



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

**MINUTES OF THE PRE-BID CONFERENCE THROUGH VIDEO CONFERENCE FOR THE
SUPPLY AND DELIVERY OF BRAND NEW 46,026 PAIRS ARMY COMBAT BOOTS,
SUEDE, FIELD USE AND 24,400 PAIRS ARMY COMBAT BOOTS, SUEDE
URBAN USE FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-BI-2020-344
19 August 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
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra T. Alvarez, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
Atty. Mark Brian Dela Cruz (Observer)
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PA (via ZOOM)
Anne Navarro SAMB G4
LTC Lowed D Audal, G4 Representative
Mr. Edgar Baroso

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Brand New 46,026 Pairs Army Combat Boots, Suede, Filed Use, and 24,400 Pairs Army Combat Boots, Suede Urban use 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 the prospective bidder attending the pre-bid conference via ZOOM. Namely:
 - 1) Filboot Manufacturing Corporation - Ranzel A. Ungco
 - 2) Nand International Trading - Ms Jenelyn D Cahusay
 - 3) Zhujar Manufacturing Inc. - Ana Maria P. Donoga
 - 4) Gibson's Shoe Factory Inc. – BGen Fernando Niduaza (Ret) And Arlene Andres
 - 5) Zhoebless Corp. – Ernesto Galamgan
- Chair stated that there are two (2) Items involved in this project. Bidders may bid for one or both items.
- 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 **footwear**.
- At the same time, Due to the inherent nature of R.A. 9290, prospective bidders shall only be limited to domestically accredited producers and manufacturers of footwear and leathersgoods with valid Certificate of Accreditation issued by the Board of Investments (BOI) pursuant to RA 9290, or "Footwear, Leather goods and Tannery Industries Development Act".
- 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 that should be in Separate Folder per Lot (in 3 copies) because each Lot 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 *Clause 20.3 and 20.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	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>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 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ol style="list-style-type: none"> Independent Auditor's Report; Balance Sheet; and 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 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>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>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 check the box pertaining to the item being bid for; • 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, 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 Footwear.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders to check the box pertaining to the item being bid for • 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</p> <ul style="list-style-type: none"> • A form is provided for as Annex II-A; • Bidders to check the box pertaining to the item being bid for; <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>Chair emphasized that if Bidder is bidding for two items, the NFCC must be at least equal to the total ABC of the item being bid for.</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 Bidders 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 36 to 37 of the Bidding Documents.</p>

Technical Documents	Chair's Instructions
<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</p> <ul style="list-style-type: none"> - A form is provided for as Annex IV; - Bidders 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, 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 the following, there must be separate Bid Security if Bidder is Bidding for two (2) Items:</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>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>Duly signed and completed Technical Bid Form For Item 1 – Annex V-A For Item 2 – Annex V-B</p>	<p>As the Technical Bid Form for item no. 1 was flashed on the screen Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • Each item has its own Technical Bid Form; • 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 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>The same instruction will apply for Item no. 2 (Annex V-B).</p> <p>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>

<p>Technical Specifications For Item 1 – Annex V-A1 For Item 2 – Annex V-B1</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>Test Parameter For Item 1 – Annex V-A2 For Item 2 – Annex V-B2</p>	
<p>Test Criteria For Item 1 – Annex V-A3 For Item 2 – Annex V-B3</p>	
<p>Visual Inspection Checklist For Item 1 – Annex V-A4 For Item 2 – Annex V-B4</p>	
<p>Command Sanction For Item 1 – Annex V-A5 For Item 2 – Annex V-B5</p>	
<p>Certification that the Bidder is the Manufacturer of the item being bid for</p>	<p>Submission of Certification that the Bidder is the Manufacturer of the item being bid for. Chair's Instruction are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex V-C; • Transpose the form in Bidder's Company Letterhead; • Bidders to check the box pertaining to the item being bid for; • Fill all the required information; • Bidders to check the appropriate box if the machines/equipment are company owned or leased machine with the number of Machines/Equipment (In operational condition) and where it is Located (Full address); and • Signed by the Bidder's Authorized Representative.
<p>Valid and Current Certificate of Accreditation issued by the Board of Investment pursuant to R.A. 9290 or the Footwear, Leathergoods and Tannery Industries Development Act.</p>	<p>Submission of valid and current Certificate of Accreditation issued by the Board of Investment pursuant to R.A. 9290 or the Footwear, Leathergoods and Tannery Industries Development Act.</p>
<p>Bidder's Certification on Product Development</p>	<p>Submission of Bidder's Certification on Product Development. Chair's Instruction are as follow:</p> <ul style="list-style-type: none"> • Again, a form is provided for as Annex V-D; • Bidders to check the box pertaining to the item being bid for; • Fill all the required information; and • Signed by the Authorized Representative.
<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 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>Bidders to check the box pertaining to the item being bid for.</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. Notarization is required for this OSS.</p>
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ENVELOPE 2 – FINANCIAL ENVELOPE

