



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF BRAND NEW BACKPACK, TACTICAL MOLLE, PHILARPAT,
COMBAT CHEST RIG PHILARPAT AND HYDRATION PACK 3L CAPACITY PHILARPAT FOR
THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2020-252
26 February 2020, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 3:10 P.M.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Maria Gudelia C. Guese, Vice-Chair
Myra Chitella T. Alvarez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate 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 welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. After which, Vice-Chair introduced the BAC Members and the End-User's representative from PA.
- Vice-Chair informed the Bidders that PITC has been tapped by the PA to undertake this project for them.
- Vice-Chair acknowledged the presence of Jan Venice Enterprises the only prospective Bidders present in this Pre-Bid Conference.
- Vice-Chair also informed the Bidders that there are three (3) items involved in this project. A Bidder can bid for one, some, or all the items.
- Invitees are authorized manufacturers, distributors, dealers or suppliers for the Supply and Delivery of Brand New Backpack, Tactical Molle, PHILARPAT, Combat Chest Rig PHILARPAT And Hydration Pack 3l Capacity PHILARPAT.
- Vice-Chair informed that to be able to participate in this bid project, the prospective bidder 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”

- 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.

The Financial Bid Forms should be in separate folder per item (in 3 copies) because each item has a separate financial bid form.

 - **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

<u>Class "A" Eligibility Documents</u> (NOTE: If Bidder is bidding for two (2) items, only one (1) set of Eligibility Documents in Triplicate for all items should be submitted)	<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.	Jan Venice must submit their 2020 Mayor's Permit.
Valid and Current Tax Clearance	<p>Vice-Chair informed Jan Venice 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	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.

	Vice-Chair reminded Jan Venice that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.
Annex III Class "B" Document: (For Joint Venture)	Since Jan Venice will not enter into a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details is found in pages 35-36.
<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
Annex IV Bid Security	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. • Jan Venice to check the box pertaining to the Item being bid for. <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 Jan Venice 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 for the following, there must be separate Bid Security if Bidder is Bidding for 2 Lots/items.</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 Guaranty 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 Jan Venice will opt for a Surety Bond, The Bidders 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>Vice-Chair advised Jan Venice 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>Technical Bid Form Annex V-A for Item 1 Annex V-B for Item 2 Annex V-C for Item 3</p>	<p>As the Technical Bid Form for was flashed on the screen, Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For Jan Venice to use the Bid Form. They shall not retype or alter it; • Jan Venice 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 of the Bidders. <p>Vice-Chair reminded Jan Venice 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>Technical Specifications Annex V-A1 for Item 1 Annex V-B1 for Item 2 Annex V-C1 for Item 3</p>	<ul style="list-style-type: none"> • Jan Venice authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
<p>Test Parameters Annex V-A2 for Item 1 Annex V-B2 for Item 2 Annex V-C2 for Item 3</p>	
<p>Test Criteria Annex V-A3 for Item 1 Annex V-B3 for Item 2 Annex V-C3 for Item 3</p>	
<p>Visual Inspection Checklist Annex V-A4 for Item 1 Annex V-B4 for Item 2 Annex V-C4 for Item 3</p>	
<p>Command Sanction Annex V-A5 for Item 1 Annex V-B5 for Item 2 Annex V-C5 for Item 3</p>	
<p>Annex V-D For Manufacturers:</p>	<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; • Jan Venice to check the box pertaining to the Item being bid for; • Fill all the required information called for; • Signed by the Manufacturer's Authorized Representative
<p>Annex V-E Bidder's Certification on Product Development</p>	<p>Again, Vice-Chair's instructions as follows:</p> <ul style="list-style-type: none"> • To transpose the form in Company's Letterhead; • Jan Venice to check the box pertaining to the Item being bid for; • Fill all the required information called for; • Signed by the Authorized Representative

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Jan Venice Authorized Representative/s:</p> <ul 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 Jan Venice 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>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Jan Venice to check the box pertaining to the Item being bid for.</p> <p>Vice-Chair advised Jan Venice 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 and notarized.</p>
<p>ENVELOPE 2: FINANCIAL BID FORM</p> <p>Annex VII-A for Item No. 1 Annex VII-B for Item No. 2 Annex VII-C for Item No. 3</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 Jan Venice where they will indicate the Total Bid price in words and</p>

	<p>figures which should not exceed the ABC of the Item being bid for.</p> <p>Vice-Chair reminded Jan Venice that the Financial Bid Forms should be in separate folder per item (in 3 copies) because each item has a separate financial bid form.</p>
--	---

- Vice-Chair also reminded that Jan Venice must **sign** or **initial** each 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 Requirements to be provided by the Supplier if declared Single/ Lowest Calculated Bid (SCB/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 EITHER:

- 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
- Prototype Samples, Swatch Materials and payment to RDC (if no RDC Test Result) for postqualification testing as follows:

Prototype Sample:	Four (4) pieces
Swatch Materials	(Minimum Requirements)
Basic Material:	1m (full width)
Lining:	1m (full width)
Mesh Material:	0.5 m x 0.5 m
Straps:	
5.0 cm wide:	1.5 m
2.5 cm wide:	1.5 m
2.0 cm wide:	1.5 m
Binding Tape:	0.5 m
Foam Padding (thickness)	
Padding #1 (11 mm):	10 cm x 10 cm
Padding #2 (3 mm):	10 cm x 10 cm
Elastic Cord:	1.5 m
Quick Release Buckles:	3 pcs each sizes
Thread Sewing:	10m

Vice-Chair's instructions	
	<p>Vice-Chair stated that Jan Venice 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.</p> <p><u>Deadline for Questions/clarifications will be on 13 February 2020.</u></p> <p><u>Note: Maximum size of email with attachment is six (6) mb only.</u></p>
	<p>Just a reminder that there are times that we answer some questions from the Bidder during Pre-Bid</p>

	<p>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.</p> <p>Vice-Chair reminded that if in case Jan Venice decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (24 March 2020, 4:00 PM) because the BAC Secretariat will not accept late bids.</p> <p>Thank you and review your documents well.</p>
--	--

OTHER MATTERS:

- Jan Venice were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Jan Venice have to use the revised forms which will be put in the Bid-Bulletin.

Adjourned at 12:00 P.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-B1-2020-252)
 SUPPLY AND DELIVERY OF BRAND NEW BACKPACK, TACTICAL MOLLE PHILARPAT, COMBAT CHEST RIG, PHILARPAT
 AND HYDRATION PACK, 3L CAPACITY FOR THE PHILIPPINE ARMY (PA)

26 February 2020, 3:00 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	(Chairperson)	<i>O.B.</i>	1) Manuel O. Elima, III	M	(Team Coordinator)	<i>[Signature]</i>
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson & Supvg. BAC 1 Secretariat)	<i>[Signature]</i>	2) Pio B. Bellosillo	M	(Member)	<i>[Signature]</i>
3) Myra Chitella T. Alvarez	F	(Alternate Vice-Chair)	<i>[Signature]</i>	3) Ma. Cristina Rosa V. Bautista	F	(Member)	<i>[Signature]</i>
4) David A. Inocencio	M	(Member)	<i>O.B.</i>	4) Suzanne M. Marticio	F	(Member)	<i>[Signature]</i>
5) Joel S. Rodriguez	M	(Member)	<i>O.B.</i>	5) Rachel F. Ignacio	F	(Member)	<i>[Signature]</i>
6) Irene G. Alayon	F	(Alternate Member)	<i>[Signature]</i>	6) Judy Ann L. Esteban	F	(Member)	<i>[Signature]</i>
7) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)	<i>[Signature]</i>	7) Michael M. Arriesgado	M	(Member)	<i>[Signature]</i>
8) MGen Byron H Calimag AFP	M	(Provisional Member)	<i>[Signature]</i>	8) Franklin D. Iglesias	M	(Member)	<i>[Signature]</i>
9) BGen Glenn E. Cruz	M	(Alt. Provl. Member)	<i>[Signature]</i>	9) Louis Albert H. Quiroga	M	(Member)	<i>[Signature]</i>
				10) Joachim Nathe T. Montallana	M	(Member)	<i>[Signature]</i>
End-Users				Secretariat			
1) MAT LOREN O AROCAL PA	F	ADMIN - RHP	<i>[Signature]</i>	1) Ma Veronica A. Morales	F	(Head)	<i>[Signature]</i>
2)				2) Jane C. Arcilla	F	(Member)	<i>[Signature]</i>
3)				3) Ana DG. Asprec	F	(Member)	<i>[Signature]</i>
4)				4) Ma Teresa S. Elima	F	(Member)	<i>[Signature]</i>
5)				5) Mirasol S. Ninobla	F	(Member)	<i>[Signature]</i>
6)				6) Ma. Irissa G. Ordillano	F	(Member)	<i>[Signature]</i>
Account Officer				Observer/s			
1) Pio B. Bellosillo	M		<i>[Signature]</i>	1)			
2) Rachel F. Ignacio	F			2)			



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS (Who Have Bought Bid Docs) PRE-BID CONFERENCE

Name of Project : SUPPLY AND DELIVERY OF BRAND NEW BACKPACK, TACTICAL MOLLE PHILARPAT, COMBAT CHEST RIG, PHILARPAT AND HYDRATION PACK 3L CAPACITY FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MPG-B1-2020-252

Time / Date & Venue : 26 February 2020, 3:00 P.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

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
101	REA AGAPITO	F	JAN VENICE ENTERPRISES BULHAYNA TRADING, INC. CAYLUE	0922 8008008	Jvenice05@gmail.com	1,2,3	2:00p	<i>[Signature]</i>
102	MAUREEN AGAPITO	F				1,2,3	2:00p	<i>[Signature]</i>

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.