



**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 14,871 SETS TOWEL BATH AND FACE,
MICROFIBER OD FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-BI-2020-250
14 August 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:15pm

In attendance are:

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

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 14,871 sets Towel Bath and Face, Microfiber OD 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 prospective bidder attending the pre-bid conference via ZOOM. Namely:
 - 1) Neala Enterprises
 - 2) Blooming Ventures, Inc.
- Vice-Chair stated that the Committee already issued a Supplemental Bid Bulletin no. 1 and 2 in PITC website regarding the updated Schedule of Bidding Activities together with the process and procedure for Pre-bid and Submission of Bids.
- 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 14,871 sets Towel Bath and Face, Microfiber OD 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.
- **Required Delivery Period:** Within Ninety (90) calendar days upon receipt of Notice to Proceed, in accordance with following schedule:

Delivery Place: GS Warehouse, Supply Battalion, LSG, Army Support Command, Fort Bonifacio, Metro Manila OR Supply Battalion, LSG, Warehouse 2, ASCOM, PA, Camp General Emilio Aguinaldo, Quezon City.

- 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 *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>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 Bidders 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 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ol 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>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If a Bidders 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>
<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 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 to use Annex I; • Bidders 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 Bidders 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; • Bidders 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 Bidders 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 ABC.</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>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>Vice-Chair reminded the Bidders 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 Bidders expressed that they will not bid as a Joint Venture, Vice-Chair skipped this portion, but stated that just in case they 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>

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>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.</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 Bidders will opt for a Surety Bond, The 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 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>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"; • Bidders to indicate the Lot no/s. being bid for; • Bidders 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 company's authorized representative. <p>Vice-Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the technical specifications.</p>

Annex V-A1 Technical Specifications (5 pages)	<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:	Submission of a Certification that the Bidder is the Manufacturer of the item being bid for. Vice-Chair's Instructions are as follows: <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.
Annex V-C Certification on Product Development	<ul style="list-style-type: none"> • A form is provided for as Annex V-C; • 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	Submission of a Proof of Authority of the Bidder's Authorized Representative: <ol style="list-style-type: none"> For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; 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>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, 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)	Vice-Chair informed that the OSS is standard in all government biddings. <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.</p>
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ENVELOPE 2 – FINANCIAL ENVELOPE

<p>Annex VII 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"> • There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter"; • Bidders has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Bidders must fill out all line items. If an item is to be given free, Bidders must indicate "0"; • Forms to be signed by the bidder's authorized representative <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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- Vice-Chair opened the floor for questions/clarifications. Details are below:

Bidders Queries	Committee's Reply
Blooming: There is a requirement if you are a manufacturer, what if the importer will supply? What address do we need to indicate?	
Yes.	Vice-Chair: You will not manufacture the item/equipment?
	Then you need not submit this document.
	As I have stated earlier that requirement (Annex V-B) those who will be bidding as Manufacturer will only submit that.
Another question, Since the requirement for 2019 Audited Financial Statement is already indicated in the PhilGEPS platinum membership, do we still need to attach the 2018 Financial Statement?	
	<p>You may submit your PhilGEPS provided that you must ensure that the Date of Filing of your Financial Statement is 2020. Because if the date of filing is 2019, it means you have not submitted your 2019 Financial Statement to PhilGEPS.</p> <p>And remember, if any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
As I understand, you are requiring two years Financial Statement for 2019 and 2018?	
	<p>Yes, since your Financial Statement in PhilGEPS was already updated to 2019 it means that your 2018 Financial Statement is there.</p> <p>If you will not submit the PhilGEPS Platinum Membership, you need to submit Audited Financial Statement for 2018 and 2019.</p>

Okay ma'am, thank you.	
	Anyway, you are not limited to today to ask/raise your questions. You still have time to review the requirements and you can submit your questions through email until 21 August 2020 (Friday). I know August 21 is Holiday but because we discourage you from going to the office, due to Health Protocols we limit the movement of people, so you may email your questions not later than the deadline.
	Again, we already issued an SBB no. 1 and 2 regarding the procedure of how to acquire Bidding Documents, payment procedure, procedure on how to get the Zoom Link its all stated there.
	No more questions to the BAC?
	BAC Member MTA: Ma'am can I ask the Bidders who have bought Bidding Documents?
Not yet, ma'am.	
The Bidding Documents are available on the website?	
	Vice-Chair: Yes.
can we pay for the Bidding Documents on the day of the Submission of Bids?	
	We have a schedule of the Cashier sir as stated in SBB no. 1, so it will be dangerous if you will pay for the Bidding Documents on the day itself. So, we encourage you to pay way ahead the Bid Opening as much as possible. And also, you may pay through Cash Deposit you may send a request letter for Bank Details to the BAC Secretariat.
	MTA: Also, the BAC Secretariat will not accept your Bid if you have not paid the cost of Bidding Documents.
Okay ma'am.	
	Vice-Chair: we hope to see you on Bid Opening, after you drop your Bids in PITC you may go home and join the ZOOM for the Bid Opening. But if you will not pay for the Bidding Documents, you will not be allowed to witness the Bid Opening via ZOOM.
	Thank you, Blooming Ventures, and Neala Enterprise for participating to this pre-bid conference.

