



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

**MINUTES OF THE PRE-BID CONFERENCE VIA VIDEO CONFERENCE
FOR THE SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW
CLOSED NETWORK FOR THE PHILIPPINE ARMY (PA)
Bid Ref. No. MPG-B1-2020-523
Approved Budget for the Contract - ₱3,855,769.23
11 January 2021**

There being a quorum, Chair convened the meeting at 10:15am

In attendance are:

FOR PITC BAC-I (via ZOOM)
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Vice-Chair
Atty. Roxanne Marie Q. Cruz, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Member
PITC TWG/BAC Secretariat
(as per attached attendance Sheet)

FOR PROPONENT – PA
BGen Rogelio Ulanday, Alt. Prov. Member
LTC Emmanuel L Deduque, TWG
Ms. Anne Navarro

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One (1) Lot Brand New Closed Network for the Philippine Army (PA). After which, Chair introduced the BAC members and the end-user’s representative/s from Philippine Army via video conference (ZOOM).
- Chair turned over the floor to the Vice-Chair, who will discuss the project requirements.
- Vice-Chair acknowledged the presence of the prospective bidders present in this pre-bid conference via zoom. namely:
 - 1) Handlink, Inc. - Sherwin Fidelino / Wilma Benedicto
 - 2) Lightnet Connect Systems Corp. - Melanie V. San Agustin
- Vice-Chair stated that this project is open to authorized distributor, reseller or supplier of IT Equipment and Supplies for the above Procurement Project (hereafter referred to as GOODS).
- At the same time, Delivery of the Goods is required as follows:

Delivery Period	Delivery Place
Within Forty-Five (45) Calendar Days from receipt of Notice to Proceed (NTP)	Network Enterprise Technology Battalion, Army Signal Regiment (NETB, ASR), Philippine Army, Fort Bonifacio, Metro Manila

- Vice-Chair informed that to be able to participate in this project, Bidder should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Similar shall mean “IT Equipment”

- Vice-Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** shall contain the Technical component and **Envelope 2** will only contain the Financial component.
 - **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.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents Legal Documents		Vice-Chair's Instructions
(a)	Valid PhilGEPS Registration Certificate (Platinum Membership)	<p>If a Bidder is already a PhilGEPS Platinum Member, Bidder can submit the Platinum Membership Certificate. The Platinum Membership can substitute for the three (3) legal documents enumerated below (b), (c), and (d).</p> <p>However, Bidder must ensure that the documents listed in "Annex A" of the certificate are valid and current. If any of the document has expired, Bidder must submit the valid and current document.</p>
(b)	SEC/DTI Registration Certificate or its equivalent	<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; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
(c)	Mayor's or Business permit or its equivalent document	<p>Bidder must submit a valid and current Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <p>In case or recently expired Mayor's / Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement</p>
(d)	Tax clearance	Bidder must submit their valid and current Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
Technical Documents		Vice-Chair's Instruction
(e)	Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	<ul style="list-style-type: none"> • Bidder to refer to the sample form provided in the Bidding Documents. (<i>Section IX. Bidding Forms Page 55 of 70</i>); • Bidder to provide all the required information; and • The form must be signed by the Bidder's Authorized Representatives <p>Note: Additional sheets can be used for as long as the authorized representative signs the last page.</p>

(f)	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents	<ul style="list-style-type: none"> • A sample form is again provided in the Bidding Documents. (<i>Section IX. Bidding Forms Page 56 of 70</i>); • Bidder 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 End User's Acceptance; OR (2) Copy of Official Receipt/s; OR (3) Copy of Sales Invoice with Collection Receipt/s • The form must be signed by the Bidder's Authorized Representative/s.
(g)	Bid Security or Notarized Bid Securing Declaration	<p>Bidder to submit the original copy of Bid Security (Cash or Cashier's/Manager's Check OR Bank Guarantee/Bank draft/Irrevocable LC).</p> <p>If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;</p> <p>OR</p> <p>Original copy of Notarized Bid Securing Declaration; and</p>
(h)	<u>Technical Requirements</u>	<p>(1) Duly Complied Section VI. Schedule of Requirements;</p> <ul style="list-style-type: none"> • Bidder to supply the data required on the last part of the form and signed by the Bidder's Authorized Representative per (<i>Section VI. Schedule of Requirements Page 31 to 33 of the Bidding Documents</i>). <p>(2) Duly Complied Section VII. Technical Specifications</p> <ul style="list-style-type: none"> • Bidder must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance"; • Bidder to supply the data required and signed by the Bidder's Authorized Representative per (<i>Section VII. Technical Specifications Page 35 of 70</i>). <p>For Reference:</p> <ul style="list-style-type: none"> • Annex I (11 pages) - <i>Section VII. Technical Specifications, Page 36 to 49 of the Bidding Documents</i>. <p>(3) List of Brand and Model No. being offered for the following:</p> <ol style="list-style-type: none"> a) Security Gateway Appliance b) Laptop c) Manageable Switch d) RJ45 Cat6 e) UTP Cable Cat6 <p>(4) Product Brochure/Technical Data Sheet showing compliance to technical specifications being offered. Internet downloads may be included to supplement the information contained in the original brochures.</p> <ol style="list-style-type: none"> a) Security Gateway Appliance b) Laptop c) Manageable Switch d) RJ45 Cat6 e) UTP Cable Cat6

