



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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW MILITARY TRUCK TIRES FOR THE  
PHILIPPINE NAVY (PN)  
BID REF. NO. MPG-B1-2018-597  
06 February 2019, 5<sup>th</sup> Floor Conference Room**

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

In attendance are:

<b>FOR PITC BAC-I</b>	<b>FOR PROPONENT – PN</b>
Atty. Ma. Victoria C. Magcase, Chairperson OIC-HOPE	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriega, Member	
Myra T. Alvarez, Member	
David A. Inocencio, Member (On leave)	
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**

- Vice-Chair welcomed everyone to the Pre-Bid Conference for the Supply and Delivery of Various Brand New Military Truck Tires for the PN. Afterwhich, Chair introduced the BAC Members. However, no representative from the PN were present during the Pre-Bid Conference.
- Chair informed the Bidders that PITC has been tapped by the PN to undertake this project for them.
- Chair also informed the Bidders that there are two (2) items involved in this project. A Bidder can bid for one or both of the items.
- Chair acknowledged the presence of the following prospective Bidders:
  1. Boston Home, Inc.
  2. Goldbell Philippines Impex Corp.
  3. Gladstone Commercial
- Invitees are authorized manufacturers, dealers, distributors, resellers for the Supply and Delivery of Various Brand New Military Truck Tires.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed at least one single contract of similar nature amounting to at least twenty five percent (25%) 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 “Pneumatic Tires”.

- 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.
- 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 Bidders</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>Bidders 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>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>Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p> <p>Vice-Chair mentioned that Tax Clearance can now be issued by the District Regional Office just ensure that there is no tax liabilities.</p>
Audited Financial Statements for 2016 and 2017	<p>Submission will be the 2016-2017 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>In lieu of the above eligibility documents, Bidders can submit its valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p> <p>Should there be any documents that has expired already, i.e. its Tax Clearance, Bidders should submit on bid opening day its valid and current Tax clearance, together with their PhilGEPS Platinum Certificate and Annex "A".</p> <p>In case the Bidders submission to PhilGEPS is still the 2016 AFS, then they must submit on bid opening day the 2017 AFS with the following attachments: Independent Auditor's Report, Balance Sheet and Income Statement, all pages of which must have the BIR stamp "Received" on all pages. Vice-Chair emphasized that any documents that have expired, Bidders must submit the updated one on bid opening day.</p>
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to the Bidders 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>• Bidders to check the box pertaining to the item being bid for;</li> <li>• Bidder's 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 25% of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Bidders to check the box pertaining to the item being bid for;</li> <li>• Bidders 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-A</b> Net Financial Contracting Capacity (NFCC)</p>	<p>As form was flashed on the screen, on the top most part of the form Bidders to check the box pertaining to the item being bid for.</p> <p><b><u>For NFCC</u></b></p> <p>A form is provided for as Annex II-A.</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for the Bidder 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>Annex II-B</b> Committed Line of Credit (CLC)</p>	<p><b><u>For CLC</u></b></p> <p>In case Bidders 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 form is provided for as Annex II-B.</p> <p>Vice-Chair reminded the Bidders 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>Vice-Chair 's Instructions</u>
<p><b>Annex IV</b> <b>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> <li>• Bidders to check the box pertaining to the item being bid for.</li> </ul> <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, Vice-Chair advised Bidders 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</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <p>In case Bidders will opt for a Surety Bond, The Bidder 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 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>

	The fourteen (14) grounds is found in Clause 12.1(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.
<b>Technical Bid Form</b> <b>Annex V-A for Item No. 1</b> <b>Annex V-B for Item No. 2</b>	<p>Vice-Chair reminded the Bidders that each item has own TBF.</p> <p>As the Technical Bid Form for was flashed on the screen, Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• For the Bidders to use the Bid Form. They shall not retype or alter it;</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidders to specify the Brand and Model No. of the equipment being offered;</li> <li>• Bidders to indicate the Country of Origin;</li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Vice-Chair reminded the Bidder 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>
<b>Technical Specifications</b> <b>Annex V-A1 for Item No. 1</b> <b>Annex V-B1 for Item No. 2</b>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<b>Post Qualification</b> <b>Annex V-A2 for Item No. 1</b> <b>Annex V-B2 for Item No. 2</b>	
<b>Test and Acceptance Procedure</b> <b>Annex V-A3 for Item No. 1</b> <b>Annex V-B3 for Item No. 2</b>	
<b>Product Brochure(s) or Technical Data Sheet(s)</b>	<p>Bidders to submit a Product Brochure or Technical Data or equivalent showing compliance to the technical specifications of the product being offered.</p> <p>Internet downloads may be included to supplement the information contained the original brochures.</p>
<b>Annex V-C</b> <b>For Manufacturers</b>	<ul style="list-style-type: none"> <li>• On the topmost of the form, Bidders to check the box pertaining to the item being bid for;</li> <li>• Certification that Bidder is a Manufacturer;</li> <li>• All pages must be signed by the authorized representative of the Bidder</li> </ul>
<b>For Dealers/Distributors/Resellers</b>	<ul style="list-style-type: none"> <li>• Bidders to submit a valid and current Certificate of Distributorship/Dealership/Resellers of the item offered, issued by the principal manufacturer of the product (if Bidder is not the manufacturer). If the Certificate is not issued by the manufacturer, Bidder must also present an appropriate document showing the relationship between the manufacturer and issuing company.</li> </ul>
<b>Valid and Current ISO Registration Certificate (or equivalent)</b>	<ul style="list-style-type: none"> <li>• Submission is a Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the manufacturer of the item.</li> </ul>
<b>Proof of Authority of the Designated Representative</b>	<b>Submission of a Proof of Authority of the Bidder's Authorized Representative:</b>

