



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW UHF COMMUNICATION SYSTEM WITH
ACCESSORIES FOR THE PHILIPPINE ARMY (PA)
Bid Ref. No. MPG-B1-2020-257
Approved Budget for the Contract - ₱ 5,219,230.76
08 January 2021, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 9:10am.

In attendance are:

FOR PITC BAC-I (via ZOOM)
Christabelle P. Ebriega, Chairperson
Myra 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)
Maj. Jerry Lasconia
BGen. Rogelio Ulanday
Ms. Anne Navarro

HIGHLIGHTS OF PROCEEDINGS:

- Vice-Chair presided the pre-bid conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One (1) Lot Brand New UHF Communication System with Accessories for the Philippine Army (PA). After which, Vice-Chair introduced the BAC members and the end-user's representatives from Philippine Army via video conference (ZOOM).
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference via zoom; namely:
 1. Anascomm Electronics Supply Co. - Rosemarie Agravante
 2. Hytera Communications Corp. Ltd. - Nadine Ramos and Bryan Carzon
- Invitees are authorized Philippine Suppliers/Distributors with National Telecommunication Commission (NTC) license for the above Procurement Project (hereafter referred to as GOODS). Delivery of the Goods is required as follows:

Delivery Period	Delivery Place
Within One Hundred Twenty (120) Calendar Days after receipt of Notice to Proceed (NTP)	Signal Warehouse, ASCOM, PA, Fort Bonifacio, Metro Manila

- Vice-Chair informed that to be able to participate in this project, Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Similar shall mean "**Communication Equipment**".

- Vice-Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** shall 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.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents	
Legal Documents	Vice-Chair's Instructions
(a) Valid PhilGEPS Registration Certificate (Platinum Membership)	<p>If a Bidder is already a PhilGEPS Platinum Member, Bidder can submit the Platinum Membership Certificate. The Platinum Membership can substitute for the three (3) legal documents enumerated below (b), (c), and (d).</p> <p>However, Bidders must ensure that the documents listed in "Annex A" of the certificate are valid and current. If any of the document has expired, Bidders must submit the valid and current document.</p>
(b) SEC/DTI Registration Certificate or its equivalent	<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; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
(c) Mayor's or Business permit or its equivalent document	<p>Bidders must submit a valid and current Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.</p> <p>In case or 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 a post-qualification requirement</p>
(d) Tax clearance	<p>Bidders must submit their valid and current Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>
Technical Documents	Vice-Chair's Instruction
(e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	<ul style="list-style-type: none"> • Bidders to refer to the sample form provided in the Bidding Documents. (<i>Section IX. Bidding Forms Page 54 of 69</i>); • Bidders to provide all the required information; and • The form must be signed by the Bidder's Authorized Representatives <p>Note: Additional sheets can be used for as long as the authorized representative signs the last page.</p>
(f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions	<ul style="list-style-type: none"> • A sample form is again provided in the Bidding Documents for reference. (<i>Section IX. Bidding Forms Page 55 of 69</i>);

	provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents	<ul style="list-style-type: none"> 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"> Copy of End User's Acceptance; OR Copy of Official Receipt/s; OR Copy of Sales Invoice with Collection Receipt/s The form must be signed by the Bidder's Authorized Representative/s.
(g)	Bid Security or Notarized Bid Securing Declaration	Bidders to submit the original copy of the Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; OR Original copy of Notarized Bid Securing Declaration which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.
(h)	<u>Technical Requirements</u>	<p>(1) Duly Complied Section VI. Schedule of Requirements;</p> <ul style="list-style-type: none"> Bidders to supply the data required on the last part of the form and should signed by the Bidder's Authorized Representative per (Section VI. Schedule of Requirements, pages 32 to 34 o the Bidding Documents). <p>(2) Duly Complied Section VII. Technical Specifications</p> <ul style="list-style-type: none"> Bidders must state either "COMPLY" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification." Bidders to supply the data required and signed by the Bidder's Authorized Representative per (Section VII. Technical Specification pages 36 to 37 of the Bidding Documents). <p>For Reference:</p> <ul style="list-style-type: none"> Annex I (11 pages) - Section VII. Technical Specification, pages 38 to 48 of the Bidding Documents. <p>(3) List of Brand and Model Number of the following:</p> <ol style="list-style-type: none"> UHF Handheld Radio UHF Base Radio UHF Repeater System <p>Note: Above items must be of the same brand</p> <p>(4) Brochure/Technical Data Sheet or equivalent showing compliance to technical specifications being offered. Internet downloads may be included to supplement the information contained in the original brochures</p> <ol style="list-style-type: none"> UHF Handheld Radio UHF Base Radio Repeater System <p>(5) Valid and Current Certificate of Distributorship / Dealership / Resellership issued by the</p>

