



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT MAINTENANCE PARTS FOR 12.7MM
REMOTE CONTROLLED WEAPON STATION (RCWS) FOR THE PHILIPPINE ARMY (PA))
BID REF. NO. MPG-B1-2020-051 3rd Rebid
11 February 2020, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 9:10 A.M.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Maria Gudelia C. Guese, Vice-Chairperson
Myra T. Alvarez, Member
Joel S. Rodriguez, 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 – PA
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS

- Vice-Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. After which, Vice-Chair introduced the BAC Members and the End-User's representative from PA.
- Vice-Chair acknowledged the presence of Elbit Systems Land and C4i, Ltd., the only prospective Bidder present in this Pre-Bid Conference.
- Invitees are authorized Manufacturer or Local First Tier Distributor. However, foreign manufacturer must be represented by a Philippine based company for the Supply and Delivery of One (1) Lot Maintenance Parts for 12.7mm Remote Controlled Weapon Station (RCWS) for the Philippine Army (PA).

“Local First Tier Distributor” shall mean a Philippine company directly appointed by the principal manufacturer of the equipment with ongoing business relationship over the last five (5) years, regardless of the type of equipment/products carried for the principal manufacturer.

- Vice-Chair informed that to be able to participate in this bid project, the prospective bidder must have completed a single contract similar to the contract to be bid amounting to at least twenty five percent (25%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.

“Similar” contract shall mean “Spare Parts for Armored Vehicle.”

- 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

<u>Class "A" Documents Local Manufacturers or Local First Tier Distributor</u>	<u>Vice-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>Elbit 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 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>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 Elbit 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>

	Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	Vice-Chair's instructions to Elbit with respect to this document is: <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Elbit have to use Annex I; • Elbit to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
Annex I-A Statement of Single Largest Completed Contract of Similar Nature within the last five (5) years from date of submission and receipt of bids amounting to at least twenty five percent (25%) of the total ABC.	<ul style="list-style-type: none"> • A form is again provided; • Elbit 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)
Annex II-A Net Financial Contracting Capacity (NFCC)	<p><u>For NFCC</u></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 Elbit 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>
Annex II-B Committed Line of Credit (CLC)	<p><u>For CLC</u></p> <p>A form is provided for as Annex II-B</p> <p>In case Elbit 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>Vice-Chair reminded the Elbit that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
Eligibility Documents For Foreign Manufacturers	<ul style="list-style-type: none"> • Submission is a Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based; • Valid and Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by BIR; • Corporate Financial Statement or Annual Report for 2018 or 2017. <p>As discussed earlier the PhilGEPS Platinum Certificate can substitute the 3 eligibility documents as long as documents listed in Annex "A" are still current and valid. If not, Bidder</p>

	has to submit the valid and current one on the Bid Opening day.
Annex III Class "B" Document: (For Joint Venture)	Since Elbit will not enter into a Joint Venture, Alternate Vice-Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found in page 38-40.

<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
Annex IV Bid Security	<p>Vice-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. <p>Elbit 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 Elbit 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"> • 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 Elbit will opt for a Surety Bond, Elbit 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 Elbit 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>
Annex V-A Technical Bid Form (5 pages)	<p>As Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For Elbit to use the Bid Form. They shall not retype or alter it; • Elbit to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";

	<ul style="list-style-type: none"> All pages must be signed by the authorized representative of Elbit. <p>Vice-Chair reminded Elbit 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>
Annex V-A 1 Technical Specifications (1 page)	<ul style="list-style-type: none"> Elbit's authorized representative shall sign the "conforme" box on all pages of these Annexes.
Annex V-A 2 Test and Acceptance Procedure (3 pages)	
Part List, Brochure, Product Catalog or Technical Data Sheet	<ul style="list-style-type: none"> Elbit to submit Part List, Brochure, Product Catalog or Technical Data Sheet showing compliance to the required Technical Specifications for all the items. Internet downloads may be included to supplement the information contained in the original brochures.
Annex V-B Bidder's Certification	<ul style="list-style-type: none"> Submission is a Bidder's Certification that it has supplied spare parts or maintenance parts for Remote Controlled Weapon Station (RCWS) or armored vehicle to at least three (3) government armed forces.
Annex V-C Certification that the Bidder is Manufacturer:	<ul style="list-style-type: none"> Vice-Chair emphasized that this requirement is for manufacturer only, Bidder to submit a Certification that the Bidder is a manufacturer. Alternate Vice-Chair's instruction are as follows: <ul style="list-style-type: none"> To transpose the form in Manufacturer's Letterhead; Fill all the required information called for; Signed by the Manufacturer's Authorized Representative OR
For Local First Tier Distributors:	<ul style="list-style-type: none"> Copy of Valid and Current Certificate of Distributorship (as Local First Tier Distributor) issued by the Original Equipment Manufacturer (OEM) authorizing the bidder to sell/distribute the items subject of this bidding.
Valid and Current ISO Registration Certificate	<ul style="list-style-type: none"> Submission is a Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The certificate shall cover the design, manufacture and production, as applicable.
For Foreign Manufacturers	<ul style="list-style-type: none"> Valid and Current Written Appointment of the Philippine based company (as local representative of foreign manufacturer) issued by the foreign bidder. Secretary's Certificate (for corporation) or Special Power or Attorney (for sole proprietor) of the Philippine Company indicating the name and specimen signature of the authorized representative/s of the Philippine company who transact with PITC (as Philippine based

