



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
 SUPPLY AND DELIVERY OF FOURTEEN (14) SETS BRAND NEW TRACK
 ASSY (T130) FOR M113 APC OF THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2020-002
 10 August 2020, 5th Floor Conference Room

There being a quorum, Alternate Vice-Chair convened the meeting at 1:10 pm.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson (WFH)
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Alternate Vice-Chair
Joel S. Rodriguez, Member
Atty. Mitchell Arthur R. Magdaong, Alternate Member (WFH)
PITC TWG/BAC Secretariat (as per attached attendance Sheet)
PHILIPPINE CHEMSTEEL
Via Video Conference (ZOOM)

FOR PROPONENT – PA
Via Video Conference (ZOOM)

HIGHLIGHTS OF PROCEEDINGS

- Alternate Vice-Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. After which, Alternate Vice-Chair acknowledged the presence of the BAC Members and the End-User’s representatives from PA via video conferencing (ZOOM).
- Alternate Vice-Chair acknowledged the presence of Philippine Chemsteel Industries, Inc. only prospective Bidder present in this Pre-Bid Conference via video conferencing (ZOOM).
- Alternate Vice-Chair informed Philippine Chemsteel that PITC has been tapped by the PA to undertake this project for them.
- Invitees are authorized local suppliers, distributors, dealer or reseller for the Supply and Delivery of Fourteen (14) Sets Brand New Track Assy (T130) for M113 APC of the Philippine Army (PA).
- At the same time, the bidding is open to Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Alternate Vice-Chair informed that to be able to participate in this bid project, 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”.

- **Required Delivery Period:** Within Ninety (90) Calendar Days after receipt of Notice to Proceed (NTP).

Delivery Place: Mechanized Infantry Division, Philippine Army, Camp O'Donnell, Capas, Tarlac.

- Alternate Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Philippine Chemsteel which should be read by the Philippine Chemsteel 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.
- Alternate 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 1 - ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>Alternate 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>Philippine Chemsteel 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>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the 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>

Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Philippine Chemsteel 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 A of the certificate has expired, Philippine Chemsteel must submit the valid and current one.</p> <p>Alternate Vice-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>Alternate Vice-Chair's instructions to the Philippine Chemsteel with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Philippine Chemsteel have to use Annex I; • Philippine Chemsteel 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 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.</p>	<ul style="list-style-type: none"> • A form is again provided; • Philippine Chemsteel to supply the data or information required in the form and to attach any of the following documents: <ul 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)
Net Financial Contracting Capacity (NFCC)	<p>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II-A; <p>As the sample form was flashed on the screen, Alternate Vice-Chair's instructions are for the Philippine Chemsteel to supply the necessary details as required. A formula is already provided for the Philippine Chemsteel to come up with the NFCC.</p>

	<p>The NFCC must be at least equal to the ABC of the Item being bid for.</p> <p>In case Philippine Chemsteel 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><u>FOR COMMITTED LINE OF CREDIT (CLC) - A</u> sample form is provided for as Annex II-B;</p> <p>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p> <p>Chair reminded the Philippine Chemsteel that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Since Philippine Chemsteel will not enter as a Joint Venture, Vice-Chair skipped to discuss this portion. Just in case Philippine Chemsteel want to participate as Joint Venture, the details are found in pages 36-37.</p>
<p style="text-align: center;"><u>Technical Documents</u></p>	<p style="text-align: center;"><u>Alternate Vice-Chair's Instructions</u></p>
<p>Annex IV Bid Security</p>	<p>Alternate Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration - A form is provided for as Annex IV;</p> <p>Philippine Chemsteel 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 Philippine Chemsteel to photocopy the form or scan it, and then have the authorized representative sign the form.</p> <p>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.</p> <p>c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Philippine Chemsteel will opt for a Surety Bond, The Philippine Chemsteel must 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</p>

	<p>grounds for the forfeiture of the Bid Security and it be written on Bond Itself.</p> <p>Chair advised the Philippine Chemsteel 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>Annex V-A Technical Bid Form (3 pages)</p>	<p>As the Technical Bid Form was flashed on the screen, Alternate Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • Philippine Chemsteel to use the Bid Form. They shall not retype or alter it; • Philippine Chemsteel 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/s of Philippine Chemsteel. <p>Alternate Vice-Chair reminded Philippine Chemsteel 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>Annex V-A1 Technical Specifications for Track Assembly (T130) (1 page)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
<p>Annex V-A2 Test and Acceptance Procedure (3 pages)</p>	
<p>Brochure or Part List/ Catalogue</p>	<ul style="list-style-type: none"> • Philippine Chemsteel to submit Brochure or Part List/ Catalogue indicating the Part Number of the Spare Parts showing compliance to the required Technical Specifications for all the items. All other pages of the catalogue may be submitted in electronic copy.
<p>Certificate of Vehicle Inspection signed by PA's authorized representative</p>	<ul style="list-style-type: none"> • Submission is a Certificate of Vehicle Inspection signed by PA's authorized representative attesting that the bidder has inspected the vehicle where the spare parts for armored vehicle being bid for will be installed. Located at Mechanized Infantry Division, Philippine Army, Camp O'Donnell, Capas, Tarlac.
<p>Philippine Chemsteel's Query</p>	<p>Committee's Reply</p>

	Will the G4 sign the document?	
		As indicated here, PA's authorized representative.
	Okay, Ma'am. I'll just ask G4.	
Valid and Current ISO Registration Certificate	<ul style="list-style-type: none"> Philippine Chemsteel to submit 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. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Valid and Current Certification from the Manufacturer stating that the products produced by them is compliant to US Military Standard. 	
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of Bidder's Authorized Representative:</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, Alternate Vice-Chair advised Philippine Chemsteel 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>	
Annex VI Omnibus Sworn Statement (OSS)	<p>Alternate Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Alternate Vice-Chair advised Philippine Chemsteel 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, Alternate Vice-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>
<p>ENVELOPE 2: FINANCIAL BID FORM (Annex VII)</p>	<p>Alternate 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 the Philippine Chemsteel where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Form to be signed by the Company's Authorized Representative.</p>

