

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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW INDUSTRIAL WASHING  
MACHINE FOR THE BATAAN GENERAL HOSPITAL (BGH)  
**BID REF. NO. GPG-B1-2019-176**  
25 June 2019, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 10:00 A.M.

In attendance are:

<b>FOR PITC BAC-I</b>	<b>FOR PROPONENT – BGH</b>
Christabelle P. Ebriega, Chair	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, Alternate Member	
Irene G. Alayon, 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 Supply and Delivery of One (1) Unit Brand New Industrial Washing Machine for the BGH. Afterwhich, Chair introduced the BAC Members and the End-Users from BGH.
- Chair acknowledged the presence of Universal Commercial Corporation, the only prospective bidder present in this Pre-Bid Conference.
- Chair informed Universal Commercial Corporation that PITC has been tapped by the BGH to undertake this project for them.
- Invitees are authorized Philippine dealers, distributors, or resellers for the Supply and Delivery of One (1) Unit Brand New Industrial Washing Machine.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.  
  
"Similar nature" shall mean "Washing Machine".
- 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.

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- 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</u></b>	<b><u>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>Universal Commercial Corp. 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 Universal Commercial Corp. 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 Universal Commercial Corp. 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 a Bidder is 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><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to Universal Commercial Corp. with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I;</li> <li>• Universal Commercial Corp. to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign the last page.</li> </ul>
<p><b>Annex I-A</b> 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 item being bid for.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Universal Commercial Corp. to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>
<p><b>Annex II</b> Net Financial Contracting Capacity (NFCC)</p> <p><b>Annex II-A</b> Committed Line of Credit (CLC)</p>	<p><b><u>For NFCC</u></b></p> <p>A form is provided for as Annex II;</p> <p>As the sample form was flashed on the screen, Chair's instructions is for Universal Commercial Corp. to supply the necessary details as required. A formula is already provided for the Bidder to come up with the NFCC.</p> <p>The NFCC must be at least be equal to the ABC of the project.</p> <p><b><u>For CLC</u></b></p> <p>In case Universal Commercial Corp. 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 Universal Commercial Corp. 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><b>Annex IV Bid Security</b></p>	<p>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>Universal Commercial Corp. 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 Universal Commercial Corp. 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 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.</b></li> <li>• <b>Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ul> <p>In case Universal Commercial Corp. will opt for a Surety Bond, Universal Commercial Corp. 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 Universal Commercial Corp. 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><b>Annex V-A</b> Technical Bid Form</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"> <li>• For Universal Commercial Corp. to use the Bid Form. They shall not retype or alter it;</li> <li>• Universal Commercial Corp. to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Universal Commercial Corp. to indicate the Brand and Model No. of the equipment being offered;</li> <li>• All pages must be signed by the authorized representative of the Bidders.</li> </ul> <p>Chair reminded Universal Commercial Corp. 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><b>Annex V-A1</b> Terms of Reference</p>	<ul style="list-style-type: none"> <li>• Universal Commercial Corp. authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.</li> </ul> <p>Chair: This will need to revise, if they think that your concern is valid. I guess they have to validate that also via market research.</p>						
<p>Product brochure(s) or Technical Data Sheet(s)</p>	<ul style="list-style-type: none"> <li>• Universal Commercial Corp. to submit Product brochure(s) or Technical Data Sheet(s) in Hard copies showing the technical specifications of the Industrial Washing Machine in English language.</li> </ul> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</p> <table border="1" data-bbox="699 1223 1410 1888"> <thead> <tr> <th data-bbox="699 1223 1054 1285">Universal Commercial Corp. Query/Question</th> <th data-bbox="1059 1223 1410 1285">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="699 1292 1054 1541"> <p>Ma'am for hard copies, usually po yung mga catalogue? I-insert nalang po ba namin kasi po yung sa amin is naka-rebind. We did not need to rebind it or i-insert nalang?</p> </td> <td data-bbox="1059 1292 1410 1541"></td> </tr> <tr> <td data-bbox="699 1547 1054 1888"></td> <td data-bbox="1059 1547 1410 1888"> <p>Pwede niyong i-separate, yung product brochure/technical data sheet. What important is you submitted on bid submission and it should be comprehensive enough to cover all the technical requirements of BGH. Kailangan makita po namin kasi there is no</p> </td> </tr> </tbody> </table>	Universal Commercial Corp. Query/Question	Committee's Reply	<p>Ma'am for hard copies, usually po yung mga catalogue? I-insert nalang po ba namin kasi po yung sa amin is naka-rebind. We did not need to rebind it or i-insert nalang?</p>			<p>Pwede niyong i-separate, yung product brochure/technical data sheet. What important is you submitted on bid submission and it should be comprehensive enough to cover all the technical requirements of BGH. Kailangan makita po namin kasi there is no</p>
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	<p>other way to post qualify your bid except through the brochure because we are not requiring a product presentation. It will just be done through the brochure.</p> <p>Thank you, Ma'am.</p>	
<p>Valid and Current Certificate of Distributorship / Dealership / Resellership</p>	<ul style="list-style-type: none"> <li>Submission is a Valid and Current Certificate of Distributorship / Dealership / Resellership of the Industrial Washing Machine being offered, issued by the principal manufacturer authorizing the bidder to sell/distribute the items subject of this bidding.</li> </ul> <p><b>Note:</b> If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p>	
<p>List of Authorized Service Center/s in the Metro Manila or Region III.</p>	<ul style="list-style-type: none"> <li>Universal Commercial Corp. to submit a List of Authorized Service Center/s in the Metro Manila or Region III. (with available spare parts, indicating address, telephone &amp; fax numbers, email address and contact person).</li> </ul> <p>In the event of closure of business, termination of franchisee/ service center, the supplier shall notify the BGH and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service;</p>	
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Universal Commercial Corp. has a good record with their client. As such, Universal Commercial Corp. has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Universal Commercial Corp. 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>Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p>	
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Universal Commercial Corp.</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</li> </ul>	

