

PITC

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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF SELF-CONTAINED BREATHING APPARATUS FOR THE
BUREAU OF FIRE PROTECTION-NATIONAL HEADQUARTERS (BFP-NHQ)
BID REF. NO. GPG-B1-2018-099
18 July 2018 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:00 PM.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – BFP-NHQ
Atty. Ma. Victoria C. Magcase, Chairperson	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 Official Business)	
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 the Supply and Delivery of Self-Contained Breathing Apparatus for BFP-NHQ. Chair introduced the BAC members and BFP's End Users.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference name'y;
 1. Kolonwel Trading
 2. MCX International Inc.
 3. Macro Vista
 4. JCI Industries
 5. Fair-All Marketing
- This bid project is open to authorized Philippine Suppliers, Dealers or Resellers for the Supply and Delivery of 1,473 units Firefighter's Self-Contained Breathing Apparatus for the BFP-NHQ.
- Chair informed that to be able to participate in this bid project, the prospective bidder should have completed a contract of similar nature within the last five (5) years amounting to at least 50% of the ABC.

"Similar" nature shall mean "Firefighter's Personal Protective Equipment and/or SCBA Refilling System".

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders, which the Chair encouraged the Bidders to read at their own 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 three sets of folders 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

Eligibility Documents	Chair's Instructions
SEC/DTI Registration Certificate	<p>For Corporation, submission will be the SEC Registration Certificate.</p> <p>For the Sole Proprietor a copy of valid and current DTI Business Name Registration Certificate.</p>
Business Permit for 2018 issued by the city or municipality where the place of business is located	Bidders must submit their 2018 Mayor's Permit
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance issued by the Accounts Receivable Monitoring Division of the BIR.</p> <p>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 nobody can participate in any government bidding unless they have Tax Clearance.</p> <p>Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2017 and 2016	Submission will be the 2016-2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all pages of which must have the stamp "Received" by the BIR.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>Chair informed that if a bidder is a PhilGEPS Platinum Member, they can submit their Platinum Certificate together with the attached "Annex A".</p> <p>The PhilGEPS Platinum Certificate can be submitted in lieu of 4 eligibility documents enumerated earlier.</p> <p>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted on bid opening day.</p>

<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started, regardless of whether these are similar in nature or not.</p>	<p>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, The Bidders have to use Annex I; • Bidder's 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 Completed Contract similar nature within within the last 5 yrs. equivalent to at least 50% of the ABC.</p>	<ul style="list-style-type: none"> • A form is again provided; • 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-A NFCC or a Credit Line Certificate</p>	<p>Under the 2016 Revised IRR, Bidders are now given the choice of submitting an NFCC or a Credit Line Certificate.</p> <p><u>For NFCC</u></p> <p>As the sample form was flashed on the screen, 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 should be the same as the ABC or higher.</p> <p>In case the Bidders cannot meet the NFCC or if they do not want to submit the NFCC, they have an option to submit Committed Letter of Credit, issued by a local commercial/Universal Bank. A form is provided for as Annex II-A which the Bidder can show to his bank as reference.</p>
<p>Class "B" Document Annex III For Joint Ventures</p>	<ul style="list-style-type: none"> • Bidders to submit either: <ol style="list-style-type: none"> 1. Copy of the Joint Venture Agreement (JVA) or; 2. Copy of Protocol/ Undertaking of Agreement, to be signed by the all the partners to the JV's. 3. A sample form of a Protocol/Undertaking is provided in Annex III. <p>Chair advised the bidder to indicate in the protocol, who of the partners to the JV will represent the JV.</p>
<p>Local JV Partner</p>	<ol style="list-style-type: none"> 1. If the JV is a local partner submission will be the JVA or JVP; 2. SEC/DTI Registration Certificate; 3. 2018 Mayor's Permit; 4. Valid and Current Tax Clearance issued by the Accounts Receivable Monitoring Division of the BIR; 5. Audited Financial Statements for 2017 and 2016 comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR. <p>As discussed earlier the PhilGEPS Platinum Certificate can substitute the 4 eligibility documents as long as documents</p>

listed in Annex "A" are still current and valid. If not, Bidder has to submit the current and valid ones on the Bid opening day.

