



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF BRAND NEW SPARE PARTS FOR 21 UNITS RIFLE,
SNIPER CAL. 50 BARRETT M95 FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-BI-2019-463
23 January 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:30pm

In attendance are:

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

FOR PROPONENT – PA
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Spare Parts for 21 Units Rifle, Sniper Cal. 50 Barrett M95 for the Philippine Army (PA). After which, Chair introduced the BAC members and the Philippine Army Representative.
- Chair acknowledged the presence of Armscor Global Defense, 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 should have a single largest completed 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 twenty five percent (25%) of the ABC of this project.
“Similar nature” shall mean Supply and Delivery of Firearms.
- At the same time, this bid project is open to PNP Licensed Gun Suppliers/Dealers for Barrett Rifle, M95 for the Supply and Delivery of Spare Parts for 21 Units Rifle, Sniper Cal. 50 Barrett M95 for the Philippine Army (PA) 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 the prospective Bidder 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>Bidder must submit the valid and current 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>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the Bidder 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 Bidder 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 Bidder 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>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder 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; • Bidder 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 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, 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-B.</p> <p>In case Bidder 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 the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents For Joint Ventures</p>	<p>Since Bidder will not join as a Joint Venture, Chair skipped to discuss this portion but just in case the Additional Requirement for Joint Ventures can be found in the <i>Bid Data Sheet, ITB Clause 12.1, pages 34 to 36 of the Bidding Documents</i>.</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 - A form is provided for as Annex IV.</p> <p>Bidder 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 Bidder 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 Bidder 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>Chair advised the Bidder 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 this Bid Form. Do not retype or alter"; • Bidder to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All four (4) pages must be signed by the authorized representative of the Bidder. <p>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>Annex V-A1 Terms of Reference (3 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Annex V-A2 Test Parameters (2 pages)</p>	
<p>Hard copy Technical Manual or Part List/ Catalogue</p>	<p>Bidder to submit a hard copy of Technical Manual or Part List/ Catalogue indicating the Part Number of the Spare Parts showing compliance to the required Terms of Reference for all the items.</p> <p>All other pages of the catalogue may be submitted in electronic copy.</p> <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>
<p>Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP)</p>	<p>Bidder to submit a valid and current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City.</p>
<p>Current Photos and Location Map of the Manufacturer's Repair Facility</p>	<p>Submission of a Current Photos and Location Map of the Manufacturer's Repair Facility.</p>
<p>Proof of Authority of the Designated Representative</p>	<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>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised Bidder 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</p>

	Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.
Annex VI Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidder 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>

ENVELOPE 2 – FINANCIAL ENVELOPE

<ul style="list-style-type: none"> • Annex VII – Financial Bid Form • Annex VII-A – Detailed Financial Bid Form (6 pages) 	<p>Envelope 2 will contain the Financial Bid of the Bidder. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the topmost part of the form that states "Please use this Bid Form. Do not retype or alter"; • Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0"; • Forms to be signed by the bidder's authorized representative <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>
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- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Regarding the valid and current Indent License to Deal in Firearms and Ammunition, does it need that the license is with Cal. 50?	
	No, the requirement is a valid and current Indent License to Deal in Firearms and Ammunition .
Possible to move the Bid Submission date?	
	Please raise your request in writing, and please include the reason why you wanted the Bid Submission to be extended so we will also have the basis.
	Just make sure you raise whatever your concerns you have.
	If there are no other concerns, review your documents well.
	Thank you and good luck.

OTHER MATTERS:

- Bidder 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 pointed out for whoever will be declared Single/Lowest Calculated Bid that there is additional requirement to submit original copy of Countertrade Undertaking (**Annex VIII-A**), for those interested a briefing will be conducted right after the pre-bid conference or can make an appointment to **Ms. Joane Olan** of the Countertrade Department.
- Chair suggest that Bidder can put everything in writing and not wait for the last minute to ask/raise questions which can be sent by email, fax or personal delivery. The details can be found in the Bid Data Sheet.

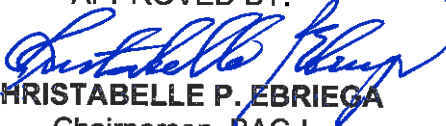
BAC SCHEDULE:

- Bidder can send queries/concerns until **27 January 2020** (Friday)
- The Bid Opening is scheduled on **7 February 2020** (Friday, 4:00 PM)

Adjourned at 4:00 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-B1-2019-463)
SUPPLY AND DELIVERY OF BRAND NEW SPARE PARTS FOR 21 UNITS RIFLE, SNIPER CAL.50 BARRETT M96 FOR THE PHILIPPINE ARMY (PA)
 23 January 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

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	<i>Christabelle P. Ebriega</i>
2) Atty. Maria Gudella C. Guese	F	<i>Atty. Maria Gudella C. Guese</i>
3) Myra Chitella T. Alvarez	F	<i>Myra Chitella T. Alvarez</i>
4) David A. Inocencio	M	<i>David A. Inocencio</i>
5) Joel S. Rodriguez	M	<i>Joel S. Rodriguez</i>
6) Irene G. Alayon	F	<i>Irene G. Alayon</i>
7) Atty. Mitzell Arthur R. Magdaong	F	<i>Atty. Mitzell Arthur R. Magdaong</i>
8) MGen Byron H Callimag AFP	M	<i>MGen Byron H Callimag AFP</i>
9) BGen Glenn E. Cruz	M	<i>BGen Glenn E. Cruz</i>

End-Users

1) MAJ JESSIE T VANDOR	M	<i>Jessie T Vandor</i>
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

Account Officer

1) Pio B. Bellosillo	M	<i>Pio B. Bellosillo</i>
2) Rachel F. Ignacio	F	<i>Rachel F. Ignacio</i>

Technical Working Group

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

Secretariat

1) Ma Veronica A. Morales	F	<i>Ma Veronica A. Morales</i>
2) Jane C. Arcilla	F	<i>Jane C. Arcilla</i>
3) Ana DG. Asprec	F	<i>Ana DG. Asprec</i>
4) Ma Teresa S. Elima	F	<i>Ma Teresa S. Elima</i>
5) Mirasol S. Nimobia	F	<i>Mirasol S. Nimobia</i>
6) Ma. Trissa G. Ordillano	F	<i>Ma. Trissa G. Ordillano</i>

Observer/s

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 BRAND NEW SPARE PARTS FOR 21 UNITS RIFLE, SNIPER CAL.50 BARRETT M95 FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MPG-B1-2019-463

Time / Date & Venue

: 23 January 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
	Nina Novras Emerson Pecson	F M	Arcstar Global Defense, Inc. 6th Flr-5th Flr 100 Bldg Diyogis Center	09173051211	mr.v.kon@arcstardefense.com.ph	comp 2-56		<i>[Signature]</i>

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.