



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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW T-SHIRT, ROUND NECK  
COTTON FOR THE PHILIPPINE AIR FORCE (PAF)  
**BID REF. NO. MPG-B1-2019-590**  
07 January 2020, 5<sup>th</sup> Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 10:30 A.M.

In attendance are:

<b>FOR PITC BAC-I</b>
Christabelle P. Ebriega, Chairperson
Atty. Ma. 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)
<b>BIDDERS</b>
As per attached attendance sheet

<b>FOR PROPONENT – PAF</b>
As per attached attendance sheet

**HIGHLIGHTS OF PROCEEDINGS**

- Vice-Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Vice-Chair acknowledged the presence of the BAC Members and the End-Users from PAF.
- Vice-Chair acknowledged the presence of the prospective Bidders present in this Pre-Bid Conference; namely:
  1. Beniqueyelle Enterprises
  2. MLUD Enterprises
- Vice-Chair informed Bidders that PITC has been tapped by the PAF to undertake this project for them.
- Invitees are local manufacturers for the Supply and Delivery of One (1) Lot Brand New T-Shirt, Round Neck Cotton.
- Vice-Chair informed that to be able to participate in this bid project, should have completed within the last five (5) years from the date of submission and receipt of bids a single contract similar to the contract to be bid amounting to at least twenty-five percent (25%) of the ABC of the item being bid for.
 

“Similar” contract shall mean “Any Sewn Items”.
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the 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.

- 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**

<b><u>Class "A" Eligibility Documents</u></b>	<b><u>Vice-Chair's Instructions</u></b>
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration valid and current.; and</p> <p><b>For Cooperatives</b> 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>Bidders to submit a 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 Bidders, Inc. 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 Bidders 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	<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</p>

	<p>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, 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>
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started.</p>	<p>Vice-Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents, Bidders have to use Annex I;</li> <li>• Bidders to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign the last page.</li> </ul>
<p><b>Annex I-A</b> 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 twenty-five percent (25%) of the total ABC of the items being bid</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• 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"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>
<p><b>Annex II-A</b> Net Financial Contracting Capacity (NFCC)</p> <p><b>Annex II-B</b> Committed Line of Credit (CLC)</p>	<p><b><u>For NFCC</u></b></p> <p>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 the Bidders to supply the necessary details as required. A formula is already provided for the Multifold Links, Inc. to come up with the NFCC.</p> <p>The NFCC must be at least be equal to the ABC of the project.</p> <p><b><u>For CLC</u></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> <p>A form is provided for as Annex II-B</p> <p>Vice-Chair reminded Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Annex III</b> Class "B" Document: (For Joint Venture)</p>	<p>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 35-36.</p>

<b><u>Technical Documents</u></b>	<b><u>Vice-Chair's Instructions</u></b>
<p><b>Annex IV</b> <b>Bid Security</b></p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are: <b>Bid Securing Declaration</b></p>

	<ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> <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, Vice-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:</p> <ul style="list-style-type: none"> <li>• <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>• <b>A Bank Draft / Bank Guarantee 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.</b></li> <li>• <b>Surety Bond</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <p>In case Bidders will opt for a Surety Bond, 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>Vice-Chair advised 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> <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><b>Annex V</b> Technical Bid Form (5 pages)</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"> <li>• Bidders to use the Bid Form. They shall not retype or alter it;</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"</li> <li>• All pages must be signed by the authorized representative/s of Bidders.</li> </ul> <p>Vice-Chair reminded 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>
<p><b>Annex V-A</b> Technical Specifications (8 pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided</li> </ul>
<p><b>Annex V-A1</b> Test Parameters (3 pages)</p>	
<p><b>Annex V-A2</b> Test Criteria</p>	
<p><b>Annex V-A3</b> Visual Inspection Checklist</p>	

<p><b>Annex V-B</b> Affidavit of Undertaking to Conform to the Project Requirements</p>	<ul style="list-style-type: none"> <li>• To transpose the form in Manufacturer's Letterhead;</li> <li>• Fill all the required information called for;</li> <li>• Signed by the Manufacturer's Authorized Representative</li> </ul>
<p><b>Annex V-C</b> <b>For Manufacturers:</b></p>	<p>Vice-Chair emphasized that this requirement is for manufacturer only, Bidders to submit a Certification that the Bidder is a manufacturer of the Item being bid for. Vice-Chair's instructions as follows:</p> <ul style="list-style-type: none"> <li>• To transpose the form in Company's Letterhead;</li> <li>• Fill all the required information called for;</li> <li>• Signed by the Manufacturer's Authorized Representative</li> </ul>
<p><b>Annex V-D</b> Bidder's Certification on Product Development</p>	<p>Again, Vice-Chair's instructions as follows:</p> <ul style="list-style-type: none"> <li>• To transpose the form in Company's Letterhead;</li> <li>• Fill all the required information called for;</li> <li>• Signed by the Manufacturer's Authorized Representative</li> </ul>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ol> <p>Once again, Vice-Chair advised Bidders 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>
<p><b>Annex VI</b> Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Bidders 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. 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>

