



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE  
SUPPLY, DELIVERY AND ASSEMBLY OF ONE (1) LOT VARIOUS BRAND NEW  
FURNITURE, FIXTURES AND ACCESSORIES FOR 108 NATIONAL CHILD  
DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE  
AND DEVELOPMENT COUNCIL (ECCDC)  
Bid Reference No.: GPG-B1-2020-114  
26 October 2020, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 9:15am

In attendance are:

<b>FOR PITC BAC-I via ZOOM</b>
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Vice-Chair
Joel S. Rodriguez, Member
Atty. Roxanne Cruz, Member
Atty. Mitzell Arthur R. Magdaong, Member
Atty. Mark Brian Dela Cruz, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

<b>FOR PROPONENT – ECCDC (via ZOOM)</b>
Engr. Necitas D. Largo, Provisional Member

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply, Delivery and Assembly of One (1) Lot Various Brand New Furniture, Fixtures and Accessories for 108 National Child Development Center (NCDC) of the Early Childhood Care and Development Council (ECCDC). After which, Chair acknowledged the presence of the BAC members and ECCDC representative Engr. Necitas Largo via ZOOM.
- Chair acknowledged the presence of NSB Engineering Design and Fabrication the only bidder attending the pre-bid conference via ZOOM.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single Contract of Similar Nature within last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC.

Similar nature shall mean **“Office Furniture and Fixtures”**

- At the same time, this bid project is open to authorized Philippine Suppliers or Resellers or Distributors or Traders for the Supply, Delivery and Assembly of One (1) Lot Various Brand New Furniture, Fixtures and Accessories (hereafter referred to as GOODS/SERVICES) who must be 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 ninety (90) calendar days from receipt of Notice to Proceed (NTP).

Delivery Place: Various NCDCs (See Annexes: V-B to V-B4).

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidder which should be read by NSB Engineering 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**

Class "A" Eligibility Documents	Chair's Instructions
SEC/DTI Registration Certificate	<b>For the Sole Proprietorship</b> 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 <b>2020 Mayor's Permit</b> .  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 the Bidder that PITC does not accept any <b>provisional Tax Clearance, renewal certificate or claim stub</b> 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 <b>2019 and 2018</b> 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.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	If a Bidder is already a PhilGEPS Platinum Member, bidder can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.  However, if any of the documents listed in "Annex A" of the certificate has expired Bidder must submit the valid and current one.  Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.
<b>Annex I</b> Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid.	Chair's instructions to the Bidder with respect to this document is: <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><b>Annex I-A</b> 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 fifty percent (50%) of the ABC, (Annex I-A)</p> <p>“Similar nature” shall mean <b>Office Furniture and Fixtures</b></p>	<ul style="list-style-type: none"> <li>• Again, a form is provided;</li> <li>• 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"> <li>a) End User's Acceptance</li> <li>b) Copy of Official Receipt;</li> <li>c) Sales Invoice with Collection Receipt (<i>They go together</i>)</li> </ul> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</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 are 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 total ABC of the Lot no/s. being bid.</p> <p>In case Bidder does not want to submit the NFCC, they have an option to submit <b>Committed Line of Credit</b>, issued by a local commercial/Universal Bank.</p> <p><b>FOR COMMITTED LINE OF CREDIT (CLC)</b> - A sample form is provided for as <b>Annex II-A</b>;</p> <p>CLC must be at least equal to <b>ten percent (10%)</b> of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p>
<p><b>Class "B" Documents (For Joint Ventures)</b></p>	<p>Since NSB Engineering expressed that they will not bid as a Joint Venture, Chair skipped this portion, but stated that just in case they decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 35 to 37 of the Bidding Documents.</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 have it notarized.</p> <p>The other forms of Bid Security are the following:</p> <p><b>b. Cash or Manager's Check</b> 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><b>c. Bank Guarantee/ Bank draft or Irrevocable LC</b> equivalent to at least 2% of the ABC; <b>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><b>Annex V</b> Duly signed and completed 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 under the column "Bidder's Statement of Compliance";</li> <li>• All five (5) pages must be signed by the company's authorized representative.</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> Duly signed and conformed Terms of Reference of ECCDC</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all 22 pages.</li> </ul>
<p><b>Annex V-B</b> Distribution Summary</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the annexes.</li> </ul>
<p><b>Annex V-B1</b> North Luzon Area</p>	
<p><b>Annex V-B2</b> South Luzon Area</p>	
<p><b>Annex V-B3</b> Visayas Area</p>	
<p><b>Annex V-B4</b> Mindanao Area</p>	
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex VI</b>;</li> <li>• The form must be in the company letterhead of Bidder's Single Largest Completed Contract Client;</li> <li>• The rating should be at least <b>Very Satisfactory; AND</b></li> <li>• Provide all the information called for and the form must be signed by the Bidder's Client Authorized Representative</li> </ul> <p>Chair emphasized that the form must be in the Bidder's Client's Letterhead.</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>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</li> <li>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.</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. Notarization is required for this OSS.</p>