	<p>Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised Universal Commercial Corp. 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 VII</b> Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Universal Commercial Corp. 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.</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 VIII)</b></p>	<p>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 Universal Commercial Corp. where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the lot being bid for.</p>

- Chair also reminded that Universal Commercial Corp. 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.



We are interested, Ma'am.	
	Chair: We will wait for your letter.
	Any other question?
We will put our concerns in writing, Ma'am.	
	<p>Chair reminded Commercial Universal Corp. to review/raise their concerns/clarifications on any part of the Bidding Documents on or before July 05, 2019 and the BAC will be the one to confer it with the BGH. <u>Address it to the BAC Chair.</u> Send by email or fax, further details is found in page 31 of the BDS (ITB Clause 10.1), because whatever you raised verbally here and the way I explained also verbally is not official until you put it in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website (<a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>).</p> <p>Chair: When we make changes in the documents we will issue a Bid-Bulletin and you have to use the revised forms that we are going to put in the Bid-Bulletin.</p> <p><u>Note: Maximum size of email with attachment is six (6) mb only.</u></p>
	<p>Chair reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (July 15, 2019, 10:00 AM) because the BAC Secretariat will not accept late bids.</p> <p>Just a reminder that there are times that we answer some questions from the Bidder because if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.</p>
Thank you, Ma'am.	
	Thank you, review your documents well.

Adjourned at 11:00 A.M.

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-B1-2019-176)

SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW INDUSTRIAL WASHING MACHINE FOR THE BATAM GENERAL HOSPITAL (BGH)

25 June 2019, 10:00 A.M., 8/F Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 118 Tordesillas Street, Salcedo Village, Makati City

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

#### Regular Members

No.	Name	Gender	Position	Signature
1)	Christabelle P. Ebrlega	F	(Chairperson)	<i>[Signature]</i>
2)	Atty. Ma. Gudella C. Guese	F	(Vice Chairperson)	<i>[Signature]</i>
3)	Myra Chikella T. Alvarez	F	(Member)	<i>[Signature]</i>
4)	David A. Inocencio	F	(Member)	<i>[Signature]</i>
5)	Joel S. Rodriguez	M	(Member)	<i>[Signature]</i>
6)	Vivian E. Monaranto	F	(Alternate Member)	<i>[Signature]</i>
7)	Irene G. Alayon	F	(Alternate Member)	<i>[Signature]</i>
8)	Don Arles S. Romero, MID	M	(Provisional Member)	<i>[Signature]</i>

#### End-Users

1)	Engr. Edwin Panlague	M	TWG Representative	<i>[Signature]</i>
2)	Paul Jassper Zibagan, MD	M	BGI End-User	<i>[Signature]</i>
3)	Czarina Lintag	F	BGH End-User	<i>[Signature]</i>

#### Account Officer

1)	Katrina B. Alba	F		<i>[Signature]</i>
2)				

#### Technical Working Group

No.	Name	Gender	Position	Signature
1)	Elena E. Romero	F	(Team Coordinator)	<i>[Signature]</i>
2)	Katrina B. Alba	F	(Member)	<i>[Signature]</i>
3)	Jinky O. Apollinar	F	(Member)	<i>[Signature]</i>
4)	Rhonell O. Bautista	M	(Member)	<i>[Signature]</i>
5)	Maria Victoria S. Castille	F	(Member)	<i>[Signature]</i>
6)	Jacky C. Chrispino	M	(Member)	<i>[Signature]</i>
7)	Erika April C. Guycoa	F	(Member)	<i>[Signature]</i>
8)	Krist Ann S. Hizon	F	(Member)	<i>[Signature]</i>
9)	Fe B. Irena	F	(Member)	<i>[Signature]</i>
10)	Maria Eda I. Maningat	F	(Member)	<i>[Signature]</i>
11)	Verna Liza DV. Maramot	F	(Member)	<i>[Signature]</i>
12)	Gel Cyrell Y. Tallada	F	(Member)	<i>[Signature]</i>

#### Secretariat

1)	Ma Veronica A. Morales	F	(Head)	<i>[Signature]</i>
2)	Jane O. Arcilla	F	(Member)	<i>[Signature]</i>
3)	Ana DG. Asprez	F	(Member)	<i>[Signature]</i>
4)	Ma Teresa S. Elima	F	(Member)	<i>[Signature]</i>
5)	Miracol S. Ninobia	F	(Member)	<i>[Signature]</i>
6)	Ma. Irissa G. Ordillano	F	(Member)	<i>[Signature]</i>

#### Observers

1)				
2)				

(COA)