



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE FOR THE  
SUPPLY AND DELIVERY OF ONE (1) LOT SPARE PARTS FOR THE  
MAINTENANCE AND REPAIR OF PHILIPPINE MARINE CORPS (PMC)  
FLOATING ASSETS FOR THE PHILIPPINE NAVY (PN)  
BID REF. NO. MPG-BI-2020-373 2<sup>nd</sup> Rebid  
17 August 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:15pm

In attendance are:

<b>FOR PITC BAC-I via ZOOM</b>
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra T. Alvarez, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
<b>Observer:</b>
Atty. Mark Brian Dela Cruz
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

<b>FOR PROPONENT – PN (via ZOOM)</b>

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One (1) Lot Spare Parts for the Maintenance and Repair of Philippine Marine Corps (PMC) Floating Assets for the Philippine Navy (PN). After which, Chair acknowledged the presence of the BAC members and Philippine Navy Representative/s through video conference (via ZOOM).
- Chair acknowledged the presence of the prospective bidder attending the pre-bid conference via ZOOM. Namely:
  - 1) Anwelh Holdings, Inc. – Waleed El-Halawany
  - 2) Golden Arrow Trading – Anjanette Dador
- Chair informed that to be able to participate in this bid project, the prospective Bidders should have completed one (1) single contract of similar to the contract to be bid 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 **Spare Parts for Outboard Motors.**
- At the same time, this bid project is open to authorized local Distributors, Dealers or Suppliers for the Supply and Delivery of One (1) Lot Spare Parts for the Maintenance and Repair of Philippine Marine Corps (PMC) Floating Assets for the Philippine Navy (PN) who must be Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- 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><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; 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 <b>2020 Mayor's Permit</b>.</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 <b>provisional Tax Clearance, renewal certificate or claim stub</b> 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 <b>2019 and 2018 Audited Financial Statements</b> comprising of:</p> <ul style="list-style-type: none"> <li>a) Independent Auditor's Report;</li> <li>b) Balance Sheet; and</li> <li>c) Income Statements</li> </ul> <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 a Bidders is already a PhilGEPS Platinum Member he 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><b>Annex I</b> 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 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. Bidders to use Annex I;</li> <li>• Bidders to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative signs the last page.</li> </ul> <p>Again, Chair reminded the Bidders to use the prescribed form in the Bidding Documents as per Annex I and this requirement does not require any attachment.</p>
<p><b>Annex I-A</b> 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 twenty-five percent (25%) of the total ABC of the lot being bid (Annex I-A)</p> <p>"Similar" contract shall mean Spare Parts for Outboard Motors</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• 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"> <li>a) End User's Acceptance</li> <li>b) Copy of Official Receipt;</li> <li>c) Sales Invoice with Collection Receipt (<i>They go together</i>)</li> </ul> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p>	<p><b><u>For NFCC</u></b> - A form is provided for as <b>Annex II-A</b>;</p> <p>As the sample form was flashed on the screen, Chair's instructions are for the 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 ABC.</p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit <b>Committed Line of Credit</b>, issued by a local commercial/Universal Bank.</p> <p><b><u>FOR COMMITTED LINE OF CREDIT (CLC)</u></b> - A sample form is provided for as <b>Annex II-B</b>;</p> <p>CLC must be at least equal to <b>ten percent (10%)</b> 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><b>Class "B" Documents</b> <b>(For Joint Ventures)</b></p>	<p>Since Bidders expressed that they will not bid as a Joint Venture, Chair skipped this portion, but stated that just in case they decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 37 to 39 of the Bidding Documents.</p>
<p><b>Technical Documents</b></p>	<p><b>Chair 's Instructions</b></p>
<p><b>Annex IV</b> Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>- A form is provided for as <b>Annex IV</b>;</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, Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form.</p>

	<p>The other forms of Bid Security are:</p> <p><b>b. Cash or Manager's Check</b> issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.</p> <p><b>c. Bank Guarantee/ Bank draft or Irrevocable LC</b> equivalent to at least 2% of the ABC; OR</p> <p><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Bidders will opt for a Surety Bond, The 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.</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 copy of the bond itself.</p> <p>The fourteen (14) grounds is found in Clause 12.1 (b) (i) (3) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p><b>Annex V-A</b> Duly signed and completed 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"> <li>• There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• Bidders to indicate the Lot no/s. being bid for;</li> <li>• Bidders to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance";</li> <li>• All three (3) pages must be signed by the company's authorized representative.</li> </ul> <p>Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the technical specifications.</p>
<p><b>Annex V-A1</b> Technical Specifications</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all three (3) pages.</li> </ul>
<p>Technical Manual or Part List/Catalogue</p>	<p>Submission of <b>Hard copy</b> of Technical Manual or Part List/Catalogue indicating the Part Number of the Spare Parts showing compliance to the required Technical Specifications for all the items. All other pages of the catalogue may be submitted in electronic copy.</p> <p>Internet downloads may be included to supplement the information contained in the original brochures.</p>
<p><b>Annex V-A2</b> Notarized Affidavit of Undertaking</p>	<ul style="list-style-type: none"> <li>• A form is provided for as Annex V-A2;</li> <li>• Transpose the form in Bidder's Company Letterhead;</li> <li>• Fill all the required information;</li> <li>• Signed by the Bidder's Authorized Representative</li> </ul>
<p>Certificate of Sample Item Verification</p>	<p>Submission of a Certificate of Sample Item Verification issued by Maintenance and Repair Officer, Marine Corps Assault Boat Battalion (MCABBn)</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"> <li>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</li> <li>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.</li> </ul> <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 Bidder 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>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.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative.</p>
<p><b>ENVELOPE 2 – FINANCIAL ENVELOPE</b></p>	
<p><b>Annex VII</b> Financial Bid Form</p> <p><b>Annex VII-A</b> Detailed Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• Bidders has to indicate the bid amount both in figures and in words in the Financial Bid Form;</li> <li>• Bidders must fill out all line items. If an item is to be given free, Bidders must indicate "0";</li> <li>• Forms to be signed by the bidder's authorized representative</li> </ul> <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- Chair opened the floor for questions/clarifications. Details are below:

Bidders Queries	Committee's Reply
Ma'am we already bough Bidding Documents from the previous Bidding, but due to the Lockdown we lost the Receipt.	
	In the Invitation to Bid page 5, it is stated that bidders who previously bought Bidding Documents under Bid Ref. Nos. MPGB1-2019-377 and MPG-B1-2020-048 (Rebid) may acquire Bidding Documents free of charge upon presentation of the Official Receipt.
So if we don't have the official receipt?	
	BAC Member M. Alvarez: BAC Chair, I suggest raising that particular concern in writing and send it to the PITC BAC. Chair: okay, and Please also indicate the Bid Reference No.
Where can we send the letter ma'am?	
	You may send it through email details are in the Bidding Documents (ITB Clause 10.1 of the Bid Data Sheet page 36 of 108).
	You still have time to review the requirements, if you have concerns in any of the requirement please raise it in writing and our reply will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website.
	Also, if in case we revise any of the forms please use the revised forms that we will issue in a Bid Bulletin.
	if there are no other concerns, we will wait for your letter.
	Thank you very much.

#### OTHER MATTERS:

- Chair reminded the 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 through Email:**

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5<sup>th</sup> Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)

Telefax: 8892-2149

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

#### BID SCHEDULE:

- Bidder can send queries/concerns via email until **28 August 2020 (Friday)**
- The Bid Opening is scheduled on **08 September 2020, 3:00 PM (Tuesday)**

#### ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 2:00pm

MINUTES TAKEN BY:

**MA. VERONICA B. MORALES**  
Head, BAC-I Secretariat  
LMC

APPROVED BY:

**CHRISTABELLE P. EBRIEGA**  
Chairperson, BAC-I



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-373) 2nd Rebid -VIA ZOOM VIDEO CONFERENCE**

(Previous Bid Reference No. MPG-B1-2019-377 & MPG-B1-2020-048 Rebid)

**SUPPLY AND DELIVERY OF ONE (1) LOT SPARE PARTS FOR THE MAINTENANCE AND REPAIR OF PHILIPPINE MARINE CORPS (PMC) FLOATING ASSETS FOR THE PHILIPPINE NAVY (PN)**

17 August 2020, 1:00 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) Christabelle P. Ebriega	F	WFH	1) Manuel O. Elima, III	M	(Team Coordinator) WFH
2) Atty. Maria Gudelia C. Guese	F	<i>[Signature]</i>	2) Pio B. Bellosillo	M	(Member)
3) Myra Chitella T. Alvarez	F	<i>[Signature]</i>	3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) David A. Inocencio	M	<i>[Signature]</i>	4) Suzanne M. Marticio	F	(Member)
5) Joel S. Rodriguez	M	<i>[Signature]</i>	5) Rachel F. Ignacio	F	(Member)
6) Irene G. Alayon	F	<i>[Signature]</i>	6) Judy Ann L. Esteban	F	(Member)
7) Atty. Mitzell Arthur R. Magdaong	M	WFH	7) Michael M. Arriegado	M	(Member)
8) CDR Lily Rose Lastimado PN	M	<i>[Signature]</i>	8) Franklin D. Iglesias	M	(Member)
9)	M		9) Louis Albert H. Quiroga	M	(Member)
<b>End-Users</b>			<b>Secretariat</b>		
1)			1) Ma Veronica A. Morales	F	(Head)
2)			2) Jane C. Arcilla	F	(Member)
3)			3) Ana DG. Asprec	F	(Member)
4)			4) Ma Teresa S. Eliina	F	(Member)
5)			5) Mirasol S. Ninobla	F	(Member)
6)			6) Ma. Irissa G. Ordillano	F	(Member)
<b>Account Officer</b>			<b>Observer/s</b>		
1) Ma. Cristina Rosa V. Bautista	F	(Account Head)	1)		
2) Suzanne M. Marticio	F	(Account Officer)	2)		

