



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

**MINUTES OF THE PRE-BID CONFERENCE  
OVERHAULING OF THREE (3) UNITS DAMPER ASSEMBLY WITH PART NUMBER PN: 109-  
0112-38-103 OF THE MAIN ROTOR OF AW109E HELICOPTER (NH430)  
FOR THE PHILIPPINE NAVY (PN)  
BID REF. NO. MPG-B1-2019-120 Rebid  
01 March 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 2:00 P.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PN
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriega, Member (On leave)	
Myra T. Alvarez, Member (On Official Business)	
David A. Inocencio, Member	
Joel S. Rodriguez, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the PN's End-User's Representatives.
- Chair acknowledged the presence of Goldwings Aviation, the only prospective Bidder.
- Chair informed Bidder that PITC has been tapped by the PN to undertake this project for them.
- Chair informed that to be able to participate in this bid project, prospective Bidder must have completed a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.  
  
"Similar" contract shall mean "Repair and Maintenance of AW109E Aircraft or Supply and Delivery of Dampers for AW109E Aircraft".
- Chair turned over the floor to the Vice-Chair who will explain the requirements.
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the 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 the Bidding Documents.

**ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS**

<b><u>Class "A" Eligibility Documents for Local Manufacturers</u></b>	<b><u>Vice-Chair's Instructions</u></b>
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration valid and current.; and</p> <p><b>For Cooperatives</b> 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>Goldwings to submit a Valid and Current Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Vice-Chair informed Goldwings 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 Goldwings 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 2017 and 2016	<p>Submission will be the 2017-2016 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.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>In lieu of the above eligibility documents, Goldwings can submit their valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Vice-Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p>



<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
<p><b>Annex IV Bid Security</b></p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;"><b>Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> <p>Goldwings 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 Goldwings 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:</p> <ul style="list-style-type: none"> <li>• <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>• <b>A Bank Draft / Bank Guarantee 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.</b></li> <li>• <b>Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ul> <p>In case Goldwings will opt for a Surety Bond, Goldwings 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 Goldwings 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) (c.2) (i) to (xiv) of the Bid Data Sheet.</p>
<p><b>Technical Bid Form Annex V-A (4 pages)</b></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"> <li>• Goldwings to use the Bid Form. They shall not retype or alter it;</li> <li>• Goldwings to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the authorized representative/s of Goldwings.</li> </ul> <p>Vice-Chair reminded Goldwings 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>

Technical Specifications Annex V-A1 (1 page)	<ul style="list-style-type: none"> <li>Authorized representative/s of Goldwings to sign the "Conforme" box provided on all pages of these Annexes.</li> </ul>
Test and Acceptance Procedures Annex V-A2 (3 pages)	
Valid and Written Appointment or Authorization of the Original Equipment Manufacturer (OEM)	<ul style="list-style-type: none"> <li>Goldwings to submit a Valid and Written Appointment or Authorization of the Original Equipment Manufacturer (OEM) issued in favor of the Bidder to repair and maintain and overhaul the Damper Assembly of the Main Rotor.</li> </ul>
Valid and Current Authorized Maintenance Organization Certificate (AMOC)	<ul style="list-style-type: none"> <li>Submission is a Valid and Current Authorized Maintenance Organization Certificate (AMOC) issued by Civil Aviation Authority of the Philippines (CAAP) in the name of the Bidder.</li> </ul>
Valid and Current Aircraft Material Distributor Certificate	<ul style="list-style-type: none"> <li>Goldwings to submit a Valid and Current Aircraft Material Distributor Certificate issued by Civil Aviation Authority of the Philippines (CAAP) in the name of the Bidder.</li> </ul>
Certificate of Inspection of the Three (3) Units Damper Assembly	<ul style="list-style-type: none"> <li>Submission is a Certificate of Inspection of the Three (3) Units Damper Assembly issued by the Naval Air Group Maintenance and Repair Officer.</li> </ul>
Annex V-B Certificate of Performance Evaluation	<p>The Committee wants to make sure that Goldwings has a good record with their client. As such, Goldwings has to go back to the client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Goldwings to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of the Bidders Single Largest Completed Contract Client.</p>
Notarized Certification from the proponent that will ensure to deliver genuine and original spare parts/repair parts	<ul style="list-style-type: none"> <li>Submission is a Notarized Certification from the proponent that will ensure to deliver genuine and original spare parts/repair parts.</li> </ul> <p>The Committee will issue a Supplemental Bid Bulletin to rephrase the wordings of this requirement.</p>
Valid and Current ISO Registration Certificate (or equivalent)	<ul style="list-style-type: none"> <li>Goldwings to submit a Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The Certificate shall cover the design, manufacture and production, as applicable.</li> </ul> <p>The Committee will also issue a Supplemental Bid Bulletin to delete this requirement.</p>

