



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF BRAND NEW 17,059 PAIRS PHILIPPINE ARMY
RUBBER SHOES BLACK FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2020-054
02 March 2020, 5th Floor Conference Room

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

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, 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

FOR PROPONENT – PA
As per attached attendance sheet

HIGHLIGHTS OF PROCEEDINGS

- Vice-Chair presides the Pre-Bid Conference.
- Vice-Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. After which, Vice-Chair acknowledged the presence of the BAC Members and the End-User’s representatives from PA.
- Vice-Chair acknowledged the presence of the prospective Bidders present in this Pre-Bid Conference; namely:
 1. JP Group of Companies, Inc.
 2. MLUD Manufacturing Corporation
 3. CK Diaz General Merchandise
 4. Builders Elite Services and Trading Corporation
 5. SOG Manufacturing Corporation
 6. Unimasters Conglomeration
- Vice-Chair informed Bidders that PITC has been tapped by the PA to undertake this project for them.
- Due to inherent nature of R.A. 9290, prospective Bidders shall only be limited to domestically accredited producers and manufacturers of footwear and leathersgoods with valid certificate of Accreditation issued by the Board of Investments (BOI) pursuant to RA 9290, or “Footwear, Leather goods and Tannery Industries Development Act”.
- Vice-Chair informed that to be able to participate in this bid project, 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 "Footwear".

- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the 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 1 – 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.	<p>Bidders 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>Vice-Chair informed Bidders, Inc. 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> <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	<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>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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 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>
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started.</p>	<p>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, 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 similar to the contract to be bid 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 items 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, Vice-Chair's instructions is for the Bidders to supply the necessary details as required. A formula is already provided for the Multifold Links, Inc. 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 form is provided for as Annex II-B</p> <p>Vice-Chair reminded 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, Vice-Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found on pages 34-35.</p>
---	---

<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="padding-left: 40px;">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, 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 Guarantee 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, 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>Vice-Chair advised 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>
<p>Annex V-A Technical Bid Form (6 pages)</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"> • 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" • All pages must be signed by the authorized representative/s of Bidders.

	Vice-Chair reminded 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.
Annex V-A1 Technical Specifications (10 pages)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Annex V-A2 Test Parameters (4 pages)	
Annex V-A3 Test Criteria (1 page)	
Annex V-A4 Visual Inspection Checklist (1 page)	
Annex V-A5 Tariff Sizes (1 page)	
Annex V-A6 Command Sanction (3 pages)	
Annex V-B Certification that the Bidder is the manufacturer	<p>Vice-Chair emphasized that this requirement is for manufacturer only, Bidders to submit a Certification that the Bidder is a manufacturer of the Item being bid for. Vice-Chair's instructions as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • Fill all the required information called for; • Signed by the Authorized Representative
Valid and Current Certificate of Accreditation	<ul style="list-style-type: none"> • Submission is a Valid and Current Certificate of Accreditation issued by the Board of Investment pursuant to R.A. 9290 of the Footwear, Leathergoods and Tannery Industries Development Act.
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"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. b) <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 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>
Annex VI Omnibus Sworn Statement (OSS)	<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, 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>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 Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p>

OTHER MATTERS:

- o 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.
- o Vice-Chair emphasized the **Additional Requirements if declared as Single/Lowest Calculated Bidder (S/LCB)**
 Submission by the Bidder with the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) within five (5) calendar days from Notice of LCB/SCB of:
 - a. Prototype and Swatch Materials and payment of RDC testing fee for post-qualification testing as follows:
 Prototype Sample: Five (5) pairs any size but must be of the same size

Swatch Materials: Minimum Requirement

Synthetic Leather	40cm x 40cm
Vamp, Quarter, Side Guard, outside Collar, Back Counter and Tongue	50cm x 50cm
Tongue Loop Material	1 meter
Tongue Lining and Inside Collar	50cm x 50cm
Eyeletstay Reinforcement	40cm x 40cm
Toe Cap Reinforcement	50cm x 50 cm
Insole Material (3 rd layer)	50cm x 50 cm
Thread for Upper Fitting	10 meters
Thread for Insole Stitching	10 meters

- b. SC/LCB will be allowed to replace/rectify discrepancies noted in the prototype and swatch material only once within fifteen (15) calendar days after receipt of Notice to Replace/Rectify.