- The Alternate Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Clarifications/Query	Committee's Reply
	Any questions?
None Ma'am. Thank you.	
	Thank you and good luck

Alternate Vice-Chair's Instructions
Alternate Vice-Chair stated that Philippine Chemsteel 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.
Just a reminder that there are times that we answer some questions from the Bidder during Pre-Bid Conference. However, it's not official until you put your concern in writing because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
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 intent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. Again, if there are any erasures, please counter sign the erasures.
When you pay for the Bidding Documents, we will give you a whole set. You can download for purposes of already reviewing the requirements. You can download for purposes of having advance copy of the forms. Remember, you must pay for the Bidding Documents before you drop your bids.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

1) Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

OR

2) Cash Deposit

Interested Bidders may send a letter request for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- The Committee will issue a Supplemental Bid Bulletin to make a necessary correction on the Annex of the Financial Bid Form in the Bid Data Sheet.
- Alternate Vice-Chair also reminded that the Philippine Chemsteel must **sign** or **initial** every interlineation, erasure, overwriting, and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.

• **For questions/clarifications:**

CHAIR

Bids and Awards Committee I

5 th Flr., Philippine International Trading Corporation (PITC)

NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: chairbac1@pitc.gov.ph

Telefax: 8892-2149

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

- Philippine Chemsteel were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Philippine Chemsteel have to use the revised forms which will be put in the Bid-Bulletin.

BID SCHEDULE:

- Philippine Chemsteel can send queries/concerns via email on or before **20 August 2020 (Thursday)**.
- The Submission and Bid Opening is scheduled on **02 September 2020 (Wednesday, 10:00am)**.

ADJOURNMENT:

- There was no other matter discussed, the pre-bid conference was adjourned at 1:45pm

MINUTES TAKEN BY:


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

REVIEWED BY:


MYRA CHITELLA T. ALVAREZ
Alternate Vice-Chairperson, BAC-I

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-002) - VIA ZOOM VIDEO CONFERENCE
 SUPPLY AND DELIVERY OF FOURTEEN (14) SETS BRAND NEW TRACK ASSY (T130) FOR M113 APC OF THE PHILIPPINE ARMY (PA)

10 August 2020, 1:00 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	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)	1) Manuel O. Elima, III	M	(Team Coordinator)
2) Atty. Maria Gudelia C. Guese	F	(Vice Chairperson & Supvg. BAC 1 Secretaries)	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) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)	6) Judy Ann L. Esteban	F	(Member)
7) Irene G. Alayon	F	(Alternate Member)	7) Michael M. Arriego	M	(Member)
8) MGen Byron H Calimag AFP	M	(Provisional Member)	8) Franklin D. Iglesias	M	(Member)
9) BGen Glenn E. Cruz	M	(Alt. Provi. Member)	9) Louis Albert H. Quiroga	M	(Member)

End-Users

1)		
2)		
3)		
4)		
5)		
6)		

Account Officer

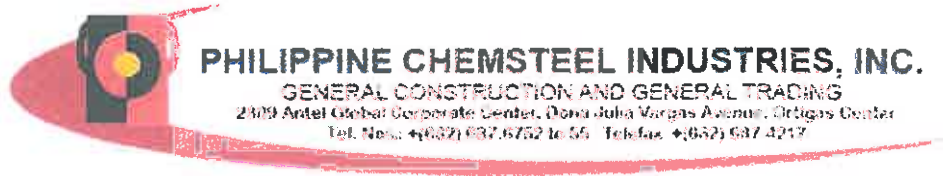
1) Pio B. Bellosillo	M	
2) Rachel F. Ignacio	F	

Secretariat

1) Ma Veronica A. Morales	F	(Head)
2) Jane C. Arcilla	F	(Member)
3) Ana DG. Asprec	F	(Member)
4) Ma Teresa S. Elima	F	(Member)
5) Mirasol S. Ninobia	F	(Member)
6) Ma. Irissa G. Ordillano	F	(Member)

Observers

1)		
2)		



PHILIPPINE CHEMSTEEL INDUSTRIES, INC.

GENERAL CONSTRUCTION AND GENERAL TRADING
2809 Ardel Global Corporate Center, Dona Julia Vargas Avenue, Ortigas Center
Tel. No.: +632) 637 6752 to 55 | Telefax: +632) 637 4217

August 07, 2020

BAC1 SECRETARIAT

Philippine International Trading Corporation

Subject: **Request for Zoom Link Password**

Dear Sir/Madam,


May we respectfully request for the Zoom Link Password for the video conference.
Details as follows :

Name of Project	SUPPLY AND DELIVERY OF FOURTEEN (14) SETS BRAND NEW TRACK ASSY (T130) FOR M113 APC OF THE PHILIPPINE ARMY (PA)
Bid Reference	MPG-B1-2020-02
Activity	Pre-Bid Conference 10 August 2020 1:00 PM

Participants are Prosaída M. Parungao and Daniel S. Ilagan.

Thank you very much.

Very truly yours,


PROSAIDA M. PARUNGAO
Authorized Representative

PHILIPPINE CHEMSTEEL INDUSTRIES, INC.

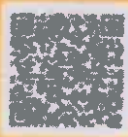


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PROSAIDA M. PARUNGAO



**SALES MANAGER
MILITARY SUPPLIES**