<p>Financial Bid Form For item no. 1 – Annex VII-A For Item no. 2 – Annex VII-B</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"> ◦ 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>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Vice-Chair emphasized that the Financial Bid Form for each Item should be placed in separate sealed envelope, because if any of the requirement were declared "Failed" the Committee cannot proceed with the opening of Financial Bid.</p>
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- Chair opened the floor for questions/clarifications. Details are below:

Bidders Queries	Committee's Reply
<p>Filboot: First I would like to ask the Delivery Schedules</p>	
<p>For both lots, because due to the pandemic, our Manufacturing Area in Pateros the Mayor Limit it up at most 50 persons. Actually, we have three (3) workers that positive from COVID, so we cannot fully operate at 100% capacity due to this pandemic.</p>	

I will be writing for at least 45 calendar days additional and for the Turban maybe at least 30 calendar days additional. Again, I will put everything in writing.	
	Chair: Please put that in writing and our response will be in the form of Bid Bulletin which will be posted in PhilGEPS and PITC website.
Also, regarding the Post-qualification we locked down March 16, and we have not submitted because no operation at that time and for us to complete one quarter premium it should include April, May and June. We submitted for the month of June and July, the problem is we do not have for the month of August and September. So automatically we do not have the latest premium.	
And for the clearance that was issued to us was last December 2019, so compliance to this we will have a hard time to comply.	
	Okay, well I guess you have to include that in your letter.
That's all.	
	Thank you.
Gibsons: we would like to request the schedule of Submission and Opening of Bids to be extended for another two weeks? we will also raise our request in writing.	
	Yes sir, we will wait for your letter so we can confirm to our End-users as well.
Also, the Delivery Period can we request for an extension of minimum of 45 calendar days for item no. 1?	
	Duly noted sir, but as I said, we will appreciate if you put all your request in writing and send it to PITC BAC.
Filboot: I saw in the Submission of Bids it will be through Zoom again, can we know the procedure?	
	Right now, we accept Manual Submission, but we cannot admit you physically in PITC, but we can admit you through ZOOM. Bidders who bought the Bidding Documents may join the Opening of Bids via video conference (Zoom) and advised to send their request for Zoom Link Password.
If the submission is on September, can we submit earlier than the Bid Opening date?	
	Yes, the last day is always the deadline for the submission. you can always submit earlier physically.
	Vice-Chair: you just have to observe the time of the BAC Secretariat Monday to Friday from 9:00am to 2:00pm, you have to adjust because the transportation of our employees they cannot stay until 5:00pm in the office.
	Chair: Please take note of that.
Yes ma'am.	

	Any other concerns?
	The Bidding Documents are downloadable from the website so you can review the requirements and if you have questions or if there are things that you need to clarify please raise it in writing through email.
	And if in case we grant any of your request and the Committee will revise the forms, you have to use the revised forms that we issue in a Bid Bulletin, do not just correct the form on your own you need to use the forms that we will issue in the Bid Bulletin.
	If there are no other concerns, thank you for your participation.
	Goodluck to the preparation of your Bidding Documents.

