



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE  
SUPPLY AND DELIVERY OF 5,709 BRAND NEW INDIVIDUAL FIRST AID KITS  
FOR THE PHILIPPINE ARMY (PA)  
BID REF. NO. MPG-B1-2020-421  
27 October 2020, 5<sup>th</sup> Floor Conference Room**

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

In attendance are:

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

| <b>FOR PROPONENT – PA via Zoom</b> |
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| COL JOSE ROSEL R REDUBLE           |
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**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. Afterwhich, Chair acknowledged the presence of the BAC Members and the End-User’s representative from PA via video conferencing (ZOOM).
- Chair acknowledged the presence of the prospective Bidders present in this Pre-Bid Conference via video conferencing (ZOOM); namely:
  1. Intramed Healthcare Products, Inc. – Rachele Requina
  2. BDM Enterprises – Gean Hernandez and Rita Karim
  3. Choz-A-Medz Corporation – Atty. Diosie Claine Avelino
  4. S&S Enterprises Inc. – Alexander Hernandez and Joseph Urbi Orido
- Chair informed Bidders that PITC has been tapped by the PA to undertake this project for them.
- Invitees are local authorized dealers, distributors or resellers for the Supply and Delivery of 5,709 Brand New Individual First Aid Kits.
- At the same time, the bidding is open to Filipino citizens/ sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Chair informed that to be able to participate in this bid project, a prospective Bidder 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 of the item being bid for.

Similar” contract shall mean Medical Supplies

**Delivery of Goods** is required within Ninety (90) calendar days from receipt of the Notice to Proceed.

**Delivery Place:** Medical Warehouse, Supply Battalion, ASCOM, PA, Fort Bonifacio, Taguig City.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the 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**

| <b><u>Class "A" Eligibility Documents</u></b>   | <b><u>Chair's Instructions</u></b>  |
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| 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 valid and current.; 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 to submit 2020 Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a 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 2019 and 2018 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>   |

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|   | <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>  |
| <p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>   | <p>If a Bidder is 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><b>Annex I</b><br/>Statement of all Ongoing government and private contracts including contracts awarded but not yet started.</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 have 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 sign the last page.</li> </ul>  |
| <p><b>Annex I-A</b><br/>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.</p> <p>"Similar contract" shall mean Medical Supplies</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: <ol style="list-style-type: none"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance; or</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>   |
| <p>Net Financial Contracting Capacity (NFCC)</p>  | <p><b><u>For NFCC</u></b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex II-A;</li> </ul> <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 Annex II-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> |

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|  | Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.   |
| <b>Annex III</b><br>Class "B" Document:<br>(For Joint Venture) | Since prospective Bidders expressed that they will not bid as a Joint Venture, Chair skipped this portion, but stated that just in case any of them 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.  |
| <b><u>Technical Documents</u></b>                              | <b><u>Chair's Instructions</u></b>  |
| <b>Annex IV</b><br>Bid Security                                | <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 and have it notarized.</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; <b>OR</b></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 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> |
| <b>Annex V-A</b><br>Technical Bid Form (4 pages)               | <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>• Bidders to use the Bid Form. They shall not retype or alter it;</li> <li>• Bidders to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"</li> <li>• All pages must be signed by the authorized representative/s of Bidders.</li> </ul>  |

