



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

**MINUTES OF THE PRE-BID CONFERENCE
PROCUREMENT OF ONE (1) LOT WIRELESS NETWORK SYSTEM CONNECTIVITY
WITH INTERNET SUBSCRIPTION FOR THE PHILIPPINE ARMY (PA)**

BID REF. NO. MPG-B1-2020-007

20 January 2020, 5th Floor Conference Room

There being a quorum, Alternate Vice-Chair convened the meeting at 11:10 A.M.

In attendance are:

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

HIGHLIGHTS OF PROCEEDINGS

- Alternate Vice-Chair presides the Pre-Bid Conference.
- Alternate Vice-Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Alternate Vice-Chair introduced the BAC Members. However, no representative from the PA was present during the Pre-Bid Conference.
- Alternate Vice-Chair informed the Bidders that PITC has been tapped by the PA to undertake this project for them.
- Alternate Vice-Chair acknowledged the presence of the following prospective Bidders present in this Pre-Bid Conference; namely:
 1. Wificity, Inc.
 2. Now Corporation
 3. Tech2go Strategic IT Solutions
- Invitees are authorized local Service Integrators for the Procurement of One (1) Lot Wireless Network System Connectivity with Internet Subscription.
- Alternate Vice-Chair informed that to be able to participate in this bid project, a 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 this project.

 "Similar" contract shall refer to contracts for Internet Services.
- Alternate Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective 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.

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/Marings** 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

<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>Bidders 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>Alternate 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>Alternate Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p> <p>Alternate 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 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>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 Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I; • Bidders 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 equivalent to at least twenty-five percent (25%) of the total ABC of the item being bid</p>	<ul style="list-style-type: none"> • A form is again provided; • 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"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Annex II-A Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-B Committed Line of Credit (CLC)</p>	<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, Alternate Vice-Chair's instructions is for the Bidders 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> <p><u>For CLC</u></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 sample form is provided for as Annex II-B.</p> <p>Alternate Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Annex III 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 33-34.</p>

<u>Technical Documents</u>	<u>Alternate Vice-Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Alternate Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV.

	<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, Alternate 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"> • 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 Bidders will opt for a Surety Bond, The 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>Alternate Vice-Chair advised the 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 (d) (i) (c) (4) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Annex V-A Technical Bid Form (5 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Alternate Vice-Chair s instructions are as follows:</p> <ul style="list-style-type: none"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to indicate the Brand and Model No. of the equipment being offered; • All pages must be signed by the authorized representative of the Bidders. <p>Alternate Vice-Chair reminded the 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>Annex V-A1 Technical Specifications & Test and Acceptance Procedure (22 pages)</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 Evaluation Checklist (21 pages)</p>	
<p>Annex V-A3 WiFi Hotspot Locations (18 pages)</p>	
<p>Annex V-A4 Service Level Agreement (8 pages)</p>	

<p>Brochure/Technical Data Sheet</p>	<ul style="list-style-type: none"> Bidders to submit Brochure/Technical Data Sheet in SOFT and HARD showing compliance on the Technical Specification for the following items: <ol style="list-style-type: none"> Point to Multi Point (PtMP) Radios Customer Premise Equipment (CPE) Wireless Access Point Wireless LAN Controller Web Caching Server Managed Switch Management Software <p>Alternate Vice-Chair advised Bidders to put a tab for the above items to easily check by the TWG.</p>
<p>Valid and Current Certificate of Distributorship / Dealership / Resellership</p>	<p>Submission is a Valid and Current Certificate of Distributorship / Dealership / Resellership of the following items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer.</p> <ol style="list-style-type: none"> Point to Multi Point (PtMP) Radios Customer Premise Equipment (CPE) Wireless Access Point Wireless LAN Controller Web Caching Server Managed Switch 7. Management Software
<p>Certificate of Site Inspection</p>	<ul style="list-style-type: none"> Bidders to submit a Certificate of Site Inspection duly signed by PA's Office of the Assistant Chief of Staff for C4S, Command Control Communications and Cyber Systems OG6 PA, Fort Bonifacio, Metro Manila. <p>Contact Person for Site Inspection: Name: MAJ Mark S Sapasap (SC) PA Contact Number: 0917-321-7108 Email Address: sapasapms@army.mil.ph seib14417@gmail.com</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least <u>Very Satisfactory</u>.</p> <p>Alternate Vice-Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder'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

	<p>Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Alternate 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>Annex VII Omnibus Sworn Statement (OSS)</p>	<p>Alternate Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Alternate 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.</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 Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p>

- Alternate 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.
- Alternate Vice-Chair emphasized the Additional Requirements to be provided by the Supplier if declared Single/Lowest Calculated Bidder (S/LCB):

Proof of Concept:

- Presentation of working system of the actual brand/model being offered within seven (7) calendar days upon receipt of Notice to Present.
- The supplier is responsible for arranging a site visit at an institution where an actual working system is installed to be conducted by the PA-PITC TWG representatives.

