



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

MINUTES OF THE PRE-BID CONFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF NINETY-THREE (93) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)

BID REF. NO. GPG-B1-2020-109

23 September 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:10 pm.

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriga, Chairperson (via Zoom)
Atty. Ma. Gudelia C. Guese, Vice-Chair (via Zoom)
Myra Chitella T. Alvarez, Member (via Zoom)
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member (via Zoom)
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – ECCDC (via ZOOM)
Engr. Necitas Largo – Provisional Member
Newelle Magas

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the Pre-Bid Conference for the Supply, Delivery and Installation of One (1) Lot Consisting of Ninety Three (93) Sets Stainless Steel Signage for Various National Child Development Center (NCDC) of the Early Childhood Care and Development Council (ECCDC). After which, Chair acknowledged the presence of the BAC Members and ECCDC’s Representative/s through video conferencing (ZOOM).
- Chair acknowledged the presence of the prospective Bidders attending the pre-bid conference via ZOOM. Namely:
 1. NSB Engineering Design and Fabrication – Mary Grace G. Celles and Rachele Anne A. Martinez
 2. Jets Trophy, Inc. – Angeline D. Ebio and Engr. Bryan E. Dimaano
- Chair started to discuss the project requirements.
- Invitees are local fabricators/manufacturers for the One (1) Lot Consisting of Ninety-Three (93) Sets Stainless Steel Signage.
- Chair informed that to be able to participate in this bid project, the prospective Bidders 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 contract shall mean “signages or metal works”.

Project Completion Period: Within Sixty (60) calendar days upon receipt of Notice to Proceed. Delivery/Installation Sites per Annex V-A3.

- 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 *Clause 20.3 and 20.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Chair's Instructions
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; 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>Bidders must submit 2020 Mayor's Permit.</p> <p>In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the Bidders has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</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 only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ol style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements <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>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If Bidders are 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 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 all ongoing government and private contracts (including contracts awarded but not started), if any whether similar or not in nature and complexity to the contract to be bid</p>	<p>Chair's instructions to Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidders to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
<p>Annex I-A Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid.</p> <p>"Similar contract" shall mean signages or metal works.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> a) End User's Acceptance b) Copy of Official Receipt; c) Sales Invoice with Collection Receipt (<i>They go together</i>)
<p>Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC</p> <ul style="list-style-type: none"> - A form is provided for as Annex II; <p>As the sample form was flashed on the screen, Chair's instructions is for Bidders to supply the necessary details as required. A formula is already provided for the Bidders to come up with the NFCC.</p> <p>The NFCC must be at least equal to the total ABC of the Item being bid for.</p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a local commercial/Universal Bank.</p> <p>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-A;</p> <p>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit.</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Annex III Class "B" Document: (For Joint Venture)</p>	<p>Since Bidders will not enter a Joint Venture, Chair did not discuss the details. Just in case Bidders want to participate as Joint Venture, the details are found on pages 35-37.</p>
<p>Technical Documents</p>	<p>Chair's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration</p> <ul style="list-style-type: none"> - A form is provided for as Annex IV; <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, Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form.</p>

b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.

c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR

d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.

In case Bidders will opt for a Surety Bond, Bidders 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.

Chair advised 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.

The fourteen (14) grounds is found in Clause 12.1 (b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.

Annex V
Duly signed and completed Technical Bid Form (4 pages)

As the Technical Bid Form was flashed on the screen Chair's instructions are as follows:

- There is an instruction on the topmost part of the form that states "Please use this Bid Form. Do not retype or alter";
- Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";
- All pages must be signed by the company's authorized representative.

Chair reminded Bidders, that if there are any blanks left out unfilled, the TBF will fail because it will mean that Bidders cannot comply with the technical specifications.

Annex V-A1
Terms of Reference (2 pages)

Annex V-A2
Duly signed/conformed Signage and Logo Specifications (1 page)

Annex V-A3
Duly signed/conformed Delivery / Installation Sites (5 pages)

Annex V-A4
Duly signed / conformed Delivery/ Installation Instructions and Acceptance Procedure (1 page)

Annex V-A5
Duly signed / conformed National Child Development Center Perspective (1 page)

- Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these annexes.

Valid and current ISO Certification

Bidders to submit a valid and current ISO Certification in the name of the manufacturer/fabricator issued by an independent certifying agency.

