



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF BRAND NEW VARIOUS EQUIPMENT FOR THE PHILIPPINE
MILITARY ACADEMY (PMA)
BID REF. NO. MPG-B1-2019-551
06 December 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 2:10 P.M.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member
David A. Inocencio, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)
BIDDERS
As per attached attendance sheet

FOR PROPONENT – PMA
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the End-User’s representatives from PA.
- Chair informed the Bidders that PITC has been tapped by the PMA to undertake this project for them.
- Chair also informed the Bidders that there are three (3) items involved in this project. A Bidder can bid for one or both of the items.
- Chair acknowledged the presence of the following prospective Bidders present in this Pre-Bid Conference; namely:
 1. Patronics International Corporation
 2. I-Supply Tech Co. Ltd.
 3. Columbia Technologies, Inc.
 4. Philcopy Corp.
- Invitees are authorized Philippine Office Equipment/IT Suppliers, Dealers or Reseller for the Various Equipment.
- Chair informed that to be able to participate in this bid project, the prospective should have completed within the last five (5) years from the date of submission and receipt of bids at least 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:
For Item No. 1: Office Equipment
For Items No. 2 and 3: IT Equipment

- 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.
- 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.

The Financial Bid Forms 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> (NOTE: If bidder is bidding for two (2) items, only one (1) set of Eligibility Documents in Triplicate for all items should be submitted)	<u>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.	Bidders must submit their 2019 Mayor's Permit.
Valid and Current Tax Clearance	<p>Chair informed 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>Chair advised Bidders to only transact with legitimate employees of BIR.</p> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>
Audited Financial Statements for 2018 and 2017	Submission will be the 2018-2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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 I-A of the certificate has expired Bidders 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 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, The Bidders have to use Annex I; • Bidders to check the box pertaining to the Item being bid for; • Bidder's to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
<p>Annex I-A Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid.</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 Official Receipt; 2. End User's Acceptance 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><u>For NFCC</u></p> <p>A form is provided for as Annex II-A; Bidders to check the box pertaining to the Item being bid for.</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidders 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 be at least be equal to the ABC of the project.</p> <p><u>For CLC</u></p> <p>A sample form is provided for as Annex II-B.</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>

	Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.
Annex III Class "B" Document: (For Joint Venture)	Since Bidders will not enter into a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found in page 35-37.

<u>Technical Documents</u>	<u>Chair 's Instructions</u>
Annex IV Bid Security	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">Bid Securing Declaration.</p> <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, 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>The other forms of Bid Security are for the following, there must be separate Bid Security if Bidder is Bidding for 2 lots/items.</p> <ul style="list-style-type: none"> • Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; • A Bank Draft / Bank Guaranty or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <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>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>

	The fourteen (14) grounds is found in Clause 12.1 (b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.
Technical Bid Form Annex V-A for Item 1 (4 pages) Annex V-B for Item 2 (4 pages) Annex V-C for Item 3 (4 pages)	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to check the box pertaining to the Item being bid for; • Bidders to indicate the Brand and Model No. of the equipment being offered; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidders. <p>Chair reminded the 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>
Technical Specifications Annex V-A1 for Item 1 (1 pages) Annex V-B1 for Item 2 (3 pages) Annex V-C1 for item 3 (1 page)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Brochure or Technical Bid Form and Technical Specifications	<ul style="list-style-type: none"> • Bidders to submit Brochure or Technical Data Sheet or equivalent showing compliance to technical specifications of the item being offered. Internet downloads may be included to supplement the information contained in the original brochures of the various equipment.
For Item No. 2 and No. 3:	<ul style="list-style-type: none"> • Submission is a Certification or Internet Press Release proving that the brand of the Equipment being offered is at the top 3 of computer shipments to the Philippines as reported for the year 2019 by an Internationally-Recognized Entity or Organization providing analysis, intelligence or advisory services on ICT.
Valid and Current ISO Registration Certificate	<p>Submission is valid and current ISO Certification of the Manufacturer issued by an independent certifying agency. The ISO Certification (or equivalent document) must cover the manufacture/design or production of the various equipment.</p>
Valid and Current Certificate of Distributorship / Dealership / Resellership fo	<ul style="list-style-type: none"> • Bidders to submit Valid and Current Certificate of Distributorship / Dealership / Resellership for the Various Equipment issued by the Manufacturer in favor of the Bidder. 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.
For Item No. 2 and No. 3:	<ul style="list-style-type: none"> • List of manufacturer's offices / branch offices / sales offices in the following: a) any country in

	PM) because the BAC Secretariat will not accept late bids. Thank you and review your documents well.
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OTHER MATTERS:

- Chair stated that the 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.

