



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF FOUR (4) SETS BRAND NEW TRACK ASSEMBLY (C150)
LEFT AND RIGHT FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2020-038
26 February 2020, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 4:10 PM.

In attendance are:

FOR PITC BAC-I
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member
Irene G. Alayon, Alternate 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. Afterwhich, Chair introduced the BAC Members.
- For the record, no representative from the PA was present during the Pre-Bid Conference.
- Vice-Chair informed the Bidders that PITC has been tapped by the PA to undertake this project for them.
- Vice-Chair acknowledged the presence of Philippine Chemsteel Industries, Inc. the only prospective bidder present in this Pre-Bid Conference.
- Invitees are authorized suppliers, distributors, dealers or resellers for the Supply and Delivery of Four (4) Sets Brand New Track Assembly (C150) Left and Right for PA.
- Vice-Chair informed that to be able to participate in this bid project, a prospective Bidder must 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 project.

“Similar nature” 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 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

<u>Class "A" Eligibility Documents</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.	Philippine Chemsteel must submit their 2020 Mayor's Permit.
Valid and Current Tax Clearance	<p>Vice-Chair informed Philippine Chemsteel must submit their valid and current Mayor's 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 Philippine Chemsteel must submit their valid and current Mayor's 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	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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Philippine Chemsteel must submit their valid and current Mayor's 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 Philippine Chemsteel must submit their valid and current Mayor's with respect to this document is: <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Golden Arrow 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.
Annex I-A 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 a single contract similar to the contract to be bid amounting to at least twenty five percent (25%) of the ABC of this project.	<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: <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 Philippine Chemsteel 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>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>A sample form is provided for as Annex II-B.</p> <p>Vice-Chair reminded Philippine Chemsteel that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
Annex III Class "B" Document: (For Joint Venture)	Since Philippine Chemsteel 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.

<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<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>Philippine Chemsteel should use the form provided by PITC because it is complete in contents. In order not to miss out on anything, Vice-Chair advised Philippine Chemsteel 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 Philippine Chemsteel will opt for a Surety Bond, Philippine Chemsteel 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 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>Technical Bid Form Annex V-A (3 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Vice-Chair s instructions are as follows:</p> <ul style="list-style-type: none"> • For 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 of the Bidder. <p>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>Technical Specifications Annex V-A1 (1 page)</p>	<ul style="list-style-type: none"> Philippine Chemsteel's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
<p>Test and Acceptance Procedures Annex V-A2 (3 pages)</p>	
<p>Brochure, Product Catalog, Technical Data Sheet or Part List</p>	<ul style="list-style-type: none"> Philippine Chemsteel to submit Brochure, Product Catalog, Technical Data Sheet or Part List equivalent 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.
<p>Valid and Current Certificate of Distributorship/ Dealership/ Resellership</p>	<ul style="list-style-type: none"> Submission is a Valid and Current Certificate of Distributorship/ Dealership/ Resellership of the item offered, issued by the Original Equipment Manufacturer (OEM) of the product (if Bidder is not the manufacturer). If the certificate is not issued by the manufacturer, bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.
<p>Valid and Current ISO Registration Certificate</p>	<ul style="list-style-type: none"> Philippine Chemsteel to submit 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/or production.
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Philippine Chemsteel'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 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>
<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 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, Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>Philippine Chemsteel to check the box pertaining to the item being bid for.</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:</p> <p>FINANCIAL BID FORM (Annex VII)</p>	<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 Philippine Chemsteel where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the lot being bid for.</p>

- Vice-Chair also reminded that Philippine Chemsteel 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:

Philippine Chemsteel's Query/Clarification/s	Committee's Reply
	Any question?
Regarding the equivalent on ISO Ma'am?	
	Please propose that in writing if you don't have an ISO. We will expect you to write on that concern of yours.
	Be very accurate on what your exact proposal.
Okay, Ma'am.	
	Vice-Chair reminded Philippine Chemsteel to review/raise their concerns/clarifications on any part of the Bidding Documents for us to confer with PA on or before 06 March 2020 <u>address it to the BAC Chair</u> . Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1), because whatever you raised verbally here and the way I explained also verbally is not official until you put it in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in PhilGEPs and PITC website (www.pitc.gov.ph).