	<p>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</p> <p>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.</p> <p>Once again, Chair advised Bidders 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 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, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>Bidders to check the box pertaining to Lot 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 and notarized.</p>
<p><b>ENVELOPE 2: FINANCIAL ENVELOPE</b></p> <p><b>Annex VII-A for Item No. 1</b> <b>Annex VII-B for Item No. 2</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>Vice-Chair reminded that each Item has its own FBF.</p> <p>Envelope 2 will contain the Financial Bid of the Bidders 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>

- Chair reminded that 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. Details is found in page 46 of the BDS (ITB Clause 19.5).
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Regarding the Certificate of Distributorship, do we need to submit the original or photocopy?	
	You can submit the photocopy, but make sure that during post-qual you can present the original valid and current Certificate of Distributorship.
Are we going to separate two envelopes and seal them differently and put them in a master envelope, and labeled the item no. 1 and item no. 2.	
	Dapat sealed silang magkaiba. What important is naka-seal.
Are we going to buy a new Bidding Documents because we bought last time?	
	<p>"Bidders who previously bought Bidding Documents under previous Bid Ref. No. MPG-B1-2018-397 may acquire Bidding Documents free of charge upon presentation of the Official Receipt". Details is found in page 5 of the Bidding Documents".</p> <p>Vice-Chair reminded Bidders that the Secretariat on Bid-Opening will only accept submissions to those who paid for the Bidding Documents. Late bids shall not be accepted. If you pay, we will give you one set of the Bidding Documents.</p>
None, Ma'am.	Any other questions?
	<p>If you still have any clarification/s with our requirements please write us on or before 19 February 2019. Address it to the BAC Chair. Send by email or fax, further details is found in page 35 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>

- The Bid Opening is scheduled on 01 March 2019.

Adjourned at 2:45 P.M.

MINUTES TAKEN BY:

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



REVIEWED BY:



**ATTY. MARIA GUDELIA C. GUESE**  
Vice-Chairperson, BAC-I

APPROVED BY:



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





**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2018-697) *Final***  
**SUPPLY AND DELIVERY OF VARIOUS BRAND NEW MILITARY TRUCK TIRES FOR THE PHILIPPINE NAVY (PN)**

06 February 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	Technical Working Group	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	<i>(Chairperson)</i> VICCHYPE	1) Manuel O. Elima, III	M	<i>(Team Coordinator)</i> OB
2) Atty. Maria Guibelia C. Guese	F	<i>(Vice Chairperson)</i> <i>(Signature)</i>	2) Pio B. Bellosillo	M	<i>(Member)</i> OB
3) Christabelle P. Ebriga	F	<i>(Member)</i> <i>(Signature)</i>	3) Ma. Cristina Rosa V. Bautista	F	<i>(Member)</i> OB
4) Myra Chitella T. Alvarez	F	<i>(Member)</i> <i>(Signature)</i>	4) Suzanne M. Marticio	F	<i>(Member)</i> OB
5) David A. Enocario	M	<i>(Member)</i> ON LEAVE	5) Rachel F. Ignacio	F	<i>(Member)</i> OB
6) Mario M. Leygo	M	<i>(Alternate Member)</i> <i>(Signature)</i>	6) Judy Ann L. Esteban	F	<i>(Member)</i> <i>(Signature)</i>
7) Cdr Perceval O. Butad (PN)	M	<i>(Provisional Member)</i> ALTERNATE MEMBER JUEL S. MORDMORRA	7) Michael M. Arriesgado	M	<i>(Member)</i> <i>(Signature)</i>
EnUsers			Secretarial		
1)			1) Ma Veronica A. Morales	F	<i>(Head)</i> <i>(Signature)</i>
2)			2) Jane C. Arcilla	F	<i>(Member)</i> <i>(Signature)</i>
3)			3) Ana DG. Asprec	F	<i>(Member)</i> OB
4)			4) Ma Teresa S. Elima	F	<i>(Member)</i> <i>(Signature)</i>
5)			5) Mirasol S. Ninobla	F	<i>(Member)</i> <i>(Signature)</i>
6)			6) Ma. Irissa G. Ordillano	F	<i>(Member)</i> OB
Account Officers			Observer/s		
1) Pio B. Bellosillo	M	<i>(Signature)</i>	1)		
2)			2)		

