



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF THIRTY (30) UNITS BRAND NEW SATELLITE
PHONE EACH WITH 250 UNITS TOP-UP LOAD (PER UNIT) FOR THE
PHILIPPINE AIR FORCE (PAF)
BID REF. NO. MPG-B1-2019-585 Rebid
12 December 2019, 5th Floor Conference Room

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

In attendance are:

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

FOR PROPONENT – PAF
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 representative from PAF.
- Chair informed the Bidders that PITC has been tapped by the PAF to undertake this project for them.
- Chair acknowledged the presence of Delnet International, Corp. the only prospective Bidder present in this Pre-Bid Conference.
- Invitees are authorized Philippine Suppliers/Distributors with National Telecommunication Center (NTC) license for the Satellite Phone each with 250 Units Top-up Load (per unit).
- 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 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” nature shall mean “Communication Equipment”.
- 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 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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Eligibility Documents</u>	<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.	<p>Delnet 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>Chair informed Delnet 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 Delnet 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	<p>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>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>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Chair's instructions to Delnet with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Delnet have to use Annex I; • Delnet to provide the information called for;

	The last page must be signed by the authorized representative and notarized.
ENVELOPE 2: FINANCIAL BID FORM (Annex VII)	Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required. Envelope 2 will contain the Financial Bid of Delnet where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.

OTHER MATTERS:

- Chair reminded that Delnet 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 Chair opened the floor for questions/clarifications. Hereunder are the details:

Delnet's Query/Clarification/s	Committee's Reply
	Any question?
None, Ma'am. Thank you.	
	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.

- Chair stated that the Delnet 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 23 December 2019.

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

- Delnet was advised that any changes in the documents the Committee will issue a Bid-Bulletin and Delnet have to use the revised forms which will be put in the Bid-Bulletin.
- 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 (07 January 2020, 10:00 AM) because the BAC Secretariat will not accept late bids.

Adjourned at 5:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:

CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I