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

Bidder's Query/Clarification/s	Committee's Reply
	Any questions?
For the JV, yung sa SLCC po ba both po kaming mag sa-submit or isa lang?	
	Sa JV ang dapat lang kayong tig isa is yung 4 mandatory. Mula statement of ongoing pwede ng isa, that's called collective compliance. Pero ang warning ko, kung sino yung mag o-ongoing kanyang NFCC dapat. Dahil magka-connect yun.
Kung sino lang po yung may pangalan?	
	Kung kaninong NFCC ang gagamitin niyo dapat kanyang ongoing ang gagamitin niya.
Okay Ma'am.	
Ma'am pwede po ibang design ng sole?	
	Sa ngayon iyan po ang design, pero isulat mo nalang din po Ma'am.
Okay, Ma'am. Thank you.	
	If there are no more questions, thank you and review your documents well.

Deadline for Questions/clarifications will be on 27 March 2020.

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

- Bidders were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Bidders have to use the revised forms which will be put in the Bid-Bulletin.
- Vice-Chair also reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (08 April 2020, Wednesday 11:00AM) because the BAC Secretariat will not accept late bids.

Adjourned at 11:00 A.M.

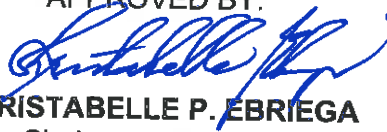
MINUTES TAKEN BY:


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

REVIEWED BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-054)

Supply & Delivery of Brand New 17,059 Pairs Philippine Army Rubber Shoes Black for the Philippine Army (PA)

02 March 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		1) Manuel O. Elima, III	M	
2) Atty. Maria Gudelia C. Guese	F		2) Pio B. Bellosillo	M	
3) Myra Chitella T. Alvarez	F		3) Ma. Cristina Rosa V. Bautista	F	
4) David A. Inocencio	M		4) Suzanne M. Marticio	F	
5) Joel S. Rodriguez	M		5) Rachel F. Ignacio	F	
6) Irene G. Alayon	F		6) Judy Ann L. Esteban	F	
7) Atty. Mitzell Arthur R. Magdaong	M		7) Michael M. Arriescado	M	
8) MGen Byron H Calimag AFP	M		8) Franklin D. Iglesias	M	
9) BGen Glenn E Cruz AFP	M		9) Louis Albert H. Quiroga	M	
			10) Joachim Nathe T. Montallana	M	
			Secretariat		
1) MAJ GENEL C. COMILLO	M		1) Ma Veronica A. Morales	F	
2) Major Burton	M		2) Jane C. Arcilla	F	
3)			3) Ana DG. Asprec	F	
4)			4) Ma Teresa S. Elima	F	
5)			5) Mirasol S. Ninobla	F	
6)			6) Ma. Irissa G. Ordillano	F	
			Observer/s		
1) Pio B. Bellosillo	M				
2) Rachel F. Ignacio	F				

1) (Account Head)
2) (Account Officer)



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 & Delivery of Brand New 17,059 Pairs Philippine Army Rubber Shoes Black for the Philippine Army (PA)
 Bid Reference No. : MPG-B1-2020-054
 Time / Date & Venue : 02 March 2020, 10:00 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
	GENE ARAYAN	F	JP Group Corp. Inc. #2 CM Tuck St. Pasangy, Marikina City	09787477741	genearayan@yahoo.com		9:25	[Signature]
	Rangel Uyco	M	Filhood MFC Corp 28 M Alibols It Pasong Tamar	0977855011	congelung215@gmail.com		9:55	[Signature]
	CARILUE RODRIGUEZ		CK DIAZ GENERAL MUSE. 1106 LUNA LUNA ST. PASIGAYAN Pasig City	09994669037	ckdiaz.kuni@gmail.com		10:00	[Signature]
	ROSALIE M ABILA JOMAR J. ACUENZA	F	Bicomex (Ph. Pan Roque Marikina Builders Elite Services & Trading Corp	09171678777	rosalizabilla@gmail.com		10:00	[Signature]
	CHRIS RODRIGUEZ	M	SDG MANUFACTURING CORP. 232 SUMALOG HI WAY MARIKINA ANTIPALO CITY	09178782126	chrprod@gmail.com oftheshoes.com.ph		10:00	[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.



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 & Delivery of Brand New 17,059 Pairs Philippine Army Rubber Shoes Black for the Philippine Army (PA)

Bid Reference No. : MPG-B1-2020-054

Time / Date & Venue : 02 March 2020, 10:00 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					
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
	JOA R. BATUSNG	M	UNIMASPELS CONSTRUCTION INC - 2501 MARIANNA CTR, ST PHILIPPOUS ST. SMN JUNDI	7238888 0949795228	joa.batusng@unimaspe.com.ph		10:05	[Signature]

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

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.