



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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW NASAL ENDOSCOPY SYSTEM  
FOR THE PHILIPPINE ARMY (PA)  
**BID REFERENCE NO. MPG-BI 2020-508 2<sup>nd</sup> Rebid**  
11 November 2020, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 2:10pm.

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
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PA via ZOOM
COL Jose Rosel R Reduble
LTC Bong Linzag

**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the Pre-Bid Conference for the above-mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the End-Users representatives from PA through video conferencing ZOOM.
- Chair turn over the floor to Vice-Chair, who will discuss the project requirements.
- Vice-Chair acknowledged the presence of RBGM Medical Express Sales Inc. represented by Maricar Magno, the only prospective Bidder present in this Pre-Bid Conference via video conferencing (ZOOM).
- Vice-Chair informed RBGM that PITC has been tapped by the PA to undertake this project for them.
- Invitees are authorized dealers, distributors or resellers for the Supply and Delivery of One (1) Unit Brand New Nasal Endoscopy System for the Philippine Army (PA).
- **Delivery Period:** Within One Hundred Twenty (120) calendar days after receipt of Notice to Proceed (NTP).

**Delivery Place:** Medical Warehouse, Supply Battalion, ASCOM, PA, Fort Bonifacio, Taguig City.

- Vice-Chair informed that to be able to participate in this bid project, a prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

“Similar” contract shall mean Medical Equipment.

- Chair emphasized the transitioning to the Bidding forms as prescribed by GPPB. After this pre-bid, Bidders will receive the Amended Bidding Documents based on the Simplified Bidding Documents prescribed by the GPPB.

- Vice-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.
- Vice-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**

<b><u>Class "A" Eligibility Documents</u></b>	<b><u>Vice-Chair's Instructions</u></b>
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration valid and current.; and</p> <p><b>For Cooperatives</b> 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>RBGM must submit their 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 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.</p>
Valid and Current Tax Clearance	<p>RBGM must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Vice-Chair informed RBGM 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.</p> <p>Vice-Chair advised RBGM to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ol style="list-style-type: none"> <li>Independent Auditor's Report;</li> <li>Balance Sheet; and</li> <li>Income Statements</li> </ol> <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>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If RBGM is already a PhilGEPS Platinum Member they 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, RBGM must submit the valid and current one.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to RBGM with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents, RBGM have to use Annex I;</li> <li>• RBGM to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign the last page.</li> </ul>
<p><b>Annex I-A</b> 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 of the item being bid.</p> <p>"Similar" contract shall mean Medical Equipment.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• RBGM to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance</li> <li>3. Sales Invoice together with Collection Receipt (<i>They go together</i>)</li> </ol> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p>	<p><b><u>For NFCC</u></b></p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex II-A</b>;</li> </ul> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for RBGM 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 RBGM 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><u>FOR COMMITTED LINE OF CREDIT (CLC)</u></b> - A sample form is provided for as <b>Annex II-B</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>Vice-Chair reminded RBGM that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Annex III</b> Class "B" Document: (For Joint Venture)</p>	<p>Since RBGM expressed that they will not bid as a Joint Venture, Vice-Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture,</p>

	the requirements are found in Bid Data Sheet Clause 12.1 pages 35 to 36 of the Bidding Documents.
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<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
<p><b>Annex IV</b> Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>- A form is provided for as <b>Annex IV</b>;</li> </ul> <p>RBGM should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-Chair advised RBGM to photocopy the form or scan it, and then have the authorized representative sign the form and have it notarized.</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</b> draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p><b>d. Surety Bond</b> callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case RBGM will opt for a Surety Bond, RBGM 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>Vice-Chair advised RBGM 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>Technical Bid Form <b>Annex V</b> (5 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Vice-Chair s instructions are as follows:</p> <ul style="list-style-type: none"> <li>• For RBGM to use the Bid Form. They shall not retype or alter it;</li> <li>• RBGM to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance";</li> <li>• RBGM to indicate the Brand and Model No. of the Equipment being offered;</li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Vice-Chair reminded RBGM 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>

