



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

MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING, TAGGING AND
COMMISSIONING OF ONE (1) LOT BRAND NEW EMERGENCY
TELECOMMUNICATIONS SYSTEM FOR THE OFFICE OF CIVIL DEFENSE (OCD)
BID REFERENCE NO. MPG-BI 2020-491
27 October 2020, 5th Floor Conference Room

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

In attendance are:

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

FOR PROPONENT – OCD via ZOOM
Mr. Archival Abejo

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the End-Users representative from OCD through video conferencing ZOOM.

Chair acknowledged the presence of Scan Marine represented by Roland Madrideojos and Daniel Rolas Pestanio, the only prospective Bidder present in this Pre-Bid Conference via video conferencing (ZOOM).

- Chair informed Bidder that PITC has been tapped by the OCD to undertake this project for them.
- Invitees are authorized Philippine ICT Suppliers, Dealers or Reseller for the Supply, Delivery, Installation, Configuration, Testing, Tagging and Commissioning of One (1) Lot Brand New Emergency Telecommunications System.
- At the same time, the bidding is open to Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- **Delivery Period:** within One Hundred Twenty (120) calendar days from receipt of Notice to Proceed.

Delivery Place:

- OCD Central Office – Camp General Emilio Aguinaldo, Quezon City
- OCD Regional Office I – 2F/3F Ed Fabro Building, Pagdalagan, City of San Fernando, La Union.
- OCD Regional Office II – Regional Government Center, Carig Sur, Tuguegarao City.
- OCD Regional Office III – Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
- OCD Regional Office V – Camp General Simeon A. Ola, Legazpi City, Albay

- f) OCD Regional Office VI – Camp General Martin T. Delgado, Fort San Perdo, Iloilo City
- g) OCD Regional Office VIII – 2 nd floor Uytingkoc Building, Avenida Veteranos, Taclac City
- h) OCD Regional Office IX – Pres. Corazon C. Aquino, Regional Government Center, Brgy. Balintawak, Pagadian City
- i) OCD Regional Office XI – 2 nd floor, LDL Building, 102 Corrales Avenue, Cagayan de Oro City
- j) OCD Regional Office XII – Camp Fermin G. Lira Jr., General Santos City

- 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 at least a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.

“Similar” contract shall mean ICT Equipment.

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

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class “A” Eligibility Documents</u>	<u>Chair’s Instructions</u>
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 valid and current.; 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>Bidder must submit their 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 Bidder 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>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed Bidder that PITC does not accept any <i>provisional Tax Clearance, renewal certificate or claim</i></p>

	<p>stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.</p> <p>Chair advised Bidder 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> <ul 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 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, Bidder 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>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Chair's instructions to Bidder with respect to this document are:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Bidder have to use Annex I; • Bidder to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
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. "Similar contract" shall mean ICT Equipment	<ul style="list-style-type: none"> • A form is again provided; • Bidder to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> 1. Copy of Official Receipt; 2. End User's Acceptance; or 3. Sales Invoice together with Collection Receipt (They go together)
Net Financial Contracting Capacity (NFCC)	<p>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II-A; <p>As the sample form was flashed on the screen, Chair's instructions is for Bidder 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 Bidder 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><u>FOR COMMITTED LINE OF CREDIT (CLC)</u> - A sample form is provided for as Annex II-B;</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.</p> <p>Chair reminded Bidder 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 Bidder 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 38 of the Bidding Documents.</p>

<u>Technical Documents</u>	<u>Chair's Instructions</u>
<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 - A form is provided for as Annex IV;</p> <p>Bidder 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 Bidder to photocopy the form or scan it, and then have the authorized representative sign the form and have it notarized.</p> <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.</p> <p>c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Bidder will opt for a Surety Bond, Bidder must 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 Bidder 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 Committee will issue a Supplemental Bid Bulletin to revise this form.</p>
<p>Technical Bid Form Annex V-A (4 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair s instructions are as follows:</p> <ul style="list-style-type: none"> • For Bidder to use the Bid Form. They shall not retype or alter it;