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Goldwings Authorized Representative:</p> <ul style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>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.</li> </ul> <p>Once again, Vice-Chair advised Goldwings 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><b>Annex VI</b> Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Goldwings 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><b>ENVELOPE 2:</b> <b>FINANCIAL BID FORM (Annex VII)</b></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 Goldwings where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the item being bid for.</p> <p>Vice-Chair again reminded Goldwings that for any erasure, there must be a counter signature or initialed by the authorized representative/s.</p>

- Vice-Chair reminded that Goldwings 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. Details is found in page 39 of the BDS (ITB Clause 19.5).
- Chair advised Goldwings to resubmit the following documents:
  - Certificate of Performance Evaluation; and
  - Certificate of Inspection of Three (3) Units Damper Assembly issued by the Naval Group Maintenance and Repair Officer.
- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Goldwing's Query/Clarification/s	Committee's Reply
Do I still need to buy Bidding Documents again?	
	No need.
	<p>If you still have any further clarification/s with our requirements please write us on or before 15 March 2019. Address it to the BAC Chair. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>.</p> <p>Note: Maximum size of email with attachment is six (6) mb only.</p>
Okay, Ma'am. Thank you.	
	Thank you very much.

- The Bid Opening is scheduled on 26 March 2019.

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:

  
**MA. VERONICA A. MORALES**  
 Head, BAC-I Secretariat  
 KDC

APPROVED BY:

  
**ATTY. MA. VICTORIA C. MAGCASE**  
 Chairperson, BAC-I 



# ATTENDANCE SHEET

## PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-120) - REBID OF AW109E HELICOPTER (NH430) FOR THE PHILIPPINE NAVY (PN)

01 March 2019, 2:00 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
1) Atty. Ma. Victoria C. Magcase	F (Chairperson)	
2) Atty. Maria Gudelia C. Guese	F (Vice Chairperson)	
3) Christabelle P. Ebriga	F (Member)	
4) Myra Chitella T. Alvarez	F (Member)	
5) David A. Inocencio	M (Member)	
6) Joel S. Rodriguez	M (Alternate Member)	
7) Cdr Perceval O Buted	M (Provisional Member)	

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M (Team Coordinator)	
2) Pio B. Bellosillo	M (Member)	
3) Ma. Cristina Rosa V. Bautista	F (Member)	
4) Suzanne M. Marticio	F (Member)	
5) Rachel F. Ignacio	F (Member)	
6) Judy Ann L. Esteban	F (Member)	
7) Michael M. Arriessgado	M (Member)	
8) Franklin D. Iglesias	M (Member)	

End-Users	Gender	Signature
1) LCDR JIMMY M. CARPERON PN	Yes	
2) LT NEIL P. ACILVA PN		
3) FT CRISTO A. AQUILLO JR PN		
4) _____		
5) _____		
6) _____		

Secretariat	Gender	Signature
1) Ma Veronica A. Morales KDC	F (Head)	
2) Jane C. Arcilla	F (Member)	
3) Ana DG. Asprec	F (Member)	
4) Ma Teresa S. Elima	F (Member)	
5) Mirasol S. Ninobla	F (Member)	
6) Ma. Irissa G. Ordillano	F (Member)	

Account Officers	Gender	Signature
1) Pio B. Bellosillo	M	
2) _____		

Observers	Gender	Signature
1) _____		
2) _____		