		<p>(5) Valid and Current Certificate of Distributorship / Dealership / Resellership issued by the Manufacturer in favor of the Bidder. If the certificate is not issued by the manufacturer, bidder must also present an appropriate document showing the relationship between the manufacturer and the issuing company.</p> <p>a) Security Gateway Appliance b) Manageable Switch</p> <p>(6) For UTP Cable: Warranty Certificate issued by the Bidder.</p> <p>(7) Certificate of Performance Evaluation with a rating of at least Very Satisfactory, issued by the Single Largest Completed Contract Client of the bidder within the last five (5) years on the following parameters:</p> <p>a) Timely delivery; b) Compliance to Specifications and Performance; c) Warranty; and d) After Sales Service</p>
(i)	<p>Omnibus Sworn Statement (OSS);</p> <p>And if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative;</p> <p>OR</p> <p>Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder</p>	<p>Bidder to submit the original duly signed OSS. A form is provided for as Omnibus Sworn Statement (Revised) (<i>Section IX. Bidding Forms Page 58 to 60 of the Bidding Documents</i>).</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>All blanks must be filled up.</p> <p>The last page must be signed by the authorized representative. Notarization is required for this OSS.</p>
Financial Documents		Vice-Chair's Instructions
(j)	Audited Financial Statements	<p>Bidder to submit a Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports):</p> <p>(a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income)</p> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;</p>
(k)	Net Financial Contracting Capacity (NFCC)	<p>Bidder to submit a computation of Net Financial Contracting Capacity (NFCC); OR</p> <p>Bidder may submit a Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p>

Class "B" Documents	
(l)	<p>If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; OR</p> <p>Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>
Other documentary requirements under RA No. 9184 (as applicable)	
(m)	<p>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</p> <p>Submission of a Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p>
(n)	<p>Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity</p>

II. FINANCIAL COMPONENT ENVELOPE

	Financial Component	Vice-Chair's Instructions
(a)	Original of duly signed and accomplished Bid Form	<p>A form is provided. (<i>Section IX. Bidding Forms, page 61 of 70</i>).</p> <p>Bidder to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>
(b)	Original of duly signed and accomplished Price Schedule(s)	<p>A form is again provided per <i>Section IX. Bidding Forms, page 62 to 63 of the Bidding Documents</i>.</p> <p>Bidder to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>

Notes:

- 1) In case of inconsistency between the Checklist of Technical and Financial Documents for bidders and the provisions in the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements, the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements shall prevail over the checklist.
- 2) In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Checklist of Technical and Financial Documents

- Vice-Chair turned over the floor to the BAC Chair to open the floor for questions/clarifications Details are as follows:

Bidder's Queries	Committee's reply
Handlink: regarding Security Gateway Appliance, is it intended for firewall? Or other appliance for security?	
	PA: for the Security Gateway Appliance, the main purpose of this appliance would be firewall purposes.
Thank you.	
	Chair: any other question?
None.	
	Chair reminded the bidders to make sure that all the required documents are in the correct envelope

	<p>(Technical Component Envelope and Financial Envelope). Because the PITC Committee will not proceed with the opening of Financial Envelope if any of the requirement in the Technical Component Envelope were declared "Failed".</p> <p>The common reasons for declaration of non-compliance are: first, for the Single Largest Completed Contract, bidders have to attach the acceptable documents as prescribed in the Bidding Documents and for Audited and Financial Statement in comparative form or separate reports: Independent Auditor's Report, Balance Sheet, Income Statement must be stamped "received" by the BIR.</p>
Noted ma'am.	
	<p>Alright, the Bid Opening is scheduled on January 29 (Friday) and the last day for asking questions in on January 19 (Tuesday), but please do not wait until the last day to ask/raise questions and you my email your questions to the email address provided in the Bidding Documents.</p> <p>We will not respond to you directly, we will issue a Bid Bulletin which will be uploaded in the PITC website and it is your responsibility to get hold of the Bid Bulletin, so please check the website once and awhile.</p>
	<p>If there are no other concerns, we will just wait for your written queries. Thank you for your participation, good luck.</p>

OTHER MATTERS:

- Bidder 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.
- **For questions/clarifications through Email:**

CHAIR
 Bids and Awards Committee i
 Philippine International Trading Corporation (PITC)
 Email: chairbac1@pitc.gov.ph

Note: Maximum size of email with attachment is six (6) MB only

BID SCHEDULE:

- Bidder can send queries/concerns until **19 January 2021** (Tuesday)
- The Bid Opening is scheduled on **29 January 2021** (Friday, 3:00pm)

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 11:10am

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE
Head, BAC-I Secretariat
LMC

REVIEWED BY:

MYRA T. ALVAREZ
Vice-Chair, BAC-I

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I

MINUTES TAKEN BY:



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