

- 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.
- 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" Documents for Foreign Manufacturer	<u>Chair's Instructions</u>
Valid and current certificate/license/authority to conduct/operate business	Expal to submit 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	Expal must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. Chair informed Expal 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.
Corporate Financial Statement or Annual Report	Corporate Financial Statement or Annual Report for 2019 or 2018.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	However, the PhilGEPS Registration Certificate, Platinum Membership can substitute for the 3 eligibility documents as long as documents listed in Annex "A" thereof are still current and valid. If not, Expal has to submit the valid and current documents on the Bid Opening day.
Annex I Statement of all ongoing government and private contracts (including contracts awarded but not started), if any whether similar or not in nature and complexity to the contract to be bid	Chair's instructions to Expal with respect to this document is: <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidders to use Annex I; • Expal to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs 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, amounting to at least twenty five percent (25%) of the ABC.	<ul style="list-style-type: none"> • A form is again provided; • Expal 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 End User's Acceptance; OR 2. Copy of Official Receipt/s of payment.

<p>"Similar contract" shall mean Ammunition.</p>	
<p>Net Financial Contracting Capacity (NFCC)</p>	<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, Chair's instructions is for Expal to supply the necessary details as required. A formula is already provided for the Bidders to come up with the NFCC.</p> <p>The NFCC must be at least equal to the total ABC of the item being bid for.</p> <p>In case Expal 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>FOR COMMITTED LINE OF CREDIT (CLC) - A 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 Expal 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 Expal expressed that they will not bid as a Joint Venture, Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 36 to 37 of the Bidding Documents.</p>

<p><u>Technical Documents</u></p>	<p><u>Chair's Instructions</u></p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV; <p>Expal 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 Expal to photocopy the form or scan it, and then have the authorized representative sign the form and have it notarized.</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 Expal will opt for a Surety Bond, Expal 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 grounds for the forfeiture of the Bid Security, and it be written on Bond Itself.</p> <p>Chair advised Expal 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>Technical Bid Form Annex V-A (7 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For Expal to use the Bid Form. They shall not retype or alter it; • Expal to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidder. <p>Chair reminded Expal 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 (3 pages)</p>	<ul style="list-style-type: none"> • Expal's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
<p>Annex V-A2 Test and Acceptance Procedure (9 pages)</p>	
<p>Annex V-3 Sampling Plan (4 pages)</p>	
<p>Annex V-A4 Packing Markings (2 pages)</p>	
<p>Brochure or Technical Data Sheet</p>	<ul style="list-style-type: none"> • Submission of a Brochure or Technical Data Sheet or equivalent showing compliance to the required Technical specifications. <p>Internet downloads may be included to supplement the information contained in the original brochures.</p>
<p>Annex V-B Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plans and Packaging Markings to be signed by their Production Engineer or designated Technical Personnel</p>	<p>Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Bidder's Company Letterhead • Fill all the required information called for; • Signed by the Production Engineer/Technical Personnel.
<p>Required Ammunition License/s</p>	<p>For Local Manufacturers:</p> <ul style="list-style-type: none"> • Valid and current License to Manufacture the items to be bid issued by the Philippine National Police (PNP) Camp Crame, Quezon City. <p>For Foreign Manufacturers:</p> <ul style="list-style-type: none"> • Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP)

	<p>pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City. OR</p> <ul style="list-style-type: none"> Philippine Representative Company's Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City. <p>Note: Required ammunition license(s) presented during opening of bids shall be used for the importation of the item being bid.</p>
<p>For Foreign Manufacturers</p>	<ul style="list-style-type: none"> Submission of a valid and current Written Appointment of the Philippine based company (as local representative of foreign manufacturer) issued by the foreign bidder. <p>The written appointment must include detailed scope of responsibility of the local representative</p> <ul style="list-style-type: none"> Duly Notarized authorization of the Philippine Based Company's representative (e.g. Secretary's Certificate for Corporation, Special Power of Attorney for Sole Proprietor) with specimen signature of the authorized representative to transact with PITC including address, telephone number, fax number and email address. Notarized Affidavit of Undertaking to submit the SEC Certificate of Registration and/or 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-C <ul style="list-style-type: none"> A form is provided for as Annex V-C Transpose the form in Bidder's Company Letterhead; Fill all the required information called for; Signed by the Bidder's authorized Representative and Notarization is required
<p>Valid and current ISO Registration Certificate</p>	<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/or production, as applicable.
<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) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</p>

