



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF TWO (2) LOTS VARIOUS LABORATORY REAGENTS
FOR THE ARMED FORCES OF THE PHILIPPINES HEALTH
SERVICE COMMAND (AFP-HSC)
BID REF. NO. MPG-B1-2018-343
22 April 2019, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 3:00 P.M.

in attendance are:

FOR PITC BAC-I	FOR PROPONENT -- AFPHSC
Christabelle P. Ebriaga, Chairperson (on leave)	As per attached attendance sheet
Atty. Maria Gudelia C. Gueso, Vice-Chair and Presiding Officer	
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:

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Two (2) Lots Various Laboratory Reagents for the Armed Forces of the Philippines Health Service Command (AFP-HSC). After which, Vice-Chair introduced the BAC members and the AFPHSC Representative/s.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Jerr Marketing – for lot 2
 2. Variance Trading Corporation – for lot 1 and 2
 3. Amrox Medical Systems – for lot 1
 4. Goldquest Biotechnologies, Inc. – for lot 1
 5. Grepcor Diamonde, Inc.- for lot 1
 6. ZG Marketing Corp. – for lot 1 and 2
 7. Med Care Supplies – for lot 1 and 2
- Vice-Chair briefed the prospective bidders that PITC is a government corporation attached to the Department of Trade and Industry who have been tasked by the AFPHSC to undertake this procurement project for them.
- Vice-Chair reminded the Bidders that there are two (2) Lots involved in this project. Bidders may bid for one (1) Lot or Both of the Lots.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed at least a single contract of similar to the contract to be bid amounting to at least twenty five percent (25%) of the ABC of the project within the last five (5) years from the date of submission and receipt of bids.

"Similar contract" shall mean Laboratory Supplies.

- At the same time, this bid project is open to local authorized dealers, distributors or resellers who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
- Vice-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;
- 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 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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>Vice-Chair's instructions</u>
SEC/DTI Registration Certificate	For Corporation, submission will be the SEC Registration Certificate. For the Sole Proprietorship a copy of valid and current DTI business registration; and For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)
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.	Bidders must submit their 2019 Mayor's Permit. 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.
Valid and Current Tax Clearance	Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. Vice-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. Vice-Chair advised Bidders to only transact with legitimate employees of BIR.
Audited Financial Statements for 2017 and 2018	Submission will be the 2017 and 2018 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.

	Bidder's Query	Committee's Reply
	Our Audited FS has no BIR stamped "received" because our BIR is still under process....	
		Out of the Audited FS only the independent Auditor's Report, Balance Sheet and Income Statements are the ones we required, and we've had lot of biddings and all their Financial Statements have BIR stamped "Received".
		It is the law which requires that it must be BIR stamped "received"
		But I encourage you to raise your concern in writing and we will reply through a Bid Bulletin.
		But as of now those three (Independent Auditor's Report, Balance Sheet and Income Statements) are the requirements which must have the stamp "Received" by the BIR.
	Okay.	
		If in case you have documents without BIR stamped "received", you can go back to BIR and have it stamped.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	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. However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the valid and current one. Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.	
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	Vice-Chair's instructions to the Bidders with respect to this document is: <ul style="list-style-type: none">• Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I;• Bidders to check the box pertaining to the Lot being bid for;• Bidders to provide the information called for;• Additional sheets can be used for as long as the authorized representative signs the last page.	

<p>Annex I-A 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"> • A form is again provided; • Bidders to check the box pertaining to the Lot being bid for; • 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. Copy of Official Receipt; 2. End User's Acceptance 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><u>For NFCC</u></p> <ul style="list-style-type: none"> • A form is provided for as Annex II; • Bidders to check the box pertaining to the Lot being bid for. <p>As the sample form was flashed on the screen, Vice-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><u>For CLC</u> - 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>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><u>Technical Documents</u></p>	<p><u>Vice-Chair's Instructions</u></p>
<p>Annex IV Bid Security</p>	<p>Vice-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; • Bidders to check the box pertaining to the Lot being bid for. <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, Vice-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>Vice-Chair reminded the Bidders that there should be separate Bid Security per lot being bid.</p> <p>The other forms of Bid Security are:</p> <ol style="list-style-type: none"> b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR d. Surety Bond callable upon demand equivalent to at least 5% of the ABC

