



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

MINUTES OF THE PRE-BID CONFERENCE
DRYDOCKING AND OTHER RELATED REPAIRS OF BRP RIZAL (PS74) FOR THE
PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-106
19 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 Rizal PS74 for the Philippine Navy (PN). After which, Chair introduced the BAC members and the PN Representative/s.
- Chair acknowledged the presence of Propmech Corporation the only prospective bidder present in this pre-bid conference.
- 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 “Construction or 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 Propmech 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>Propmech 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 Propmech 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>Propmech must submit their valid and current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed Propmech 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 Propmech to only transact with legitimate employees of BIR.</p>
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 Propmech 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 Propmech 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 Propmech with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Propmech to use Annex I; • Propmech 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; • Propmech 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 Propmech to supply the necessary details as required. A formula is already provided for Propmech 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 Propmech does not want to submit the NFCC, they have an option to submit Committed Letter of Credit, issued by a local commercial/Universal Bank.</p> <p>A form is provided for as Annex II-A</p> <p>Chair reminded Propmech 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>Chair 's Instructions</u></p>
<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>Propmech 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 Propmech 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>Annex VI Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Propmech 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 Propmech 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>

- The Chair inquired for questions/clarifications. No reply from Propmech.
- Chair emphasized that Propmech 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 Propmech 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, 11:00 AM)

Adjourned at 10:30 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. MPG-B1-2019-106)

DRYDOCKING AND OTHER RELATED REPAIRS OF BRP RIZAL (PS74) FOR THE PHILIPPINE NAVY (PN)

19 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) - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Atty. Ma. Victoria C. Magcasse	F (Chairperson)	
2) Atty. Maria Gudelia C. Guese	F (Vice Chairperson)	
3) Christabelle P. Ebriega	F (Member)	
4) Myra Chitella T. Alvarez	F (Member)	
5) David A. Inocencio	M (Member)	
6) Mario M. Leygo	M (Alternate Member)	
7) Cdr Perceval O Buted	M (Provisional Member)	

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M (Team Coordinator)	
2) Pio B. Bellosillo	M (Member)	
3) Ma. Cristina Rosa V. Bautista	F (Member)	
4) Suzanne M. Marticio	F (Member)	
5) Rachel F. Ignacio	F (Member)	
6) Judy Ann L. Esteban	F (Member)	
7) Michael M. Arriegado	M (Member)	
8) Franklin D. Iglesias	M (Member)	

End-Users

1) LT ERIC G. GONZALEZ V. FERRER PN	
2) LT JUMAR B. CEMENTINO PN	
3)	
4)	
5)	
6)	

Secretariat

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

Account Officers

1) Pio B. Bellosillo	M	
2) Suzanne M. Marticio	F	

Observer/s

1)		
2)		

