



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY AND DELIVERY OF THIRTY-FOUR (34) UNITS BRAND NEW UTILITY TRUCK
FOR THE PHILIPPINE NATIONAL POLICE (PNP)
BID REF. NO. GPG-B1-2020-474 Rebid
03 November 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 1:10 pm.

In attendance are:

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

FOR PROPONENT – PNP (via ZOOM)
PCOL WILSON SOLIBA
PCPT LAÑADA
PCPT AGUILAR
PMSG CALAYAG
NUP MELANIE GELIO
MS. MARILOU S RUFON

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. Afterwhich, Chair acknowledged the presence of the BAC Members and PNP’s Representative/s through video conferencing (ZOOM).
- Chair acknowledged the presence of the prospective Bidders attending the Pre-Bid Conference via ZOOM. Namely:
 1. Man Automotive Concessionaires Corporation – Constantina S. Palomiquie and Steven Andrew N. Seminiano
 2. Hyundai Alabang Inc. – Francis S. Besana
 3. Avatrac Heavy Machineries Inc. – Charity Cailao
 4. JROG Marketing – Julieto Bagabaldo and Christian Macanam

- Chair started to discuss the project requirements.
- Invitees are from Manufacturers or First Tier Distributors for the Supply and Delivery of Thirty-Four (34) Units Brand New Utility Truck for the Philippine National Police (PNP).

“First Tier Distributor” shall mean a Philippine-based company directly appointed by the principal manufacturer.

However, foreign manufacturers must be represented by a Philippine based company.

- Chair informed that to be able to participate in this bid project, prospective Bidder should have completed a contract of similar nature within the last five (5) years from date of Submission and receipt of bids amounting to at least fifty percent (50%) of the ABC of the project.

“Similar contract” shall mean Motorized Land Transportation Vehicles.

- The brand of the Utility Truck must have been in the Philippine Market for the last ten (10) years.

Delivery Period: Within one hundred twenty (120) calendar days from receipt of Notice to Proceed or Opening of Letter of Credit whichever comes later.

However, if payment is through a Letter of Credit, the supplier's Proforma Invoice for LC opening must be issued/made to PITC within seven (7) calendar days from receipt of Notice of Award and payment of the L/C opening charges within seven (7) calendar days from receipt of the advise to pay said charges. Also, Single Administrative Document (SAD) must be submitted within seven (7) calendar days upon receipt of the Notice to Submit SAD. Otherwise, the period for delivery shall be reckoned from date of receipt of the Notice to Proceed.

Note: L/C must be issued by a Government Servicing Bank (pursuant to GPPB Circular No. 05-2019 dated 22 April 2019).

Project Site: Logistics Support Services, Camp Bagong Diwa, Bicutan, Taguig City.

Distribution Site: PNP Distribution List per Annex V-A4.

- 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 Bidders	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; 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>Bidders must submit 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 Bidders 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>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed Bidders 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>

	Chair advised Bidders to only transact with legitimate employees of BIR.
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul 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>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidders 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 Bidders 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>
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>Chair's instructions to Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidders to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
Annex I-A Statement of Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC of the item being bid. "Similar contract" shall mean Motorized Land Transportation Vehicles.	<ul style="list-style-type: none"> • A form is again provided; • Bidders 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>)
Net Financial Contracting Capacity (NFCC)	<p><u>For NFCC</u></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 Bidders 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 Bidders 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-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 Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Eligibility Documents for Foreign Bidders</p>	<ul style="list-style-type: none"> • Submission is a Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the Manufacturer is based. (If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders). • Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. • Corporate Financial Statements or Annual Report for 2019 or 2018. <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>However, the PhilGEPS Registration Certificate, Platinum Membership can substitute for the 3 eligibility documents as long as documents listed in Annex "A" thereof are still current and valid. If not, Bidder has to submit the valid and current documents on the Bid Opening day.</p> <ul style="list-style-type: none"> • 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 (Annex-I); • Statement of Single Largest Completed Contract of Similar Nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC (Annex I-A). <p>"Similar Contract" shall mean Motorized Land Transportation Vehicles.</p> <ul style="list-style-type: none"> • Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per Annex I-A: <ul style="list-style-type: none"> (a) Copy of End User's Acceptance; or (b) Copy of Official Receipt/s; (c) Sales Invoice and Collection Receipt • Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per Annex-II, in accordance with ITB Clause 5.5 OR Committed Line of Credit per Annex II-A. <ul style="list-style-type: none"> (a) Should the bidder opt to submit NFCC, computation must be equal to the Total ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex-II. <p>OR</p>

