

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

**MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF BRAND NEW PASSENGER VANS FOR THE BUREAU OF  
CUSTOMS (BOC)**

**BID REF. NO. GPG-B1-2019-243  
18 June 2019, 5<sup>th</sup> Floor Conference Room**

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

In attendance are:

<b>FOR PITC BAC-I</b>	<b>FOR PROPONENT – BOC</b>
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)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS:**

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Brand New Passenger Vans for the Bureau of Customs (BOC). After which, Chair introduced the BAC members and the BOC Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
  1. Hyundai Alabang;
  2. Toyota Bicutan;
  3. Greensun Automotive Enterprise;
  4. Toyota Quezon Avenue
- Chair informed that to be able to participate in this bid project, the 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 fifty percent (50%) of the ABC.

Similar contract shall mean "Motor Vehicle".

- At the same time, this bid project is open to authorized Philippine Automotive Dealers/ Suppliers/ Distributors for the supply and Delivery of Brand New Passenger Vans.
- The brand of the passenger van being offered must have been in the Philippine Market for the last fifteen (15) years.
- 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 that should be in Separate Folder per Lot (in 3 copies) because each Lot has a separate Financial Bid Form.
  - **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**

Class "A" Eligibility Documents	Chair's Instructions
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; 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>Bidders must submit their valid and current 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>

<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex i is already provided in the Bidding Documents. Bidders to use Annex I;</li> <li>• Bidders to provide the information called for;</li> <li>• Bidders to check the box pertaining to the Lot being bid for;</li> <li>• Additional sheets can be used for as long as the authorized representative signs the last page.</li> </ul>
<p><b>Annex I-A</b> Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Bidders to check the box pertaining to the Lot being bid for;</li> <li>• 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"> <li>1. End User's Acceptance</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex II</b>;</li> <li>• Bidders to check the box pertaining to the Lot being bid for;</li> </ul> <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><b>For CLC</b> - A sample form is provided for as <b>Annex II-A</b>.</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>For Joint Ventures</p>	<p>Chair paused a moment to inquire if there will be participating as a Joint Venture, no reply form the Bidders. Hence, Chair skipped this portion.</p>
<p><b>Technical Documents</b></p>	<p><b>Chair 's Instructions</b></p>
<p>Bid Security</p>	<p>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> <li>• Bidders to check the box pertaining to the Lot being bid for;</li> </ul> <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>Chair emphasized that there should be a separate Bid Security per Lot being bid.</p>

	<p>The other forms of Bid Security are:</p> <p><b>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></p> <p><b>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></p> <p><b>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</b></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>Technical Bid Form</p> <p>Lot no. 1 – <b>Annex V-A</b> (3 pages)</p> <p>Lot no. 2 – <b>Annex V-B</b> (3 pages)</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"> <li>• There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter";</li> <li>• Bidders to check the box pertaining to the Lot being bid for;</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidders to indicate the Brand and Model Number of the following:  <b>Lot no. 1 – Passenger Van – Automatic Transmission</b>  <b>Lot no. 2 – Passenger Van – Manual Transmission</b></li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <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>Terms of Reference</p> <p>Lot no. 1 – <b>Annex V-A1</b> (2 pages)</p> <p>Lot no. 2 – <b>Annex V-B1</b> (2 pages)</p> <p>Distribution List</p> <p>Lot no. 2 – <b>Annex V-B2</b> (1 page)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p>Brochures or Technical Data Sheet or equivalent</p>	<p>Bidders to submit a Brochure (original or internet download) or Technical Data Sheet or equivalent documents of the brand/model of the vehicles being offered showing compliance to required technical specifications.</p> <p><b>Lot no. 1 – Passenger Van – Automatic Transmission</b>  <b>Lot no. 2 – Passenger Van – Manual Transmission</b></p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>

For Distributors or Dealers:	<p>This requirement is for both <b>Lot 1</b> and <b>Lot 2</b>;</p> <ul style="list-style-type: none"> <li>• Certification that the brand vehicle offered has been in the Philippine Market for the last fifteen (15) years per <b>Annex V-C</b>;</li> <li>• Valid and Current Certificate of Distributorship/Dealership of the motor vehicle being offered, issued by the principal manufacturer of the product (If bidder is not the manufacturer);</li> </ul> <p>If not issued by the manufacturer, must also submit certification/document linking bidder to the manufacturer.</p>
For Lot 1	Bidders to submit a List of Authorized Service Center/s in Metro (with available spare parts, indicating address, telephone & fax number, email address and contact person)
For Lot 2	<p>Bidders to submit the following:</p> <ul style="list-style-type: none"> <li>• Supplier must have service centers in all Major Cities of the Country; and</li> <li>• List of authorized Service Center/s in Luzon, Visayas and Mindanao (with available spare parts, indicating address, telephone &amp; fax number, email address and contact person)</li> </ul>
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>Chair reminded the Bidder that this requirement is for both <b>Lot no.1</b> and <b>Lot no. 2</b>.</p> <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/s.</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 <b>Very Satisfactory</b>.</p> <p>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> <li>a) <b>For Sole Proprietorship</b> (if owner opts to appoint a representative) submission of Duly Notarized Special Power of Attorney;</li> <li>b) <b>For Corporation, Cooperative, or the Members of the Joint Venture</b> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ul> <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>

<p><b>Annex VII</b> Omnibus Sworn Statement (OSS)</p>	<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>
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**ENVELOPE 2 – FINANCIAL ENVELOPE**