	<ul style="list-style-type: none"> • Bidder to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • Bidder to indicate the Brand and Model No. of the Equipment being offered; • All pages must be signed by the authorized representative of the Bidder. <p>Chair reminded Bidder 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.</p>
Annex V-A1 Technical Specifications (3 pages)	Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Annex V-A2 Test and Acceptance Procedures (3 pages)	
Brochure or Technical Data Sheet	<p>Bidder to submit Brochure or Technical Data Sheet or equivalent showing compliance to technical specifications of the High Frequency (HF) Base Radio and High Frequency (HF) Base Modem being offered. Internet downloads may be included to supplement the information contained in the original brochures of the High Frequency (HF) Base Radio and High Frequency (HF) Base Modem.</p> <p>Chair emphasized that the Brochure/Technical Data should be in English language.</p>
Valid and Current Bidder's Radio Dealers Permit	Submission of a Valid and Current Bidder's Radio Dealers Permit issued by National Telecommunication Commission (NTC).
Valid and Current Certificate of Distributorship / Dealership / Resellership for the ICT Equipment	Bidder to submit a valid and current Certificate of Distributorship / Dealership / Resellership for the ICT Equipment 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
Copy of valid and current ISO Certification	Submission of a Copy of valid and current ISO Certification of the Manufacturer issued by an independent certifying agency. The ISO Certification (or equivalent document) must cover the manufacture/design or production of the High Frequency (HF) Base Radio and High Frequency (HF) Base Modem.
Certification from the Manufacturer	Bidder to submit a Certification from the manufacturer that the HF Based Radio passed the Military Standard 810G.
List of Authorized Service Center/s in the Philippines	Submission of a List of Authorized Service Center/s in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person) of the High Frequency (HF) Base Radio and High Frequency (HF) Base Modem being offered Philippine International Trading Corporation Bid Ref. No. MPG-BI-2020-491 Section III. Bid Data Sheet (BDS) Page 40 of 103 Supply, Delivery, Installation, Configuration, Testing, Tagging and Commissioning of One (1) Lot Brand New Emergency Telecommunications System for the Office of

	<p>Civil Defense (OCD) In the event of closure of business, termination of franchisee/service center, the supplier shall notify the OCD and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services.</p>
<p>Annex V-B Affidavit of Site Inspection</p>	<p>Bidder to submit an Affidavit of Site Inspection.</p> <p>Chair emphasized that the bidder should inspect all the 10 sites where the bidder supposed to install and deliver the radios and modem.</p> <p>Contact Person at Site Inspection: Mr. Archival Abejo Contact No: 0917-907-9330</p> <p>Again, the Committee will issue a Supplemental Bid Bulletin to revise this form.</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex VI; • The form must be in the company letterhead of Bidder's Single Largest Completed Contract Client; • The rating should be at least VERY SATISFACTORY; AND • Provide all the information called for and the form must be signed by the Bidder's Client Authorized Representative
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol 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 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 the OSS is standard in all government biddings.</p> <p>Chair advised Bidder 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. Notarization is required for this OSS.</p>
<p>ENVELOPE 2:</p> <p>FINANCIAL BID FORM (Annex VII)</p>	<p>Envelope 2 will contain the Financial Bid of Bidder. 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"; • Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Form 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>

- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder Query/Clarification/s	Committee's Reply
	Any questions?
In Annex V-A, it was specified there that HF Radio and HF modem should be of the same brand, this is not possible po sa amin.	
	What is important po is interoperable yung radio and modem.
We have supplied different radio brand as well as HF radio and modem, but they are compatible with each other.	
	Sir, can I request you to put your question in writing Sir so we can confer the matter with the OCD and our response will not be direct letter to you but through a Bid Bulletin. It's going to be your responsibility to get hold of that Bid Bulletin. We will wait for your letter Sir so we can issue a clarification on this.
Okay, Ma'am.	
	Anything else Sir?
None so far Ma'am. Thank you.	

	Just a reminder, 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 submission and opening of bids.
	If there are no more questions for now, we will wait for your written queries. Review your documents well thank you and good luck.

Chair's Instructions

Chair stated that Bidder 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 Bidder/s 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.

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 for the following:**
 1. To put the title "Bid Securing Declaration" in the form per Annex IV
 2. Affidavit of Site Inspection (Annex V-B)
- Bidder was advised that any changes in the forms/documents the Committee will issue a Bid-Bulletin and Bidder have to use the revised forms which will be put in the Bid-Bulletin.
- Chair also reminded that 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:**

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:

- Bidder can send queries/concerns via email on or before **13 November 2020 (Friday)**.
- The Bid Opening is scheduled on **25 November 2020 (Wednesday, 9:00am)**.

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 11:00am.

Adjourned at 10:00 A.M.

MINUTES TAKEN BY:



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

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I