



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
 SUPPLY AND DELIVERY OF 2,088 ROUNDS BRAND NEW CTG 90MM HE-T
 AMMUNITION FOR THE PHILIPPINE NAVY (PN)
BID REF. NO. MPG-B1-2019-326
 19 July 2019, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 1:20 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PN
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer	As per attached attendance sheet
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
Vivian E. Monsanter, Alternate Member	
Irene G. Alayon, Alternate 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 2,088 Rounds Brand New CTG 90MM HE-T Ammunition for the Philippine Navy (PN). After which, Vice-Chair introduced the BAC members and the Philippine Navy Representative/s.
- Vice-Chair acknowledged the presence of Nexter Ammunition Joint Venture with OGI Philippines the only prospective bidder present in this pre-bid conference.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have a single largest completed contract similar to the contract to be bid within the last five (5) years from the date of submission and receipt of bids amounting to at least twenty five percent (25%) of the ABC of this project.

Similar contract shall mean "Ammunition".

- At the same time, this bid project is open to eligible Manufacturers for supply and delivery of 2,088 Rounds Brand New CTG 90MM HE-T Ammunition for the Philippine Navy (PN).

However, foreign manufacturers must be represented by a Philippine based company.

- 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;

- **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	Vice-Chair's Instructions
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>Bidder 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>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Vice-Chair informed the Bidder 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>Vice-Chair advised Bidder 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 Bidder must submit the valid and current one.</p> <p>Vice-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>Vice-Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder 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; • Bidder 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-A;</p> <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>For CLC - A sample form is provided for as Annex II-B.</p> <p>In case Bidder 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 Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>FOR FOREIGN MANUFACTURERS</p>	<p>For foreign manufacturers the following are the eligibility documents for submission:</p> <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 per Executive Order 398 and Revenue Memorandum Order No. 46-2018; 3. Corporate Financial Statement or Annual Report for 2018 or 2017; 4. Duly filled up and signed form Annex I; 5. Duly filled up and signed form Annex I-A, with any of the following attachment: <ul style="list-style-type: none"> • Certificate of Acceptance issued by the end-user; or • Official Receipt or Payment 6. NFCC or CLC.
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Vice-Chair Instruction's</p>
<p>Joint Venture Agreement (JVA)</p>	<ol style="list-style-type: none"> 1. Bidder 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. <p>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].</p>
<p>For Local JV Partner</p>	<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

	<p>Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.</p> <p>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.</p> <p>3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>4. 2018 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.</p>
For Foreign JV Partner	<p>1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based.</p> <p>2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>3. Corporate Financial Statement or Annual Report for 2018 or 2017.</p>
PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p> <p>Vice-Chair reminded the Bidder 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.
Technical Documents	Vice-Chair 's Instructions
Annex IV Bid Security	<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. <p>Bidder 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 Bidder 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> <ul 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 Bidder 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 Bidder 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-A Technical Bid Form</p>	<p>As the Technical Bid Form 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"; • Bidder to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All eight (8) pages must be signed by the authorized representative of the Bidder. <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>Annex V-A1 Technical Specifications (3 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Annex V-A2 Test and Acceptance Procedure (13 pages)</p>	
<p>Brochure or Technical Data Sheet or equivalent</p>	<p>Bidder to submit a Brochure or Technical Data Sheet or equivalent showing compliance to the required Technical Specifications.</p> <p>Internet Downloads may be included to supplement the information contained in the original brochures 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>Annex V-B Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures and Sampling Plans</p>	<p>Bidder to submit a Manufacturer's Certification on Conformance to the project's Technical Specifications, Test and Acceptance Procedures and Sampling Plans to be signed by their Production Engineer or designated Technical Personnel. Vice-Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • Transpose the form in bidder's company letterhead; • Fill the required information; • Signed by the Production Engineer/Technical Personnel.

