



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW SPARE PARTS AND FAST
MOVING SUPPLIES FOR THE 56-METER AND 35-METER SEARCH AND RESCUE
VESSELS FOR THE PHILIPPINE COAST GUARD (PCG)
BID REF. NO. GPG-B1-2019-073 Rebid
04 June 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:00 PM.

In attendance are:

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

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for Supply and Delivery of Various Brand New Spare Parts and Fast Moving Supplies for the 56-Meter and 35-Meter Search and Rescue Vessels for the PCG. Afterwhich, Chair introduced the BAC Members and the End-Users from PCG.
- Chair informed the Bidders that PITC has been tapped by the PCG to undertake this project for them.
- Chair also informed the Bidders that there are two (2) lots involved in this project. A Bidder can bid for one, some, or all of the lots.
- Chair acknowledged the presence of Golden Arrow Trading the only prospective bidder present in this Pre-Bid Conference. Golden Arrow Trading is bidding for Lot No. 1.
- Invitees are authorized Philippine Suppliers, Distributors, Dealers or Resellers for the Supply and Delivery of Various Brand New Spare Parts and Fast Moving Supplies for the 56-Meter and 35-Meter Search and Rescue Vessels for the Philippine Coast Guard (PCG).
- Chair informed that to be able to participate in this bid project, a prospective Bidder must have completed a Single Largest Completed Contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the lot being bid.

“Similar nature” shall mean “Supply and Delivery of Spare Parts/Supplies for Marine Vessels.

- 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.
 - **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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>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.	<p>Golden Arrow must submit their 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>Chair informed Golden Arrow Trading 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 Golden Arrow Trading to only transact with legitimate employees of BIR.</p> <p>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>

<p>Audited Financial Statements for 2018 and 2017</p>	<p>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.</p>
<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If Golden Arrow already a PhilGEPS Platinum Member they 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 I-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</p>	<p>Chair's instructions to Golden Arrow Trading with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Golden Arrow have to use Annex I; • Golden Arrow to check the box pertaining to the Lot being bid for; • Golden Arrow to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
<p>Annex I-A Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC of the lot being bid for.</p>	<ul style="list-style-type: none"> • A form is again provided; • Golden Arrow to check the box pertaining to the Lot being bid for; • Golden Arrow to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Annex II Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC</p> <p>A form is provided for as Annex II; Golden Arrow to check the box pertaining to the Lot being bid for.</p> <p>As the sample form was flashed on the screen, Chair's instructions is for Golden Arrow to supply the necessary details as required. A formula is already provided for the Bidder to come up with the NFCC.</p>

<p>Annex II-A Committed Line of Credit (CLC)</p>	<p>The NFCC must be at least be equal to the ABC of the project.</p> <p><u>For CLC</u></p> <p>In case Golden Arrow does not want to submit the NFCC, they have an option to submit Committed Letter of Credit, issued by a local commercial/Universal Bank.</p> <p>A sample form is provided for as Annex II-A.</p> <p>Chair reminded Golden Arrow that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
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<u>Technical Documents</u>	<u>Chair 's Instructions</u>
<p>Annex IV Bid Security</p>	<p>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. • Golden Arrow to check the box pertaining to the Lot being bid for. <p>Chair reminded Golden Arrow that there should be separate Bid Security per Lot being bid.</p> <p>Golden Arrow 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 Golden Arrow 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"> • 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.

	<ul style="list-style-type: none"> • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Golden Arrow will opt for a Surety Bond, Golden Arrow 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 Golden Arrow 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-A1 (for Lot 1)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For Golden Arrow to use the Bid Form. They shall not retype or alter it; • Golden Arrow to check the box pertaining to the Lot being bid for; • Golden Arrow to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Golden Arrow to indicate the Brand and Model No. of the equipment being offered; • All pages must be signed by the authorized representative of the Bidders. <p>Chair reminded Golden Arrow 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>Terms of Reference Annex V-C (2 pages)</p>	<ul style="list-style-type: none"> • Golden Arrow's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Brochure, Product Catalog, Technical Data Sheet, Spare Part List or equivalent</p>	<ul style="list-style-type: none"> • Golden Arrow to submit Brochure, Product Catalog, Technical Data Sheet, Spare Part List or equivalent showing compliance to the required Technical Specifications for the following lots. Internet downloads may be included to supplement the information contained in the original brochures. <p>Lot No. 1: Motor Pumps</p>

	Chair: When we make changes in the documents we will issue a Bid-Bulletin and Bidder/s have to use the revised forms that we are going to put in the Bid-Bulletin.
	Anymore question?
Regarding Scope of Works Ma'am, on page 80, item No. 2. Yung inspection po ba na yan is upon acceptance na po ba yan? For example po from ibang bansa pa po namin siya ima-manufacture, yun po ba yung ii-inspect or pag nadala na dito.	
	Chair: There's no pre-delivery inspection. Chair: Are they supposed to install this or just supply and delivery? PCG: Just supply and delivery. Chair: Just supply and delivery, so hindi naman siya ii-install beforehand. Pag na-deliver niyo na sa PCG that's when the inspection will be made by PITC and PCG. There's no pre-delivery inspection of the country of origin. The amount is too small to have a PDI.
	Chair: Anything else?
Regarding the Fire Pump Assembly, Ma'am. The capacity is 0.4 m3/m. Is this per minute or per hour?	
	PCG: We will double check it nalang din po Ma'am.
We will include it to our question nalang din po. Thank you.	
	Thank you and good luck.


