



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

MINUTES OF THE PRE-BID CONFERENCE
DRYDOCKING AND OTHER RELATED REPAIRS OF BRP FORT SAN FELIPE
(AGS700) FOR THE PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2018-476
15 February 2019, 5th Floor Conference Room

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

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PN
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriega, Member	
Myra T. Alvarez, Member	
David A. Inocencio, 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 Drydocking and other Related Repairs of BRP Fort San Felipe (AGS700) for the Philippine Navy (PN). After which, Chair introduced the BAC members and the PN Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Propmech Corporation
 2. Solanda Enterprises, Inc.
 3. Josefa Slipways, Inc.
 4. Lock-N Metal Stitch Corp.
- Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed within the last five (5) years from the date of submission and receipt of bids at least a single contract similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the item being bid for.

“Similar” contract shall mean “Dry-docking of Steel Hull Vessel”.

- At the same time, this bid project is open to MARINA Licensed Shipbuilders and/or Ship Repairers 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.
- 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 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</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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The Committee will issue a Bid Bulletin clarifying that the Tax Clearance Certificate issued by the Revenue Regional Office of the BIR will be acceptable provided that it is valid and current and to ensure that there are no tax liabilities</p> </div>
Audited Financial Statements for 2016 and 2017	<p>Submission will be the 2016-2017 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.</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 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>Annex I 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"> • 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.
<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 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>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></p> <p>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><u>For CLC</u></p> <p>In case Bidders does not want to submit the NFCC, they have an option to submit Committed Letter of Credit, issued by a local commercial/Universal Bank. A form is provided for as Annex II-A</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p><u>Chair Instruction's</u></p>
<p>Joint Venture Agreement (JVA)</p>	<ol style="list-style-type: none"> 1. Bidders to submit a copy of Joint Venture Agreement in case joint venture is already in existence; 2. If not submission will be a copy of Protocol/ Undertaking of Agreement to enter into Joint Venture signed by 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.

	Submission shall be within (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184].
For Local JV Partner	<p>Aside from the JVA or JVP, the local partner shall also submit the four (4) mandatory documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. 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. 3. Valid and Current Tax Clearance. 4. 2016 and 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.
For Foreign JV Partner	<ol style="list-style-type: none"> 1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. 2. Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005. 3. Corporate Financial Statement or Annual Report for 2017 or 2016.
PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</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>Chair reminded the Bidders that in case the JV Partners opt to submit their eligibility documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall be a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. "GPPB Circular 07-2017 dated 31 July 2017"</p>
	<p>For the rest of the Eligibility and Technical Documents, any of the JV partners can submit and it will be considered as collective compliance, i.e.</p> <ul style="list-style-type: none"> • Duly filled up and signed form Annex I; • Duly filled up and signed form Annex I-A, complete with the required attachment; • NFCC or CLC.

<u>Technical Documents</u>	<u>Chair 's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="padding-left: 40px;">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 style="padding-left: 40px;">b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p style="padding-left: 40px;">c. A Bank Draft / Bank Guaranty 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.</p> <p style="padding-left: 40px;">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 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"; • 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>

Annex V-A Technical Specifications (30 pages)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
Annex V-A1 BRP Fort San Felipe (AGS700) Vessel Characteristics (1 page)	
License as Shipbuilders and/or Ship Repairer issued by MARINA.	Bidders to submit its valid and current License as Shipbuilders and/or Ship Repairer issued by MARINA
Annex V-A2 Notarized Affidavit of Undertaking	Bidders to submit a Notarized Affidavit of Undertaking. Chair's instructions are as follows: <ul style="list-style-type: none"> • Transpose the form in Bidder's Company Letterhead; • Fill all the required information; • Bidder's authorized representative/s to sign the form and notarized.
Certification from the bidder that they have the drydocking facility capable of accommodating the vessel BRP FORT SAN FELIPE (AGS700)	Bidders to submit a Certification from the bidder that they have the drydocking facility capable of accommodating the vessel BRP FORT SAN FELIPE (AGS700)
Project Requirements:	<ol style="list-style-type: none"> 1. Organizational Chart; 2. List of Contractors Personnel to be assigned to the contract to be bid, with their complete qualification and experience data (Annex V-A3); 3. Project Gantt Chart; 4. Manpower deployment; 5. Current pictures and description of the Dry-docking Facility of the proponent to be utilized in the project.
Certificate of Shipboard Inspection	Certificate of Shipboard Inspection to be issued by the Commanding Officer or his authorized representative of the vessel stating that the bidder has inspected the required repairs on the vessel. NOTE: Point of Contract for Shipboard Inspection shall be LTJG John Carlo Estrada PN , Maintenance and Repair officer, SAF with CP no. 0917-540-2011 .
Annex V-A4 Certificate of Performance Evaluation	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. 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 <u>Very Satisfactory</u> . Vice-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>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. 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. <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, 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>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>
<p>ENVELOPE 2: FINANCIAL ENVELOPE</p> <p>Annex VII - Financial Bid Form Annex VII-A - Detailed Financial Bid Form</p>	<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.</p> <p>Chair explained that the Financial Bid Form and Detailed Financial Bid form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- Chair emphasized that 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
The Main Propulsion Diesel Engine (MPDE) in the technical specifications is 500 HP but in the Annex V-A1 (BRP Fort San Felipe Vessel Characteristic) it is 399 HP only.	
So the requirement is 500 HP?	PN: the intention of the Navy is to upgrade the vessel.
Hindi po ba makaka-apekto yung laki ng propeller...	PN: At least 500 HP.
	PN: that's why we included the propose study on the propulsion system. Mayroon kaming requirement na load condition.
	Chair reminded the Bidders that the Dock vessel for inspection and repair will be at the contractor's facility. And it will be for the bidder's expense.
Kaylan po ang last dry-docking nung vessel...	
	PN: 2013.
	Chair: It is very important for you to see the vessel, so that you can raise your concerns earlier and the PITC BAC will refer it to the PN.
	Just a reminder that the Procuring Entity is the PITC and if any of the questions have to with the scope of works and modifications or clarifications you put it in writing and send to the PITC so that we can confirm also in writing. The details can be found in the Bid Data Sheet (page 33).
	All issuances are official if it is coming from the PITC BAC.
	PN: in case you will visit the site, please inform us ahead of time.
Yes sir.	
	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 February 26, 2019 (Tuesday)

