



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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF 5,529 PIECES BRAND NEW MAT, CANVAS, POLYESTER,  
OLIVE DRAB (OD) FOR THE PHILIPPINE ARMY (PA)  
**BID REF. NO. MPG-B1-2020-039 2<sup>nd</sup> Rebid**  
29 January 2020, 5<sup>th</sup> Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 9:45am

In attendance are:

<b>FOR PITC BAC-I</b>
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer
Myra T. Alvarez, Member
David A. Inocencio, Member
Joel S. Rodriguez, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

**HIGHLIGHTS OF PROCEEDINGS:**

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 5,529 Pieces Brand New Mat, Canvas, Polyester, Olive Drab (OD) for the Philippine Army (PA). After which, Vice-Chair introduced the BAC members.
- Vice-Chair acknowledged the presence of DV Square Concept & Venture Corp. the only prospective bidder present in this pre-bid conference.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder 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**.
- At the same time, this bid project is open to authorized local manufacturers, distributors, dealers or suppliers for the Supply and Delivery of 5,529 Pieces Brand New Mat, Canvas, Polyester, Olive Drab (OD) who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
- 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

Class "A" Eligibility Documents	Vice-Chair's Instructions
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; 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 must submit their 2019 Mayor's Permit.</p> <p>In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as 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>Vice-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>Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2018 and 2017	<p>Submission will be the 2018 and 2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all pages 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 he 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 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>
<b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<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 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 signs the last page.</li> </ul>
<b>Annex I-A</b> Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 25% of the ABC.	<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. End User's Acceptance</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice with Collection Receipt (<i>They go together</i>)</li> </ol> </li> </ul>

<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b> - A form is provided for as <b>Annex II-A</b>;</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for the Bidder 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 at least be equal to the ABC of the project.</p> <p><b>For CLC</b> - A sample form is provided for as <b>Annex II-B</b>.</p> <p>In case Bidder 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 Bidder 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 bidder will not join as a Joint Venture, Vice-Chair skipped to discuss this portion. <i>Bidder may refer to Bid Data Sheet, ITB Clause 12.1, pages 32 to 34 of the Bidding Documents.</i></p>
<p><b>Technical Documents</b></p>	<p><b>Vice-Chair's Instructions</b></p>
<p><b>Annex IV</b> Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b> - A form is provided for as <b>Annex IV</b>.</p> <p>Bidder 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 Bidder 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> <p><b>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></p> <p><b>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></p> <p><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Bidder will opt for a Surety Bond, The Bidder 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 the Bidder 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><b>Annex V-A</b> Technical Bid Form</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>• There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All six (6) pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Vice-Chair reminded the Bidder 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-A1</b> Technical Specifications (7 pages)</p> <p><b>Annex V-A2</b> Test Parameters (2 pages)</p> <p><b>Annex V-A3</b> Test Criteria (1 page)</p> <p><b>Annex V-A4</b> Visual Inspection Checklist (1 page)</p> <p><b>Annex V-A5</b> Command Sanction (3 pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes.</li> </ul>
<p>For Manufacturers:</p>	<p>Submission of a Certification that the Bidder is a Manufacturer of the item being bid for. Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex V-B</b>;</li> <li>• Transpose the form in Company's Letterhead;</li> <li>• Fill all the information called for;</li> <li>• Check the appropriate box whether the Machines are company owned or Leased Machines/Equipment;</li> <li>• Indicate/Specify number of Machines/Equipment (In Operating Condition) and its Location (Full address);</li> <li>• Signed by the Authorized Representative</li> </ul>
<p><b>Annex V-C</b> Bidder's Certification on Product Development.</p>	<ul style="list-style-type: none"> <li>• Again, the form is provided for as Annex V-C;</li> <li>• Transpose the form in Company's Letterhead;</li> <li>• Fill all the information called for; and</li> <li>• Signed by the Authorized Representative</li> </ul>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; <b>OR</b></p> <p>b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.</p> <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, 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>
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**ENVELOPE 2 – FINANCIAL ENVELOPE**