<p>Financial Bid Form</p> <p>Lot no. 1 – Annex VIII-A Lot no. 2 – Annex VIII-B</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where bidders will indicate the Unit Price and Total Bid price in words and figures which should not exceed the ABC per Lot.</p> <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Chair once again reminded the bidders that the Financial Bid Form should be in Separate Folder per Lot (in 3 copies) because each Lot has a separate Financial Bid Form.</p>
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- The Chair opened the floor for questions/clarifications. Hereunder are the details:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
	<p>Just a reminder that the Post-qualification will be based on the product brochure or technical data sheet you will be submitting and to must make sure that the brochure is complete enough to show compliance to the Technical Specification.</p>
<p>Are we still required to submit the ISO Certificate?</p>	
	<p>It's not in the TOR sir, but the brand of the passenger van being offered must have been in the Philippine Market for the last fifteen (15) years.</p>
<p>In the TOR the displacement is 2500cc what we have is 2800cc</p>	
	<p>In the Terms of Reference the requirement for displacement is "at least 2500cc", so 2800cc is okay.</p>

Bidder's Query/Clarification/s	Committee's Reply
How about the warranty ma'am?	In the Technical Bid Form, For Lot no. 1 the warranty period is five (5) years for OEM components while for Lot no. 2 the warranty period is three (3) years or 1,000kms (whichever comes first).
Okay.	The Bidding Documents are downloadable in the PhilGEPS and PITC website so you'll have time to review the specifications very well and you may raise your concerns in writing send it to the PITC BAC.
	Right now, nobody have bought the bidding documents, if in case you decided to participate I encourage you to pay for the bidding documents way ahead the Bid Opening date since our BAC Secretariat does not accept late bids and those who haven't paid the bidding documents.
	Another word of caution that you must <b>sign</b> or <b>initial</b> 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
	If there are no other concerns, thank you very much and good luck.

- 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.
- Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions.


Bidders can send queries/concerns until 28 June 2019 (Friday)

The Bid Opening is scheduled on 9 July 2019 (Friday, 1:00 PM)

Adjourned at 10:50 A.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-B1-2019-243)**  
 SUPPLY AND DELIVERY OF BRAND NEW PASSENGER VANS FOR THE BUREAU OF CUSTOMS (BOC)  
 18 June 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	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F		1) Elena E. Romero	F	
2) Atty. Ma. Gudelia C. Guese	F		2) Katrina B. Alba	F	
3) Myra Chiteilla T. Alvarez	F		3) Jinky C. Apollinar	F	
4) David A. Inocencio	M		4) Rhonell O. Bautista	M	
5) Joel S. Rodriguez	M		5) Maria Victoria S. Castillo	F	
6) Irene G. Alayon	F		6) Jacky C. Crispino	M	
7) Vivian E. Monsanto	F		7) Erika April C. Guycoa	F	
8) OIC Deputy Commissioner Donato B. San Juan	M		8) Kriss Ann S. Hizon	F	
9) MGen Job S. Yucoco (Ret.)	M		9) Fe B. Irena	F	
<b>End-Users</b>			10) Maria Eda I. Maningat	F	
1) Patrick Errol C. Espallardo	M		11) Verna Liza DV. Maramot	F	
2) Raquel G. De Jesus	F		12) Gel Cyrell Y. Tallada	F	
<b>Account Officer</b>			<b>Secretariat</b>		
1) Jinky C. Apollinar	F		1) Ma Veronica A. Morales	F	
2) _____	_____	_____	2) Jane C. Arcilla	F	
_____	_____	_____	3) Ana DG. Asprec	F	
_____	_____	_____	4) Ma Teresa S. Eliam	F	
_____	_____	_____	5) Mirasol S. Ninobla	F	
_____	_____	_____	6) Ma. Irissa G. Ordillano	F	
<b>Observer/s</b>			<b>Observer/s</b>		
1) _____	_____	_____	1) _____	_____	_____
2) _____	_____	_____	2) _____	_____	_____

(COA)





# Bids and Awards Committee (BAC 1)

## ATTENDANCE SHEET : PROSPECTIVE BIDDERS

## PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project : SUPPLY AND DELIVERY OF BRAND NEW PASSENGER VANS FOR THE BUREAU OF CUSTOMS (BOC)

Bid Reference No. : GPG-B1-2019-243

Time / Date & Venue : 18 June 2019, 10:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

**NO ID - NO ENTRY**  
 For Company Personnel  
 • Valid Company ID with picture and signature  
 For Individuals (Not representing any Company)  
 • Any valid government-issued ID with picture and signature

ID No.	PRINTED NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDERS SIGNATURE
	Jeanette V Lorenza	F	HUNDAY AFFORDABLE INC - HADAFILG Zagok Rd. Alabang 1106	69157894634 045-3416676	jeanette_lorenza@hadafilg.com doreally-21@yahoo.ph		07:30am 07:30am	
	DENNIE REY CALLOS	M	THE PHILAS CITY Hundred Alabang Inc.	09750110809	lucyborloransa@gmail.com		0:30am	
	JULIE CADRINA LERN 36161	M	PO Box Alabang KINIC NOT SERVICE NINO SAMPAGAN/ALABANG Bureau Panabaris	777-7500 loc 434	julie-cadrina@kinic.com.ph		07:44	
	GASTIN WINIMO FRAN MANGULANGAN CORT SORIANO	M M M	GASTENSUN AFFILIATIVE ENI-INC KAMPONG BAYAN	09899022449 09563094388	mgastensun@fastgroup.com.ph doreally-21@yahoo.ph ppmangulangan@fastgroup.com.ph		10:10	
	Rob Soren Anderson	F	TRITON O&E O&E QC	09178609353	rsoren.anderson@gmail.com		10:11	