The Bid Opening is scheduled on March 8, 2019 (Friday, 10:00 AM)

Adjourned at 10:50 A.M.

MINUTES TAKEN BY:


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

APPROVED BY:


ATTY. MA. VICTORIA C. MAGCASE
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MP-G-B1-2018-476)

DRYDOCKING AND OTHER RELATED REPAIRS (DDOR) OF BRP FORT SAN FELIPE (AGS700) FOR THE PHILIPPINE NAVY (PN)

15 February 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 - MILITARY PROCUREMENT GROUP PROJECT

Regular Members		Gender	Signature	Technical Working Group		Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	(Chairperson)		1) Manuel O. Elimina, III	M	(Team Coordinator)	
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson)		2) Pio B. Bellosillo	M	(Member)	
3) Christabelle P. Ebriega	F	(Member)		3) Ma. Cristina Rosa V. Bautista	F	(Member)	
4) Myra Chifella T. Alvarez	F	(Member)		4) Suzanne M. Marticio	F	(Member)	
5) David A. Inocencio	M	(Member)		5) Rachel F. Ignacio	F	(Member)	
6) Mario M. Leygo	M	(Alternate Member)		6) Judy Ann L. Esteban	F	(Member)	
7) Cdr Perceval O Buted (PN)	M	(Provisional Member)		7) Michael M. Arriego	F	(Member)	
				8) Franklin D. Iglesias	M	(Member)	
End-Users (PA)				Secretariat			
1) CAPT LEO RAMON B. AVARDO (PILMINS)				1) Ma Veronica A. Morales UMC	F	(Head)	
2) LT ERIC GUERRA V. ARIBULO PU				2) Jane C. Arcilla	F	(Member)	
3) LT JOHN CARLOS T. ESTERANA PN				3) Ana DG. Aspenc	F	(Member)	
4)				4) Ma Teresa S. Elima	F	(Member)	
5)				5) Mirasol S. Ninobla	F	(Member)	
6)				6) Ma. Irissa G. Ordillano	F	(Member)	
Account Officers				Observer/s			
1) Pio B. Bellosillo	M			1)			
2) Suzanne M. Marticio	F			2)			



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

: DRYDOCKING AND OTHER RELATED REPAIRS (DDOR) OF BRP FORT SAN FELIPE (AGS700) FOR THE PHILIPPINE NAVY (PN)

Bid Reference No.

: MPG-B1-2018-476

Time / Date & Venue

: 15 February 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 NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	EMAIL ADDRESS	LOT NO'S	TIME-IN	BIDDERS SIGNATURE
1	RIMY SERRANO ACE TRAVIS NETE SORIANO		PREPARED CONSTRUCTION MTC HALL ANTONIO COR. BULACAN ST. INTERMEDIOS ALB SULFINA ENTERPRISES, INC ANDA ST. INTERMEDIOS, MARIKINA	5770282	maria.rosenda@prepa.com ace.travis@prepa.com nete.soriano@prepa.com		1:55	
2	NICOLE RAGANDA PHILINA RAGANDA				solanda@solanda.com		9:32	
3	JAMES KOPER DAVID ABUL ALLEGON		JUSTICE STEWARDS, INC NAVITAS CITY	09177251153 0926624108	Jameskoper183@gmail.com			
4	ADAN ETA TA		LOCK-N-MOTAL STRA CORP. Caseroso Propac City, Propac, Marikina		adankoper@adankoper.com		10:20	