



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE FOR THE
SUPPLY AND DELIVERY OF BRAND NEW 16,490 PIECES PONCHO TENT,
PHILARPAT FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-BI-2020-244
17 August 2020, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 10:15am

In attendance are:

FOR PITC BAC-I via ZOOM
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 Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PA (via ZOOM)
LTC Lowen Audal, G4 Representative
Anne Navarro SAMB G4

HIGHLIGHTS OF PROCEEDINGS:

- For the record, Vice-Chair presided the pre-bid conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Brand New 16,490 Pieces Poncho Tent, PHILARPAT for the Philippine Army (PA). After which, Vice-Chair acknowledged the presence of the BAC members and Philippine Army Representative/s through video conference (via ZOOM).
- Vice-Chair acknowledged the presence of the **Zhujar Manufacturing, Inc.** the only bidder attended the pre-bid conference via ZOOM.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidders 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 **sewn items**.
- At the same time, this bid project is open to authorized manufacturers, distributors, dealers or suppliers for the Supply and Delivery of Brand New 16,490 pieces Poncho Tent, PHILARPAT for the Philippine Army (PA) who must be Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to 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 Bidder 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 *Clause 20.3 and 23.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Vice-Chair's Instructions										
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; 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>Bidder 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>Bidder 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 Bidder 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 Bidder to only transact with legitimate employees of BIR.</p>										
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</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>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p> <table border="1" data-bbox="643 1563 1493 2040"> <thead> <tr> <th data-bbox="643 1563 1018 1603">Bidder's Query</th> <th data-bbox="1018 1563 1493 1603">Vice-Chair reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 1603 1018 1704">We already have the new Certificate issued by PhilGEPS, is that okay?</td> <td data-bbox="1018 1603 1493 1704"></td> </tr> <tr> <td data-bbox="643 1704 1018 1771">Yes ma'am.</td> <td data-bbox="1018 1704 1493 1771">Yes, you also have to attach the Annex "A".</td> </tr> <tr> <td data-bbox="643 1771 1018 2007"></td> <td data-bbox="1018 1771 1493 2007">You may submit that in lieu of the (4) eligibility documents I mentioned earlier. However, if any of the document listed in Annex "A" have expired you must submit valid and current one.</td> </tr> <tr> <td data-bbox="643 2007 1018 2040">Noted ma'am.</td> <td data-bbox="1018 2007 1493 2040"></td> </tr> </tbody> </table>	Bidder's Query	Vice-Chair reply	We already have the new Certificate issued by PhilGEPS, is that okay?		Yes ma'am.	Yes, you also have to attach the Annex "A".		You may submit that in lieu of the (4) eligibility documents I mentioned earlier. However, if any of the document listed in Annex "A" have expired you must submit valid and current one.	Noted ma'am.	
Bidder's Query	Vice-Chair reply										
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Yes ma'am.	Yes, you also have to attach the Annex "A".										
	You may submit that in lieu of the (4) eligibility documents I mentioned earlier. However, if any of the document listed in Annex "A" have expired you must submit valid and current one.										
Noted ma'am.											

<p>Annex I 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</p>	<p>Vice-Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page. <p>Again, Vice-Chair reminded the Bidder to use the prescribed form in the Bidding Documents as per Annex I and this requirement does not require any attachment.</p>
<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 (Annex I-A)</p> <p>"Similar contract" shall mean sewn items.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidder to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> a) End User's Acceptance b) Copy of Official Receipt; c) Sales Invoice with Collection Receipt (<i>They go together</i>)
<p>Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC - A form is provided for as Annex II-A;</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions are 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 be at least equal to the total ABC of the Lot being bid for.</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>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. The amount of the committed Line of Credit.</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 into Joint Venture, Chair skipped this portion, just in case details are found in Bid Data Sheet ITB Clause 12.1 pages 36 to 37 of the Bidding Documents.</p>

Technical Documents	Vice-Chair's Instructions
<p>Annex IV Bid Security</p>	<p>Vice-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>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.</p> <p>The other forms of Bid Security are:</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 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>The fourteen (14) grounds is found in Clause 12.1 (b) (i) (3) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p>Annex V-A Duly signed and completed 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"> • There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter"; • Bidder to indicate the Lot no/s. being bid for; • Bidder 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 company's authorized representative. <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>