	<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>Vice-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>Completed and signed Technical Bid Form</p> <p>Lot no. 1 – Annex V-A (4 pages) Lot no. 2 – Annex V-B (4 pages)</p>	<p>Vice-Chair reminded the Bidders that each Lot has its own Technical Bid Form.</p> <p>As the Technical Bid Form for Lot no. 1 was flashed on the screen Vice-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 for the following: Lot 1: Reagent Lot 2: Gram Stain Set, Acid Fast Bacilli Stain Set and Modified Wright Stain • All pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair emphasized that the same instructions will apply for Lot no. 2.</p> <p>Vice-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>Technical Specifications Lot no. 1 – Annex V-A1</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 and/or Product Literature</p>	<p>Product Brochure and/or Technical Data Sheet and/or Product Literature for the following:</p> <p>For Lot 1:</p> <ul style="list-style-type: none"> • HbA1C Reagents • HbA1C Machine <p>For Lot 2:</p> <ul style="list-style-type: none"> • Gram Stain Set 4x 500mL • Acid Fast Bacilli Stain Set 3x 500mL • Modified Wright Stain <p>Bidders must make sure that the product 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>Copy of Valid and Current Certificate of Distributorship</p>	<p>Bidders to submit a copy of valid and current Certificate of Distributorship issued by the principal manufacturer authorizing the bidder to sell/distribute the items subject of this bidding</p> <p>Note: If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p>										
<p>Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines</p>	<p>Bidders to submit a Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines for the following:</p> <p>For Lot 1:</p> <ul style="list-style-type: none"> • HbA1C <p>For Lot 2:</p> <ul style="list-style-type: none"> • Gram Stain • Acid Fast Bacilli Stain • Modified Wright Stain 										
<p>Annex V-C Certificate of Performance Evaluation</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 Very Satisfactory.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p> <table border="1" data-bbox="711 1515 1442 2130"> <thead> <tr> <th data-bbox="711 1515 1079 1550">Bidder's Query</th> <th data-bbox="1079 1515 1442 1550">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="711 1550 1079 1714"> <p>In the Checklist, the Certificate of Performance Evaluation from two (2) of Bidder's Client for Orthopedic Implants</p> </td> <td data-bbox="1079 1550 1442 1714"></td> </tr> <tr> <td data-bbox="711 1714 1079 1774"></td> <td data-bbox="1079 1714 1442 1774"> <p>We will issue a Bid Bulletin to revise the Checklist.</p> </td> </tr> <tr> <td data-bbox="711 1774 1079 2098"></td> <td data-bbox="1079 1774 1442 2098"> <p>And there also a Note in the last of the Checklist that "In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail".</p> </td> </tr> <tr> <td data-bbox="711 2098 1079 2130"> <p>Okay ma'am.</p> </td> <td data-bbox="1079 2098 1442 2130"></td> </tr> </tbody> </table>	Bidder's Query	Committee's Reply	<p>In the Checklist, the Certificate of Performance Evaluation from two (2) of Bidder's Client for Orthopedic Implants</p>			<p>We will issue a Bid Bulletin to revise the Checklist.</p>		<p>And there also a Note in the last of the Checklist that "In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail".</p>	<p>Okay ma'am.</p>	
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<p>Okay ma'am.</p>											

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; b) 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>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Vice-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>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-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, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>Bidders to check the box pertaining to the Lot being bid for.</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>ENVELOPE 2: FINANCIAL ENVELOPE</p> <p>Lot no. 1 – Annex VII-A Lot no. 2 – Annex VII-B</p>	<p>Vice-Chair reminded bidders that each lot has its own Financial Bid form and the same instruction will apply.</p> <p>Envelope 2 will contain the Financial Bid of the Bidders where Bidders will indicate the Unit price and Total price in words and figures which should not exceed the ABC per item.</p> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Vice-Chair once again reminded the Bidders that the FBF should be in Separate Folder per Lot (in 3 copies) because each lot has a separate Financial Bid Form.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Vice-Chair informed the bidders that the Committee will issue a Bid Bulletin to revise the Financial Bid Form to indicate the Total Bid Price for Lot no. 2.</p> </div>
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- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
103: if we buy bidding documents we will be given a hard copy?	
	Yes the BAC Secretariat will give you one (1) set.
For filling up, hand written is allowed?	
	Yes, just to remind you that for every interlineation, erasure, overwriting and correction made in any part of your document should have a counter signature/initial. Failure to do so shall result in the invalidation and rejection of their bids.
	I encourage you to raise all your concerns in writing and all answers to your concerns will be through a Bid Bulletin which will be posted in the PhilGEPS and PITC website (www.philgeps.ph).
	And if there will be any modification in the requirements it will also be through a Bid Bulletin. Nothing changes unless we issue a bid bulletin.
	Thank you for your attendance.