<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidders. The rating should be at least <u>Very Satisfactory</u>.</p> <p>Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p> <p>To signed by the Bidder's authorized representative.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or 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>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: <u>Name, Title and Specimen Signature</u> must be filled up. All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative and notarized.</p>

ENVELOPE 2 – FINANCIAL ENVELOPE

<p>Financial Bid Form (Annex VIII)</p> <p>Detailed Financial Bid Form (Annex VIII-A)</p>	<p>Envelope 2 will contain the Financial Bid of Bidders. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the topmost part of the form that states "Please use this Bid Form. Do not retype or alter"; • Bidders has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Bidders must fill out all line items. If an item is to be given free, Bidders must indicate "0"; • Forms to be signed by the Bidder's authorized representative <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>
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- Chair opened the floor for questions/clarifications. Details are below:

Bidder's Queries	Committee's Reply
	Any questions?
NSB: Regarding the Technical Bid Form, on page 70 Ma'am, present a prototype/sample is within 15 calendar days, but in the TOR is, within 7 calendar days.	
	We have to correct the Technical Bid Form. The presentation of the prototype is within 7 calendar days. We will stick to the Terms of Reference of ECCDC. We will issue a Bid Bulletin to revise this Annex V-A. Whenever we issue an SBB with the revise form. Please use the revised forms.
NSB: Regarding the Delivery and Installation, Ma'am. Since it's a Nationwide po. Our current situation po, mahirap po ang travel. We are not sure if the delivery period will be considering the current situation po.	
	Please put your concern in writing Ma'am. Maybe you can be more specific. What specific site do you foresee that you will encounter your problems?
NSB: Nagbabago bago po kasi yung classification ng quarantine. By the time of delivery po Ma'am we do not know the classification of quarantine po. Nagbabago bago po kasi yung announcement. We cannot tell po on the time of the delivery kung ano po yung quarantine classification po.	
	In general, that's your concern?
NSB: Yes, Ma'am. Actually, kaya naman po siya kaso nga lang po yung mga dadaanang mga safety protocols before mag travel po.	
	Okay, please write your concern nalang po.
	Any other concerns?
Bidders: None, Ma'am. Thank you.	
	If there are no more concerns for now, Thank you and good luck!

BAC Chair's Instructions

Chair stated that Bidders should write all their queries/concerns to the BAC Chair which may be sent through email. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.

Just a reminder that there are times that we answer some questions from the Bidders during Pre-Bid Conference. However, it's not official until you put your concern in writing 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.

Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the indent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. Again, if there are any erasures, please counter sign the erasures.

When you pay for the Bidding Documents, we will give you a whole set. You can download for purposes of already reviewing the requirements. You can download for purposes of having advance copy of the forms. Remember, you must pay for the Bidding Documents before you drop your bids.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

1) Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM
OR

2) Cash Deposit

Interested Bidders may send a letter request for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- The Committee will issue a Supplemental Bid Bulletin to make necessary corrections for the following Annexes:
 1. Annex V-A (Postqual Requirement)
 2. Annex V-A2; (To put conforme box)
 3. Annex V-A5 (To remove the word For Reference Only)

- 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.

- For questions/clarifications:

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: chairbac1@pitc.gov.ph

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


BID SCHEDULE:

- Bidders can send queries/concerns via email until **15 October 2020 (Thursday)**.
- The Bid Opening is scheduled on **26 October 2020 (Monday, 3:00pm)**.

ADJOURNMENT:

- There is no other matter discussed, the pre-bid conference was adjourned at 4:00pm

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-B1-2020-109)
 SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF NINETY THREE (93) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDG) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)
 23 September 2020, 3:00 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 - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature	Technical Working Group	Gender
1) Christabelle P. Ebriega	F	WFH	1) Elena E. Romero	F
2) Atty. Ma. Gudelia C. Guese	F	WFH	2) Katrina B. Alba	F
3) Myra Chitella T. Alvarez	F	WFH	3) Jinky C. Apolinar	F
4) David A. Inocencio	M	WFH	4) Rhoneil O. Bautista	M
5) Joel S. Rodriguez	M	WFH	5) Maria Victoria S. Castillo	F
6) Irene G. Alayon	F	WFH	6) Jacky C. Crispino	M
7) Atty. Mitzell Arthur R. Magdaong	M	WFH	7) Erika April C. Guycoa	F
8) Engr. Necitas D. Largo	F	WFH	8) Kriss Ann S. Hizon	F
			9) Fe B. Irene	F
			10) Verna Liza DV. Maramot	F
			11) Gel Cyrell Y. Tallada	F
			Secretariat	
			1) Ma Veronica A. Morales	F
			2) Jane C. Arcilla	F
			3) Ana DG. Asprec	F
			4) Ma Teresa S. Elima	F
			5) Mirasol S. Ninobla	F
			6) Ma. Irissa G. Ordillano	F
			Observer/s	
			1)	(COA)
			2)	

End-Users
 1) Corazon Castro
 2)
 3)
 4)
 5)
 6)

Account Officer
 1) Sherrrie Mae D. Doble
 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, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF NINETY THREE (93) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCD) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)

Bid Reference No.

: GPG-B1-2020-109

Time / Date & Venue

: 23 September 2020, 3:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

NO ID - NO ENTRY
 For Company Personnel
 • Valid Company ID with picture and signature
 For Individuals (Not representing any Company)
 • Any valid government-issued ID with picture and signature

PLEASE PRINT LEGIBLY

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
1)	Angeline D. Ebio		JETS TROPHY, INC.					
2)	Bryan E. Dimanda							
3)	Mary Grace G. Celles		N.S.B. ENGINEERING DESIGN & FABRICATION					
4)	Rachelle Anne A. Martinez							

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act. PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.