Annex V-A1 Technical Specifications	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes. 						
Annex V-A2 Test Parameters							
Annex V-A3 Test Criteria							
Annex V-A4 Visual Inspection Checklist							
Annex V-A5 Command Sanction							
For Manufacturer:	<p>Submission of a Certification that the Bidder is the Manufacturer of the item being bid for. Vice-Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex V-B; • Transpose the form in Manufacturer's Letterhead; • Fill all the required information; • Signed by the manufacturer's authorized representative. <p>Vice-Chair paused a moment and asked if Zhujar Manufacturing Inc. is a Manufacturer or Distributor.</p> <table border="1" data-bbox="651 792 1506 1066"> <tr> <td data-bbox="651 792 1078 860">Zhujar: We are not the manufacturer ma'am.</td> <td data-bbox="1078 792 1506 860"></td> </tr> <tr> <td data-bbox="651 860 1078 999"></td> <td data-bbox="1078 860 1506 999">If you will not supply the item/equipment, you need not submit this particular document.</td> </tr> <tr> <td data-bbox="651 999 1078 1066"></td> <td data-bbox="1078 999 1506 1066">This document only applies for Manufacturer.</td> </tr> </table>	Zhujar: We are not the manufacturer ma'am.			If you will not supply the item/equipment, you need not submit this particular document.		This document only applies for Manufacturer.
Zhujar: We are not the manufacturer ma'am.							
	If you will not supply the item/equipment, you need not submit this particular document.						
	This document only applies for Manufacturer.						
Annex V-C Certification on Product Development	<ul style="list-style-type: none"> • A form is provided for as Annex V-B; • Transpose the form in Company's Letterhead; • Bidder to fill all the required information; • Signed by the authorized representative. 						
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; 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>Once again, Vice-Chair advised Bidder 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 Bidder to use the form that PITC provided in this Bidding Document.</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.

On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.

All blanks must be filled up, appropriate boxes must be ticked off.

On the Authority of the Designated Representative, the portion: Name, Title and Specimen Signature must be filled up.

All statements from "a" to "h" must be complete.

The last page must be signed by the authorized representative.

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VII
Financial Bid Form

Envelope 2 will contain the Financial Bid of the Bidder. Vice-Chair's instructions are as follows:

- There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";
- Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form;
- Bidder must fill out all line items. If an item is to be given free, Bidder must indicate "0";
- Forms to be signed by the bidder's authorized representative

Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.

Vice-Chair informed the Bidder that the Committee will issue a Revised Annex VII (Financial Bid Form) and Bidders must use the revised form that will be issued in a Bid Bulletin which will be posted in PhilGEPS and PITC website.

- Vice-Chair opened the floor for questions/clarifications. Details are below:

Zhujar's Queries	Committee's Reply
Regarding the Audited Financial Statement only 3 pages are required? No need for the whole Audited Financial Statement?	
	Ma'am I cannot say the pages, we are requiring only the Independent Auditor's Report, Balance Sheet and Income Statement and All three should be BIR stamped "received".
The BIR ma'am, I think it's already electronic. Is it okay only the received of the bank?	
	As stated, each statement must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
Okay ma'am.	
And on the Opening of Bids, you don't need samples?	
	Yes, only for who will be declared Single/Lowest Calculated Bid it must be submitted within five (5) calendar days from receipt of Notice of S/LCB.

Also, I see that you do not have a sample form for the Secretary's Certificate?	
	Any form, what is important is its clear who is the Authorized Representative to sign the Bidding Documents.
No other concerns ma'am	
	Anyway, you are not limited to today to ask/raise your questions. You may still raise question through email within ten (10) calendar days prior to Bid Opening, because we will not accept your questions if it is beyond of the period of asking questions.
	And our reply will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website. We will not reply to you individually, our answers to all the questions will be through a Bid Bulletin. It is your responsibility to check the website from time to time if we issue any Bid Bulletin. and if in case we issue a revised form, you have to use the revised form that we issued in the Bid Bulletin.
Do you have an actual sample?	
	TWG: we do not have ma'am.
	Vice-Chair: Ma'am you also have to email us today to request if possible, to see the sample.
	BAC Member MTA: Vice-Chair, I will request to the Philippine Army to provide us the sample of the poncho tent.
Okay, thank you ma'am.	
	You still have time to review the requirements, if you have any concerns or clarification please raise it to us right away and we will reply through Bid Bulletin.
	If there no other concerns, thank you for your participation ma'am. We hope to see you on the Bid Opening day.

