



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW TERTIARY LED LANTERNS AND
SOLAR WIRES FOR THE PHILIPPINE COAST GUARD (PCG)
BID REF. NO. GPG-B1-2019-179
16 May 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 11:20 AM.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PCG
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One (1) Lot Brand New Tertiary LED Lanterns and Solar Wires for the Philippine Coast Guard (PCG). After which, Chair introduced the BAC members and the PCG Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. M-Nav Solutions
 2. Scan Marine
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a single largest contract of similar nature within last ten (10) years amounting to at least fifty percent (50%) of the ABC of the Tertiary LED Lanterns being bid.

 “Similar contract” shall mean Marine Aids to Navigation.
- At the same time, this bid project is open to authorized Philippine Suppliers, Dealers or Resellers of Brand New Tertiary LED Lanterns for the Philippine Coast Guard (PCG).
- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidders 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;
- 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

<u>Class "A" Eligibility Documents</u>	<u>Chair's Instructions</u>
SEC/DTI Registration Certificate	<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>
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>Bidders must submit their 2019 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>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the bidders 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>Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2018 and 2017	<p>Submission will be the 2018 and 2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all pages of which must have the stamp "Received" by the BIR.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidder is already a PhilGEPS Platinum Member he 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 Bidders must submit the valid and current one.</p> <p>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
Annex I-A Statement of Single Largest Contract similar to the contract being bid within the last 10 yrs. equivalent to at least 50% of the ABC.	<ul style="list-style-type: none"> • A form is again provided; • Bidders to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> 1. End User's Acceptance 2. Copy of Official Receipt; 3. Sales Invoice together with Collection Receipt (They go together)

<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC - A form is provided for as Annex II;</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidder to supply the necessary details as required. A formula is already provided for the bidder to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p>For CLC - A sample form is provided for as Annex II-A.</p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a local commercial/Universal Bank.</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Technical Documents</p>	<p>Chair's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <p>Bidders 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 Bidders 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> <p>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</p> <p>In case Bidders will opt for a Surety Bond, The Bidder 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>Chair advised the Bidders 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>Annex V Duly signed, conformed and completed Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to indicate the Brand and Model Number of the following: <ol style="list-style-type: none"> 1. Tertiary LED Lanterns; and 2. Solar Wires • All five (5) pages must be signed by the authorized representative of the Bidder. <p>Chair reminded the Bidder 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>Annex V-A Duly signed/conformed Terms of Reference (pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit Product Brochure and/or Technical Data Sheet of the brand/model of the Tertiary LED Lanterns and Solar Wires offered showing compliance to the technical specifications.</p> <p>Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item;</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>For Manufacturers</p>	<p>Bidders to submit Certification that the manufacturer has been in the business of manufacturing the Tertiary LED Lanterns being offered. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • A sample form provided for as Annex V-B; • To transpose the form in Manufacturer's Letterhead; • Fill the required information; • Signed by the Manufacturer's authorized representative/s.
<p>For First Tier Distributors</p>	<p>Bidders to submit copy of valid and current Certificate of Distributorship (as First Tier Distributor) issued by the principal manufacturer authorizing the bidder to sell/distribute the Tertiary LED Lanterns subject of this bidding.</p> <p>Chair informed the bidders that the Committee will issue a Bid Bulletin that this requirement is not for First Tier Distributors but for Distributors and to indicate that "if not directly issued by manufacturer to the bidder, bidder must also submit other certifications linking the manufacturer/principal to the bidder".</p>
<p>Valid and current ISO 9001:2015 Certification</p>	<p>Bidders to submit a valid and current ISO 9001:2015 Certification in the name of the manufacturer of the Tertiary LED Lanterns being offered issued by an Independent Certifying Agency. The ISO Certification must cover the manufacture/design or production of the item subject to this Bid Project.</p> <p>Again, If not in English, it must be accompanied by subject to requirement per Clause 11 of the Instruction to Bidders.</p>

