



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY AND DELIVERY 300,000 PIECES SAFETY, SECURITY AND ENVIRONMENTAL
NUMBERING (SSEN) PLATES FOR THE PHILIPPINE COAST GUARD (PCG)**

BID REF. NO. GPG-B1-2020-057
03 November 2020, 5th Floor Conference Room

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

In attendance are:

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

FOR PROPONENT – PCG (via ZOOM)
LTJG LUCKY BARBA
ENS NATAHANIEL DELOS REYES
LTJG DM GUANZON
ENS LB PANANGON

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the above mentioned procurement project. After which, Chair acknowledged the presence of the BAC members and the PCG Representative/s through video conferencing (via ZOOM).
- Chair acknowledged the presence of DVK Philippines Enterprises represented by Jasmin S. Dee And Dennis Christopher Dee the only prospective bidder attending the pre-bid conference via ZOOM.
- Chair started to discuss the project requirements.
- Invitees are Philippine Registered Acrylic Printers for the Supply and Delivery Safety, Security and Environmental Numbering (SSEN) Plates for the Philippine Coast Guard (PCG).
- 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.
- Chair informed that to be able to participate in this bid project, the prospective bidder must have completed a Single Largest Completed Contract of similar nature within last ten (10) years amounting to at least fifty percent (50%) of the ABC.

Similar contract shall mean “**Acrylic Printing.**”.

- **The Delivery Period and Delivery Place:** Safety, Security and Environmental (SSEN) System Plates must be delivered within the period described below:

Activity	Delivery Period	Minimum Quantity to be Delivered	Delivery Place
First Tranche	Within 180 calendar days from receipt of NTP.	150,000 pieces	Headquarters Coast Guard Weapons Communications

Second Tranche	Within 180 calendar days from due date of the First Tranche.	150,000 pieces	Electronics and Information System Command (HCGWCEISC) (F. Ortigas St., Barangay Addition Hills, Mandaluyong City
Total		300,000 pieces	

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidder 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 *Clause 20.3 and 20.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Chair's Instructions
SEC/DTI Registration Certificate	For the Sole Proprietorship a copy of valid and current DTI Business Registration.
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.	Bidder must submit 2020 Mayor's Permit. 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.
Valid and Current Tax Clearance	Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. Chair informed MLUD 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. Chair advised Bidder to only transact with legitimate employees of BIR.
Audited Financial Statements for 2019 and 2018	Submission will be the 2019 and 2018 Audited Financial Statements comprising of: a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements 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>	<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>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 Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder 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 of Similar Nature within the last ten (10) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC.</p> <p>Similar contract shall mean "Acrylic Printing."</p>	<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"> a) End User's Acceptance b) Copy of Official Receipt; c) Sales Invoice with Collection Receipt (<i>They go together</i>) 	<table border="1" data-bbox="662 1019 1508 2096"> <thead> <tr> <th data-bbox="662 1019 1085 1064">DVK Clarification</th> <th data-bbox="1085 1019 1508 1064">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 1064 1085 1523"> <p>Our Single Largest Contract what we're doing is business plates, we print on metal it's the same process. The difference is we use metal instead of acrylic. Our SLCC is Php22,000,000.00 but we have another contract with the same item for Php17,000,00.00 will it also be possible that we have two contracts? One, is 25% and the other is (Chair interrupted and replied)</p> </td> <td data-bbox="1085 1064 1508 1523"></td> </tr> <tr> <td data-bbox="662 1523 1085 2096"></td> <td data-bbox="1085 1523 1508 2096"> <p>Ma'am you have to write to us and raise that concern because you mentioned two things. First, the amount is not 50% and the other concern is the definition of the similar contract. Please write to us regarding that and we will just pass it with the PCG. Our reply will not be directly to the bidder, but it will be in the form in the Bid Bulletin and it is your responsibility to get hold of that Bid Bulletin. Remember, if we revise any of the forms, please use the revised forms.</p> </td> </tr> <tr> <td data-bbox="662 2096 1085 2096"> <p>Okay, Ma'am thank you.</p> </td> <td data-bbox="1085 2096 1508 2096"></td> </tr> </tbody> </table>	DVK Clarification	Committee's Reply	<p>Our Single Largest Contract what we're doing is business plates, we print on metal it's the same process. The difference is we use metal instead of acrylic. Our SLCC is Php22,000,000.00 but we have another contract with the same item for Php17,000,00.00 will it also be possible that we have two contracts? One, is 25% and the other is (Chair interrupted and replied)</p>			<p>Ma'am you have to write to us and raise that concern because you mentioned two things. First, the amount is not 50% and the other concern is the definition of the similar contract. Please write to us regarding that and we will just pass it with the PCG. Our reply will not be directly to the bidder, but it will be in the form in the Bid Bulletin and it is your responsibility to get hold of that Bid Bulletin. Remember, if we revise any of the forms, please use the revised forms.</p>	<p>Okay, Ma'am thank you.</p>	
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<p>Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II; <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 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>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-A;</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 Bidder 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>
<p>Technical Documents</p>	<p>Chair's Instructions</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>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>Annex V Completed and signed Technical Bid Form (6 pages)</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"> • There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter"; • Bidder to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • Bidder to indicate the Name of the Manufacturer for the following items: <ul style="list-style-type: none"> a. Acrylic Plate b. Reflecting Sheeting • All pages must be signed by the company's authorized representative. <p>Chair reminded Bidder, that if there are any blanks left out unfilled, the TBF will fail because it will mean that Bidder cannot comply with the technical specifications.</p> <p>The Committee will issue a Supplemental Bid Bulletin to revise this form.</p>
<p>Annex V-A Completed and signed PCG Terms of Reference (3 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidder to submit Product Brochure and/or Technical Data Sheet showing compliance to the required Technical Specifications for the following materials:</p> <ul style="list-style-type: none"> • Acrylic Plate • Reflective Sheeting <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</i></p>
<p>Valid and current ISO 9001 and ISO 14001 Certification</p>	<p>Submission of a Valid and current ISO 9001 and ISO 14001 Certification in the name of the manufacturer of the of the following materials to be use for the SSEN Plates issued by an Independent Certifying Agency:</p> <ul style="list-style-type: none"> • Acrylic Plate • Reflective Sheeting <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders</i></p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Bidder has a good record with their client. As such, Bidder has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</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 Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p> <p>To signed by the Bidder's authorized representative.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.

