



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

**MINUTES OF THE PRE-BID CONFERENCE VIA VIDEO CONFERENCE
PROCUREMENT OF ONE (1) LOT WIRELESS NETWORK SYSTEM CONNECTIVITY
WITH INTERNET SUBSCRIPTION FOR THE PHILIPPINE ARMY (PA)
Bid Ref. No. MPG-B1-2020-522 2nd Rebid
(Previous Bid Ref. No. MPG-B1-2020-390 Rebid & MPG-B1-2020-007)
Approved Budget for the Contract - ₱4,013,742.30
18 November 2020**

There being a quorum, Chair convened the meeting at 4:30pm

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 – PA
Cpt. Geremeo G. Vallejera Jr.
Cpt Carlito G. Cabangunay Jr.

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Procurement of One (1) Lot Wireless Network System Connectivity with Internet Subscription for the Philippine Army (PA). After which, Chair introduced the BAC members and the end-user’s representative/s from Philippine Army via video conference (ZOOM).
- Chair acknowledged the presence of Telectronic Systems Inc. the only prospective Bidders present in this pre-bid conference via zoom.
- Chair stated that this project is open to authorized local Service Integrators for the above Procurement Project (hereafter referred to as GOODS).
- At the same time, Completion Period is required as follows:

Activity	Timeframe
Delivery of Equipment	Within Sixty (60) calendar days from receipt of Notice to Proceed.
Installation, Testing and Commissioning of Equipment	Within Seventy-Five (75) calendar days from receipt of Technical Inspection and Acceptance Report.
Subscription Service	One (1) year from receipt of Notice to Issue Subscription

- Chair informed that to be able to participate in this project, Bidder 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 bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Similar shall mean “Internet Services”.

- 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 Bidder is already a PhilGEPS Platinum Member, Bidder 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, Bidder must ensure that the documents listed in "Annex A" of the certificate are valid and current. If any of the document has expired, Bidder 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>Bidder must submit a valid and current Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder 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 bidder 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	Bidder 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 bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid	<ul style="list-style-type: none"> • Bidder to refer to the sample form provided in the Bidding Documents. (<i>Section IX. Bidding Forms Page 105 of 118</i>); • Bidder to provide all the required information; and • The form must be signed by the Bidder's Authorized Representatives <p>Note: Additional sheets can be used for as long as the authorized representative signs the last page.</p>

(f)	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	<ul style="list-style-type: none"> • A sample form is again provided in the Bidding Documents. (<i>Section IX. Bidding Forms Page 106 of 118</i>); • 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"> (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 form must be signed by the Bidder's Authorized Representative/s.
(g)	Bid Security or Notarized Bid Securing Declaration	Bidder 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.
(h)	<u>Technical Requirements</u>	<p>(1) Duly Complied Section VI. Schedule of Requirements;</p> <ul style="list-style-type: none"> • Bidder 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 Page 33 to 35 of the Bidding Documents</i>). <p>(2) Duly Complied Section VII. Technical Specifications</p> <ul style="list-style-type: none"> • Bidder must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance"; • Bidder to supply the data required and signed by the Bidder's Authorized Representative per (<i>Section VII. Technical Specifications Page 37 of 118</i>). <p>For Reference:</p> <ul style="list-style-type: none"> • Annex I (23 pages) - <i>Section VII. Technical Specifications, Page 38 to 60 of the Bidding Documents.</i> • Annex II (21 pages) - <i>Section VII. Technical Specifications, pages 61 to 80 of the Bidding Documents.</i> • Annex III (18 pages) - <i>Section VII. Technical Specifications, pages 82 to 99 of the Bidding Documents.</i> <p>(3) Brochure/Technical Data Sheet in SOFT and HARD showing compliance on the Technical Specification for the following items:</p> <ul style="list-style-type: none"> (a) Point to Multi Point (PtMP) Radios (b) Customer Premise Equipment (CPE) (c) Wireless Access Point (d) Wireless LAN Controller (e) Web Caching Server (f) Managed Switch (g) Management Software <p>Note: Please specify the Brand and Model No. offered for the above stated equipment per (<i>Section VI. Schedule of Requirements, Page 33 of 118</i>)</p>