	<p>Representative) including address, telephone number, fax number and email address.</p> <ul style="list-style-type: none"> • Notarized Affidavit of Undertaking to submit the SEC Certificate of Registration and/or the authorization or License issued by the appropriate government agency per GPPB Resolution No. 25-2019, dated 30 October 2019 within ten (10) calendar days from receipt of the Notice of Award as per Annex V-D.
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Elbit's Authorized Representative/s:</p> <ol style="list-style-type: none"> <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. <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. <p>Once again, Vice-Chair advised Elbit 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>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Elbit 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 BID FORM (Annex VII-A) DETAILED FINANCIAL BID FORM (Annex VII-A1)	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. Envelope 2 will contain the Financial Bid of Elbit where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.
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OTHER MATTERS:

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

Elbit's Query	Committee's Reply
Regarding on ongoing, would it be acceptable to PITC that we will be submitting for all the AFP's project that we have?	
	Please put that in writing Sir.
SLCC, I don't know if I will submit this. Because of the similar contract.	
	Please put that in writing Sir.
Regarding the Notarized Affidavit of Undertaking Ma'am? Vice-Chair interrupted and replied.	
	Write GPPB regarding the Notarized Affidavit of undertaking to submit SEC, also in BIR. Nasa website nila Sir.
Last, if Col. Limet. If this fail it again, will PITC will negotiate this?	
	Pwede naman, but how we do is same requirements, no Bid Security.
	Sir. May we request that everything that you have raised today please send us right away.

- Vice-Chair stated that the Elbit 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 21 February 2020.

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

- Elbit was advised that any changes in the documents the Committee will issue a Bid-Bulletin and Elbit 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 02 March 2020 (Monday, 9:00AM) because the BAC Secretariat will not accept late bids.

Adjourned at 10:00 A.M.

MINUTES TAKEN BY:


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

REVIEWED BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-051)-3rd REBID

(Previous Bid Reference No. MPG-B1-2018-370, MPG-B1-2019-137 Rebid, MPG-B1-2019-557 2nd Rebid)

SUPPLY AND DELIVERY OF ONE (1) LOT MAINTENANCE PARTS FOR 12.7MM REMOTE CONTROLLED WEAPON STATION (RCWS) FOR THE PHILIPPINE ARMY (PA)

11 February 2020, 9:00 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		Technical Working Group		Gender		Signature	
	Gender		Gender				
1) Christabelle P. Ebriga	F	1) Manuel O. Elima, III	M	(Team Coordinator)			
2) Atty. Maria Gudelia C. Guese	F	2) Pio B. Bellosillo	M	(Member)			
3) Myra Chitella T. Alvarez	F	3) Ma. Cristina Rosa V. Bautista	F	(Member)			
4) David A. Inocencio	M	4) Suzanne M. Marticio	F	(Member)			
5) Joel S. Rodriguez	M	5) Bachel F. Ignacio	F	(Member)			
6) Irene G. Alayon	F	6) Judy Ann L. Esteban	F	(Member)			
7) Atty. Mitzell Arthur R. Magdaong	M	7) Michael M. Arriessgado	M	(Member)			
8) MGen Byron H Calimag AFP	M	8) Franklin D. Iglesias	M	(Member)			
9) BGen Glenn E. Cruz	M	9) Louis Albert H. Quiroga	M	(Member)			
		10) Joachim Nathe M. Montallana	M	(Member)			
End-Users		Secretariat					
1) LTC WARRITO LIMET		1) Ma Veronica A. Morales	F	(Head)			
2)		2) Jane C. Arcilla	F	(Member)			
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. Irissa G. Ordillano	F	(Member)			
Account Officer		Observer/s					
1) Pio B. Bellosillo	M	1)					
2) Michael M. Arriessgado	M	2)					



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS (Who Have Not Yet Bought Bid Docs as of Pre-Bid)

PRE-BID CONFERENCE

Name of Project

SUPPLY AND DELIVERY OF ONE (1) LOT MAINTENANCE PARTS FOR 12.7MM REMOTE CONTROLLED WEAPON STATION (RCWS)
FOR THE PHILIPPINE ARMY (PA)

Bid Reference No.

: MPG-B1-2020-051 3rd Rebid (Prev. Bid Ref. No. MPG-B1-2018-370, MPG-B1-2019-137 Rebid, MPG-B1-2019-557 2nd Rebid)

Time / Date & Venue

: 11 February 2020, 9:00 A.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

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
	EDMUND BACENA	M	ELBIT SYSTEMS LAND & CASE, LTD 130 KAPAMPANAN AVE., C.C.	0917-4888 150	edmund@elbit.com.ph		8:55	<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.