



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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MANIPULATIVE LEARNING  
MATERIALS FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC)  
OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)

**BID REF. NO. GPG-B1-2019-087**  
10 May 2019, 5<sup>th</sup> Floor Conference Room

There being a quorum, Chair convened the meeting at 10:00 AM.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – ECCDC
Christabelle P. Ebriega, Chairperson (On leave)	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, (Vice-Chair & Supvg. BAC 1 Secretariat)	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS**

- Vice-Chair welcomed everyone to the Pre-Bid Conference for the Supply and Delivery of One (1) Lot Various Manipulative Learning Materials for Various National Child Development Center (NCDC) of the ECCDC. Afterwhich, Chair introduced the BAC Members and the Provisional Member, Engr. Necitas D. Largo.
- Vice-Chair acknowledged the presence of Tahanang Walang Hagdanan, Inc. the only prospective Bidder.
- Vice-Chair informed Bidder that PITC has been tapped by the ECCDC to undertake this project for them.
- Invitees are Philippine Suppliers / Distributors for the Supply and Delivery of One (1) Lot Various Manipulative Learning Materials.
- Vice-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 the date of submission and receipt of bids amounting to at least twenty five percent (25%) of the ABC.  
  
"Similar" nature shall mean "Educational Toys / Learning Materials".
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by Tahanang Walang Hagdanan 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 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>Tahanang Walang Hagdanan to submit a Valid and Current Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that Tahanang Walang Hagdanan has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Vice-Chair informed Tahanang Walang Hagdanan 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> <p>Vice-Chair advised Tahanang Walang Hagdanan to only transact with legitimate employees of BIR.</p> <p>Vice-Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>
Audited Financial Statements for 2018 and 2017	Submission will be the 2018-2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	If a Bidder 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.



<u>Technical Documents</u>	<u>Vice-Chair's Instructions</u>
<p><b>Annex IV</b> <b>Bid Security</b></p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;"><b>Bid Securing Declaration</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</li> </ul> <p>Tahanang Walang Hagdanan that 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 Tahanang Walang Hagdanan to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> <li>• <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>• <b>A Bank Draft / Bank Guarantee or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank.</b></li> <li>• <b>Surety Bond issued by a bonding company authorized by the Insurance Commission.</b></li> </ul> <p>In case Tahanang Walang Hagdanan will opt for a Surety Bond, Tahanang Walang Hagdanan has to 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 Tahanang Walang Hagdanan 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>The fourteen (14) grounds is found in Clause 12.1 (b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>
<p><b>Annex V-A</b> <b>Technical Bid Form (4 pages)</b></p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• Tahanang Walang Hagdanan to use the Bid Form. They shall not retype or alter it;</li> <li>• Tahanang Walang Hagdanan to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the authorized representative/s of Tahanang Walang Hagdanan</li> </ul> <p>Vice-Chair reminded Tahanang Walang Hagdanan 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>

<p>Terms of Reference (19 pages) <b>Annex V-A1</b></p>	<ul style="list-style-type: none"> <li>• Tahanang Walang Hagdanan's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.</li> </ul>
<p><b>Annex V-A2</b> Summary of Distribution (1 page)</p>	
<p>Distribution Schedule attached as:  <b>Annex V-A3 for North Luzon</b> <b>Annex V-A4 for South Luzon</b> <b>Annex V-A5 for Visayas</b> <b>Annex V-A6 for Mindanao</b></p>	
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Tahanang Walang Hagdanan's 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> <p>Tahanang Walang Hagdanan's to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Tahanang Walang Hagdanan's Authorized Representative:</p> <ol style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>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.</li> </ol> <p>Once again, Vice-Chair advised Tahanang Walang Hagdanan 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 Tahanang Walang Hagdanan 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: <u>Name, Title and Specimen Signature</u> 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 and notarized.</p>
<p><b>ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)</b></p> <p><b>DETAILED FINANCIAL BID FORM (Annex VIII-A)</b></p>	<p>Vice-Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Envelope 2 will contain the Financial Bid of Tahanang Walang Hagdanan where they will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Vice-Chair emphasized that if an item is to be given free, bidder must indicate "0".</p>

- Vice-Chair reminded that Tahanang Walang Hagdanan 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.
- **The Committee will issue a Bid Bulletin to make a necessary correction in the wordings of the SLCC in the Bid Data Sheet and in the Form.**
- Chair emphasize that the **Additional Requirements To Be Provided By The Supplier If Declared Single/ Lowest Calculated Bid (SCB/LCB):**

Present a prototype / sample for each required item within fifteen (15) calendar days after receipt of Notice of LCB/SCB. The prototype must be in accordance with the required technical specifications per Annex V-A1 Terms of Reference. The SCB/LCB will only be allowed to replace/rectify deficiencies noted in the prototype up to a maximum of two (2) times within fifteen (15) calendar days after the receipt Notice to Replace/Rectify. Brand new prototype once approved/accepted may be considered as part of items to be delivered.

