



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
FOR THE SUPPLY AND DELIVERY OF 3,000 ROUNDS BRAND NEW CTG 105MM
SMOKE HC FOR THE PHILIPPINE ARMY (PA)**

Bid Ref. No. MPG-B1-2020-259

12 October 2020, 5th Floor Conference Room

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

In attendance are:

FOR PITC BAC-I via ZOOM
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Vice-Chair
Joel S. Rodriguez, Member
Atty. Roxanne Cruz, Member
Atty. Mitzell Arthur R. Magdaong, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PA (via ZOOM)
Anne Navarro SAMB-G4
Cpt Leonora Linga, PA TWG
Major Casmer Bitco, Chief PMO

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 3,000 Rounds Brand New Ctg. 105mm Smoke HC for the Philippine Army (PA). After which, Chair acknowledged the presence of the BAC members and Philippine Army representative/s through video conference (via ZOOM).
- Chair acknowledged the presence of Expal Systems represented by Firepower Defense Contractor’s Inc. Mr. Jeremy G. Sanchez/Marvin Soria the only prospective bidder attending the pre-bid conference via ZOOM.
- 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.

“Similar contract” shall mean **Ammunition**.

- At the same time, this bid project is open to eligible Manufacturers for the Supply and Delivery of 3,000 Rounds Brand New Ctg. 105mm Smoke HC for the Philippine Army (hereafter referred to as GOODS). However, foreign manufacturers must be represented by a Philippine based company.
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidder 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;
- 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 20.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

- Since Firepower Defense Contractor’s Inc. is representing a Foreign Manufacturer. Chair started to discuss the Eligibility and Technical documents for Foreign Manufacturer.

Class "A" Eligibility Documents For Foreign Manufacturer	Chair's Instructions
Valid and current certificate / license / authority to conduct/operate business	Submission of a valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based.
Valid and Current Tax Clearance	<p>Bidder to submit a valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR.</p> <p>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>
Corporate Financial Statement or Annual Report	Corporate Financial Statement or Annual Report for 2019 or 2018 .
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidders is already a PhilGEPS Platinum Member, bidder can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the 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>Annex I Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid.</p>	<p>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>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 amounting to at least twenty five percent (25%) of the ABC.</p> <p>"Similar contract" shall mean Ammunition.</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) Certificate of Acceptance issued by the end-user; or (b) Official Receipt or Payment
Net Financial Contracting Capacity (NFCC)	<p>For NFCC - A form is provided for as Annex II-A;</p> <p>As the sample form was flashed on the screen, 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><u>FOR COMMITTED LINE OF CREDIT (CLC)</u> - 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>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 Firepower expressed that they will not bid as a Joint Venture, 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 37 to 38 of the Bidding Documents.</p>
<p>Technical Documents</p>	<p>Chair 's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration - A form is provided for as Annex IV;</p> <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, Chair advised Bidder to photocopy the form or scan it, and then have the authorized representative sign the form and have it notarized.</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>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>Annex V-A Duly signed and completed 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"> • 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 put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • All seven (7) pages must be signed by the company's authorized representative. <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>
<p>Annex V-A1 Technical Specifications</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes.
<p>Annex V-A2 Test and Acceptance Procedure</p>	
<p>Annex V-A3 Sampling Plan</p>	
<p>Annex V-A4 Packing Markings</p>	
<p>Brochure or Technical Data Sheet or equivalent</p>	<p>Brochure or Technical Data Sheet or equivalent showing compliance to the required Technical specifications.</p> <p>Internet downloads may be included to supplement the information contained in the original brochures</p>
<p>Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plans and Packaging Markings</p>	<p>Submission of a Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plans and Packaging Markings to be signed by their Production Engineer or designated Technical Personnel as per Annex V-B.</p> <ul style="list-style-type: none"> • A form is provided for as Annex V-B; • Provide all the required information; • Signed by the Production Engineer or designated Technical Personnel.
<p>Required Ammunition License/s</p>	<p>a) Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City; OR</p> <p>b) Philippine Representative Company's Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City.</p> <p>Note: Required ammunition license(s) presented during opening of bids shall be used for the importation of the item being bid.</p>
<p>Valid and Current Written Appointment of the Philippine based company (as local representative of foreign manufacturer)</p>	<p>Submission of a valid and current Written Appointment of the Philippine based company (as local representative of foreign manufacturer) issued by the foreign bidder.</p> <p>The written appointment must include detailed scope of responsibility of the local representative</p>
<p>Duly Notarized authorization of the Philippine Based Company's representative</p>	<p>Expal Systems to submit a Duly Notarized authorization of the Philippine Based Company's representative (e.g. Secretary's Certificate for Corporation, Special Power of Attorney for Sole Proprietor) with specimen signature of the authorized representative to transact with PITC including address, telephone number, fax number and email address</p>

<p>Notarized Affidavit of Undertaking to submit the SEC Certificate of Registration and/or authorization or license issued by the appropriate government agency per GPPB Resolution No. 25-2019, dated 30 October 2019 within ten (10) calendar days from receipt of the Notice of Award</p>	<p>Submission of a Notarized Affidavit of Undertaking to submit the SEC Certificate of Registration and/or authorization or license issued by the appropriate government agency per GPPB Resolution No. 25-2019, dated 30 October 2019 within ten (10) calendar days from receipt of the Notice of Award as per Annex V-C.</p> <ul style="list-style-type: none"> • A form is provided for as Annex V-C; • Transpose the form in Bidder's Company Letterhead; • Provide all the required information; <p>Signed by the Bidder's Authorized Representative and Notarization is required.</p>
<p>Valid and current ISO Registration Certificate (or equivalent)</p>	<p>Submission of a valid and current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item.</p> <p>The certificate shall cover the design, manufacture and/or production, as applicable</p>
<p>Proof of Authority of the Designated Representative</p>	<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, 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>
<p>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidder 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. On the Authority of the Designated Representative, the portion: Name, Title and Specimen Signature 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. Notarization is required for this OSS.</p>

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VII Financial Bid Form

Envelope 2 will contain the Financial Bid of the Bidder. 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 unit price and total bid price 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

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

- Chair inquired for questions/clarifications. Firepower replied: We are still waiting for the confirmation of the Foreign Supplier, if we have concerns, we will send a written query to the PITC.
- Chair emphasized that Firepower may send all their question in writing and not wait for the deadline to ask/raise concern. PITC will respond through a Bid Bulletin which will be posted in PhilGEPS and PITC website.

OTHER MATTERS:

- 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.
- **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

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

BID SCHEDULE:

- Bidder can send queries/concerns via email until **30 October 2020 (Friday)**
- The Bid Opening is scheduled on **11 November 2020, 3:00 PM (Wednesday)**

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 2:05pm

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
LMC

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



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REQUEST FOR ZOOM LNK PASSWORD

NAME OF PROJECT	SUPPLY AND DELIVERY OF 3,000 ROUNDS BRAND NEW CTC 105MM SMOKE HC FOR THE PHILIPPINE ARMY (PA)
BID REF. NO.	MPG-BI-2020-259
ACTIVITY	Pre-bid conference
COMPANY NAME	EXPAL SYSTEMS represented by FDCI
ADDRESS	SPAIN
NAME OF REPRESENTATIVE/S	1. JEREMY G. SANCHEZ 2. MARVIN SORIA
CONTACT NOS.	09175453766 09176233066 09776528306
EMAIL ADDRESS	jeremysanchez@fdci.ph marvin@fdci.ph jeruelsanchez@fdci.ph
SCANNED COPY OF PHOTO OF PROOF OF IDENTITY	Attached in email

Thank you;