	Should the bidder opt to submit a Committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. (See sample Bank Form per Annex II-A).
Annex III Class "B" Document: (For Joint Venture)	Since Bidders 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 35 to 37 of the Bidding Documents.
Technical Documents	Chair 's Instructions
Annex IV Bid Security	<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>
Annex V-A Technical Bid Form (12 pages)	<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"; • Bidders to indicate the Brand and Model No. of the Cab and Chassis; • All pages must be signed by the company's authorized representative. <p>Chair reminded Bidders, 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>

	(The Committee will issue a Supplemental Bid Bulletin to revise this form)
Annex V-A1 Technical Specifications (7 pages) <ul style="list-style-type: none"> • NAPOLCOM Resolution No. 2010-204 dated 05 August 2010 • NAPOLCOM Resolution No. 2007-065 dated 07 February 2007 	
Annex V-A2 PNP Test Parameters: (35 pages) <ul style="list-style-type: none"> • PNP Memorandum Circular No. 2018-014 • PNP Memorandum Circular No. 2015-021 	
Annex V-A3 PNP Color and Markings: (18 pages) NAPOLCOM Resolution No. 2010-062	
Annex V-A4 PNP Distribution List as of 20 February 2020	
Annex V-A5 Bidder's Statement of Reference	<ul style="list-style-type: none"> • To transpose in Bidder's Company Letterhead; • Bidders to again indicate the Brand and Model Number of the Cab and Chassis; • On the right column, Bidders has to indicate the page number of the brochure/Technical data sheet or the manual where those specifications can be found; • Bidders must ensure that they have filled up this portion accordingly; • Authorized representative to sign the bottom of the Bidder's Statement of Reference;
Product Brochure and/or Technical Data Sheet	<ul style="list-style-type: none"> • Bidders to submit Product Brochure and/or Technical Data Sheet for the Cab and Chassis AND <p>Technical Drawings for the Body and Frame for the brand/model of the item being offered showing compliance to the required technical specifications.</p> <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</i></p>
Valid and current ISO Certification	Bidders to submit a valid and current Valid and current ISO Certification in the name of the manufacturer of the utility truck issued by an Independent Certifying Agency. The ISO Certification must cover the manufacture/design or production of the utility truck. <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</i></p>
For Manufacturers:	Certification that the manufacturer has been in the business of manufacturing the item being offered for the last ten (10) years, sample per Annex V-B. OR FOR FIRST TIER DISTRIBUTORS: Valid and Current Certificate of Distributorship (as First Tier Distributor) issued by the principal manufacturer authorizing the bidder to sell/distribute the items subject of this bidding. If not issued by manufacturer, must also submit certification/ document linking bidder to the manufacturer.

	(The Committee will issue a Supplemental Bid Bulletin to clarify this particular requirement)
Notarized List of Authorized Service Center/s in the Philippines	<p>Submission of a Notarized List of Authorized Service Center/s in the Philippines at least one (1) each in Luzon, Visayas AND Mindanao (with available spare parts, indicating address, telephone & fax numbers, email address and contact person). At least one (1) each in Luzon, Visayas AND Mindanao (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <p>In the event of closure of business, termination of franchisee/ service center, the supplier shall notify the PNP and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service.</p>
For Foreign Manufacturers:	<p>a) Valid and Current Written Appointment of the Philippine-based company (as local representative of foreign Manufacturer or First Tier Distributor) issued by the foreign Manufacturer or First Tier Distributor.</p> <p>The written appointment must include detailed scope of responsibility of the local representative. In case the foreign Manufacturer allow payment to be received on their behalf by their local representative company, the Written Appointment shall include an express provision authorizing said local representative company to receive/accept such payment.</p> <p>(Again, the Committee will issue a Supplemental Bid Bulletin to clarify this particular requirement)</p> <p>b) Secretary's Certificate (for Corporation) or Special Power of Attorney (for Sole Proprietor) of the Philippine Company indicating the name and specimen signature of the authorized representative/s of the Philippine company who transact with PITC (as Philippine based Representative) including address, telephone number, fax number and email address;</p> <p>c) Notarized Affidavit of Undertaking to submit the SEC Certificate of Registration and/or the authorization or License issued by the appropriate government agency per GPPB Resolution No. 25-2019, dated 30 October 2019 within ten (10) calendar days from receipt of the Notice of Award as per Annex V-C.</p> <p>Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • A form is provided as for Annex V-C; • To fill all the required information called for; • To be signed by the Bidder's authorized representative/s and notarization is required.
Annex VI Certificate of Performance Evaluation	The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to their client which they identified in Annex I-A as the single largest completed contract client.