		<p>(4) Valid and Current Certificate of Distributorship / Dealership / Resellership of the following items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer).</p> <p>If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer.</p> <ul style="list-style-type: none"> (a) Point to Multi Point (PtMP) Radios (b) Customer Premise Equipment (CPE) (c) Wireless Access Point (d) Wireless LAN Controller (e) Web Caching Server (f) Managed Switch (g) Management Software <p>(5) Certificate of Site Inspection duly signed by PA's Office of the Assistant Chief of Staff for C4S, Command Control Communications and Cyber Systems OG6 PA, Fort Bonifacio, Metro Manila.</p> <p>(6) Certificate of Performance Evaluation with a rating of at least Very Satisfactory, issued by the Single Largest Completed Contract Client of the bidder within the last five (5) years on the following parameters:</p> <ul style="list-style-type: none"> (a) Timely delivery; (b) Compliance to Specifications and Performance; (c) Warranty; and (d) After Sales Service
(i)	<p>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 and authority to its officer to sign the OSS and do acts to represent the Bidder</p>	<p>Bidder to submit the original duly signed OSS. A form is provided for as Omnibus Sworn Statement (Revised) (<i>Section IX. Bidding Forms Page 108 of 118</i>).</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>All blanks must be filled up.</p> <p>The last page must be signed by the authorized representative. Notarization is required for this OSS.</p>
Financial Documents		Chair's Instructions
(j)	Audited Financial Statements	<p>Bidder to submit a Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports):</p> <ul style="list-style-type: none"> (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income) <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>

(k)	Net Financial Contracting Capacity (NFCC)	<p>Bidder 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</p> <p>Bidder may submit a Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p> <p>For Bidder 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 Bidder.</p>
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Class "B" Documents

(l)	<p>If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; OR</p> <p>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.</p>	
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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 Bidder claims preference as a Domestic Bidder 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. (<i>Section IX. Bidding Forms, page 111 of 118</i>).</p> <p>Bidder to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>
(b)	Original of duly signed and accomplished Price Schedule(s)	<p>A form is again provided per <i>Section IX. Bidding Forms, page 112 of 118</i>.</p> <p>Bidder to supply all the required data/information and signed by the Bidder's Authorized Representative.</p>

Notes:

- 1) In case of inconsistency between the Checklist of Technical and Financial Documents for bidders and the provisions in the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements, the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements shall prevail over the checklist.
- 2) In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Checklist of Technical and Financial Documents

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

Bidder's Queries	Committee's reply
Regarding the details in the Technical Specifications requirement web caching server and web management	
I already mentioned this during the previous pre-bid conference because they are open source. Basically, our questions and recommendations are still the same as what we raised last time on this ma'am.	
	Chair: What you are saying is, you raised that last time, but the same requirement still prevails
Yes, because we cannot provide this when it comes to the certificate of distributorship.	
	In other words, your issue is more of the certificate of distributorship because as you said its open source?
Also, its software base. So, there is no model number, there is a requirement on the upper deck to specify the brand and model number but since the caching server is a software, there is no typical model on this note ma'am and sometimes its pre-developed by the provider.	
	Chair: I get your point sir. I suggest you send your letter again, please do not wait until the last day for asking questions.
Yes ma'am.	
	Alright, we will expect your letter so we can issue a corresponding Bid Bulletin.
	Any other concerns?
Regarding Section VII. Technical Specifications, we will just put "comply" right?	
	Yes.
Do we also need to attach the Annexes?	
	On Bid Submission? I do not think that's necessary. You only need to submit the form and you must state "comply" in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."
May we ask the availability of the site inspection? Because we have to acquire a new Certificate of Site Inspection, or we can use the previous Certificate that we have from last time?	
	Can you check if your previous certificate of site inspection referred to the previous Bid Reference Number? because you cannot submit that if it has indication of the previous Bid Reference Number (MPG-B1-2020-390 Rebid).
Noted ma'am. May we ask the Philippine Army, when can we schedule the inspection?	
	PA: We only need a written request for site inspection and upon receipt give us 48hours to process the corresponding clearances, since its pandemic and for security purposes. After request, within 48 hours, we can provide their access pass.

	Chair: okay, Mr. Marlon we advised you to already request and address it to PITC and we will forward it to Phil. Army. The sooner you give us your request, you can inspect the site by Monday at latest because there's a 48hours processing time.
Yes ma'am.	
	Chair: and please also attach a government issued ID. PA: additional, may we also request a rapid test result for those who will inspect the site, at least three (3) days maximum rapid test.
How about swab test recent?	
	PA: Much better sir. For swab test, maximum of five (5) days.
Noted sir.	
	Chair: thank you very much and good luck.

OTHER MATTERS:

- 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.
- **Contact person for Site Inspection:**
Name: Cpt. Geremeo G. Vallecera Jr.
Contact Number: 0917-719-0927
- Bidder may contact the Countertrade Department and may schedule for a Briefing.

Contact Person 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

- **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:

- Bidder can send queries/concerns until **24 November 2020** (Tuesday)
- The Bid Opening is scheduled on **07 December 2020** (Monday, 11:00am)

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 5:15pm

MINUTES TAKEN BY:



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

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I