Valid and current International Association for Lighthouse Authority (IALA) Certificate of Accreditation	Bidders to submit a valid and current International Association for Lighthouse Authority (IALA) Certificate of Accreditation in the name of manufacturer of the Tertiary LED Lanterns .												
Manufacturer's Test and Acceptance Procedures for the Tertiary LED Lanterns	<p>Submission of a List and address of the Tertiary LED Lanterns Manufacturer's branch office, sales office and/or distributor's office in the following:</p> <ol style="list-style-type: none"> Any country in Western Europe; USA or Canada; AND Japan <table border="1" data-bbox="678 401 1432 700"> <thead> <tr> <th data-bbox="678 401 1057 438">Bidder's Query</th> <th data-bbox="1057 401 1432 438">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="678 438 1057 475">M-Nav: In terms of Japan...</td> <td data-bbox="1057 438 1432 475"></td> </tr> <tr> <td data-bbox="678 475 1057 513"></td> <td data-bbox="1057 475 1432 513">Yes I understand sir.</td> </tr> <tr> <td data-bbox="678 513 1057 550">I'll just put it in writing.</td> <td data-bbox="1057 513 1432 550"></td> </tr> <tr> <td data-bbox="678 550 1057 662"></td> <td data-bbox="1057 550 1432 662">Yes please, and if you have an alternative proposal for Japan please also indicate that in your letter</td> </tr> <tr> <td data-bbox="678 662 1057 700">Okay.</td> <td data-bbox="1057 662 1432 700"></td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	M-Nav: In terms of Japan...			Yes I understand sir.	I'll just put it in writing.			Yes please, and if you have an alternative proposal for Japan please also indicate that in your letter	Okay.	
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Okay.													
List of Authorized Service Center/s with Toll Free Hotline Number/s for the Tertiary LED Lanterns in the Philippines	<p>Submission of a List of Authorized Service Center/s with Toll Free Hotline Number/s for the Tertiary LED Lanterns in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <table border="1" data-bbox="678 879 1432 1241"> <thead> <tr> <th data-bbox="678 879 1057 917">Bidder's Query</th> <th data-bbox="1057 879 1432 917">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="678 917 1057 1103">M-Nav: regarding the Toll Free Number, does the Toll Free Number should be in existence before the Bid Submission or can it be a Toll Free Number set-up?</td> <td data-bbox="1057 917 1432 1103"></td> </tr> <tr> <td data-bbox="678 1103 1057 1203"></td> <td data-bbox="1057 1103 1432 1203">No, the requirement is that it should already be in place during Bid submission.</td> </tr> <tr> <td data-bbox="678 1203 1057 1241">Okay.</td> <td data-bbox="1057 1203 1432 1241"></td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	M-Nav: regarding the Toll Free Number, does the Toll Free Number should be in existence before the Bid Submission or can it be a Toll Free Number set-up?			No, the requirement is that it should already be in place during Bid submission.	Okay.					
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Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that the Bidders has a good record with his client. As such, Bidders has to go back to the client which they identified in Annex I-A as the completed contract client.</p> <p>Bidders 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>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client.</p>												
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> For Sole Proprietorship submission of Duly Notarized Special Power of Attorney. 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. 												

	<p>Once again, Chair advised Bidders 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>
Annex VII Omnibus Sworn Statement (OSS)	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidders 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>
ENVELOPE 2 – FINANCIAL ENVELOPE	
Annex VIII Financial Bid Form	<p>Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Total Bid price in words and figures which should not exceed the ABC per line item.</p> <p>Chair explained the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

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

Bidder's Query/Clarification/s	Committee's Reply
M-Nav: The response with the clarifications...	
	What we do specially with technical questions we discuss it with our end-user, so that we'll appreciate if you raise your concerns much earlier and don't wait for the deadline so that we'll have enough time to review your concerns.
	Remember there are timelines to be observed even in issuing the Bid Bulletins.
	And our response will be in the form of Supplemental Bid Bulletin which will be posted in the PhilGEPS and PITC website.
	Anything else? If none, Good luck and thank you very much.

- Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until 30 May 2019 (Thursday)

The Bid Opening is scheduled on 6 June 2019 (Thursday, 10:00 AM)

Adjourned at 12:00 P.M.

MINUTES TAKEN BY:


MA. VERONICA A. MORALES
Head, BAC-I Secretariat
LMC

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-179)
SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW TERTIARY LANTERNS AND SOLAR WIRES FOR THE PHILIPPINE COAST GUARD (PCG)

16 May 2019, 11:00 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		Gender	Signature	Technical Working Group		Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)		1) Elena E. Romero	F	(Team Coordinator)	
2) Atty. Ma. Gudelia C. Guese	F	(Vice-Chairperson & Supvrg. BAC 1 Secretariat)		2) Katrina B. Alba	F	(Member)	
3) Myra Chitella T. Alvarez	F	(Member)		3) Jinky C. Apollinar	F	(Member)	
4) David A. Inocencio	M	(Member)		4) Rhonell O. Bautista	M	(Member)	
5) Joel S. Rodriguez	M	(Member)		5) Maria Victoria S. Castillo	F	(Member)	
6) Irene G. Alayon	F	(Alternate Member)		6) Jacky C. Crispino	M	(Member)	
7) Vivian E. Monsanto	F	(Alternate Member)		7) Erika April C. Guycoa	F	(Member)	
8) LCRD Lejanie T. Dy	F	(Provisional Member)		8) Kriss Ann S. Hizon	F	(Member)	
9) LCRD Eugenio A. Federico	M	(Alt. Prov. Member)		9) Fe B. Irene	F	(Member)	
End-Users				10) Maria Eda I. Maningat	F	(Member)	
1) LCDR Rodel B. Hernandez	M	TWG Chairman		11) Verna Liza DV. Maramot	F	(Member)	
2) LTJG Michelle T. Arrojo	F	TWG Member		12) Gel Cyrell Y. Tallada	F	(Member)	
3) ENS Von Gerard B. Velez	M	TWG Member		Secretariat			
4) ENS Charlyne O. Tantong	F	TWG Member		1) Ma Veronica A. Morales	F	(Head)	
5) ENS Kristel Jade A. Ramillano	F	TWG Member		2) Jane C. Arcilla	F	(Member)	
6) LCDR Sonny CAVANA	M	TWG Chairman		3) Ana DG. Asprec	F	(Member)	
Account Officer				4) Ma Teresa S. Elima	F	(Member)	
1) Kriss Ann S. Hizon	F			5) Mirasol S. Ninobla	F	(Member)	
2)				6) Ma. Irissa G. Ordillano	F	(Member)	
Observers				1) _____		(COA)	
				2) _____			

11:00 AM