<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>a. <u>Bid Securing Declaration.</u></p> <p>Chair mentioned that a form is provided for in Annex IV.</p> <p>Bidders should use the form provided by PITC because it is complete and updated in contents.</p> <p>In order not to miss out on anything, 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> <p>b. <u>Cash or Manager's Check</u> issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p>c. <u>A Bank Guaranty or Letter of Credit</u> issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a Local Commercial or Universal Bank.</p> <p>d. <u>Surety Bond</u> issued by a bonding company authorized by the Insurance Commission.</p> <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 must be written on the bond itself.</p> <p>Chair advised the Bidders to show the 14 grounds to their bonding company so that the latter can include or type them on the bond.</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>Annex-V Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen, Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • Not to retype or alter the TBF; • Bidders to put the word "Comply" on all the line items under the column "Bidder's Statement of Compliance" which is on the right side of the form.

	<ul style="list-style-type: none"> • Bidders to put the word "Comply" on all the line items under the column "Bidder's Statement of Compliance" which is on the right side of the form. • To indicate the brand and model of the self-breathing apparatus; • All 4 pages must be signed by the authorized representative of the Bidder. <p>If there are any blanks left out unfilled, the bid will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>
Annex V-A Terms of Reference of BFP	<ul style="list-style-type: none"> • Put "conforme" on the box provided on all 5 pages.
Annex V-A1 Inspection Checklist	<ul style="list-style-type: none"> • Chair informed that the Committee will issue a Bulletin to include the Inspection Checklist to the Bidding Documents. Bidder's authorized representative to sign all the 3 pages of the Annex. • There should be a "Conforme" on Annex V-A1.
Product Brochure/Technical Data Sheet	<ul style="list-style-type: none"> • Submission will be a Product Brochure of the SCBA showing Compliance to the Technical Specifications. • The Brochure or Technical Data Sheet must be in English. If any of the documents in not in English there must be a English translation authenticated by the Philippine Embassy where the source of document came from.
Valid and Current Certificate of Distributorship/Dealership/Resellership	<ul style="list-style-type: none"> • Must be issued by the manufacturer of the SCBA. • Chair explained that if it is not issued by the manufacturer of the SCBA, and if the bidder is only getting from a major distributor, Bidder should still have submit the manufacturers appointment of the major distributor and then the major distributor to the bidder.
Valid and Current ISO certificate in the name of the manufacturer of each of the equipment being offered.	Chair informed that the ISO must be valid and current and must be issued by third party Certifying Body.
List of Authorized Service Center/s in the Philippines	<ul style="list-style-type: none"> • To indicate the list, complete address, name of the Service centers for SCBA in the Philippines, telephone and Fax numbers, email address and contact person.
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that the Bidder has a good record with his client. As such, Bidders has to go back to the client which he identified in Annex I-A as the single largest contract client.</p> <p>Bidders to present this form to their client and request them to transpose the form in their letterhead and then rate the Bidder. The rating should not be less than Very Satisfactory. Chair emphasized that the form must be in the Client's letterhead.</p>

<p>Proof of Authority of the Designated Representative</p>	<p>Bidders to submit a Secretary's Certificate indicating the authorized representative of the company is who will sign the Bidding Documents.</p> <p>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>Annex-VII Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>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, 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: Name, Title and Specimen Signature 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 submitted notarized.</p>
<p>ENVELOPE 2: Annex-VIII Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the bidder where he will indicate the Total Bid price in words and in figures. His total bid price should not exceed the ABC.</p> <p>Chair explained that similar to the TBF, the FBF cannot be retyped. But it can be scanned or photocopied.</p>

- Chair reminded Bidders to pay special attention on the Post-qual requirements for the Bidder who will be declared lowest calculated bids, because he has to submit the following:
 1. One sample of the SCBA with the uncharged extra cylinder, that will be subjected to visual and functional testing per Annex V-A1.
- Bidder's sample will be checked for compliance in accordance with the checklists.
- The Committee will issue a Bid-Bulletin hence, there is an additional requirement for inspection for the visual and functional for the prototype that the Bidder will be submit.

