



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

**MINUTES OF THE PRE-BID CONFERENCE VIA VIDEO CONFERENCE
SUPPLY AND DELIVERY OF THREE (3) UNITS BRAND NEW HAZARDOUS MATERIAL TRUCKS
(HAZMAT) FOR THE BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS (BFP-NHQ)
Bid Ref. No. GPG-BI-2020-374
11 December 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 10:15am.

In attendance are:

| FOR PITC BAC-I (via ZOOM) |
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| Christabelle P. Ebriega, Chairperson (via Zoom) |
| Myra T. Alvarez, Vice-Chair |
| 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 – BFP-NHQ |
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| CINSP Glezia A. Daus |
| Atty. Jenny Oasay |
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HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the above-mentioned procurement project. After which, Chair introduced the BAC members and the end-user’s representative/s from BFP-NHQ via video conference (ZOOM).
- Chair acknowledged the presence of NAFFCO FZCO represented by Kristine Robles, the only prospective Bidder present in this pre-bid conference via zoom.
- Invitees are suppliers who are themselves Manufacturers or First Tier Distributors of the principal manufacturer for the Supply and Delivery of Three (3) Units Brand New Hazardous Material Trucks (HAZMAT) for the Bureau of Fire Protection - National Headquarters (BFP-NHQ) (hereinafter referred to as GOODS).

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

Foreign manufacturers must be represented by a Philippine-based Company.

- At the same time, Delivery of the Goods is required as follows:

| Delivery Period | Delivery Place |
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| Within Three Hundred Sixty-Five (365) calendar days from receipt of Notice to Proceed or Opening of Letter of Credit whichever comes later | National Fire Training Institute (NFTI), Camp Vicente Lim, Calamba, Laguna |

- 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 contract shall mean "Aerial Ladder Truck, Aerial Tower Truck, Break Squirt Fire Truck, Fire Truck, Rescue Truck".

- 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 |
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| (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. Bid forms, page 82 of 100</i>); ● Bidder to provide all the required information; and ● The statement must be signed by the Bidder's Authorized Representatives |

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| | | Note: Additional sheets can be used for as long as the authorized representative signs the last page. |
| (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 for reference. (<i>Section IX. Bid forms, page 83 of 100</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 statement 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 35 to 40 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" against each of the individual parameters of each "Specifications"; • Bidder to supply the data required and signed by the Bidder's Authorized Representative per (<i>Section VII. Technical Specifications, page 42 of 100</i>). <p>For Reference:</p> <ul style="list-style-type: none"> • Annex I (31 pages) - <i>Section VII. Technical Specification Page 43 of 73 of the Biding Documents</i>. • Annex A (1 page) - <i>Section VII. Technical Specifications Page 74 of 100</i>. <p>(3) a) List of items indicating the Brand and Model Number of the item/s being offered.</p> <ol style="list-style-type: none"> a. Engine b. Cab and Chassis c. HAZMAT equipment and tools <p>b) Product Brochure for the following items being offered showing compliance to the technical specifications.</p> <ol style="list-style-type: none"> a. Engine b. Cab and Chassis c. HAZMAT equipment and tools except those listed below: <ol style="list-style-type: none"> c.1. Item J.2.2 c.2. Item J.3.1 -J.3.6, J.3.9, J.3.21 – J.3.24, J.3.29 – J.3.44, J.3.49 – J.3.50, J.3.53 – J.3.66 |

c.3. Item J.4.4. – J.4.7

Notes:

- Please specify the **Brand and Model No.** being offered for the following;
 - a. Engine
 - b. Cab and Chassis
 - c. HAZMAT equipment and tools
- If not in English, must be subject to requirement per Clause 10.3 of the Instructions to Bidders.

(4) Copy of valid and current ISO Certification in the name of the **Manufacturer of the HAZMAT Truck** issued by an independent certifying agency. The ISO Certification must cover the manufacture/design or production of the item subject to this Bid Project.

Note: If not in English, must be subject to requirement per Clause 10.3 of the Instructions to Bidders.

- (5) Certification from the local tire supplier that the said adopted brand, model type and size of tire is available locally.
- (6) Guarantee/certification from the exclusive distributor/ assembler in the Philippines of the brand of the engine, cab and chassis of the HAZMAT Truck being offered, to ensure availability of supplies, parts and accessories for at least (10) years after the expiration of the warranty period.
- (7) Certification that the spare parts for the engine, cab and chassis had been available, sold and distributed in the Philippine market for the last fifteen (15) years immediately preceding the submission and opening of bids. The certification shall be issued by the exclusive distributor/ assembler in the Philippines of the brand of the engine, cab and chassis of the HAZMAT Truck being offered.
- (8) Certification from the bidder that it has at least one (1) established/authorized and/or accredited service center that has available in-house trained service and repair technicians locally with training certificates to provide immediate support in case of immediate repair of the chassis, engine, and body of the HAZMAT truck in the following regions of the country, Regions 3, 4A and NCR.