OTHER MATTERS:

- 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.
- Chair emphasized that there is an Additional Requirement for whoever will be declared Single/Lowest Calculated Bid a submission of the following within five (5) calendar days from the Notice of S/LCB:

For Item no. 1:

- 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, Swatch Materials and payment of Testing Fee for post-qualification testing, as follows: Item No. 1: 46,026 pairs Army Combat Boots, Suede, Field Use

Prototype Sample: Five (5) pairs any size but must be of the same size

For Item no. 2:

- a) RDC Post Qualification Test results conducted on the same product in accordance with the Test Parameters per Annex V-B2 showing compliance with the required Technical Specifications per Annex V-B1 within two (2) years prior to date of bid opening; OR
- b) Prototype Samples, Swatch Materials and payment of RDC Testing Fee (if no RDC Test Result) for post-qualification testing, as follows: Item No. 2: 24,400 pairs Army Combat Boots, Suede, Urban Use

Prototype Sample: Five (5) pairs any size but must be of the same size

- **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 **28 August 2020 (Friday)**
- The Bid Opening is scheduled on **08 September 2020, 10:00 AM (Monday)**

ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 2:10pm

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-B1-2020-344)

SUPPLY AND DELIVERY OF BRAND NEW 46,026 PAIRS ARMY COMBAT BOOTS, SUEDE, FIELD USE AND 24,400 PAIRS ARMY COMBAT BOOTS, SUEDE URBAN USE FOR THE PHILIPPINE ARMY (PA)

19 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. Ebriega	F	(Chairperson)	Manuel O. Ellma, III	M	(Team Coordinator)
2) Atty. Maria Gudelia C. Guese	F	(Vice Chairperson & Supvg. BAC 1 Secretariat)	Pio B. Bellosillo	M	(Member)
3) Myra Chitella T. Alvarez	F	(Alternate Vice-Chair)	Ma. Cristina Rosa V. Bautista	F	(Member)
4) David A. Inocencio	M	(Member)	Suzanne M. Marticio	F	(Member)
5) Joel S. Rodriguez	M	(Member)	Rachel F. Ignacio	F	(Member)
6) Irene G. Alayon	F	(Alternate Member)	Judy Ann L. Esteban	F	(Member)
7) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)	Michael M. Arriego	M	(Member)
8) MGen Byron H Calimag AFP	M	(Provisional Member)	Franklin D. Iglesias	M	(Member)
9) BGen Glenn E. Cruz	M	(Alt. Provi. Member)	Louis Albert H. Quiroga	M	(Member)
End-Users			Secretariat		
1) LTC LONDON D. ANON	F	As Team Chairperson VIA ZOOM	Ma Veronica A. Morales	F	(Head)
2) MS. Anne Navarro	F	As BAC Representative VIA ZOOM	Jane C. Arcilla	F	(Member)
3) Mr. Edgar Bards	M	VIA ZOOM	Ana DG. Aspre	F	(Member)
4)			Ma Teresa S. Ellma	F	(Member)
5)			Mirasol S. Ninobla	F	(Member)
6)			Ma. Irissa G. Ordillano	F	(Member)
Account Officer			Observer/s		
1) Pio B. Bellosillo	M		Atty. Mark Brian A. DeLa Cruz	VP-ITSG	WFH
2) Rachel F. Ignacio	F				



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET

PROSPECTIVE BIDDERS

PRE-BID CONFERENCE -VIA ZOOM VIDEO CONFERENCE

Name of Project : Supply & Delivery of Brand New 46,026 Pairs Army Combat Boots, Suede, Filed Use & 24,400 Pairs Army Combat Boots, Suede Urban Use for the Philippine Army (PA)
Bid Reference No. : MPG-B1-2020-344
Time / Date & Venue : 19 August 2020, 1:00 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 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
1	RANZEL A. UNGCO		FILBOOT MANUFACTURING CORPORATION					
2	JENELYN D. CAHUSAY		NAND INTERNATIONAL TRADING					
3	ANA MARIA P. DONOGA		ZHUJAR MANUFACTURING, INC.					
4	ERNESTO GALAMGAN		ZHOEBLESS CORP.					
5	ANTONIO ANDRES		GIBSON'S SHOE FACTORY, INC.					

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.