### ENVELOPE 2 – FINANCIAL ENVELOPE

<p><b>FINANCIAL BID FORM</b> – Annex VIII-A</p> <p><b>DETAILED FINANCIAL BID</b> Annex VIII-B1 – North Luzon Area Annex VIII-B2 – South Luzon Area Annex VIII-B3 – Visayas Area Annex VIII-B4 – Mindanao Area</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>• 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 has to indicate the unit price and total price 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>
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- Chair explained that the 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.
- Chair inquired for questions/clarifications. No reply from NSB Engineering. Hence, Chair reminded NSB Engineering with the following instructions:

NSB Engineering have until Friday (November 13) to submit questions and not wait until the last day and if there are inconsistencies in any of the document please point that out to PITC and the Committee will clarify in a Bid Bulletin.

And there is an additional requirement for whoever will be declared Single/Lowest Calculated Bid – to present a brand new and has not been previously used for demonstration purposes prototype/sample of the items below within seven (7) calendar days from receipt of Notice of LCB/SCB.

**OTHER MATTERS:**

- **For questions/clarifications through Email:**

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5<sup>th</sup> Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: [chair/bac1@pitc.gov.ph](mailto:chair/bac1@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 **13 November 2020 (Friday)**
- The Bid Opening is scheduled on **24 November 2020, 10:00am (Tuesday)**

**ADJOURNMENT:**

- There are no other matters discussed, the pre-bid conference was adjourned at 9:45am

MINUTES TAKEN BY:



**ATTY. MARIA GUDELIA C. GUESE**

Head, BAC-I Secretariat

LMC

APPROVED BY:



**CHRISTABELLE P. EBRIEGA**

Chairperson, BAC-I

## BAC1 Secretariat

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**From:** grace guevarra <grace.guevarra@nsbengineering.com>  
**Sent:** Friday, 23 October 2020 5:10 pm  
**To:** BAC1 Secretariat  
**Cc:** Rachellemartinez Nsbengineering; Eufracia Hernandez  
**Subject:** Request for Zoom Link Password (Pre-Bid Conference 26 October 2020, Monday, 9:00 AM)  
**Attachments:** ID Rachele Anne A. Martinez.pdf; ID Mary Grace G. Celles.jpg

Dear BAC 1 Secretariat,

Greetings!

We are interested to join the Pre-Bid Conference on Monday, October 26, 2020 at 9:00AM

In this regard, we would like to request for the Zoom Link Password for the project with details below.

Thank you.

