



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
FOR THE SUPPLY AND DELIVERY OF TWENTY-THREE (23) PACKAGES
VARIOUS CARPENTRY TOOLS FOR THE PHILIPPINE ARMY (PA)
Bid Ref. No. MPG-B1-2020-404 3rd Rebid
(Previous Bid Ref. Nos. MPG-B1-2018-164, MPG-B1-2019-213 Rebid
and MPG-B1-2019-323 2nd Rebid)
16 September 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:20pm

In attendance are:

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

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Twenty Three (23) Packages Various Carpentry Tools 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) Magnapower Corporation
 - 2) ACMI Office Systems Philippines Inc.
- Chair turned over the floor to Alternate Vice-Chair, who will discuss the project requirements.
- Alt. 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 fifty percent (50%) of the ABC.

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

- At the same time, this bid project is open to eligible Suppliers, Resellers, Distributors or Dealers for the Supply and Delivery of Twenty Three (23) Packages Various Carpentry Tools for the Philippine Army (PA) who must be Filipino citizens / sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Alt. 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;
- Alt. 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 20.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Alt. 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>Alt. 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>Alt. 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> <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 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>Alt. 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 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>Alt. 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>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 fifty percent (50%) of the total ABC of the lot being bid.</p> <p>"Similar" contract shall mean hardware.</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><u>For NFCC</u> - A form is provided for as Annex II-A;</p> <p>As the sample form was flashed on the screen, Alt. 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 total ABC of the Lot 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. The amount of the committed Line of Credit.</p> <p>Alt. Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>The amount of the committed Line of Credit MUST BE MACHINE VALIDATED.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Since Bidder will not join into Joint Venture, Alt. Vice-Chair skipped this portion, just in case details are found in Bid Data Sheet ITB Clause 12.1 pages 35 to 36 of the Bidding Documents.</p>
<p>Technical Documents</p>	<p>Alt. Vice-Chair's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Alt. 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, Alt. 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>Alt. 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>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 Alt. 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 on the column "Bidder's Statement of Compliance"; • All seven (7) pages must be signed by the company's authorized representative. <p>Alt. 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>
<p>Annex V-A1 Technical Specifications</p>	
<p>Annex V-A2 Reference Drawings and Detailed Specifications (7 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</p> <p>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> <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, Alt. 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>
<p>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Alt. Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Alt. 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, Alt. 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>
<p>ENVELOPE 2 – FINANCIAL ENVELOPE</p>	
<p>Annex VII Financial Bid Form</p> <p>Annex VII-A Detailed Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders. Alt. 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>Alt. Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

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

Bidders Queries	Committee's Reply
ACMI: Regarding to the Technical Specifications (Annex V-A2), there is no specifications for the Hand Saw, Claw Hammer and Claw bar? sizes, length and for the handle, is it wood or fiber glass?	
	Chair: that is duly noted ma'am.
Also for the next page, there is also no specifications indicated.	
	All items on page 81?
Yes ma'am.	
	Ma'am can I request you to put your concern in writing?
Okay ma'am.	
	It is good that you already pointed that out, so we'll be able to anticipate. But it is better to put it in writing so we can issue the corresponding Bid Bulletin.
And also for page 83, the Plumb Line (pitik hulog), the "Pitik hulog" is only the left side of the item picture shown which is the metal, then what is the picture on right side?	
	PA TWG: Please raise it in writing.
	Chair: Yes sir, but I encourage PA TWG to already start looking at this and please take note of the questions already.
	PA TWG: Yes ma'am.
And on page 85, the router ½ inch, because the picture indicated in the specifications those are three different types, which one is you need?	
	PA TWG: the ½ inch is referring to the minimum size of the router.
Yes sir, but those three (3) have different style.	
And also, those three have different prices	
	PA TWG: you should follow the specification of the router.
Okay sir, so we will follow the specification?	
	Yes.
Next is you are requiring Hammer drill 13mm, but in the drawing provided it is a rotary hammer, we should also follow the specifications not the drawings?	
	Chair: ACMI, can I also request you to raise your question in writing so that the Philippine Army can respond to it.
Yes ma'am, that's all.	
	Chair: Magnapower, do you have questions?
Magnapower: none, for now ma'am.	
	Okay, and ACMI may we request you to submit your questions in writing right away? Please don't wait for the last day to ask/raise questions because as you know, we also need to submit them to the end-users for their reply.
	And it is also better to raise your questions thru email.
ACMI: yes ma'am.	
	Okay, if there are no other concerns. Thank you and good luck.

OTHER MATTERS:

- Chair informed the Bidders that the Committee will issue a revised Detailed Financial Bid Form (**Annex VII-A**) for a minor correction in the form (only 23 packages).
- 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.