<p><b>Annex VII</b> Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders. Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• Bidder has to indicate the <b>Unit price</b> and <b>total bid price</b> both in figures and in words in the Financial Bid Form;</li> <li>• Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0";</li> <li>• Forms to be signed by the bidder's authorized representative</li> </ul> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>
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- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
Regarding the Delivery Period, we want to extend it to ninety (90) calendar days?	
	Vice-Chair: Since there is no representative from Philippine Army, I'd like to request sir to put your concern in writing and we will appreciate if you also indicate the reason for the extension, you may send it through Email, fax or personal delivery and please do not wait for the last day ( <b>14 February 2020</b> ) to raise your questions so we can refer the matter to the End-users and the PITC Committee can reply to you right away.
	Our reply will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website ( <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> ).
	Also, if you have any concern in any of the requirement please raise it in writing.
	Thank you for your attendance.

**OTHER MATTERS:**

- Bidder 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.

**BID SCHEDULE:**

- Bidder can send queries/concerns until **14 February 2020** (Friday)
- The Bid Opening is scheduled on **26 February 2020** (Wednesday, 10:00am)

Adjourned at 10:05 am

MINUTES TAKEN BY:

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

REVIEWED BY:

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

APPROVED BY:

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



# ATTENDANCE SHEET

## PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-039)- 2nd REBID (Previous Bid Reference No. MPG-B1-2018-378, MPG-B1-2019-021 Rebid)

**SUPPLY AND DELIVERY OF 5,529 PIECES BRAND NEW MAT CANVAS, POLYESTER OLIVE DRAB (OD) FOR THE PHILIPPINE ARMY (PA)**  
29 January 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	Signature
F	1) Christabelle P. Ebriega	M	1) Manuel O. Elima, III
F	2) Atty. Maria Gudelia C. Guese	M	2) Pio B. Bellosillo
F	3) Myra Chitella T. Alvarez	F	3) Ma. Cristina Rosa V. Bautista
M	4) David A. Inocencio	F	4) Suzanne M. Martico
M	5) Joel S. Rodriguez	F	5) Rachel F. Ignacio
F	6) Irene G. Alayon	F	6) Judy Ann L. Esteban
M	7) Atty. Mizell Arthur R. Magdaong	F	7) Michael M. Arriesgado
M	8) MGen Byron H Calimag AFP	M	8) Franklin D. Iglesias
M	9) BGen Glenn E. Cruz	M	9) Louis Albert H. Quiroga
		M	10) Joachim Nathe M. Montallana
End-Users		Secretariat	
1)		F	1) Ma Veronica A. Morales LMC
2)		F	2) Jane C. Arcilla
3)		F	3) Ana DG. Aspre
4)		F	4) Ma Teresa S. Elima
5)		F	5) Mirasol S. Ninobla
6)		F	6) Ma. Irissa G. Ordillano
Account Officer		Observer/s	
M	1) Pio B. Bellosillo		
F	2) Judy Ann L. Esteban		



# 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 5,529 PIECES BRAND NEW MAT CANVAS, POLYESTER OLIVE DRAB (OD) FOR THE PHILIPPINE ARMY (PA)

**Bid Reference No.** : MPG-B1-2020-039 2nd REBID (Prev. Bid Ref. Nos. MPG-B1-2018-378, MPG-B1-2019-021 Rebid)

**Time / Date & Venue** : 29 January 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 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
	VENDOR TAN	M	DV SQUARE CONCEPT & VENTURE CORP. 312 Poonnimo St. Executive Subd. Makayong, Pasig	81240-9884 0928882202	dvsquare.corp@gmail.com		9:35 am	
	LUZ QUINGS	F						

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.



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<p><b>Class "B" Documents</b> (For <del>Joint Ventures</del>)</p>	<p><b>Vice-Chair Instruction's</b> ?</p>
<p><b>Technical Documents</b></p>	<p><b>Vice-Chair's Instructions</b></p>
<p><b>Annex IV</b> Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b> - A form is provided for as <b>Annex IV</b>.</p> <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> <p><b>b. Cash or Manager's Check issued by the local commercial/universal bank</b> equivalent to at least 2% of the ABC;</p> <p><b>c. A Bank Draft / Bank Guarantee or Irrevocable LC</b> equivalent to at least 2% of the ABC; <b>OR</b></p> <p><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Bidders will opt for a Surety Bond, The Bidder 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 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(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>