	<p>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.</p> <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>Annex VI 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: <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 – FINANCIAL ENVELOPE</p>	
<p>Financial Bid Form (Annex VIII)</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; • 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>

- Chair opened the floor for questions/clarifications. Details are below:

Bidder's Query/Clarification/s	Committee's Reply
<p>Regarding Test Results. If we have those things tested here, it takes one month before the Test Results would be out. 5 days is not enough to submit the Test Results for all of this.</p>	

	5 days is from Receipt of the Notice. Today is November 02, the Bid Opening is November 26, you have more than 30 calendar days. If you have it done today or tomorrow. Bid Opening is November 26 and after the Bid Opening, we will conduct Bid Evaluation within 7 calendar days and after that we will issue a Notice. Technically, you have more than 30 calendar days from today.
Yes, Ma'am but if we are going to get the items like the raw materials from abroad it would take like 1-2 weeks before it would arrive here, and from that time, we still need to have it tested.	
	Ma'am can you include that in your letter, because write now the way it's written is the presentation is part is the post qual 5 days from receipt of the Notice.
Okay, Ma'am. Thank you.	
	Again, I encourage you to review the other requirements of the project and please submit your questions to PITC.
So, the documents would be submitted to PITC? Not virtual. So, we have to submit the actual documents before the bid opening? But we can attend the Bid opening through Zoom?	
	Yes, correct.
Okay, Ma'am. Thank you.	
	Alright, 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 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 before 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:

- **The Committee will issue a Supplemental Bid Bulletin for the following:**
 - 1. To correct the schedule of the Submission of Bid Documents in the Invitation to Bid**
 - 2. Technical Bid Form (Annex V)**

3. PCG to confirm if the Certificate of Distributorship which indicated in their Terms of Reference will reflect on the Bid Data Sheet.

- Again, Bidder was advised that any changes in the 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 emphasized the additional requirements if declared Single/Lowest Calculated Bid is a Submission of Notarized Affidavit of Undertaking to Pursue Countertrade per Annex IX-A. Bidder may contact the Countertrade department and may schedule for a briefing.

Contact Person/s for Countertrade:

Atty. Roxanne Marie Q. Cruz

Email address: roxanne.cruz@pitc1973.onmicrosoft.com

Tel No.: 8818-9801 local 324

Ms. Joane Olan

Email address: joane.olan@pitc1973.onmicrosoft.com

Tel No.: 8818-9801 local 373

- 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 |

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 until **16 November 2020 (Monday)**.
- The Bid Opening is scheduled on **26 November 2020 (Thursday, 2:00pm)**

ADJOURNMENT:

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

MINUTES TAKEN BY:

APPROVED BY:


ATTY. MARIA GUDELIA C. GUESE

Head, BAC-I Secretariat
KDC

CHRISTABELLE P. EBRIEGA

Chairperson, BAC-I