



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY AND DELIVERY OF 5,500 ROUNDS BRAND NEW CTG 14.5MM, ARTILLERY
TRAINER FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2020-518 Rebid
27 October 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 4:10pm.

In attendance are:

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

FOR PROPONENT – PA via ZOOM
CAPT LEONORA LINGA
MS. ANNE NAVARRO

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-User’s representatives from PA via video conferencing (ZOOM).
- Chair informed Armscor that PITC has been tapped by the PA to undertake this project for them.
- Chair acknowledged the presence of Armscor Global Defense, Inc., represented by Mary Ann Galisim, the only prospective Bidder present in this Pre-Bid Conference via video conferencing (ZOOM).
- Invitees are eligible Manufacturers for the Supply and Delivery of 5,500 Rounds Brand New Ctg. 14.5mm, Artillery Trainer for the Philippine Army. However, foreign manufacturers must be represented by a Philippine based company.
- **Delivery Period:** Within One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed or Opening of Letter of Credit whichever comes late.

Delivery Place: Ammo Company, AAB Warehouse, LSG, ASCOM, PA, Camp Servillano Aquino, San Miguel, Tarlac City.

- Chair informed that to be able to participate in this bid project, a prospective 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.

- 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 for Local Manufacturers	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 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>Arm Scor 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>Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR;</p> <p>Chair informed Arm Scor 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 Arm Scor 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>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If Armscor 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, Armscor 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 Statement of 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 Armscor with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Armscor to use Annex I; • Armscor 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 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"> • A form is again provided; • Armscor 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. Copy of End User's Acceptance; b. Copy of Official Receipt/s; or c. Copy of Sales Invoice with Collection Receipt/s
<p>Net Financial Contracting Capacity (NFCC)</p>	<p><u>For NFCC</u></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 Armscor 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 Armscor 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 Armscor that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Eligibility Documents or Foreign Manufacturer</p>	<p>Since Armscor is not participating as a Foreign Manufacturer, Chair skipped this portion.</p>

<p>Annex III Class "B" Document: (For Joint Venture)</p>	<p>Since Armscor 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 37 to 38 of the Bidding Documents.</p>
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<p align="center"><u>Technical Documents</u></p>	<p align="center"><u>Chair's Instructions</u></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>Armscor 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 Armscor 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 Armscor will opt for a Surety Bond, Armscor 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 Armscor 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>Technical Bid Form Annex V-A (7 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 Armscor to use the Bid Form. They shall not retype or alter it; • Armscor to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative/s of the Bidder. <p>Chair reminded Armscor 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 (2 pages)	Armscor's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Annex V-A2 Markings on Packaging (2 pages)	
Brochure or Technical Data Sheet	Submission of a Brochure or Technical Data Sheet or equivalent showing compliance to the required Technical specifications. Internet downloads may be included to supplement the information contained in the original brochures.
Annex V-B 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: <ul style="list-style-type: none"> • To transpose the form in Bidder's Letterhead • Fill all the required information called for; • To be signed by the Production Engineer/Technical Personnel
Manufacturer's Test and Acceptance Procedure	Bidder to submit a Manufacturer's Test and Acceptance Procedure
Required Ammunition License/s	For Local Manufacturers: <ul style="list-style-type: none"> • Valid and current License to Manufacture the items to be bid issued by the Philippine National Police (PNP) Camp Crame, Quezon City.
For Foreign Manufacturers	Again, Armscor is not participating as a Foreign Manufacturer, Chair skipped this portion.
Valid and current ISO Registration Certificate	<ul style="list-style-type: none"> • Armscor to submit 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.
Proof of Authority of the Designated Representative	Submission of a Proof of Authority of the Bidder's Authorized Representative: <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 Armscor 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</p>

	named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.
Annex VI Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Armscor 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: Name, Title and Specimen Signature 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>
ENVELOPE 2: FINANCIAL BID FORM (Annex VII-A)	<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; • 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>

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

Armscor's Query/Clarification/s	Committee's Reply
	Any questions?
None, Ma'am.	
	Just a reminder that if in case we issue any revised forms, you have to use the revised forms that we issue through a Bid Bulletin. Do not just correct the form on your own.
	If there are no questions for now, please review your documents well, thank you and good luck!

Chair's Instructions
Chair stated that Armscor 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 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 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. Thereafter, proof of payment must be emailed back to the BAC Secretariat for verification purposes.

OTHER MATTERS:

- Chair also reminded that Armscor 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 **23 November 2020 (Monday, 2:00pm)**.

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 5:00pm.

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE

Head, BAC-I Secretariat

KDC

APPROVED BY:



CHRISTABELLE P. EBRIEGA

Chairperson, BAC-I