do we do that if you're the bidder and you have no connection to Leonardo?</td> </tr> <tr> <td data-bbox="651 1541 1034 1608">Because the Damper is a different brand.</td> <td data-bbox="1034 1541 1422 1608"></td> </tr> <tr> <td data-bbox="651 1608 1034 1697">We only receive a certification that it is done by Leonardo.</td> <td data-bbox="1034 1608 1422 1697"></td> </tr> <tr> <td data-bbox="651 1697 1034 1989"></td> <td data-bbox="1034 1697 1422 1989">Our requirement as worded right now is a valid and written appointment or Authorization of the Original Equipment Manufacturer (OEM) to engage in the overhaul of NH430 engine parts, will you be able to get this?</td> </tr> <tr> <td data-bbox="651 1989 1034 2016">No.</td> <td data-bbox="1034 1989 1422 2016"></td> </tr> </tbody> </table>	Gold Wings	Vice-Chair		Are you getting it from the authorized overhaul facility?	What will happen is we will send it to our partner who is the authorized representative of Leonardo and they will send it to Leonardo and then Leonardo will take care of it.			So the overhaul will be done by Leonardo itself?	We have no idea where they send it.			You have no idea?	But it turns to us together with the certificates.			So in case we want to go to Leonardo to verify whether Leonardo's doing the overhaul, how do we do that if you're the bidder and you have no connection to Leonardo?	Because the Damper is a different brand.		We only receive a certification that it is done by Leonardo.			Our requirement as worded right now is a valid and written appointment or Authorization of the Original Equipment Manufacturer (OEM) to engage in the overhaul of NH430 engine parts, will you be able to get this?	No.	
Gold Wings	Vice-Chair																								
	Are you getting it from the authorized overhaul facility?																								
What will happen is we will send it to our partner who is the authorized representative of Leonardo and they will send it to Leonardo and then Leonardo will take care of it.																									
	So the overhaul will be done by Leonardo itself?																								
We have no idea where they send it.																									
	You have no idea?																								
But it turns to us together with the certificates.																									
	So in case we want to go to Leonardo to verify whether Leonardo's doing the overhaul, how do we do that if you're the bidder and you have no connection to Leonardo?																								
Because the Damper is a different brand.																									
We only receive a certification that it is done by Leonardo.																									
	Our requirement as worded right now is a valid and written appointment or Authorization of the Original Equipment Manufacturer (OEM) to engage in the overhaul of NH430 engine parts, will you be able to get this?																								
No.																									

	<p>Okay, may I request you to write a letter to the PITC BAC regarding to your link to your partner.</p> <p>Because as of now this requirement is what PN need.</p> <p>Okay ma'am.</p> <p>So we will expect your letter with this particular requirement, because as verified with you will not be able to comply with this particular requirement.</p>
Valid and current Aircraft Material Distributor Certificate	Gold Wings to submit a valid and current Aircraft Material Distributor Certificate issued by Civil Aviation Authority of the Philippines (CAAP) in the name of the Bidder
Annex V-B Certificate of Performance Evaluation	<p>The Committee wants to make sure that Gold Wings has a good record with his client. As such, Gold Wings has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Gold Wings to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Vice-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> <p>a) Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR</p> <p>b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.</p> <p>Once again, Vice-Chair advised Gold Wings 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>
Annex VI Omnibus Sworn Statement (OSS)	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Gold Wings 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>

Adjourned at 11:00 A.M.

MINUTES TAKEN BY:


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

NOTED BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-305) - 2nd Rebid

(Previous Bid Reference Nos. MPG-B1-2019-120 Rebid & MPG-B1-2018-305)

OVERHAULING OF THREE (3) UNITS DAMPER ASSEMBLY WITH PART NUMBER PN: 109-0112-38-103 OF THE MAIN ROTOR OF AW109E HELICOPTER (NH430) FOR THE PHILIPPINE NAVY (PN)

04 July 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. Ebriega (Chairperson) F
- 2) Atty. Maria Gudelia C. Guese (Vice Chairperson & Supv. BAC / Secretarial) F
- 3) Myra Chitella T. Alvarez (Member) F
- 4) David A. Inocencio (Member) M
- 5) Joel S. Rodriguez (Member) M
- 6) Irene G. Alayon (Alternate Member) F
- 7) Vivian E. Monsanto (Alternate Member) F
- 8) MarRedell Y. Pascua (Provisional Member) M

- 1) Manuel O. Elima, III (Team Coordinator) M
- 2) Pio B. Bellosillo (Member) M
- 3) Ma. Cristina Rosa V. Bautista (Member) F
- 4) Suzanne M. Marticio (Member) F
- 5) Rachel F. Ignacio (Member) F
- 6) Judy Ann L. Esteban (Member) F
- 7) Michael M. Arriesgado (Member) M
- 8) Franklin D. Iglesias (Member) M
- 9) Louis Albert H. Quiroga (Member) M
- 10) Jay A. Tagasca (Member) M

End-Users

Secretariat

Gender

Signature

- 1) LORNUWAN M. CRISPON (Head) F
- 2) IT CAPITULO & ARQUILLO UP (Member) F
- 3) _____ (Member) F
- 4) _____ (Member) F
- 5) _____ (Member) F
- 6) _____ (Member) F

- 1) Ma Veronica A. Morales Lmc (Head) F
- 2) Jane C. Arcilla (Member) F
- 3) Ana DG. Asprec (Member) F
- 4) Ma Teresa S. Elma (Member) F
- 5) Mirasol S. Ninobia (Member) F
- 6) Ma. Irissa G. Ordillano (Member) F

Account Officer

Observers

- 1) Pio B. Bellosillo M
- 2) Michael M. Arriesgado M

- 1) _____ M
- 2) _____ M

- 1) _____ M
- 2) _____ M