Deadline for Questions/clarifications will be on 10 December 2019.

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

- The Committee will issue a Bid Bulletin that the submission and opening of bid will be re- scheduled.
- 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.

Adjourned at 3:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-551)
SUPPLY AND DELIVERY OF BRAND NEW VARIOUS EQUIPMENT FOR THE PHILIPPINE MILITARY ACADEMY (PMA)
 06 December 2019, 2:00 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
1) Christabelle P. Ebriega	F	<i>[Signature]</i>
2) Afty. Maria Gudella C. Guese	F	<i>[Signature]</i>
3) Myra Chitella T. Alvarez	F	<i>[Signature]</i>
4) David A. Inocencio	M	<i>[Signature]</i>
5) Joel S. Rodriguez	M	<i>[Signature]</i>
6) Irene G. Alayon	F	<i>[Signature]</i>
7) Afty. Mitzell Arthur R. Magdaong	M	<i>[Signature]</i>
8) LTC Ray N. De Lima PA	M	<i>[Signature]</i>

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M	<i>[Signature]</i> - ON LEAVE
2) Pio B. Bellosillo	M	<i>[Signature]</i>
3) Ma. Cristina Rosa V. Bautista	F	<i>[Signature]</i>
4) Suzanne M. Martico	F	<i>[Signature]</i>
5) Rachel F. Ignacio	F	<i>[Signature]</i>
6) Judy Ann L. Esteban	F	<i>[Signature]</i>
7) Michael M. Arriesgado	M	<i>[Signature]</i>
8) Franklin D. Iglesias	M	<i>[Signature]</i>
9) Louis Albert H. Quiroga	M	<i>[Signature]</i>

End-Users	Technical Working Group
1) MAJ Alain S. Fuentes, PA	M
2) <i>[Signature]</i>	PMA
3) <i>[Signature]</i>	PMA
4)	
5)	
6)	

Secretariat	Gender	Signature
1) Ma Veronica A. Morales	F	<i>[Signature]</i>
2) Jane C. Arcilla	F	<i>[Signature]</i>
3) Ana DG. Aspreo	F	<i>[Signature]</i>
4) Ma Teresa S. Elima	F	<i>[Signature]</i>
5) Mirasol S. Ninobla	F	<i>[Signature]</i>
6) Ma. Irissa G. Ordillano	F	<i>[Signature]</i>

Account Officer	Gender
1) Manuel O. Elima, III	M
2) Louis Albert H. Quiroga	M

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 VARIOUS EQUIPMENT FOR THE PMA
Bid Reference No. : MPG-B1-2019-551
Time / Date & Venue : 06 December 2019, 2:00 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
	Alex John C. Miguel	M	Pantronix International Corporation 51-53 Gen. Roxendo Vilmon St. Caloocan, City	8363-3636 8991931988	alex@pantronixonline.com	Lot # 1	1:43	[Signature]
	MR. DANICA RIANCA R. VELASCO	F	INSURENCO CO. LTD. 5492 MARQUESE ST. SANDIANGKUB PASAYANVILLE CITY	992-66725	velasco@insurenco.com	Lot # 2, 23	1:45	[Signature]
	Meg gregorio	P	Cebu-bia - Techs to go, Inc. Nadyn St., Makale Makale	540393	meg@cthpalm.com	Lot 1, 2, 23	1:45	[Signature]
	FRANK NANDO CORTER		PHILCORP CORP. 7-73 JOY VILLAGE, MAKATI	88945471	fernando@philcorp.net	Lot 1	2:04	[Signature]

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.