1.	Name of Project	Supply, Delivery and Assembly of One (1) lot Various Brand New Furniture, Fixtures and Accessories for 108 National Child Development Centers (NCDC) of the Early Childhood Care and Development Council (ECCDC)
2.	Bid Reference No.	GPG-B1-2020-114
3.	Activity	Pre-Bid Conference
4.	Company Name	NSB Engineering Design and Fabrication
5.	Address	309 ML Quezon Street, Lower Bicutan, Taguig City
6.	Name of Representative/s	Mary Grace G. Celles / Rachele Anne A. Martinez
7.	Contact Nos.	8-8378283, 8-8867397, 09198912154
8.	Email Address	grace.guevarra@nsbengineering.com
9.	Scanned Copy or Photo of Proof of Identity (attach)	UMID - Rachele Anne A. Martinez Driver's License - Mary Grace G. Celles

Thank you.

Stay Safe,  
Grace



# ATTENDANCE SHEET

**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2020-114) - VIA ZOOM VIDEO CONFERENCE**  
 SUPPLY, DELIVERY AND ASSEMBLY OF ONE (1) LOT VARIOUS BRAND NEW FURNITURE, FIXTURE AND ACCESSORIES FOR 108  
 NATIONAL CHILD DEVELOPMENT CENTERS (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)  
 26 October 2020, 9:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
 NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

## BIDS AND AWARDS COMMITTEE (BAC) I - [GOVERNMENT PROCUREMENT GROUP PROJECT]

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)	1) Elena E. Romero	F	(Team Coordinator)
2) Myra Chitella T. Alvarez	F	(Vice-Chairperson)	2) Katrina B. Alba	F	(Member)
3) Atty. Roxanne Marie Q. Cruz	F	(Member)	3) Jinky C. Apolinar	F	(Member)
4) Joel S. Rodriguez	M	(Member)	4) Rhoneil O. Bautista	M	(Member)
5) Atty. Mitzell Arthur R. Magdaong	M	(Member)	5) Maria Victoria S. Castillo	F	(Member)
6) Atty. Mark Brian A. Dela Cruz	M	(Alternate Member)	6) Jacky C. Crispino	M	(Member)
7) Engr. Necitas D. Largo	F	(Provisional Member)	7) Erika April C. Guycoa	F	(Member)
			8) Kriss Ann S. Hizon	F	(Member)
			9) Fe B. Iranea	F	(Member)
			10) Gel Cyrell Y. Tallada	F	(Member)
<b>End-Users</b>					
1) Corazon Castro	F	Admin Representative			
2)					
3)					
4)					
5)					
6)					
<b>Account Officer</b>					
1) Sherrie Mae D. Doble	F				
2)					
			<b>Secretariat</b>		
			1) Atty. Maria Gudelia C. Guese	F	(Head)
			2) Jane C. Arcilla	F	(Member)
			3) Ana DG. Asprec	F	(Member)
			4) Ma Teresa S. Elima	F	(Member)
			5) Mirasol S. Ninobla	F	(Member)
			6) Ma. Irissa G. Ordillano	F	(Member)
			7) Vivian E. Villanueva	F	(Member)
			<b>Observer/s</b>		
			1)		
			2)		





# Bids and Awards Committee (BAC 1)

## ATTENDANCE SHEET : PROSPECTIVE BIDDERS

### PRE-BID CONFERENCE

**(Who Have Not Yet Bought Bid Docs as of Pre-Bid)**

**Name of Project**

: SUPPLY, DELIVERY AND ASSEMBLY OF ONE (1) LOT VARIOUS BRAND NEW FURNITURE, FIXTURE AND ACCESSORIES FOR 108 NATIONAL CHILD DEVELOPMENT CENTERS (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)

**Bid Reference No.**

: GPG-B1-2020-114

**Time / Date & Venue**

: 26 October 2020, 9:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**NO ID - NO ENTRY**

- For Company Personnel
- Valid Company ID with picture and signature
- For Individuals (Not representing any Company)
- Any valid government-issued ID with picture and signature

**PLEASE PRINT LEGIBLY**

ID No.	PRINTED NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	Mary Grace Celles	F	NSB ENGINEERING					

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act. PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.