



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

**MINUTES OF THE PRE-BID CONFERENCE VIA VIDEO CONFERENCE
SUPPLY AND DELIVERY OF BRAND NEW 5,263 PAIRS SHOES, WET LOOK, LOW CUT, RUBBER
SOLE AND 4,964 PAIRS BOOTS, PHILMARPAT (PHILMARBOOTS, FIELD USE) FOR THE PHILIPPINE
NAVY (PN)
Bid Ref. No. MPG-BI-2020-296
25 November 2020**

There being a quorum, Chair convened the meeting at 11:15am.

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 – PN
CDR Lily Rose Lastimado
LTC Jondelmark Tamaca
LTJG Jennifer Israel

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the above mentioned procurement project. After which, Chair introduced the BAC members. Thereafter, Chair turned over the floor to Vice-Chair to introduce the end-user’s representative/s from Philippine Navy via video conference (ZOOM).
- Chair acknowledged the presence of the following bidders present in this pre-bid conference via zoom; namely:
 - 1) Gibson Shoes – Deity Farinas and Gen Fernando Niduaza
 - 2) Filboot Manufacturing Corporation – Ranzel Ungco
- Chair mentioned that there are two (2) items involved in this project. Bidders may bid for one or both items.
- Due to the inherent nature of R.A. 9290, prospective Bidders shall only be limited to domestically accredited producers and manufacturers of footwear and leather goods with valid Certificate of Accreditation issued by the Board of Investments (BOI) pursuant to RA 9290, or “Footwear, Leather goods and Tannery Industries Development Act”.
- Invitees are authorized distributors, dealers or suppliers for the above Procurement Project. (hereafter referred to as GOODS).
- At the same time, Delivery of the Goods is required as follows:

Item No.	Description	Qty	Delivery Period	Delivery Place
1	Shoes, Wet Look, Low Cut, Rubber Sole	5,263 pairs	Within One Hundred (100) calendar days after receipt of Notice to Proceed	Naval Logistics Center, Naval Station Pascual Ledesma, Fort San Felipe, Cavite City.
2	Boots, PHILMARPAT (PHILMARBOOTS, FIELD USE)	4,964 pairs	Within One Hundred (100) calendar days after receipt of Notice to Proceed	Naval Logistics Center, Naval Station Pascual Ledesma, Fort San Felipe, Cavite City.

- 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 Bidders is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Similar nature shall mean "Footwear"

- Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** shall contain the Technical component and **Envelope 2** will only contain the Financial component.
 - **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		Chair's Instructions
(a)	Valid PhilGEPS Registration Certificate (Platinum Membership)	<p>If a Bidders is already a PhilGEPS Platinum Member, Bidders 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 Bidders 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 Bidders 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	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).
Technical Documents		Chair's Instruction
(e)	Statement of the prospective Bidders of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not	<ul style="list-style-type: none"> • Bidders to refer to the sample form provided in the Bidding Documents. (Section IX. Bidding forms, page 99 of 113); • Bidders to indicate the item being bid for;

	<p>similar in nature and complexity to the contract to be bid</p>	<ul style="list-style-type: none"> • Bidders to provide all the required information; and • The statement must be signed by the Bidder's Authorized Representative/s <p>Note: Additional sheets can be used for as long as the authorized representative signs the last page.</p> <p>Chair emphasized that if no Statement of the prospective Bidders of all its ongoing government and private contracts, Bidders should still submit this form and put "No ongoing/None".</p>
(f)	<p>Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions 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</p>	<ul style="list-style-type: none"> • A sample form is again provided in the Bidding Documents for reference. (<i>Section IX. Bidding forms, page 99 of 113</i>); • Bidders to indicate the item being bid for; • 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"> (1) Copy of End User's Acceptance; OR (2) Copy of Official Receipt/s; OR (3) Copy of Sales Invoice with Collection Receipt/s • The statement must be signed by the Bidder's Authorized Representative/s.
(g)	<p>Bid Security or Notarized Bid Securing Declaration</p>	<p>Bidders to indicate the item being bid for in this Bid Securing Declaration. However, for other form, separate Bid Security per item should be submitted.</p> <p>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.</p>
(h)	<p><u>Technical Requirements</u></p>	<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 signed by the Bidder's Authorized Representative per (<i>Section VI. Schedule of Requirements, pages 38 to 41 of the Bidding Documents</i>). <p>(2) Duly Complied Section VII. Technical Specifications</p> <ul style="list-style-type: none"> • Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specifications"; • Bidders to supply the data required and signed by the Bidder's Authorized Representative. <ul style="list-style-type: none"> <i>For Item 1: (Section VII. Technical Specifications, pages 43 of 113).</i> <i>For Item 2: (Section VII. Technical of Specifications Page 44 of 113)</i> <p>For Reference:</p> <ul style="list-style-type: none"> • Technical Specifications <ul style="list-style-type: none"> For Item 1: Annex I-A (9 pages) For Item 2: Annex II-A (21 pages) • Test Parameters <ul style="list-style-type: none"> For Item 1: Annex I-B (5 pages)