	The last page must be signed by the authorized representative and notarized.												
<b>Submission by the bidder(s) during Opening of Bids of either:</b>	<p>(a) RDC Post Qualification Test Result conducted on the same product in accordance with the Test Parameters per Annex V-A1 showing compliance with the required Technical Specifications per Annex V-A within one (1) year prior to date of bid opening;</p> <p><b>OR</b></p> <p>(b) Prototype Sample and Swatch Materials for post-qualification testing as follows:</p> <table border="1" data-bbox="783 510 1469 1099"> <tr> <th colspan="2" data-bbox="783 510 1469 546"><b>Various T-Shirt, Round Neck Cotton OD / Gray</b></th> </tr> <tr> <td data-bbox="783 546 1114 734">           Prototype Samples: Five (5) pieces T-Shirt, Round Neck, Cotton, OD            Five (5) pieces T-Shirt, Round Neck, Cotton, Gray         </td> <td data-bbox="1114 546 1469 734">           Prototype Samples: Five (5) pieces T-Shirt, Round Neck, Cotton, OD            Five (5) pieces T-Shirt, Round Neck, Cotton, Gray         </td> </tr> <tr> <td data-bbox="783 734 1114 801"> <b>Size:</b> </td> <td data-bbox="1114 734 1469 801">           Any size but of the same size         </td> </tr> <tr> <td colspan="2" data-bbox="783 801 1469 835"><b>Swatch Materials:</b></td> </tr> <tr> <td data-bbox="783 835 1114 992"> <b>Basic Material</b> </td> <td data-bbox="1114 835 1469 992">           T-Shirt, Round Neck, Cotton, OD – one (1) meter            T-Shirt, Round Neck, Cotton, Gray – one (1) meter         </td> </tr> <tr> <td data-bbox="783 992 1114 1099"> <b>Thread, Sewing</b> </td> <td data-bbox="1114 992 1469 1099">           Olive Drab – 10 meters (minimum)            Gray – 10 meters (minimum)         </td> </tr> </table>	<b>Various T-Shirt, Round Neck Cotton OD / Gray</b>		Prototype Samples: Five (5) pieces T-Shirt, Round Neck, Cotton, OD Five (5) pieces T-Shirt, Round Neck, Cotton, Gray	Prototype Samples: Five (5) pieces T-Shirt, Round Neck, Cotton, OD Five (5) pieces T-Shirt, Round Neck, Cotton, Gray	<b>Size:</b>	Any size but of the same size	<b>Swatch Materials:</b>		<b>Basic Material</b>	T-Shirt, Round Neck, Cotton, OD – one (1) meter T-Shirt, Round Neck, Cotton, Gray – one (1) meter	<b>Thread, Sewing</b>	Olive Drab – 10 meters (minimum) Gray – 10 meters (minimum)
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<b>Swatch Materials:</b>													
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<b>Thread, Sewing</b>	Olive Drab – 10 meters (minimum) Gray – 10 meters (minimum)												
<b>ENVELOPE 2: FINANCIAL BID FORM (Annex VII)</b>	<p>Vice-Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Envelope 2 will contain the Financial Bid of Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p>												

**OTHER MATTERS:**

- Vice-Chair also reminded that the Bidders 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.
- Vice-Chair advised Beniqueyelle Enterprises to raise their question to the BAC about their concern if they will allow to bid even if they are not a manufacturer of the item being bid for, since Beniqueyelle Enterprises is a trader.
- Vice-Chair stated that 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 13 January 2020.

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

- 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.
- 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 (23 January 2020, 10:00AM) because the BAC Secretariat will not accept late bids.

Adjourned at 11:20 A.M.

MINUTES TAKEN BY:

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

REVIEWED BY:

  
**ATTY. MARIA GUDELIA C. GUESE**  
Vice-Chairperson, BAC-I

APPROVED BY:

  
**CHRISTABELLE P. EBRIEGA**  
Chairperson, BAC-I



**ATTENDANCE SHEET**

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-590)

SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW T-SHIRT, ROUND NECK COTTON FOR THE PHILIPPINE AIR FORCE (PAF)

07 January 2020, 10:30 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	F	
2) Atty. Maria Gudella C. Guese	F	
3) Myra Chitella T. Alvarez	F	
4) David A. Inocencio	M	
5) Joel S. Rodriguez	M	
6) Irene G. Alayon	F	
7) Atty. Mitzell Arthur R. Magdaong	M	
8) LTC Glen Mark R. Cabalquinto	M	

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M	
2) Pio B. Belloso	M	
3) Ma. Cristina Rosa V. Bautista	F	
4) Suzanne M. Marticio	F	
5) Rachel F. Ignacio	F	
6) Judy Ann L. Esteban	F	
7) Michael M. Arlesgado	M	
8) Franklin D. Iglesias	M	
9) Louis Albert H. Quiroga	M	

End-Users	Gender	Signature
1) WAD GUNAWAN I OSACU		
2) JS Eduardo T. Pone		
3)		
4)		
5)		
6)		

Secretariat	Gender	Signature
1) Ma Veronica A. Morales	F	
2) Jane C. Arcilla	F	
3) Ana DG. Asprec	F	
4) Ma Teresa S. Elima	F	
5) Mirasol S. Minobla	F	
6) Ma. Irissa G. Ordillano	F	

Account Officer

Observers

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

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 ONE (1) LOT BRAND NEW T-SHIRT, ROUND NECK COTTON FOR THE PHILIPPINE AIR FORCE (PAF)

Bid Reference No.

: MPG-B1-2019-590

Time / Date & Venue

: 07 January 2020, 10:30 A.M., 6th 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
	LYN MARINA	F	GENIBUYABLE ENTERPRISES ALCANTARA PLAZA, N. DOMINICA ST. MANAYAT CITY	89171259427	lynmarina@genibuyable.com	Lot 1 & 2	9:41	<i>[Signature]</i>
	Sea Duintos	F	MUD Enterprise Dagupan City, Pangasinan	09267426921	mlud2002@gmail.com	Lot 1 & 2	9:59	<i>[Signature]</i>
	George Acosta	M						<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.