OTHER MATTERS:

- Vice-Chair reminded the 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.
- Vice-Chair emphasized the Additional Requirement for whoever will be declared Single/Lowest Calculated Bid a submission of the following within five (5) calendar days from Notice of LCB/SCB:
 - a) Prototype Samples and Swatch Materials and payment of RDC testing fee for post-qualification testing as follows:

Prototype Samples: Five (5) pieces Poncho Tent, PHILARPAT
 - 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

- **For questions/clarifications through EMAIL:**

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

Telefax: 8892-2149

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

BID SCHEDULE:

- Bidder can send queries/concerns via email until **1 September 2020 (Tuesday)**
- The Bid Opening is scheduled on **11 September 2020, 1:00 PM (Friday)**

ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 10:50am

MINUTES TAKEN BY:


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

REVIEWED BY:


ATTY. MARIA GUDERIA C. GUESE
Vice-Chair, BAC-I

APPROVED BY:

CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I

BAC1 Secretariat

From: Teresita Vitalicio <nealaent@yahoo.com>
Sent: Friday, 11 September 2020 8:29 am
To: BAC1 Secretariat
Subject: Re: Request for Zoom link ID and password for the Bidding of 16,490 pieces Poncho Tent, PHILARPAT
Attachments: VOTER'S ID.jpg

Sir / Madam:

Good day!

We would like to request for the Zoom Link ID and password of the item provided by the information below:

Name of Project: Supply and Delivery of Brand New 16,490 pieces Poncho Tent, PHILARPAT for the Philippine Army (PA)

Bid Reference No.: MPG-BI-2020-244

Activity: Opening of Bids

Company Name: Neala Enterprises

Address Name of Representative: Leila T. Lim

Contact Nos.: 02-83652309

Email Address: nealaent@yahoo.com

Proof of Identity attached: Voter's ID

Thank you,

Leila Lim

Authorized representative

Neala Enterprises

On Thursday, September 10, 2020, 09:00:46 PM GMT+8, BAC1 Secretariat <bac1secretariat@pitc1973.onmicrosoft.com> wrote:

Hi Mam,

May we request you to fill up the form and send together with a copy of your proof of identity.

Thank you!

BAC SEC

From: Teresita Vitalicio <nealaent@yahoo.com>

Sent: Thursday, 10 September 2020 6:14 pm

To: BAC1 Secretariat <bac1secretariat@pitc1973.onmicrosoft.com>

Subject: Request for Zoom link ID and password for the Bidding of 16,490 pieces Poncho Tent, PHILARPAT

Good day Sir/Ma'am,

We would like to request for the Zoom Link ID and password for the bidding tomorrow.

Name of Project: Supply and Delivery of Brand New 16,490 pieces Poncho Tent, PHILARPAT for the Philippine Army (PA).

Bid Reference No.: MPG-BI-2020-244

Thank you.





ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-244) - VIA ZOOM VIDEO CONFERENCE
Supply & Delivery of Brand New 16,490 Pieces Poncho Tent, PHILARPAT for the Philippine Army (PA)
 17 August 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) Atty. Maria Gudelia C. Guese	F	WFH	2) Pio B. Bellosillo	M	WFH
3) Myra Chitella T. Alvarez	F	WFH	3) Ma. Cristina Rosa V. Bautista	F	WFH
4) David A. Inocencio	M	WFH	4) Suzanne M. Marticio	F	WFH
5) Joel S. Rodriguez	M	WFH	5) Rachel F. Ignacio	F	WFH
6) Irene G. Alayon	F	WFH	6) Judy Ann L. Esteban	F	WFH
7) Atty. Mitzell Arthur R. Magdaong	M	WFH	7) Michael M. Arriego	M	WFH
8) MGen Byron H Calimag AFP	M	WFH	8) Franklin D. Iglesias	M	WFH
9) BGen Glenn E Cruz AFP	M	WFH	9) Louis Albert H. Quiroga	M	WFH
End-Users			Secretariat		
1)			1) Ma Veronica A. Morales	F	WFH
2)			2) Jane C. Arcilla	F	WFH
3)			3) Ana DG. Asprec	F	WFH
4)			4) Ma Teresa S. Elima	F	WFH
5)			5) Mirasol S. Ninobla	F	WFH
6)			6) Ma. Irissa G. Ordillano	F	WFH
Account Officer			Observer/s		
1) Pio B. Bellosillo	M	WFH	1)		
2) Rachel F. Ignacio	F	WFH	2)		