<b>Annex V-A1</b> Technical Specifications (2 pages)	<ul style="list-style-type: none"> <li>• RBGM's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.</li> </ul>
Product Brochure and/or Technical Data Sheet	<ul style="list-style-type: none"> <li>• Submission of a Product Brochure and/or Technical Data Sheet for the following showing compliance to the required Technical Specifications.</li> </ul>
Copy of Valid and Current Certificate of Distributorship	<ul style="list-style-type: none"> <li>• RBGM to submit a Copy of Valid and Current Certificate of Distributorship from the manufacturer authorizing the bidder to sell/distribute the following equipment.</li> </ul> <p><b>Note:</b> If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p>
Valid and Current License to Operate as Medical Device Importer / Distributor	<ul style="list-style-type: none"> <li>• Submission of a valid and current License to Operate as Medical Device Importer / Distributor from the Food and Drug Administration (FDA) – Philippines issued in the name of the Bidder.</li> </ul>
Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption	<ul style="list-style-type: none"> <li>• RBGM to submit a valid and current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA)</li> </ul>
Valid and Current ISO Certification	<ul style="list-style-type: none"> <li>• Submission of valid and Current ISO Certification in the name of the manufacturer. The Certificate must be issued by independent Certifying Agency. The ISO Certification must cover the manufacture/design and/or production.</li> </ul>
List and address of Manufacturer's branch office, sales office and/or distributor's office	<ul style="list-style-type: none"> <li>• RBGM is a List and address of Manufacturer's branch office, sales office and/or distributor's office in the following:           <ol style="list-style-type: none"> <li>a. Any country in Western Europe</li> <li>b. USA or Canada; and</li> <li>c. Japan</li> </ol> </li> </ul>
List of Authorized Service Center or Service Engineer(s) or Technician(s)	<ul style="list-style-type: none"> <li>• Submission of a List of Authorized Service Center or Service Engineer(s) or Technician(s) of the manufacturer in Metro Manila (indicating address, contact numbers and email address).</li> </ul>
<b>Annex VI</b> Certificate of Performance Evaluation	Chair's Instructions are as follows: <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>
Proof of Authority of the Designated Representative	Submission of a Proof of Authority of the Bidder's Authorized Representative: <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>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Vice-Chair advised RBGM 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>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised RBGM 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, Vice-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: <b>Name, Title and Specimen Signature</b> 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><b>ENVELOPE 2:</b> <b>FINANCIAL BID FORM (Annex VIII)</b></p>	<p>Envelope 2 will contain the Financial Bid of Bidder. Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the topmost part of the form that states "Please use this Bid Form. Do not retype or alter";</li> <li>• RBGM has to indicate the bid amount both in figures and in words in the Financial Bid Form;</li> <li>• Forms to be signed by the Bidder's authorized representative</li> </ul> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

RBGM's Query/Clarification/s	Committee's Reply
	Any questions?
Nag-participate po kami sa 1 <sup>st</sup> opening for this project bidding. Need pa po ba naming magbayad ulit?	
	Please refer to page 5 of the Invitation to Bid.  Bidders who previously bought Bidding Documents under Bid Ref. No. MPG-BI-2020-227 Rebid & MPG-B1-2019-162 may acquire Bidding Documents free of charge upon presentation of the Official Receipt for the previous project.
Regarding the Certificate of Performance Evaluation, you have mentioned po na dapat yung form na yun ang gagamitin but some hospital po kasi may sarili silang format because of their ISO. If ever po na nandoon naman yung lahat ng important details like the product name and rating, accepted po ba?	
	As long as nandoon po yung criteria namin in that particular form wala pong problema. Kasi dito po sa Performance Evaluation you are being rated on timely delivery, compliance to specifications and performance, warranty and after sales service. Kung yung mga criteria niyo Ma'am ay nandoon sa Performance Evaluation namin acceptable naman po.
Okay, Ma'am. Thank you.	
	Vice-Chair advised RBGM that any changes in the forms/documents the Committee will issue a Bid-Bulletin and RBGM have to use the revised forms which will be put in the Bid-Bulletin.
	Review your documents well. Thank you and good luck.

<b>Vice-Chair's Instructions</b>
Vice-Chair stated that RBGM 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 Bidder/s 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.
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](mailto: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 an Amended Bidding Documents based on the Simplified Bidding Documents prescribed by the GPPB.**
- Vice-Chair also reminded that RBGM 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)  
5<sup>th</sup> Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City  
Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)

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

**BID SCHEDULE:**

- RBGM can send queries/concerns via email on or before **20 November 2020 (Friday)**.
- The Bid Opening is scheduled on **02 December 2020 (Wednesday, 9:00am)**.

**ADJOURNMENT:**

- There are no other matters discussed, the Pre-Bid Conference was adjourned at 3:00pm.

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