		<p>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.</p> <p>a) UHF Handheld Radio b) UHF Base Radio c) Repeater System</p> <p>(6) Valid and current Dealer's Permit issued by the National Telecommunications Commission (NTC) in the name of the bidder</p> <p>(7) 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 production, as applicable.</p> <p>(8) 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 satellite phone being offered.</p> <p>(The Committee will issue a Bid Bulletin to revise this requirement)</p> <p>(9) Certificate of Performance Evaluation with a rating of at least Very Satisfactory, issued by the Single Largest Completed Contract Client of the bidder within the last five (5) years on the following parameters:</p> <p>a) Timely delivery; b) Compliance to Specifications and Performance; c) Warranty; and d) After Sales Service</p>
(j)	<p>Omnibus Sworn Statement (OSS);</p> <p>And if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative;</p> <p>OR</p> <p>Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder</p>	<p>Bidders to submit the original duly signed OSS. A form is provided for as Omnibus Sworn Statement (Revised) (<i>Section IX. Bidding Forms, pages 57 to 59 of the Bidding Documents</i>).</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>All blanks must be filled up.</p> <p>The last page must be signed by the authorized representative. Notarization is required for this OSS.</p>
Financial Documents		Vice-Chair's Instructions
(j)	Audited Financial Statements	<p>Bidders to submit a Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports):</p> <p>(a) Independent Auditor's Report;</p>

		<p>(b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income)</p> <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>
(k)	Net Financial Contracting Capacity (NFCC)	<p>Bidders to submit a computation of Net Financial Contracting Capacity (NFCC), for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the items participated in by the prospective Bidder; OR</p> <p>Bidders may submit a Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p> <p>For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.</p>
Class "B" Documents		
(l)	<p>If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; OR</p> <p>Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>	
Other documentary requirements under RA No. 9184 (as applicable)		
(m)	For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos	Submission of a Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
(n)	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	

II. FINANCIAL COMPONENT ENVELOPE

Financial Component		Vice-Chair's Instructions
(a)	Original of duly signed and accomplished Bid Form	<p>A form is provided. (<i>Section IX. Bidding Forms, page 60 of 69.</i>)</p> <p>Bidders to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>
(b)	Original of duly signed and accomplished Price Schedule(s)	<p>A form is again provided per <i>Section IX. Bidding Forms, pages 61 to 62 of the Bidding Documents.</i></p> <p>Bidders to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>

Notes:

1. In case of inconsistency between the Checklist of Technical and Financial Documents for bidders and the provisions in the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements, the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements shall prevail over the checklist.
2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidder to put tabs in all documents to be submitted with the same number as indicated in this Checklist of Technical and Financial Documents.

- The Vice-Chair inquired for questions/clarifications.

Bidders Query/Clarifications	Committee's Reply
Hytera: Regarding Technical Specifications, UHF Handheld Radio under Other Features; With x-pand technology. Upon searching, yung x-pand technology is similar to noise cancellation/background noise cancellation, papahinain niya yung noise outside and ia-amplify niya yung voice ng speaker or user. Is this brand or technology specific or can we offer something with a similar function? Although, hindi nga lang nakapangalan as x-pand technology but similar concept siya, would that be possible?	Any questions?
Hytera: Ino-note nalang po ba namin or magsi-send nalang po kami ng letter?	PA: Kung mayroon the same function pwedeng i-offer.
	Vice-Chair: Kailangan po ninyong mag-send ng query, kasi nakalagay lang po sa specifications is x-pand technology, wala namang sinabing "or equivalent". We need to amend this specification to include that, so you need to write us for that query para maipadala namin sa PA.
Hytera: Okay, Ma'am.	
Hytera: Regarding the UHF Repeater with Accessories under General Specifications, Input voltage: 100-240 Vac, 47-63Hz. Am I correct to assume na yung hinahanap nating repeater would be AC powered not DC? And not using regulated power supply?	Any other questions?
	PA: We will refer the matter to our Technical Working Group kasi kapag 100-240 AC Voltage ibig sabihin yun yung power sa line, then yung radio natin is most likely nasa 12V-24V yan.
Hytera: Specification po yata ito ng power supply.	
	PA: Yes, Sir. Pakidagdag nalang din po sa inyong query para po mapag-aralan namin. Vice-Chair: I suggest that you submit that as early as possible. Isama niyo na lahat ng technical concerns po ninyo.
	If there are no more questions for now, we will wait for your written queries. Please send it to the email address provided in the Bidding Documents (chairbaci@pic.gov.ph), and do not forget to buy the Bidding Documents way ahead the Bid Opening

	<p>schedule because the BAC Secretariat will not accept your bid if you have not paid for the Bidding Documents.</p> <p>if we revise any of the forms, please use the revised form/s that we are going to put in the Bid Bulletin.</p> <p>Thank you for your participation and good luck.</p>
Bidders: Thank you, Ma'am.	

OTHER MATTERS:

- The Committee will issue a Supplemental Bid Bulletin to issue a revised Section VI. Schedule of Requirements.
- 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 through Email:

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: procurement@pitc.gov.ph

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

BID SCHEDULE:

- Bidder can send queries/concerns until 18 January 2021 (Monday)
- The Bid Opening is scheduled on 28 January 2021 (Thursday, 2:00pm)

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 10:00am.


MINUTES TAKEN BY:


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

REVIEWED BY:


MYRA CHITELLA T. ALVAREZ
 Vice Chairperson, BAC-I

APPROVED BY:


CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I

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	If we revise any of the forms, please use the revised form/s that we are going to put in the Bid Bulletin.
Bidders: Thank you, Ma'am.	Thank you for your participation and good luck.

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