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

Bidder's Query/Clarification/s	Committee's Reply
	Any questions?
Ma'am last year nakabili na po kami ng Bidding Documents?	
	Cancelled po 'yun, ire-refund nalang namin yung binyaran ninyo. Gawa nalang po kayo ng request for refund.
San po ise-send yung request?	
	Pwedeng kay BAC Chair then ire-refer nalang niya sa Secretariat.
Regarding Site Inspection Ma'am. Hindi na po ba valid yung ginawa namin?	
	Kindly write your query Ma'am for us to refer it with the PA.
Downloadable naman po ito sa PhilGEPS?	
	Yes, Sir pati din po sa PITC website uploaded nap o ito.
Diba po mayroon na po kayong mga forms, pwede yun na din po ang gamitin?	
	Yes po.
Paano po yung Bidder's letterhead okay lang po i-disregard nalang poi yon?	
	Scan niyo lang doon. Kailangan po talaga nasa letterhead.
Pwede pong hand written nalang po?	
	Yes. If you commit error, you must sign or initial each and every interlineation, erasure, overwriting and correction made on their bids
Regarding po sa PhilGEPS Platinum Certificate mayroon na siyang mga eligibility, pwede hindi na i-submit isa-isa?	
	Yes, but make sure that the documents listed in the PhilGEPS are valid and current.
	Any other questions?
None, Ma'am.	
	Alternate Vice-Chair stated that the 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.
Thank you Ma'am.	
	Just a reminder that there are times that we answer some questions from the Bidder during Pre-Bid, 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. Review your documents well. Thank you very much

OTHER MATTERS:

- Alternate Vice-Chair stated that the 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 11 February 2020.

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

- The Submission and Opening of Bids is scheduled on 21 February 2020 (9:00AM). Bidders were advised to submit their bids before 9:00 AM. The BAC Secretariat will not accept late bids.

Adjourned at 12:00 P.M.

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-B1-2020-007)
(Previous Bid Reference No. MPG-B1-2018-162)

PROCUREMENT OF ONE (1) LOT WIRELESS NETWORK SYSTEM CONNECTIVITY WITH INTERNET SUBSCRIPTION FOR THE PHILIPPINE ARMY (PA)

20 January 2020, 11:00 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 Gender

- 1) Christabelle P. Ebriega F (Chairperson)
- 2) Atty. Maria Gudella C. Guese F (Vice Chairperson & Supvg. BAC I Secretariat)
- 3) Myra Chitiella T. Alvarez F (Alternate Vice-Chair)
- 4) David A. Inocencio M (Member)
- 5) Joel S. Rodriguez M (Member)
- 6) Irene G. Alayon F (Alternate Member)
- 7) Atty. Mitzell Arthur R. Magdaong M (Alternate Member)
- 8) MGen Byron H Calmag AFP M (Provisional Member)
- 9) BGen Glenn E. Cruz M (Alt. Provi. Member)

Signature

OIC-HOPE

[Handwritten signatures of committee members]

End-Users

- 1)
 - 2)
 - 3)
 - 4)
 - 5)
 - 6)
- Account Officer

Technical Working Group Gender

- 1) Manuel O. Elma, III M (Team Coordinator)
- 2) Pio B. Bellosillo M (Member)
- 3) Ma. Cristina Rosa V. Bautista F (Member)
- 4) Suzanne M. Marticio F (Member)
- 5) Rachel F. Ignacio F (Member)
- 6) Judy Ann L. Esteban F (Member)
- 7) Michael M. Artesgado M (Member)
- 8) Franklin D. Iglesias M (Member)
- 9) Louis Albert H. Quiroga M (Member)
- 10) Joachim Nathe T. Montallana M (Member)

Signature

ON LEAVE -

ON LEAVE -

[Handwritten signatures and initials: SD, DB, etc.]

Secretariat

- 1) Ma Veronica A. Morales **K10** F (Head)
- 2) Jane C. Arcilla F (Member)
- 3) Ana DG. Asprec F (Member)
- 4) Ma Teresa S. Elma F (Member)
- 5) Mirasol S. Nino F (Member)
- 6) Ma. Irissa G. Ordillano F (Member)

Observers

- 1)
- 2)

[Handwritten signature]



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 : PROCUREMENT OF ONE (1) LOT WIRELESS NETWORK SYSTEM CONNECTIVITY WITH INTERNET SUBSCRIPTION FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MPG-B1-2020-007

Time / Date & Venue : 20 January 2020, 11:00 A.M., 5th 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
	Alan Barlon	M	WIRELESS APPLICATIONS AQUINO PALCANTARY CITY PARIS	09173143793	alabarlon@wireless.com		10:50	[Signature]
	Gilberta NUNEZ	M	NDWS CORP. STRIPADO MANILA # 2241 ESPANA BLVD.	09173143793	gilberta.nunez@ndws.com		10:50	[Signature]
	ALYSSA BETTINA AURO	F	TECH 2GO STRATEGIC IT SOLUTIONS 234 SAN JOSE ST. HULO, MANDALAY CITY	09173143793	alycobasca@gmail.com		11:25	[Signature]
	ALEXANDER MONFORTE JR.	M	TECH 2GO STRATEGIC IT SOLUTIONS 234 SAN JOSE ST. HULO, MANDALAY CITY	09173143793	alexandermonforte@gmail.com		11:25	[Signature]

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.