	<p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidders. The rating should be at least Very Satisfactory. 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. 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>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: 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>
<p>ENVELOPE 2 – FINANCIAL ENVELOPE</p>	
<p>Financial Bid Form (Annex VIII)</p>	<p>Envelope 2 will contain the Financial Bid of Bidders. 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"; • Bidders has to indicate the bid amount both in figures and in words in the Financial Bid Form;

	<ul style="list-style-type: none"> 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>
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- Chair opened the floor for questions/clarifications. Details are below:

Bidder's Query/Clarifications	Committee's Reply
Hyundai Alabang: Regarding the NFCC together with the CLC?	
	No, it's either or.
Hyundai Alabang: With regards to the participation because we are a dealer, and the authorized distributor here in the Philippines for Hyundai is HARI and we are the dealers of HARI. So, what certificate do I need to produce?	
	So, in other words, the manufacturer is Hyundai Korea?
Hyundai Alabang: Hyundai Motors Corporation which is in Korea.	
	And the authorized representative is HARI? And you are one of the dealers of HARI? Ang HARI ang nag-appoint sa inyo. So, you are asking if you are considered as First Tier Distributor?
Hyundai Alabang: Yes, Ma'am.	
	Can you put your question in writing so we can issue a clarification regarding your personality in this bidding? Because the requirement is for Manufacturers or First Tier Distributor.
Hyundai Alabang: Yes, Ma'am.	
Another question Ma'am, it was also stated that the brand and model no. being offered is 10 years?	
	Brand lang po Sir. The way its written here is wrong. It is just the brand. We will issue a Bid Bulletin to correct this. If we revise any of the forms please use the revised forms which will be put in the Bid-Bulletin
Hyundai Alabang: Thank you for that clarification, I think that I misunderstood you.	
	Any other questions?
Hyundai Alabang: Regarding the SLCC? Does it need to be single or combination?	
	Right now, Sir the way its worded is Single Largest Completed Contract equivalent of at least 50% of the ABC. If you have any concern regarding that please include that also in your written clarification.
Man Automotive: Just a question a while ago regarding the brand and model no. on page 74. Likewise, you need to issue some amendment.	
	Sir, I've just already clarified that a few seconds ago. I said that we will issue a Bid Bulletin under Revised Annex V because we have to delete this portion that says model, it will just be the brand.
MAN Automotive: Thank you, Ma'am.	
Hyundai Alabang: Regarding the ISO, who needs to be the ISO Certified	

including the Body Builders because the bodies will be locally sourced.	
	It says here, valid and current ISO Certification in the name of the manufacturer. So, the manufacturer of the Utility Truck itself. Meaning, if you are putting together everything so that you'll have a Utility Truck you must have an ISO Certificate.
Hyundai Alabang: Including the Body Builder? Because it comes in Cab and Chassis.	
	But if you want Sir you can also put that in your written request for clarification.
Hyundai Alabang: Okay, Thank you very much Ma'am.	
	Anything else?
JROG: If the foreign manufacturer already has the SEC Registration Certificate, are they still have to provide the Notarized Affidavit of Undertaking?	
	For bid submission the requirement is just for Affidavit of Undertaking and then if you are awarded a contract in 10 calendar days, we will require you to submit that SEC Registration Certificate.
JROG: Thank you. Ma'am. We would like to request to change the no. of cylinder.	
	Can I just ask you to put your question in writing Sir? All questions should be address to chairbac1@pitc.gov.ph . Our response to you will be in the form of a Bid Bulletin.
JROG: In accordance with the previous pre-bid with 126 units. Sinabi niyo po that we have to put comply and sign all the documents, yung Technical Bid Form niyo po, you have revised it from Annex V-A (Chair interrupted and Replied)	
	I'm sorry Sir I don't understand the question. This is the first time we are having a pre-bid conference for Bid Reference GPG-B1-2020-474 you might be confusing this with another project.
JROG: Okay, Ma'am. Thank you.	
	Again, for the Bid Opening your documents would be manually submitted to PITC at the 3 rd Floor at the NDC Building where the documents are being received. You may witness the opening of bids via video conferencing like this one we are currently having.
	If there are no more concerns for now, we will wait for you written questions. Thank you and good luck!
Bidders: Okay, Ma'am. Thank you.	

BAC Chair's Instructions

Chair stated that Bidders 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 Bidders 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 you drop your 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:

- Again, Bidders were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Bidders 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 X. Bidder my contact the Countertrade department and may schedule for a briefing.

Contact Persons 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

- 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:**

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:

- Bidders can send queries/concerns via email until **13 November 2020 (Friday, 5:00pm)**.
- The Bid Opening is scheduled on **24 November 2020 (Tuesday, 3:00pm)**.

ADJOURNMENT:

- There are no other matters discussed, the Pre-Bid Conference was adjourned at 2:00pm

MINUTES TAKEN BY:



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

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I