- Vice-Chair once again reminded the 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.
- Vice-Chair would like the prospective bidders to take special note that for whoever will be declared SCB/LCB a submission of the following:

For Lot 1: Submission of sample reagents with machine, control, calibrators and all other consumables including the free use of fully automated brand new HbA1c Machine to PITC for Post-Qualification and product evaluation by VLMC Department of Pathology and Laboratory.

For Lot 2: One (1) set sample of each reagent to PITC for Post-Qualification and product evaluation by VLMC Medical Supplies Committee. Details are found in the Technical Bid Form line no. 4 (page 76 of 97) in the Bidding Documents.

The Committee will issue a Bid Bulletin to revise the Technical Bid Form indicating that the Post-Qualification requirements shall submit and/or present within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB).

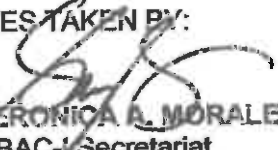
- Vice-Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until 3 May 2019 (Friday)

The Bid Opening is scheduled on 14 May 2019 (Tuesday, 10:00 AM)

Adjourned at 5:10 P.M.

MINUTES TAKEN BY:


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

NOTED BY:


ATTY. MARIA GUDERIA C. GUESE
Vice-Chairperson, BAC-I

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I 5/20



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPC-B1-2018-343)

Supply and Delivery of Two (2) Lots Various Laboratory Reagents for the Armed Forces of the Philippines Health Service Command (AFP-HSC)

22 April 2018, 4:00 P.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 - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Christabelle F. Ebriega	F (Chairperson)	
2) Atty. Ma. Guelda C. Guese	F (Vice-Chairperson & Supvg. BAC 1 Secretariat)	
3) Myra Critella 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) Col Donatillo A. Alarcon (Provisional Member)	M	

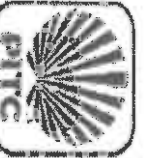
Technical Working Group	Gender	Signature
1) Manuel O. Ellma, III	M (Team Coordinator)	
2) Pio B. Belosilio	M (Member)	
3) Ma. Cristina Rosa V. Bautista	F (Member)	
4) Suzanne M. Maricao	F (Member)	
5) Rachel F. Ignacio	F (Member)	
6) Judy Ann L. Esteban	F (Member)	
7) Michael M. Arriaga	M (Member)	
8) Franklin D. Jesus	M (Member)	
9) Marie Eda I. Maringat	F (Member)	

End-Users
1) MAJ VIGOR & VILAR, INC
2)
3)
4)
5)
6)
7)

Secretariat
1) Ma Veronica A. Morales (Head)
2) Jane C. Arcilla (Member)
3) Ana DG. Asprez (Member)
4) Ma Teresa S. Ellma (Member)
5) Mirasol S. Ninobla (Member)
6) Ma. Irissa G. Ordillano (Member)

Account Officers
1) Manuel O. Ellma, III
2)

Observers
1)
2)



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Bought Bid Docs)

Name of Project : SUPPLY AND DELIVERY OF TWO (2) LOTS VARIOUS LABORATORY REAGENTS FOR THE AFP-HSC

Bid Reference No. : AFPG-B1-2018-343

Time / Date & Venue : 22 April 2019, 4:00 P.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 NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO/S	TIME-IN	BIDDERS SIGNATURE
1	LUNETTE RECOLTANDOS	F	1. JERRA MARKETING RUE TOMAS NARVA ST. SM. GRND. MARIÑA	253-5763	collette@jerramarketing.com	# 2	2:43	[Signature]
2	WILHELMINA LARIBANAN	M	2. UNIVERSAL SAMPLES CORPORATION Bldg. 11 PDR. V. LUNA ROAD GAR. MARIÑA ST. 2ND. FLOOR, MARIÑA, QUEZON CITY	09176961314 09176961314	wilhemina@universal.com	# 2	2:22	[Signature]
3	LIVIANO DORACAMA Ernesto Doracama	M	3. 45 BARTOLOMEUS ST. COR. 2ND. FLOOR PARKSIDE ESCOLAR BUILDING MARIÑA CITY	09177906344 09177906344	ernesto@medicalaid.com	# 1	2:41	[Signature]
4	ROSEPA ABLOG	M	4. GENQUEST BIOTECHNOLOGICALS INC. 41A SAN FERRANDO ST. BINICANON, MANILA	2419515 09228229160	genquestbiotech@genquestinc.com	# 1	3:24	[Signature]
5	EI JOHN EMPANIO	M	5. GREGOR DIAMONDE INC. 11A 3RD STREET, NEW MANILA QUEZON CITY	09059067600 09059067600	john.empanio@gregordiamond.com	# 1	4:15	[Signature]