	<p>b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised Expal 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>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Expal 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: Name, Title and Specimen Signature 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. Notarization is required for this OSS.</p>
<p>ENVELOPE 2: FINANCIAL BID FORM (Annex VII)</p>	<p>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 Expal where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the item being bid for.</p> <p>Form to be signed by the bidder's authorized representative.</p>

- Expal did not raise question/s during the pre-bid conference.

Chair's Instructions

Chair stated that Expal should write all their queries/concerns to the BAC Chair which may be sent through email. 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.

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 necessary corrections for the following:**
 1. **To update the names of BAC Secretariat in the Bidding Documents.**
 2. **Bid Securing Declaration (Annex IV);**
 3. **Statement of Single Largest Completed Contract (Annex I-A);**
 4. **Technical Specifications (Annex V-A1); and**
 5. **Financial Bid Form (Annex VII).**
- Chair advised Expal that any changes in the documents the Committee will issue a Bid-Bulletin and Expal have to use the revised forms which will be put in the Bid-Bulletin.
- Chair also reminded that Expal 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.

• **For questions/clarifications:**

CHAIR Bids and Awards Committee I
Philippine International Trading Corporation (PITC)
5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
Email: chairbac1@pitc.gov.ph

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

BID SCHEDULE:

- Bidder can send queries/concerns via email on or before **16 October 2020 (Friday)**.
- The Bid Opening is scheduled on **27 October 2020 (Tuesday, 10:00am)**.

ADJOURNMENT:

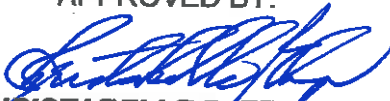
- There are no other matters discussed, the pre-bid conference was adjourned at 11:00am.

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
KDC

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-053)
 SUPPLY AND DELIVERY OF 9,000 ROUNDS BRAND NEW CTG 25MM HEI-T, LINKED FOR THE PHILIPPINE ARMY (PA)
 15 October 2020, 10:00 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	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F	WFH	1) Manuel O. Elima, III	M	WFH
2) Myra Chitella T. Alvarez	F	<i>[Signature]</i>	2) Pio B. Bellosillo	M	<i>[Signature]</i>
3) Atty. Roxanne Marie Q. Cruz	F	WFH	3) Ma. Cristina Rosa V. Bautista	F	<i>[Signature]</i>
4) Joel S. Rodriguez	M	<i>[Signature]</i>	4) Suzanne M. Marticio	F	WFH
5) Atty. Mitzell Arthur R. Magdaong	M	WFH	5) Rachel F. Ignacio	F	<i>[Signature]</i>
6) Atty. Mark Brian A. Dela Cruz	M	<i>[Signature]</i>	6) Judy Ann L. Esteban	F	WFH
7) MGen Glenn E. Cruz	M	<i>[Signature]</i>	7) Michael M. Arriego	M	WFH
8) _____	M	_____	8) Franklin D. Iglesias	M	<i>[Signature]</i>
_____		_____	9) Louis Albert H. Quiroga	M	<i>[Signature]</i>

End-Users	Secretariat
1) _____	1) Atty. Maria Gudelia C. Guese (Head)
2) _____	2) Jane C. Arcilla (Member)
3) _____	3) Ana DG. Asprec (Member)
4) _____	4) Ma Teresa S. Eilima (Member)
5) _____	5) Mirasol S. Ninobla (Member)
6) _____	6) Ma. Irissa G. Ordillano (Member)
_____	7) Vivian E. Villanueva (Member)

Account Officer	Observer/s
1) Pio B. Bellosillo	1) _____
2) _____	2) _____