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|  | Chair reminded Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.   |
| <b>Annex V-A1</b><br>Technical Specification of Individual First Aid Kit (4 pages)                                     | Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.  |
| <b>Annex V-A2</b><br>Technical Specification of the Pouch (10 pages)   |  |
| <b>Annex V-A3</b><br>Visual Inspection Checklist for the Pouch (1 page)  |  |
| <b>Annex V-A4</b><br>List of Brand/Model, Country of Origin and Name of Manufacturer of Items being Offered (1 page)   | <ul style="list-style-type: none"> <li>• Bidders to indicate the Brand and Model No. of the item and Country of Origin and Name of the Manufacturer;</li> <li>• Bidders to fill all the required information called for;</li> <li>• To be signed by the authorized representative/s of Bidders.</li> </ul>   |
| <b>Annex V-B1</b><br>Undertaking to Submit Valid and Current Product Certificates/Registrations for Post Qualification | <p>Chair instructions are as follows:</p> <ul style="list-style-type: none"> <li>• To transpose the form in Company's Letterhead;</li> <li>• To fill all the required information called for;</li> <li>• To be signed by the Production Bidder's authorized representative/s.</li> </ul> <p>Chair emphasized that there's a thick mark there on which items will need the following Certificates:</p> <ol style="list-style-type: none"> <li>1. LTO As Distributor, Wholesaler and Importer of for Medical Devices (Item Nos. 1 to 8)</li> <li>2. LTO as Distributor, Wholesaler and Importer of Drugs (Item Nos. 9 to 13)</li> <li>3. CPR or COE from CDRRHR (Item Nos. 1 to 8)</li> <li>4. CPR from CDRR (Item Nos. 9 to 13)</li> <li>5. CGMP in the name of the Manufacturer (Item Nos. 9 to 13)</li> </ol> |
| <b>Annex V-B2</b><br>Bidder's Certification on Product Development for the Pouch, Individual First Aid Kit, PHILARPAT  | <p>Again, Chair instructions are as follows:</p> <ul style="list-style-type: none"> <li>• To transpose the form in Company's Letterhead;</li> <li>• To fill all the required information called for;</li> <li>• To be signed by the Bidder's authorized representative/s.</li> </ul>   |
| <b>For Tactical Tourniquet:</b>  | Bidders to submit a valid and current Certificate of Distributorship/Dealership of the item offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). 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.   |
| <b>Annex VI</b><br>Certificate of Performance Evaluation   | <p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex VI</b>;</li> <li>• The form must be in the company letterhead of Bidder's Single Largest Completed Contract Client;</li> <li>• The rating should be at least <b>VERY SATISFACTORY; AND</b></li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Provide all the information called for and the form must be signed by the Bidder's Client Authorized Representative</li> </ul>  |
| <p>Proof of Authority of the Designated Representative</p>   | <p>Submission of a Proof of Authority of Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ol> <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><b>Annex VI</b><br/>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: <b><u>Name, Title and Specimen Signature</u></b> 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. Notarization is required for this OSS.</p>   |
| <p><b>ENVELOPE 2 – FINANCIAL ENVELOPE</b></p>  |  |
| <p>Financial Bid Form (<b>Annex VIII-A</b>)</p> <p>Detailed Financial Bid Form (<b>Annex VIII-B</b>)</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> </ul>   |

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|  | <ul style="list-style-type: none"> <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> |
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- The Chair opened the floor for questions/clarifications. Hereunder are the details:

| Bidder's Clarifications/Query  | Committee's Reply   |
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|  | <b>Any questions?</b>   |
| SSEI: For the Omnibus Sworn Statement, do we have to follow the format provided or do we have to use our own format?           |   |
|  | We enjoy you to follow our formats to avoid missing out on any phrase or statement. We have discovered that there is a propensity to omit some phrases if your follow your own. |
| Is it recommended but we don't have to follow the format provided?   |   |
|  | For so long, as you don't omit any phrase, sentence, or statement.  |
| Thank you, Ma'am.  |   |
|  | <b>Anything else?</b>   |
| Choz-A-Medz Corporation: On the document, you suggest that it's better that we photocopy nalang po para exactly the same siya? |   |
|  | Yes, you can scan or photocopy. Except for the ones that need to be in the letterhead of the client, like the Certificate of Performance Evaluation.                            |
| Okay, Ma'am. Thank you.  |   |
|  | If there are no more questions. Thank you, very much and Good luck!   |
| Bidders: Thank you Ma'am.  |   |

| <b>Chair's Instructions</b>   |
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| Chair stated that Bidders should write all their queries/concerns to the BAC Chair which may be sent through email or fax. 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 Bidder 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 intent 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 advanced copy of the forms. Remember, you must pay for the Bidding Documents way ahead of the Bid submission and opening of 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](mailto:myette.elima@pitc1973.onmicrosoft.com). Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

**OTHER MATTERS:**

- Bidders were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Bidders have to use the revised forms which will be put in the Bid-Bulletin.
- Chair also reminded that the Bidders must **sign or initial** 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  
5th Flr., Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City  
Email: [chairbac1@pitc.gov.ph](mailto: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 on or before **06 November 2020 (Friday)**.
- The Submission and Bid Opening is scheduled on **18 November 2020 (Wednesday, 10:00am)**.

**ADJOURNMENT:**

- There are no other matters discussed, the pre-bid conference was adjourned at 4:00pm.

MINUTES TAKEN BY:

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

APPROVED BY:

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