	<p>Vice-Chair: When we make changes in the documents we will issue a Bid-Bulletin and Bidders have to use the revised forms that we are going to put in the Bid-Bulletin.</p> <p><u>Note: Maximum size of email with attachment is six (6) mb only.</u></p>
	<p>Vice-Chair reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (18 March 2020, 1:00 PM) because the BAC Secretariat will not accept late bids.</p> <p>Just a reminder that there are times that we answer some questions from the Bidder 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.</p>

Adjourned at 4:40 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


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



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-038)

SUPPLY AND DELIVERY OF FOUR (4) SETS BRAND NEW TRACK ASSEMBLY (C150) LEFT AND RIGHT FOR THE PHILIPPINE ARMY (PA)

26 February 2020, 4:00 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	<i>O.B.</i>	1) Manuel O. Elima, III	M	<i>[Signature]</i>
2) Atty. Maria Gudela C. Guese	F	<i>[Signature]</i>	2) Pio B. Bellosillo	M	<i>[Signature]</i>
3) Myra Chitella T. Alvarez	F	<i>[Signature]</i>	3) Ma. Cristina Rosa V. Bautista	F	<i>[Signature]</i>
4) David A. Inocencio	M	<i>O.B.</i>	4) Suzanne M. Marticio	F	<i>[Signature]</i>
5) Joel S. Rodriguez	M	<i>O.B.</i>	5) Rachel F. Ignacio	F	<i>[Signature]</i>
6) Irene G. Alayon	F	<i>[Signature]</i>	6) Judy Ann L. Esteban	F	<i>[Signature]</i>
7) Atty. Mitzell Arthur R. Magdaong	M	<i>[Signature]</i>	7) Michael M. Arriegado	M	<i>[Signature]</i>
8) MGen Byron H Calimag AFP	M	<i>[Signature]</i>	8) Franklin D. Iglesias	M	<i>[Signature]</i>
9) BGen Glenn E. Cruz	M	<i>[Signature]</i>	9) Louis Albert H. Quiroga	M	<i>[Signature]</i>
			10) Joachim Nathe M. Montallana	M	<i>[Signature]</i>
End-Users			Secretariat		
1)			1) Ma Veronica A. Morales	F	<i>[Signature]</i>
2)			2) Jane C. Arcilla	F	<i>[Signature]</i>
3)			3) Ana DG. Asprec	F	<i>[Signature]</i>
4)			4) Ma Teresa S. Elima	F	<i>[Signature]</i>
5)			5) Mirasol S. Ninobla	F	<i>[Signature]</i>
6)			6) Ma. Irissa G. Ordillano	F	<i>[Signature]</i>
Account Officer			Observer/s		
1) Pio B. Bellosillo	M	<i>[Signature]</i>	1)		
2)			2)		



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS (Who Have Bought Bid Docs) PRE-BID CONFERENCE

Name of Project : SUPPLY AND DELIVERY OF FOUR (4) SETS BRAND NEW TRACK ASSEMBLY (C150) LEFT AND RIGHT FOR THE PHILIPPINE ARMY : (PA)

Bid Reference No. : MPG-B1-2020-038

Time / Date & Venue : 26 February 2020. 4:00 P.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 signature

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
	PROSAIDA PARUNGAO DANIEL ILAGAN	F M	PHIL-CHEM STEEL IND. INC. 2309 ANTEL GLOBAL BLP6 ORTIGAS PASIG CITY	0927 366 2072	in the philippine chamber.com		3:58 PM	<i>Prosa</i> <i>Dolan</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.