• **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 September 2020 (Monday)**
- The Bid Opening is scheduled on **08 October 2020, 11:00 AM (Thursday)**

ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 4:10pm

MINUTES TAKEN BY:


MA. VERONICA A. MORALES

Head, BAC-I Secretariat
LMC

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I


BAC1 Secretariat

From: ACMIPhil <online@acmiphil.com>
Sent: Thursday, 8 October 2020 9:52 am
To: BAC1 Secretariat
Subject: RE: Zoom Link - PITC BAC-PA BIDDING Zoom Meeting - MPG-B1-2020-404

Dear Madam

Good Day!

We would to request for Zoom Link Password for the above project for us to Join BIDDINGH Conference.

Name of Project	SUPPLY AND DELIVERY OF TWENTY-THREE (23) PACKAGES VARIOUS CARPENTRY TOOLS FOR THE PHILIPPINE ARMY (PA)
Bid Reference No.	Bid Ref. No. MPG-B1-2020-404 3rd Rebid Previous Bid Ref. Nos. MPG-B1-2018-164, MPG-B1-2019-213 Rebid & MPG-B1-2019-323 2nd Rebid)
Activity	BIDDING
Company Name	ACMI OFFICE SYSTEMS PHILIPPINES INC
Address	AYSN BLDG., 268A N.Domingo St., San Juan City
Name of the Representative	Rosemarie Dela Cruz
Contact Nos	0933-879-3088 0917-627-4493
Email Address	online@acmiphil.com rose.delacruz@acmiphil.com
Scanned or Photo of Proof of Identity pls. attach	

BAC1 Secretariat

From: Sandrah Silvano <sandra@bradfordgenerator.com>
Sent: Monday, 14 September 2020 4:26 pm
To: BAC1 Secretariat
Cc: 'Sandrah Justino'; 'Sandrah Silvano'
Subject: SUPPLY AND DELIVERY OF TWENTY-THREE (23) PACKAGES VARIOUS CARPENTRY TOOLS FOR THE PHILIPPINE ARMY (PA) Bid Ref. No. MPG-B1-2020-404 3rd Rebid
Attachments: BRYAN MAGLONZO DRIVERS LICENSE - GOVT ID.jpg; SANDRAH SILVANO PASSPORT - GOVT ID.jpg

Importance: High
Sensitivity: Confidential

Good day PITC,

See snapshot

Name of Project	SUPPLY AND DELIVERY OF TWENTY-THREE (23) PACKAGES VARIOUS CARPENTRY TOOLS FOR THE PHILIPPINE ARMY (PA)
Bid Reference No.	MPG-B1-2020-404 3rd Rebid
Activity	16 September 2020, 3:00PM Pre-Bid
Company Name	Magnapower Corporation
Address	2461 Sunrise Street Tambo, Parañaque City
Name of Representative	Bryan Maglonzo & Sandrah Silvano
Contact Nos.	0917 527484 0905 302 0049
Email Address	bryanmaglonzo@yahoo.com sandrah@bradfordgenerator.com
Scanned or Photo of Proof of Identity	See Attached file
pls. attach	

Pls. advise.

Best regards,

Sandrah Silvano
Power Gen Sales & Rental Services
Manila Sales Office: 2461 Sunrise Street Tambo, Parañaque City 1701
Business Sched: Mon-Sat 7.00AM-4.00PM
T: 02 653 7320
F: 02 403 5173
M: 0905 302 0049 | 0919 910 4692
E: sandrah@justinocorporation.com | sandra@bradfordgenerator.com | sandrah.justinoo@yahoo.com
W: www.bradfordgenerator.com



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ATTENDANCE SHEET

**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-404) 3rd Rebid - VIA ZOOM VIDEO CONFERENCE
Supply & Delivery of Twenty-Three (23) Packages Various Carpentry Tools for the Philippine Army (PA)**

16 September 2020, 3:00 PM, 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)	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 Glenn E Cruz PA	M	(Provisional Member)	8) Franklin D. Iglesias	M	(Member)
			9) Louis Albert H. Quiroga	M	(Member)
End-Users			Secretariat		
1) CPT DANILLO SANTILHAN	M	PA	1) Ma Veronica A. Morales	F	(Head)
2) ANN NAVARRO	F	PA	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	(Account Head)	1) Atty. Mark Brian A. Dela Cruz	M	VP-ITSG
2) Franklin D. Iglesias	M	(Account Officer)	2)		



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE -VIA ZOOM VIDEO CONFERENCE

Name of Project : Supply & Delivery of Twenty-Three (23) Packages Various Carpentry Tools for the Philippine Army (PA)
Bid Reference No. : MPG-B1-2020-404 3rd Rebid
Time / Date & Venue : 16 September 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 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	SANDRAH SILVANO	F	MAGNAPOWER CORPORATION					
2	ROSEMARIE DELA CRUZ	F	ACMI OFFICE SYSTEMS PHILIPPINES 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.