- The same test will be conducted during delivery.
 2. For acceptance purposes, 10% of the delivery will be subjected to the actual use, aside from the test that will be conducted. 10% randomly chosen from the delivery will be subjected for actual continuous use for 60 minutes.
 3. Chair reminded the prospective bidders that the Committee will issue also a Bid-bulletin to be clear on the Post-Qualification Acceptance Testing.
 4. Aside from the the additional cylinder accessory that will be delivered, Bidders to submit a hard plastic for each unit of the SCBA.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Kolonwel: May I clarify; the quantity, must be supply in full with the same brand and model. Can we deliver partial?	You have to deliver in full. We have not mentioned that partial deliver is allowed. It will be one time full delivery within 180 calendar days. Secondly, your brand of the SCBA and model that you indicated in your TBF, must be the same for all 1,473. You cannot mix-match the models; you cannot mix-match the brand. Since you indicated that Brand in the Technical Requirements, then there is one brand and model that you have to deliver.
Yes ma'am, we will. But the brand is imported. In every shipment, sana pagkarating dito we will deliver it and the inspection will be one time.....	No, You keep it in your Warehouse, until it is time to deliver it in full in the BFP. That is clearly 180 calendar days full delivery. The BFP will choose 10% that will undergo random inspection based on the actual use. We want everything together.
Ok noted, ma'am.	
Is it mandatory, that any company who wants to bid for this project needs to attend to this pre-bid conference?	Any other questions?
If you're going to add a plastic casing for each unit, how about the ABC, it will be changed?	No. not necessary. The pre-bid is your option. But we are require to hold one. If you don't attend that is fine.
Is the plastic casing for the tank only, or for the whole set?	No, it won't be changed.
	Minus the accessories, I supposed.

	BFP: Don't worry about the price. It is enough based on our previous bidding.
	Yes, the BFP have bid this out before. Except the quantity now, bigger, but the specs are the same. That also why we will issue a Bulletin because we want to be very clear on the visual and functional test aside from the checklist that we provided here.
	Any other question?
Regarding the eligibility documents that we need to submit.....	
	I mentioned earlier, that if you have a PhilGEPS Certificate, its' okay not to submit the 4 documents in the Eligibility. But if there is one in the list that is already expired, you have to submit the valid and current because anything that has expired will not be accepted.
The Performance Evaluation form, is it okay that we will use this, Kasi nakapag-request na kami sa PS-DBM, pwede yun nalang po ang isubmit namin dito?	
	Not possible, our form indicates the specific units of 1,473. You have to ask PS-DBM to give you another one.
Kasi po yung quantity sa amin is hindi 1,473 units. Ito rin po ung form dati pero SCBA na po sya.	
	We want you to use our Form.
We have the same form but it is SCBA....	
	I don't recall having any bidding here for SCBA. This document will be issued by PS-DBM to say that your project is Very Satisfactory. What are you saying naka-issue na sila?
Naka-issue na sila. They indicate that they will already perform and we already deliver the set....	But there's no number of unit. Not indicated.
	Yes, this might be possible, It's not really the unit that's important. It's the Value.
	Because your SLC should 50%.
	We defined the SLC similar in nature means "Fire-fighter's Personal Protective Equipment" or "SCBA Refilling System", just making sure.
Yes, Ma'am.	
	BFP: I think ma'am yung na-issue sa inyo before is different procurement.
They refer only on the Performance....	
	BFP: You have to take note and ask for another one. Kasi mayroong form sa ibaba,

	The form of the Performance Evaluation.
	BFP: It is for a different project, kung ano yung nakuha mo last time.
Parang sa Certificate of Performance lang sila nagbi-base, kung meron kaming na-i-supply na similar dito, they specify only the Certificate of Performance but no quantity na nakapag-perform na kami sa kanila....	
	This document is related to the Bidding now. The document states that this certification shall form part of your documentary submission for the 1,473 units that you are joining for. If your document is not referring to this project, then you cannot use that.
	Is that clear ma'am?
Yes, Ma'am.	
	We will issue the Bid bulletin within this week for the additional requirements.
	Please raise your clarifications no later than August 06, 2018 so we can issue Bid Bulletin to answer your question.
	We will issue a Bid Bulletin even before you raise your questions. Because we have our own modifications to make. All our Bulletins are posted in PhilGEPS.
	Thank you very much.
Thank you, ma'am.	

Last day to send Queries/Clarifications is on August 06, 2018.

Bid Opening schedule is on August 16, 2018.

Adjourned at 04:00 PM.

MINUTES TAKEN BY:


MA. VERONICA ALMORALES
 Head, BAC-I Secretariat
 KDC

APPROVED BY:


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