



PITC

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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW  
ELECTROTHERAPY FOR THE PHILIPPINE ARMY (PA)  
BID REF. NO. MPG-B1-2020-228 Rebid  
06 March 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:20pm

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra T. Alvarez, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PA
As per attached attendance sheet

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of six (6) units Brand New Electrotherapy for the Philippine Army (PA). After which, Chair introduced the BAC members and the Philippine Army Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
  - 1) Inter-continental Food and Pharmaceuticals Inc.
  - 2) Avila Medical Hospital Supplies
  - 3) BTL Medical Tec
- Chair informed the Bidders that the uploaded Technical Specifications in PhilGEPS and in website are still the old specification and the Committee will issue a Bid Bulletin with the revised and updated Technical Specifications of Philippine Army.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have been completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC.  
Similar contract shall mean “Medical Equipment”.
- At the same time, this bid project is open to authorized dealers, distributors or resellers who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- 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" Eligibility Documents	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 2020 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>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>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>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>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>
<p><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 50% of the ABC.</p>	<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><b><u>For NFCC</u></b> - A form is provided for as <b>Annex II-A</b>;</p> <p>As the sample form was flashed on the screen, 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>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><b><u>FOR COMMITTED LINE OF CREDIT (CLC)</u></b> - A sample form is provided for as <b>Annex II-B</b>;</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Class "B" Documents (For Joint Ventures)</b></p>	<p>Since Bidders will not join as a Joint Venture, Chair skipped to discuss this portion but just in case the requirements for Joint Venture can be found in <i>Bid Data Sheet, ITB Clause 12.1, pages 34 to 35 of the Bidding Documents.</i></p>
<p><b>Technical Documents</b></p>	<p><b>Chair's Instructions</b></p>
<p><b>Annex IV Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ul style="list-style-type: none"> <li>a. Bid Securing Declaration - A form is provided for as <b>Annex IV</b>.</li> </ul> <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, 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"> <li>b. <b>Cash or Manager's Check</b> issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.</li> <li>c. <b>Bank Guarantee/ Bank draft or Irrevocable LC</b> equivalent to at least 2% of the ABC; OR</li> <li>d. <b>Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</li> </ul> <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>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) (c.3) (i) to (xiv) of the <b>Bid Data Sheet</b>.</p>

<p><b>Annex V</b> Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen 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>• Bidders to specify the Brand and Model Number of the Brand New Electrotherapy;</li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>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> <div style="border: 1px solid black; padding: 5px;"> <p>Chair informed the Bidders that the Committee will issue a Revised Technical bid Form (Annex V) to correct the reference of the PA Technical Specifications to dated <b>Sept. 25, 2019</b>.</p> </div>												
<p><b>Annex V-A</b> Technical Specification</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>Chair again reminded the Bidders that the Committee will issue a Bid Bulletin for the revised Technical Specifications.</p> </div>												
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet for the following showing compliance to the required Technical Specifications.</p> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>												
<p>Copy of Valid and Current Certificate of Distributorship</p>	<p>Bidders to submit a copy of valid and current Certificate of Distributorship from the manufacturer authorizing the bidder to sell/distribute the equipment.</p> <p>Chair emphasized that if the Certificate of Distributorship is directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p> <table border="1" data-bbox="657 1482 1508 2089"> <thead> <tr> <th data-bbox="657 1482 1082 1518">Bidder's Query</th> <th data-bbox="1088 1482 1508 1518">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 1527 1082 1653">Ma'am we are the direct manufacturer, we are not a distributor, so from Europe we are the same company</td> <td data-bbox="1088 1527 1508 1653"></td> </tr> <tr> <td data-bbox="657 1662 1082 1729"></td> <td data-bbox="1088 1662 1508 1729">As the manufacturer, you have to issue that document.</td> </tr> <tr> <td data-bbox="657 1738 1082 1899">Because last time, we issue that, but the address is Makati and at the same time we issue the Red-ribboned from Europe.</td> <td data-bbox="1088 1738 1508 1899"></td> </tr> <tr> <td data-bbox="657 1908 1082 1998"></td> <td data-bbox="1088 1908 1508 1998">How can something be signed in Makati but Red-ribboned in Europe?</td> </tr> <tr> <td data-bbox="657 2007 1082 2089">Because we are the same manufacturer and if it needs to be edited we do it here locally</td> <td data-bbox="1088 2007 1508 2089"></td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	Ma'am we are the direct manufacturer, we are not a distributor, so from Europe we are the same company			As the manufacturer, you have to issue that document.	Because last time, we issue that, but the address is Makati and at the same time we issue the Red-ribboned from Europe.			How can something be signed in Makati but Red-ribboned in Europe?	Because we are the same manufacturer and if it needs to be edited we do it here locally	
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	How can something be signed in Makati but Red-ribboned in Europe?												
Because we are the same manufacturer and if it needs to be edited we do it here locally													

