



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT SPARES/MATERIALS OH OF 2 ENGINES OF
SURC'S FOR THE PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-584 Rebid
06 December 2018 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 4:10 P.M.

In attendance are:

FOR PITC BAC-I
Atty. Ma. Gudelia C. Guese, Vice-Chairperson
Myra T. Alvarez, Alternate Vice-Chair
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 – 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 above mentioned procurement project. Afterwhich, Chair introduced the BAC Members, Provisional Member LCDR Edwin Liwanagan and the End-User's representatives from PN.
- Vice-Chair informed the Bidders that PITC has been tapped by the PN to undertake this project for them
- Vice-Chair acknowledged the presence of Anwelh Holdings Inc., the only prospective Bidder present in this Pre-Bid Conference.
- Invitees are authorized local distributors, dealers or suppliers for the Supply and Delivery of One (1) Lot Spares/Materials OH of 2 Engines of SURC's for the Philippine Navy (PN).
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids, a single contract of similar nature amounting to at least twenty-five percent (25%) of the ABC of the project.

"Similar" nature shall mean "Spare Parts for Marine Diesel Engine".
- Vice-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;
- 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 three sets of folders 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

Eligibility Documents	Vice-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 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>Anwelh must submit their valid and current 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>Vice-Chair informed Anwelh 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 Anwelh to only transact with legitimate employees of BIR.</p> <p>Vice-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.
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 I-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 Anwelh with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Anwelh have to use Annex I;

OTHER MATTERS:

- Vice-Chair reminded that Multi-Fold 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.
- The BAC Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Anwelh's Query/Clarification/s	Committee's Reply
None. Ma'am. Thank you.	Any question?
	Thank you very much and review your documents well 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 indent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. If there are any erasures, please counter sign the erasures. Thank you and review your documents well.

- Vice-Chair stated that Anwelh 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 09 December 2019.

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

- Anwelh was advised that any changes in the documents the Committee will issue a Bid-Bulletin and Anwelh have to use the revised forms which will be put in the Bid-Bulletin.
- Vice-Chair also reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (19 December 2019, 1:00PM) because the BAC Secretariat will not accept late bids.

However, Vice-Chair advised Anwelh that the date of submission and opening of bids will be moved since the PhilGEPS 2020 calendar is not yet available.

Adjourned at 5:00 P.M.

MINUTES TAKEN BY:

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

REVIEWED BY:

ATTY. MARIA GUEDELIA C. GUESE
Vice-Chairperson, BAC-I

APPROVED BY:

CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-584) - REBID

(Previous Bid Reference No. MPG-B1-2019-491)

SUPPLY AND DELIVERY OF ONE (1) LOT SPARES/MATERIALS OH OF 2 ENGINES OF SURC'S FOR THE PHILIPPINE NAVY (PN)

06 December 2019, 4:00 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		Technical Working Group		Secretariat	
Signature	Gender	Signature	Gender	Signature	Gender
1) Christabelle P. Ebriega	F (Chairperson)	1) Manuel O. Elirma, III	M (Team Coordinator)		
2) Atty. Maria Gudela C. Guese	F (Vice Chairperson & Supg. BAC 1 Secretariat)	2) Pio B. Bellosillo	M (Member)		
3) Myra Chitella T. Alvarez	F (Alternate Vice-Chair)	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) Atty. Mitzell Arthur R. Magdaong	M (Alternate Member)	7) Michael M. Arresgado	M (Member)		
8) Maj Rodel V. Pascua	M (Provisional Member)	8) Franklin D. Iglesias	M (Member)		
9) Louisa L. L... PN	M (Alt. Prov. Member)	9) Louis Albert H. Quiroga	M (Member)		
End-Users		Secretariat		Observer/s	
1) ... M		1) Ma Veronica A. Morales	F (Head)	1) _____	
2) ... PN		2) Jane C. Arcilla	F (Member)	2) _____	
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. Iriessa G. Ordillano	F (Member)		
Account Officer		Observer/s			
1) Ma. Cristina Rosa V. Bautista	F				
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 ONE (1) LOT SPARES/MATERIALS OH OF 2 ENGINES OF SURC'S FOR THE PN

Bid Reference No. : MPG-B1-2019-584 Rebid (Prev. Bid Ref. Nos. MPG-B1-2019-491)

Time / Date & Venue : 06 December 2019, 4:00 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
	WALEED EL-HALAWANI	M	ANABEL HOLDINGS, INC 1838 AGONCILLO ST. MALATE, MIA	9254-3718	anwelh2007@yahoo.com		4:20	
	WALEED EL-HALAWANI							

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.