- The last day to ask query/clarifications is on 18 June 2019.
- The Bid Opening is scheduled on 28 June 2019, 9:00 A.M.

Adjourned at 2:00 PM.

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-073) Rebid

Supply and Delivery of Various Brand New Spare Parts and Fast Moving Supplies for the 56-Meter and 35-Meter Search and Rescue Vessels for the (PCG)
04 June 2019, 1:00PM, 5/F Conference Room, Philippine International Trading Corporation (PITC)
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

BIDS AND AWARDS COMMITTEE (BAC) I - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Supvg. BAC 1 Secretariat)
3) Myra Chitella T. Alvarez	F	(Member)
4) David A. Inocencio	M	(Member)
5) Joel S. Rodriguez	M	(Member)
6) Irene G. Alayon	F	(Alternate Member)
7) Vivian E. Monsanto	F	(Alternate Member)
8) CDR Jose Ronnie T. Ong Jr	F	(Provisional Member)

Signature

[Handwritten signatures for Christabelle P. Ebriega, Atty. Ma. Gudelia C. Guese, Myra Chitella T. Alvarez, David A. Inocencio, Joel S. Rodriguez, Irene G. Alayon, Vivian E. Monsanto, and CDR Jose Ronnie T. Ong Jr]

End-Users

1) Corazon Castro	F	TWG Representative
2) JING NUNYAN VATE & PRRD PCG	F	TWG Member
3) BNS TRAVELERS M ALLISORRALAS	M	TWG Member
4) _____		
5) _____		
6) _____		
Account Officer		
1) Kriss Ann S. Hizon	F	
2) _____		

Technical Working Group

Technical Working Group	Gender	Signature
1) Elena E. Romero	F	(Team Coordinator)
2) Katrina B. Alba	F	(Member)
3) Jinky C. Apolinar	F	(Member)
4) Rhonell O. Bautista	M	(Member)
5) Maria Victoria S. Castillo	F	(Member)
6) Jacky C. Crispino	M	(Member)
7) Erika April C. Guycoa	F	(Member)
8) Kriss Ann S. Hizon	F	(Member)
9) Fe B. Irena	F	(Member)
10) Maria Eda I. Maningat	F	(Member)
11) Verna Liza DV. Maramot	F	(Member)
12) Gel Cyrell Y. Tallada	F	(Member)
Secretariat		
1) Ma Veronica A. Morales	F	(Head)
2) Jane C. Arcilla	F	(Member)
3) Ana DG. Asprec	F	(Member)
4) Ma Teresa S. Eliama	F	(Member)
5) Mirasol S. Nimobla	F	(Member)
6) Ma. Irissa G. Ordilano	F	(Member)

Signature

[Handwritten signatures for Elena E. Romero, Katrina B. Alba, Jinky C. Apolinar, Rhonell O. Bautista, Maria Victoria S. Castillo, Jacky C. Crispino, Erika April C. Guycoa, Kriss Ann S. Hizon, Fe B. Irena, Maria Eda I. Maningat, Verna Liza DV. Maramot, Gel Cyrell Y. Tallada, Ma Veronica A. Morales, Jane C. Arcilla, Ana DG. Asprec, Ma Teresa S. Eliama, Mirasol S. Nimobla, and Ma. Irissa G. Ordilano]

Observers

1) _____	(COA)
2) _____	



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project

SUPPLY AND DELIVERY OF BRAND NEW SPARE PARTS AND FAST MOVING SUPPLIES FOR THE 56-METER AND 35-METER SEARCH AND RESCUE VESSELS FOR (PCG)

Bid Reference No.

PGG-B1-2019-073REBID (Prev. Bid Ref. No. PGG-B1-2018-574)

Time / Date & Venue

04 June 2019, 1:00P.M., 5th Floor Conference Room, Philippine International Trading Corporation (PITC)
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

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For Company Personnel
• Valid Company ID with picture and signature
For Individuals (Not representing any Company)
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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
	CHARMIE VILLENA TRINA ALEC DELA PEREZ	F	GOLDEN ARROW TRADING - 169 NH del - (MAYORALDO) P. J. MARIANO	(02) 981-3881	admin@goldenarrow.ph	(1)	12:50	<i>[Signature]</i>