



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM  
SUPPLY AND DELIVERY OF ONE HUNDRED FOURTEEN (114) UNITS BRAND NEW  
SNIPER RIFLE 7.62MM FOR THE PHILIPPINE NATIONAL POLICE (PNP)  
BID REF. NO. GPG-B1-2020-400  
(Previous Bid Reference No. GPG-B1-2018-389 and  
GPG-B1-2019-257 Rebid, GPG-B1-2019-588 2nd Rebid)  
26 October 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 4:15pm

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Vice-Chair
Atty. Roxanne Marie Q. Cruz, Member
Joel S. Rodriguez, Member
Atty. Mark Brian Dela Cruz, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PNP

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One Hundred Fourteen (114) Units Brand New Sniper Rifle 7.62MM for the Philippine National Police (PNP). After which, Chair introduced the BAC members.
- Chair acknowledged the presence of **United Defense Manufacturing Corp.** the only prospective bidder present in this pre-bid conference.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have a 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 fifty per cent (50%) of the ABC of the project.

“Similar” contract shall mean **Firearms**.

- At the same time, this bid project is open to authorized Local and Foreign Manufacturers or Local First Tier Distributors for the Supply and Delivery of One Hundred Fourteen (114) Units Brand New Sniper Rifle 7.62MM for the Philippine National Police (PNP) (hereafter referred to as GOODS).

**“First Tier Distributor”** shall mean a Philippine-based company directly appointed by the principal manufacturer of the item who has been engaged in the sale of firearms for a cumulative period of five (5) years and with a valid and current Indentor’s License to deal in firearms for sale to the Armed Forces of the Philippines / Philippine National Police (AFP/PNP).

However, Foreign Manufacturers must be represented by a reputable Philippine based Company who has been engaged in the sale of firearms for a cumulative period of at least five (5) years and with a valid and current Indentor’s License to deal in firearms for sale to the Armed Forces of the Philippines / Philippine National Police (AFP/PNP).

- 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**

<b>Class "A" Eligibility Documents for Local Manufacturers or First Tier Distributor</b>	<b>Chair's Instructions</b>
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>Bidder must submit the valid and current 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 the Bidder 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 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: Independent Auditor's Report, Balance Sheet and Income Statements, all pages of which must have the stamp "Received" by the BIR.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidder 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 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>

<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Bidder to use Annex I;</li> <li>• Bidder 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>Chair emphasized that this requirement does not need any attachment.</p>
<p><b>Annex I-A</b> Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Bidder 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. End User's Acceptance</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice with Collection Receipt (<i>They go together</i>)</li> </ol> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b> - A form is provided for as <b>Annex II</b>;</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidder to supply the necessary details as required. A formula is already provided for the bidder to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p><b>For CLC</b> - A sample form is provided for as <b>Annex II-A</b>.</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>Chair reminded the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Class "B" Documents</b> For Joint Ventures</p>	<p>Since bidder will not enter as a Joint Venture, Chair skipped to discuss this portion but just in case the requirements can be found in the <i>Bid Data Sheet ITB Clause 12.1 pages 37 to 39 of the Bidding Documents</i>.</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> - A form is provided for as <b>Annex IV</b>.</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 submit it notarized.</p> <p>The other forms of Bid Security are:</p> <p><b>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></p> <p><b>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></p> <p><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</p>

	<p>In case Bidder will opt for a Surety Bond, The Bidder 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 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 fourteen (14) grounds is found in Clause 12.1(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p><b>Annex V</b> 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>• Bidder to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidder to specify the Brand and Model Number of the following: <ul style="list-style-type: none"> <li>a) Brand New Sniper Rifle 7.62MM</li> <li>b) Brand New Sniper Rifle Scope</li> <li>c) Brand New Thermal Clip on Scope</li> </ul> </li> <li>• All nineteen (19) pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Chair reminded the 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>
<p><b>Annex V-A</b> Technical Specifications pursuant to NAPOLCOM Resolution No. 2019-223</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p><b>Annex V-A1</b> PNP Additional Requirements as of 27 November 2019</p>	
<p><b>Annex V-A2</b> PNP Test Parameters per Memorandum Circular No.:2018-006</p>	
<p><b>Annex V-A3</b> PNP Distribution List Annex V-A4 Reference PNP Logo</p>	
<p><b>Annex V-A3</b> PNP Distribution List</p>	
<p><b>Annex V-A4</b> Reference PNP Logo</p>	<p>Bidder to submit a Brochure, Product Catalogue or Technical Data Sheet or equivalent showing compliance to the required Technical Specifications for the following items.</p> <p>Internet downloads may be included to supplement the information contained in the original brochures.</p> <ol style="list-style-type: none"> <li>1) Sniper Rifle 7.62MM</li> <li>2) Sniper Rifle Scope</li> <li>3) Thermal Clip On Scope</li> </ol> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidder.</p>
<p>Brochure, Product Catalogue or Technical Data Sheet or equivalent</p>	

<p><b>FOR FIRST TIER DISTRIBUTORS:</b></p>	<ul style="list-style-type: none"> <li>Valid Appointment of the bidder as First Tier Distributor issued by the manufacturer of the Sniper Rifle 7.62MM ; and</li> <li>Certification that the Bidder has been engaged in the sale of firearms for a cumulative period of at least five (5) years.</li> </ul> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</p>
<p><b>REQUIRED LICENSES</b></p>	<p><b>FOR FIRST TIER DISTRIBUTOR:</b> Valid and current Indentor's License to Import/Sell/Distribute Firearms for sale to the AFP/PNP issued by the PNP-FED.</p> <p><b>Note:</b> Required license(s) presented during opening of bids shall be used for the importation of the firearms.</p>
<p><b>Annex V-C</b>  Manufacturer's Certification on Conformance to the project's Technical Specifications and Test &amp; Acceptance Procedures for Sniper Rifle 7.62MM</p>	<p>Submission of a Manufacturer's Certification on Conformance to the project's Technical Specifications and Test &amp; Acceptance Procedures for Sniper Rifle 7.62MM signed by the Production Engineer or designated personnel of the Manufacturer as per Annex V-C.</p> <ul style="list-style-type: none"> <li>Transpose the form in Manufacturer's Letterhead;</li> <li>Provide all the required information;</li> <li>Signed by the Production Engineer/Technical Personnel</li> </ul>
<p><b>Annex VI</b>  Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that the Bidder has a good record with his client. As such, Bidder has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Bidder to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least <b>Very Satisfactory</b>.</p> <p>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>
<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"> <li>For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</li> <li>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> </ol> <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 VII</b> 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 and notarized.</p>
<p><b>ENVELOPE 2 – FINANCIAL ENVELOPE</b></p>	
<p><b>Annex VIII</b> Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidder. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form;</li> <li>• Bidder must fill out all line items. If an item is to be given free, bidder 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>

- The Chair inquired for questions/clarifications, No reply from the Bidder. Hence, Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions which can be sent by email.

**OTHER MATTERS:**

- 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 through Email:**

CHAIR  
Bids and Awards Committee I  
Philippine International Trading Corporation (PITC)  
Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)

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

**BID SCHEDULE:**

- Bidder can send queries/concerns until **13 November 2020** (Friday)
- The Bid Opening is scheduled on **24 November 2020** (Tuesday, 1:00PM)


- There are no other matters discussed, the pre-bid conference was adjourned at 4:55pm

MINUTES TAKEN BY:



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

APPROVED BY:



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