		Let's make it clear first, document is the one you need to be Red-ribboned, if the document was prepared in Europe then it should be authenticated either by the Philippine Embassy Abroad or the Country's Embassy here.
	We issue ma'am, from BPL Philippines	
		That's why, BPL Philippines is the one who issue then why you will have it Red-Ribboned Abroad?
		Vice-Chair: as explained by the BAC Chair, if you execute the document abroad then it need to be Red Ribboned there, but if the document was executed here then you don't need to bring back the document abroad, because you signed the document here.
	Because last time we submit exclusive distributor to Avila which came from us Philippines because we are the manufacturer.	
		If you are the manufacturer, then you are the who will issue the document.
		Anyway, wherever the documents are executed/accomplished that's where the Notary or Red-ribboned should be.
Valid and current License to Operate	Submission of a valid and current License to Operate as Medical Device Importer / Distributor from the Food and Drug Administration (FDA) – Philippines issued in the name of the Bidder.	
Valid and current Certificate of Product Registration (CPR) or Certificate of Exemption	Submission of a valid and current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines.	
<b>Annex VI</b> Certificate of Performance Evaluation	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex VI</b>;</li> <li>• The form must be in the company letterhead of Bidder's Single Largest Completed Contract Client;</li> <li>• Bidders to check the box pertaining to the item being bid for;</li> <li>• The rating should be at least <b>VERY SATISFACTORY; AND</b></li> <li>• Provide all the information called for and the form must be signed by the Bidder's Client 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) <b>For Sole Proprietorship</b> submission of Duly Notarized Special Power of Attorney;</p> <p>b) <b>For Corporation, Cooperative, or the Members of the Joint Venture</b> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s</p> <p>Once again, 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 VII</b> Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>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: <b><u>Name, Title and Specimen Signature</u></b> 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><b>ENVELOPE 2 – FINANCIAL ENVELOPE</b></p>	
<p><b>Annex VIII</b> Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Each item has its own Financial Bid Form;</li> <li>• Bidder has to indicate the bid amount 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>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

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

Bidder's Query/Clarification/s	Committee's Reply
I'd like to clarify the requirement of at least 2 Country of Origin	
	Chair: Ma'am, the Country of Origin is only one.
	Ma'am don't be confused with the wordings, Country of Origin is only one, but the presence of the brand that's where we can require two or more.
The presence of the brand. Because form last time I think you require two (2) presence of the brand one is in Europe and the other one is in US	
	It is not required for this bidding.
So its different requirement from contraction?	
	Ma'am don't be confused, we bid out many projects and the requirements can sometimes be the same or similar or it could be different, you have to focus to the requirements to this particular Bidding Documents.
Because from our previous, we are always disqualified.	
	Ma'am my advice is focus on whatever is written in our Bidding Documents.
	The Bidding Documents are downloadable in PhilGEPS and PITC website then you may review it and if you need to clarify any of the requirements, write to us (PITC BAC) until <b>10 March 2020</b> .
	And if you eventually decided to participate of course you have to pay for the cost of Bidding Documents before you drop you bids because the BAC Secretariat does not accept bids who have not been paid for.
	And please take note that we will be issuing a Bid Bulletin, you have to use the revised forms that we issue in a Bid Bulletin.
	If there are no other concerns, we will wait for your letter, thank you and review your documents well.

#### **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.
- Chair would like the prospective bidders to take special note to the Additional Requirement for whoever will be declared Single/Lowest Calculated Bid – a Presentation of actual brand/model being offered within seven (7) calendar days after receipt of Notice to Present Sample. *Bidders may refer to Section IV, Technical Bid Form, Line no. (4), page 69 of 93 in the Bidding Documents.*
- Chair required the Bidders to put everything in writing and not wait for the last minute to ask/raise questions which can be sent by email, fax or personal delivery.

#### **Prospective Bidders may request for clarification:**

Chair, Bids and Awards Committee I

5 th Flr., Philippine International Trading Corporation (PITC)

NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Fax Number: 8818-9801 loc 499 /8892-2149

Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)

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

**BID SCHEDULE:**

- Bidder can send queries/concerns until **10 March 2020** (Tuesday)
- The Bid Opening is scheduled on **20 March 2020** (Friday, 9:00am)

Adjourned at 2:05pm

MINUTES TAKEN BY:

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

APPROVED BY:

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





**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-228) Rebid**

(Previous Bid Reference No. MPG-B1-2019-164)

**SUPPLY AND DELIVERY OF SIX (6) UNITS BRAND NEW ELECTROTHERAPY FOR THE PHILIPPINE ARMY (PA)**

06 March 2020, 1:00 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		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 Callimag 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	
<b>End-Users</b>			<b>Secretariat</b>		
1) LTC ROGEL AL-RAHIM LINZAG - PA TWG member			1) Ma Veronica A. Morales	F	
2) OPT HARK LOME G CALIANG - PA Rep			2) Jane C. Arcilla	F	
3) JSG ODILON B BACCAY - PA			3) Ana DG. Aspreo	F	
4)			4) Ma Teresa S. Elima	F	
5)			5) Mirasol S. Ninobla	F	
6)			6) Ma. Irissa G. Ordilliano	F	
			<b>Observer/s</b>		
1) Pio B. Bellosillo	M		1)		
2) Joachim Nathe T. Montallana	M		2)		



# 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 SIX (6) UNITS BRAND NEW ELECTROTHERAPY FOR THE PHILIPPINE ARMY (PA)

Bid Reference No.

: MPG-B1-2020-228 Rebid

Time / Date & Venue

: 06 March 2020, 1:00 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
	JULIE ANN R. RULLMAN	F	Enter - Continental Food And Pharmaceuticals Inc. Unit 1915 Chateau Urban Commonwealth Ave. Marikina City	8812 788	Sales@icppi.com		12:28	[Signature]
	JOHN GILBERT WOPER Luis Gabriel Iglesias	M	AVILA MEDICAL HOSPITAL SUPPLIER C/O. CRUZ M.H. 1310 RIZAL AVENUE BTL	0934029944	JOHNGILBERT.WOPER@AVILA STY.C. OUTPATIENTS/PHARMACY SUPPLY@AVILA.COM		12:58	[Signature]
	ESTER LUIS LAPITAN	F	BTL BTL MEDICAL TEC ORL C. PALANCA LEGASPI VILL. MAKATI CITY	9541126	C. LAPITAN (BTL) THUR PNRS.LAPITAN@BTL		1:12	[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.