



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE FOR THE  
SUPPLY AND DELIVERY OF 11,300,000 ROUNDS BRAND NEW  
CTG 9MM, BALL FOR THE PHILIPPINE ARMY (PA)  
BID REF. NO. MPG-BI-2020-418  
17 August 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:30pm

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
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

<b>FOR PROPONENT – PA (via ZOOM)</b>
Anne Navarro SAMB G4
Col Dulawan PA TWG

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 11,300,000 Rounds Brand New Ctg 9mm, Ball for the Philippine Army (PA). After which, Chair acknowledged the presence of the BAC members and Philippine Army Representative/s through video conference (via ZOOM).
- Chair acknowledged the presence of the prospective bidder attending the pre-bid conference via ZOOM. Namely:
  - 1) Firepower Defense Contractors Inc.
  - 2) Armscor Global Defense, Inc.
  - 3) Caballo Negro Industriya Corp.
- Chair informed that to be able to participate in this bid project, the prospective Bidders should have completed within the last five (5) years from the date of submission and receipt of bids a single contract similar to the contract to be bid amounting to at least twenty five percent (25%) of the ABC.  
 "Similar contract" shall mean **Ammunition**.
- At the same time, this bid project is open to eligible Manufacturers for the Supply and Delivery of 11,300,000 Rounds Brand New Ctg 9mm, Ball for the Philippine Army (hereafter referred to as GOODS). However, foreign manufacturers must be represented by a Philippine based company.
- 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 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 <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</b> and <b>2018</b> Audited Financial Statements comprising of:</p> <ol style="list-style-type: none"> <li>a) Independent Auditor's Report;</li> <li>b) Balance Sheet; and</li> <li>c) Income Statements</li> </ol> <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 amounting to at least twenty five percent (25%) of the ABC.</p> <p>"Similar contract" shall mean Ammunition.</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>For NFCC</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>FOR COMMITTED LINE OF CREDIT (CLC)</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.</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>ELIGIBILITY DOCUMENTS FOR FOREIGN MANUFACTURER</b></p>	<p>For foreign manufacturers, the following are the eligibility documents for submission:</p> <ol style="list-style-type: none"> <li>1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based;</li> <li>2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018;</li> <li>3. Corporate Financial Statement or Annual Report for <b>2019 or 2018</b>;</li> <li>4. Duly filled up and signed form Annex I;</li> <li>5. Duly filled up and signed form Annex I-A, with any of the following attachment: <ul style="list-style-type: none"> <li>• Certificate of Acceptance issued by the end-user; or</li> <li>• Official Receipt or Payment</li> </ul> </li> <li>6. NFCC or CLC.</li> </ol>
<p><b>Class "B" Documents (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 36 to 37 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> <ol style="list-style-type: none"> <li>a. <b>Bid Securing Declaration</b> <ul style="list-style-type: none"> <li>- A form is provided for as <b>Annex IV</b>;</li> </ul> </li> </ol>

	<p>Chair informed the Bidders that the Committee will issue a Bid Bulletin that the Bid Securing Declaration form (<b>Annex IV</b>) will be revised for minor correction.</p> <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> <ul style="list-style-type: none"> <li><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.</li> <li><b>c. Bank Guarantee/ Bank draft or Irrevocable LC</b> equivalent to at least 2% of the ABC; OR</li> <li><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</li> </ul> <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><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 on the column "Bidder's Statement of Compliance";</li> <li>• All seven (7) 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 <b>technical specifications</b>.</p>
<p><b>Annex V-A1</b> Technical Specifications (2 pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes.</li> </ul>
<p><b>Annex V-A2</b> Test and Acceptance Procedure (7 pages)</p>	
<p><b>Annex V-A3</b> Sampling Plan (4 Pages)</p>	
<p><b>Annex V-A4</b> Packing Markings (2 Pages)</p>	

<p>Brochure or Technical Data Sheet or equivalent</p>	<p>Submission of Brochure or Technical Data Sheet or equivalent showing compliance to the required Technical specifications.</p> <p>Internet downloads may be included to supplement the information contained in the original brochures.</p>
<p><b>Annex V-B</b>  Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plans and Packaging Markings</p>	<p>Submission of a Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures, Sampling Plans and Packaging Markings to be signed by their Production Engineer or designated Technical Personnel. Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex V-B</b>;</li> <li>• Transpose the form in Bidder's Company Letterhead;</li> <li>• Fill all the required information;</li> <li>• Signed by the Production Engineer/Technical Personnel.</li> </ul>
<p>Required Ammunition License/s</p>	<p><b>For Local Manufacturers:</b> Valid and current License to Manufacture the items to be bid issued by the Philippine National Police (PNP) Camp Crame, Quezon City.</p> <p><b>For Foreign Manufacturers:</b></p> <ul style="list-style-type: none"> <li>• Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City. <b>OR</b></li> <li>• Philippine Representative Company's Valid and Current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City.</li> </ul> <p><b>Note:</b> Required ammunition license(s) presented during opening of bids shall be used for the importation of the item being bid.</p>
<p>For Foreign Manufacturers</p>	<p>a) Valid and Current Written Appointment of the Philippine based company (as local representative of foreign manufacturer) issued by the foreign bidder.</p> <p>The written appointment must include detailed scope of responsibility of the local representative</p> <p>b) Duly Notarized authorization of the Philippine Based Company's representative (e.g. Secretary's Certificate for Corporation, Special Power of Attorney for Sole Proprietor) with specimen signature of the authorized representative to transact with PITC including address, telephone number, fax number and email address;</p> <p>c) Notarized Affidavit of Undertaking to submit the SEC Certificate of Registration and/or authorization or license issued by the appropriate government agency per GPPB Resolution No. 25-2019, dated 30 October 2019 within ten (10) calendar days from receipt of the Notice of Award as per <b>Annex V-C</b>.</p>
<p>Valid and current ISO Registration Certificate (or equivalent)</p>	<p>Submission of a Valid and current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The certificate shall cover the design, manufacture and/or production, as applicable</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>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that <b>the OSS</b> 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>Annex VII-A 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:

<b>Bidders Queries</b>	<b>Committee's Reply</b>
Armscor: I have two concerns, the Delivery Period, and the payment.	
For the Delivery period, can we have an additional 60 calendar days because the number of our production employees, due to the COVID-19 Infection the process is very slow, and also can we have a Partial payment?	
	Ma'am I will require you to put your requests in writing and we will refer the matter to the End-users.
	And as you know, our reply will be through a Bid bulletin which will be posted in PhilGEPS and PITC website and it will be your responsibility to check the site from time to time if we issue any Bid Bulletin or Notices.
Okay ma'am	
	And we also prefer to send your letter through email.
Noted.	
	If there are no other concerns, we will wait for your letter.
	Thank you and good luck.

#### **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 :**  
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 **07 September 2020, 10:00 AM (Monday)**

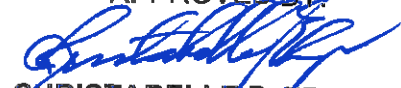
#### **ADJOURNMENT:**

- There are no other matter discussed, the pre-bid conference was adjourned at 4:05pm

MINUTES TAKEN BY:

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

APPROVED BY:

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



**ATTENDANCE SHEET**

**PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2020-418) - VIA ZOOM VIDEO CONFERENCE**  
**Supply & Delivery of 11,300,000 Rounds Brand New Ctg 9mm, Ball for the Philippine Army (PA)**  
 17 August 2020, 3:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
 NDC Building, 116 Tordesillas Street, Saicedo 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	<i>WFH</i>	1) Manuel O. Elima, III	M	<i>WFH</i>
2) Atty. Maria Gudelia C. Gutese	F	<i>[Signature]</i>	2) Pio B. Bellosillo	M	<i>[Signature]</i>
3) Myra Chitella T. Alvarez	F	<i>[Signature]</i>	3) Ma. Cristina Rosa V. Bautista	F	<i>[Signature]</i>
4) David A. Inocencio	M	<i>[Signature]</i>	4) Suzanne M. Marticio	F	<i>[Signature]</i>
5) Joel S. Rodriguez	M	<i>[Signature]</i>	5) Rachel F. Ignacio	F	<i>[Signature]</i>
6) Irene G. Alayon	F	<i>[Signature]</i>	6) Judy Ann L. Esteban	F	<i>[Signature]</i>
7) Atty. Mitzell Arthur R. Magdaong	M	<i>WFH</i>	7) Michael M. Arriego	M	<i>[Signature]</i>
8) MGen Byron H Calimag AFP	M		8) Franklin D. Iglesias	M	<i>[Signature]</i>
9) BGen Glenn E Cruz AFP	M		9) Louis Albert H. Quiroga	M	<i>[Signature]</i>
<b>End-Users</b>			<b>Secretariat</b>		
1)			1) Ma Veronica A. Morales	F	<i>[Signature]</i>
2)			2) Jane C. Arcilla	F	<i>[Signature]</i>
3)			3) Ana DG. Asprec	F	<i>[Signature]</i>
4)			4) Ma Teresa S. Elima	F	<i>[Signature]</i>
5)			5) Mirasol S. Ninobla	F	<i>[Signature]</i>
6)			6) Ma. Irissa G. Ordillano	F	<i>[Signature]</i>
<b>Account Officer</b>			<b>Observer/s</b>		
1) Pio B. Bellosillo	M	<i>[Signature]</i>	1)		
2) Rachel F. Ignacio	F	<i>[Signature]</i>	2)		





# Bids and Awards Committee (BAC 1)

## ATTENDANCE SHEET: PROSPECTIVE BIDDERS

PRE-BID CONFERENCE - VIA ZOOM VIDEO CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project

: Supply & Delivery of 11,300,000 Rounds Brand New Ctg 9mm, Ball for the Philippine Army (PA)

Bid Reference No.

: MPG-B1-2020-418

Time / Date & Venue

: 17 August 2020, 3:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**PLEASE PRINT LEGIBLY**

**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

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
	JERUEL SANCHEZ	M	FIREPOWER DEFENSE CONTRACTORS, INC.					
	TONY ROSE CHERAI V. CARLS	F	ARMSCOR GLOBAL DEFENSE, INC.					
	NINA KARLA S. NOVEROS	F						

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.