OTHER MATTERS:

- Vice-Chair reminded 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.
- 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) RDC Post Qualification Test Results conducted on the same product in accordance with the Test Parameters per Annex V-A2 showing compliance with the required Technical Specifications per Annex V-A1 within two (2) years prior to date of bid opening; **OR**
 - b) Prototype Samples and Swatch Materials and payment of RDC testing fee for post-qualification testing as follows:

Prototype Samples: Five (5) sets Towel Bath and Face, Microfiber OD Swatch Materials: (Minimum Requirement)

- **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

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 **21 August 2020 (Friday)**
- The Bid Opening is scheduled on **02 September 2020, 1:00 PM (Wednesday)**

ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 2:50pm

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. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-250) - VIA ZOOM VIDEO CONFERENCE
 SUPPLY AND DELIVERY OF BRAND NEW 14,871 SETS, TOWEL BATH & FACE, MICRO FIBER, OLIVE DRAB (OD)
 FOR THE PHILIPPINE ARMY (PA)

14 August 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. Ebriga	F	(Chairperson)	1) Manuel O. Elima, III	M	(Team Coordinator)
2) Atty. Maria Gudelia C. Guese	F	(Vice Chairperson & Supvg. BAC 1 Secretariat)	2) Pio B. Bellosillo	M	(Member)
3) Myra Chitella T. Alvarez	F	(Alternate Vice-Chair)	3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) David A. Inocencio	M	(Member)	4) Suzanne M. Marticio	F	(Member)
5) Joel S. Rodriguez	M	(Member)	5) Rachel F. Ignacio	F	(Member)
6) Irene G. Alayon	F	(Alternate Member)	6) Judy Ann L. Esteban	F	(Member)
7) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)	7) Michael M. Arriego	M	(Member)
8) MGen Byron H Calimag AFP	M	(Provisional Member)	8) Franklin D. Iglesias	M	(Member)
9) BGen Glenn E. Cruz	M	(Alt. Provi. Member)	9) Louis Albert H. Quiroga	M	(Member)
End-Users			Secretariat		
1)			1) Ma Veronica A. Morales	F	(Head)
2)			2) Jane C. Arcilla	F	(Member)
3)			3) Ana DG. Asprec	F	(Member)
4)			4) Ma Teresa S. Elima	F	(Member)
5)			5) Mirasol S. Ninobla	F	(Member)
6)			6) Ma. Irissa G. Ordillano	F	(Member)
Account Officer			Observer/s		
1) Pio B. Bellosillo	M	WHF	1)		
2) Rachel F. Ignacio	F	WHF	2)		

Jane C. Arcilla

From: BAC1 Secretariat <bac1secretariat@pttc1973.onmicrosoft.com>
Sent: Friday, 14 August 2020 1:12 pm
To: Christabelle Ebriga; Myra Chitella T. Alvarez; Maria Gudelia C. Guese; Mitzell Arthur Magdaong
Cc: Manuel Elima III; Michael Arresgado; Rose Bautista; Pio Bellosillo; janearcilla@pttc.gov.ph; Lorraine Castilla
Subject: BIDDERS WHO REQUESTED LINK FOR 14 AUGUST 2020 BID SCHEDULES

BIDDERS WHO REQUESTED LINK FOR 14 AUGUST 2020 BID SCHEDULES

AS OF 14 AUG 1pm

MPG-B1-2020-250

BLOOMING VENTURES, INC. - ERIKO R. BAUTISTA AND DELFIN M. PINO JR.

BIHIS CRUZ - JUSTINE CRUZ

UNIMASTERS CONGLOMERATION INC. - LOUIS FREDERIC Q. ALCONCEL AND IVY JOY R. FELIZ

SPH INTERNATIONAL CORP - JESSELYN S. CABUNSURA

NEALA ENT - LEILA T. LIM

MPG-B1-2020-231

MTC OPTO-MEDIC, INC. - ELVIE MATUNDAN

ALJON INTERNATIONAL CORP. - CEFERINO M. SORIANO JR.