For this purpose, the bidder should attach the following:

- a. List of service centers in the regions stated above with its corresponding address, contact person, and contact number (mobile and/or landline number); and
- b. List of service and repair technicians of the cab and chassis, engine and body. Certification that the brand of the engine, cab and chassis of the

HAZMAT truck being offered have been available and sold in the Philippine market for at least fifteen (15) years immediately preceding the submission and opening of bids. The certification shall be issued by the exclusive distributor/ assembler in the Philippines of the brand of the Hazmat truck being offered.

(9) Certification from the Bidder that they have been engaged in the manufacturing/assembly and/or sale and supply of fire trucks and/or rescue truck vehicle in the Philippines for at least fifteen (15) years immediately preceding the submission and opening of bids.

(10) Certification from the exclusive distributor/ assembler in the Philippines that the brand of the engine, cab and chassis of the HAZMAT truck being offered have been available and sold in the Philippine market for at least fifteen (15) years immediately preceding the submission and opening of bids.

For this purpose, attach proof of appointment from the brand owner as exclusive distributor/ assembler.

(11) Certification from the engine manufacturer that the engine is Euro IV or Euro V compliant.

(12) Certificate of Performance Evaluation with a rating of at least Very Satisfactory, issued by the Single Largest Completed Contract Client of the bidder on the following parameters:

- a. Timely delivery
- b. Compliance to Specifications and Performance
- c. Warranty
- d. After Sales Service

(Chair informed the bidder that the BAC will issue a Supplemental Bid Bulletin to provide a sample form for reference).

(13) FOR FOREIGN MANUFACTURERS:

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. Certification from the Engine Manufacturer that the engine is Euro IV OR Euro V compliant.

- 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.

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| | | <ul style="list-style-type: none"> • 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; • 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. |
| (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. Bid Forms Page 86 to 88 of the Bidding Documents.</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> <p>(a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income)</p> <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> |

| Class "B" Documents | |
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| <i>(l)</i> | 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) | |
| <i>(m)</i> | For foreign Bidder 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. |
| <i>(n)</i> | 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 |
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| <i>(a)</i> | Original of duly signed and accomplished Bid Form | A form is provided. (<i>Section IX. Bid Forms Page 89 of 100</i>). Bidder to supply all the required data/information and signed by the Bidder's Authorized Representative. |
| <i>(b)</i> | Original of duly signed and accomplished Price Schedule(s) | A form is again provided per <i>Section IX. Bidding Forms, pages 90 to 91 of the Bidding Documents</i> . Bidder to supply all the required data/information and signed by the Bidder's Authorized Representative. |

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

| Bidder's Queries | Committee's reply |
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| | Any questions? |
| Regarding the Secretary's Certificate, does it need to be attested a consulate in Dubai? | |
| Yes, Ma'am apostille. | Yes, Ma'am. Are you referring to the red ribbon or apostille? |
| | Yes, Ma'am. Also, I just want to point out here kasi this is also a common mistake in the Secretary's Certificate. If there's one person named okay lang po 'yun, but sometimes the Board decides to make sure that all the documents are signed they appoint several persons, kung ang intent naman po is anyone of them can sign then we suggest that you put the word "or" or "any of the following" because if you put "and" ang ibig sabihin po 'nun lahat 'yun ay pipirma. |
| Meaning to say if they will put it in writing it has to be "or" or any of the following"? | |

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| | Yes, Ma'am. (TWG flashed on the screen the sample form of the Secretary's Certificate and the BAC Chair explained the details). |
| Kasi last time we mentioned "and/or". So, better yet we will just have to put "or" or "instead"? | |
| | Yes, Ma'am, "or" nalang po or "any of the following" para mas clear po. |
| Okay Ma'am, noted. Thank you po. | |
| | Thank you, we will wait for your letter. 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. |
| | If we revise any of the form/s please use the revised form/s that we put in the Bid Bulletin. |
| | Thank you for your participation. |

OTHER MATTERS:

- Chair also emphasized the additional requirements if declared Single/Lowest Calculated Bid is a Submission of Undertaking to Pursue Countertrade. Bidders may contact the Counter Trade 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 Crisane L. Olan

Email Address: joane.olan@pitc1973.onmicrosoft.com

Tel no. 8818-9801 local 373

- 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.
- **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 **18 December 2020** (Friday).
- The Bid Opening is scheduled on **12 January 2021** (Tuesday, 3:00pm)

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 11:00am.

MINUTES TAKEN BY:



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

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I