	<p>For Item 2: Annex II-B (7 pages)</p> <ul style="list-style-type: none"> • Visual Inspection Checklist For Item 1: Annex I-D (1 page) For Item 2: Annex II-D (1 page) • Tariff Size For Item 1: Annex I-E (1 page) For Item 2: Annex II-E (1 page) <p>(3) For Manufacturers: Certification that Bidder is a Manufacturer OR</p> <p>For Dealers/Distributors/Resellers: Valid and Current Certificate of Distributorship/Dealership/Resellership of the item offered, issued by the principal or manufacturer of the product (if Bidders is not the manufacturer). If the certificate is not issued by the manufacturer, Bidders must also present an appropriate document showing the relationship between the manufacturer and the issuing company. The Committee will issue a Bid Bulletin to delete this particular requirement.</p> <p>(4) Valid and Current Certificate of Accreditation issued by the Board of Investment pursuant to R.A. 9290 or the Footwear, Leather goods and Tannery Industries Development Act.</p> <p>(5) Bidder's Certification on Product Development Stating the following statement:</p> <ol style="list-style-type: none"> 1. <i>Will Not file or claim proprietary or exclusive manufacturing rights over the design and/or materials of the items being bid for AND hereby acknowledge that the Philippine Navy end-user retains ownership over the same at all times. Violations hereof shall entitle the PN or PITC to impose such sanctions as may be provided for under existing laws,</i> 2. <i>Did not participate as a consultant in the preparation of the design or technical specifications of the GOODS subject of the bid; and</i> 3. <i>Shall not make use of, distribute, or resell the product without the prior written approval of the Philippine Navy (PN).</i>
<p>(i) 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</p>	<p>Bidders to submit the original duly signed OSS. A form is provided for as Omnibus Sworn Statement (Revised) (Section IX. Bidding Forms Pages 102 to 104 of the Bidding Documents.)</p> <p>Bidders to indicate the item being bid for.</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>

	and authority to its officer to sign the OSS and do acts to represent the Bidders	All blanks must be filled up. The last page must be signed by the authorized representative. Notarization is required for this OSS.
Financial Documents		Chair's Instructions
(j)	Audited Financial Statements	Bidders to submit a Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income) Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;
(k)	Net Financial Contracting Capacity (NFCC)	Bidders to indicate the item being bid for. 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 Bidders may submit a Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. 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 Bidders.
Class "B" Documents		
(l)	If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; OR 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.	
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 Bidders claims preference as a Domestic Bidders or Domestic Entity.	

II. FINANCIAL COMPONENT ENVELOPE

Financial Component		Chair's Instructions
(a)	Original of duly signed and accomplished Bid Form	<p>A form is provided. (Section IX. Bidding Forms Page 105 of 113).</p> <p>Bidders to supply all the required data/information and signed by the Bidder's Authorized Representative.</p> <p>Note: Financial Component must be placed in a separate folder per item (in triplicate copies).</p> <p>The Committee will issue a Bid Bulletin to revise this form for the Bidders to indicate the item being bid for.</p>
(b)	Original of duly signed and accomplished Price Schedule(s)	<p>A form is again provided per (Section IX. Bidding Forms, pages 106 to 107 of the Bidding Documents).</p> <p>Bidders to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>

- The Chair opened the floor for questions/clarifications. Details are as follows:

Bidders Queries/Clarification/s	Committee's reply
	Any question?
Filboot: Regarding the Boots Ma'am, can we request for the extension on the delivery schedule kasi masyado po itong short, but we will just put everything in writing Ma'am.	
	Okay, Sir.
Gibson: On the RDC Test Result, can we also submit Acceptance Report on the same item?	
	Vice-Chair: The Postqual Test Result is extensive, comprehensive po iyon. All the parameters in the Test Parameters are conducted po. Yung RDC Test result during Acceptance mayroon po doon parameter na hindi na-conduct kaya hindi po siya kompleto.
Gibson: Okay, Ma'am.	
	Vice-Chair: It has to be all the Test Parameters must be conducted in the RDC Test Result kaya po ang requirement ay postqual.
Gibson: We would like also to request an extension on the delivery period which we will be formalizing in our letter.	
	Yes, Sir. Please write to us about it.
Gibson: We have some problems in the Bidding Documents, parang erroneous yung pagkakatagay. For example, sa Specifications po ng Philmar Boots on page 1 of 21 it's the same as page 4 of 21. This is our first time also to have a look mayroon na palang Marine Logo. Is it possible for us to see a sample of a combat boots (Chair interrupted and replied)	
	Please put that in writing Sir for us to refer with the PN.
Gibson: We will Ma'am.	
Gibson: Can we coordinate with your office for a corrected copy of the Bidding Documents?	

	<p>Chair: Sir, we will upload on the website the corrected documents so that everybody will have access to it.</p> <p>Vice-Chair: It will be part in the Supplemental Bid Bulletin. Corrected copy of that Specifications.</p>
Gibson: To us, Philippine Marine Boots is new. Can we re-submit sample swatches in case the initial submission doesn't make the requirement. Can we re-submit another swatch?	
	Sir can you also put that in writing for us to confer it with the PN?
Gibson: We intent to participate in this Bidding but recently our accreditation was suspended or cancel or terminated. So, we intent to participate through a Joint Venture Agreement. So, we will just follow a JVA requirements as you mentioned earlier.	
	<p>Chair: May I ask the Vice-Chair to clarify this requirements kasi in the heading is for post qualification nalang.</p> <p>Vice-Chair: Yes, Ma'am. We will issue a Supplemental Bid Bulletin to include the eligibility requirement for Joint Venture.</p>
	Chair: We are sorry Sir because we are still transitioning in this Bidding Documents. This is GPPB prescribed. Because we're used to the old one hinahanap pa namin yung old forms na medyo familiar na tayong.
Gibson: But we can also use the former?	
	Chair: For that Sir, that form whether is the old form or whether you design your form it should cover whatever parameters are in the requirements.
	Any other questions?
Gibson: We missed your presentation on the Technical Requirements, particularly in Section VI Schedule of Requirements, pagkatapos po yung Technical Specifications.	
	Andon na po iyon sa Section VII. Meaning, you have to look for that Annex I-A (9 pages) for Item 1, For Item 2 Annex II-A (21 pages). If you recall in the past, ito po yung sinasabi namin na where we used to put a box where the bidder will have to sign conforme on each page. This time, its just refered to here in the Technical Specifications form where the bidder will put "Comply" on each line number under the Bidder's Statement of Compliance. Magco-comply nalang po kayo.
Gibson: On the Technical Specifications Annex I-A, 9 pages. Do we have to attach the 9 pages?	
	Ang required nalang po sa amin will be this page. Page 43. Basta lagyan niyo ng comply on each line item.
Gibson: Hindi na kami maga-attach ng 9 pages, etc?	
	We will clarify that Sir in the Bid Bulletin.
Gibson: Okay, Ma'am.	
	Any other concerns?
Bidders: None, Ma'am.	
	Thank you, we will wait for your letters. Please send it to the email address provided in the Bidding Documents

	(chairbac1@pitc.gov.ph) and do not forget to buy the Bidding Documents way ahead the Bid Opening schedule because the BAC Secretariat will not accept your bid if you have not paid for the Bidding Documents. Thank you for your participation and good luck.
--	--

OTHER MATTERS:

- **The Committee will issue a Supplemental Bid Bulletin for the following:**
 1. Schedule of Requirements.
 2. To delete the Valid and Current Certificate of Distributorship/Dealership/Resellership requirement.
 3. Bidders to indicate the item they are bidding for in the Original of duly signed and accomplished Bid Form.
 4. To include the eligibility requirements for Joint Venture Agreement (JVA) in the Technical 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)
Email: chairbac1@pitc.gov.ph

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

BID SCHEDULE:

- Bidders can send queries/concerns until **01 December 2020 (Tuesday)**
- The Bid Opening is scheduled on **14 December 2020 (Monday, 9:00am)**

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 12:00pm.

MINUTES TAKEN BY:



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

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I