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

Tahanang Walang Hagdanan, Inc. Query/Clarification/s	Committee's Reply
Ma'am pwede pa po ba naming gamitin yung Certificate of Performance Evaluation galing sa PITC last year?	
	Kasi po may Bid Reference No., pa-check nalang po sa inyong form. Pag mayroon po kasing indication sa baba na may Bid Ref. No., na iba dito hindi niyo po pwedeng gamitin. Para sigurado kayo, i-raise niyo sa amin in writing, i-attach niyo yung dokumento for us to answer you more appropriately in your request.
What if Ma'am, di ba nag-supply kami ng item with PITC, can we ask for the Certificate of Performance Evaluation?	
	Kami ang agamitin ninyong sa inyong Certificate of Performance Evaluation? Pwede po, basta i-raise niyo in writing.

Ma'am regarding po sa mga puzzle Ma'am. Nakalagay po kasi plastic na push-pins, kasi minsan pwede pong matanggal yun at hindi po safe para sa mga bata. Kung papalitan po sana namin, pwedeng wood nalang po ang ilalagay po namin.	
	Engr. Largo: But as indicated here, in page 82. "Each cut-out piece of boy body parts has a round multi-colored wooden/plastic knob holder is inverted in the base board".
Ah nabago na po pala, hindi pa po namin nababasa.	
	Vice-Chair: Basahin niyo nalang po ulit.
	Vice-Chair reminded that if in case you decided to join in this project, please pay for the Bidding Documents way ahead the Bid opening date (May 31, 2019, 10:00 AM) because the BAC Secretariat will not accept late bids.
	Vice-Chair also reminded Tahanang Walang Hagdanan to review/raise their concerns/clarifications on the Technical Specifications on or before 21 May 2019 and the BAC will be the one to confer it with the PA. Address it to the BAC Chair. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1), because whatever you raised verbally here and the way I explained also verbally is not official until you put it in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website ( <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> ).
	Vice-Chair: When we make changes in the documents we will issue a Bid-Bulletin and Bidders have to use the revised forms that we are going to put in the Bid-Bulletin.
	Note: Maximum size of email with attachment is six (6) mb only
	Any question?
None, Ma'am.	
	Thank you.

- The Bid Opening is scheduled on 31 May 2019, 10:00 AM.

Adjourned at 11:00 AM.

MINUTES TAKEN BY:

  
**MA. VERONICA A. MORALES**  
 Head, BAC-I Secretariat  
 KDC

NOTED BY:

  
**ATTY. MARIA GUDELIA C. GUESE**  
 Vice-Chairperson, BAC-I

APPROVED BY:

  
**CHRISTABELLE P. EBRIEGA**  
 Chairperson, BAC-I



**ATTENDANCE SHEET**  
**PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-087)**  
**SUPPLY AND DELIVERY OF ONE (1) LOT VARIOUS MANIPULATIVE LEARNING MATERIALS FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCCDC)**  
**OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**  
 10 May 2019, 10:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
 NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**BIDS AND AWARDS COMMITTEE (BAC) I - GOVERNMENT PROCUREMENT GROUP PROJECT**

**Regular Members**

Regular Members	Gender	
1) Christabelle P. Ebriega	F	(Chairperson)
2) Atty. Ma. Gudella C. Guese	F	(Vice-Chairperson & Supvg. BAC 1 Secretary)
3) Myra Chitella T. Alvarez	F	(Member)
4) David A. Inocencio	M	(Member)
5) Joel S. Rodriguez	M	(Member)
6) Irene G. Alayon	F	(Alternate Member)
7) Vivian E. Monsanto	F	(Alternate Member)
8) Engr. Necitas D. Largo	F	(Provisional Member)

**Signature**

1) *m. ebr*  
 2) *Ms. Gudella C. Guese*  
 3) *Myra Chitella T. Alvarez*  
 4) *Prof. S. Rodriguez*  
 5) *Prof. S. Rodriguez*  
 6) *Irene G. Alayon*  
 7) *Vivian E. Monsanto*  
 8) *Necitas D. Largo*

**End-Users**

1) Newelle Magas	M	TWG Member
2)		
3)		
4)		
5)		
6)		

**Account Officer**

1) Sherrie Mei D. Doble	F
2)	

**Technical Working Group**

Technical Working Group	Gender	
1) Elena E. Romero	F	(Team Coordinator)
2) Katrina B. Alba	F	(Member)
3) Jinky C. Apolinar	F	(Member)
4) Rhoneil O. Bautista	M	(Member)
5) Maria Victoria S. Castillo	F	(Member)
6) Jacky C. Crispino	M	(Member)
7) Erika April C. Guycoa	F	(Member)
8) Kriss Ann S. Hizon	F	(Member)
9) Fe B. Irena	F	(Member)
10) Maria Eda I. Maningat	F	(Member)
11) Verna Liza DV. Maramot	F	(Member)
12) Gel Cyrell Y. Tallada	F	(Member)

**Signature**

1) *OB*  
 2) *OB*  
 3) *OB*  
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 8) *OB*  
 9) *OB*  
 10) *OB*  
 11) *OB*  
 12) *OB*

**Secretariat**

1) Ma Veronica A. Morales	KDC	F	(Head)
2) Jane C. Arcilla		F	(Member)
3) Ana DG. Aspsec		F	(Member)
4) Ma Teresa S. Elima		F	(Member)
5) Mirasol S. Ninobla		F	(Member)
6) Ma. Irissa G. Ordillano		F	(Member)

**Observer/s**

1)			(COA)
2)			