Required Ammunition License/s	<p>For Local Manufacturers: Valid and current License to Manufacture the items to be bid issued by the Philippine National Police (PNP) Camp Crame Quezon City</p> <p>For Foreign Manufacturers:</p> <ol style="list-style-type: none"> 1) Valid and current License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City; OR 2) Philippine Representative Company's valid and current Indent License to Deal in Firearms and Ammunition (for sale to the AFP) pertinent to the items to be bid issued by the Philippine National Police (PNP), Camp Crame, Quezon City; <p>Note: Required ammunition license(s) presented during opening of bids shall be used for the importation of the item being bid.</p>
For Foreign Manufacturers	<ol style="list-style-type: none"> 1) Valid and Current Written Appointment of the Philippine based company (as local representative of foreign manufacturer) issued by the foreign bidder. The written appointment must include detailed scope of responsibility of the local representative 2) Duly Notarized authorization of the Philippine Based Company's representative (e.g. Secretary's Certificate for Corporation, Special Power of Attorney for Sole Proprietor) with specimen signature of the authorized representative to transact with PITC including address, telephone number, fax number and email address;
Valid and current ISO Registration Certificate (or equivalent)	Submission of a valid and current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The certificate shall cover the design, manufacture and production, as applicable
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"> a) Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture. <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 Bidder 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 Bidder 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>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-A - Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidder. Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Bidder must fill out all line items. If an item is to be given free, bidder must indicate "0"; • Forms to be signed by the bidder's authorized representative <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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Vice-Chair instructed the TWG to make the necessary correction in the Financial Bid Form.</p> </div>

- The Vice-Chair inquired for questions/clarifications. No reply from Bidder.
- Vice-Chair suggest that Bidder can put everything in writing until **30 July 2019 (Tuesday)** 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 ITB Clause 10.1 of the Bidding Documents.

Vice-Chair would like the prospective bidder to take special note on the following:

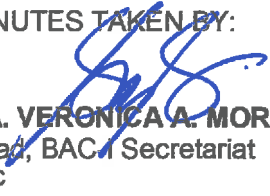
- 1) Please use the email written in the Bidding Documents and to specify the Bid Reference No. of the project in the subject;
- 2) The reply of the Committee will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website and it will be the bidder responsibility to check the PhiGEPS/PITC website from time to time for any BAC Notices/Announcement;
- 3) Whenever the Committee issued a revised forms, Bidder should use the revised forms; and
- 4) Bidder 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.

BAC SCHEDULE:

- The Bid Opening is scheduled on 9 August 2019 (Friday, 10:00 AM)

Adjourned at 1:50 P.M.

MINUTES TAKEN BY:



MA. VERONICA A. MORALES
Head, BAC Secretariat
LMC

APPROVED BY:



ATTY. MARIA GUDELIA C. GUESE
Vice-Chair, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-326)

SUPPLY AND DELIVERY OF 2,088 RDS CTG 90MM HE-T AMMUNITION FOR THE PHILIPPINE NAVY (PN)

19 July 2019, 1:00 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 P. Ebriega F (Chairperson)
- 2) Atty. Maria Gudelia C. Guese F (Vice Chairperson & Supvg. BAC 1 Secretariat)
- 3) Myra Chitella T. Alvarez F (Member)
- 4) David A. Inocencio M (Member)
- 5) Joel S. Rodriguez M (Member)
- 6) Vivian E. Monsanto F (Alternate Member)
- 7) Irene G. Alayon F (Alternate Member)
- 8) CPT Rodol V. Pascua M (Provisional Member)
- 9) LT Mayrel Allan A. Luza M (Alt. Prov. Member)

End-Users

- 1) LCDR STEWART E PROUT (PN M) TWG
- 2) CPT UDEL B SAN JUAN (PN M) END USER
- 3) CPL KENNETH C JAYARSON (PN M) End User
- 4) _____
- 5) _____
- 6) _____

Account Officer

- 1) Manuel O. Elima, III M
- 2) Michael M. Arriagado M

Technical Working Group

Gender

Signature

- 1) Manuel O. Elima, III M (Team Coordinator)
- 2) Pio B. Belloso 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. Arriagado M (Member)
- 8) Franklin D. Iglesias M (Member)
- 9) Louis Albert H. Quiroga M (Member)
- 10) Jay A. Tagaca M (Member)

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. Iriessa G. Ordillano F (Member)

Observer/s

- 1) _____
- 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 : SUPPLY AND DELIVERY OF 2,088 RDS CTG 90MM HE-T AMMUNITION FOR THE PHILIPPINE NAVY (PN)

Bid Reference No. : MPG-B1-2019-326

Time / Date & Venue : 19 July 2019, 1:00 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	BIDDER'S SIGNATURE
	MARYJANE BAEI NIDA DADAYONG	F F	414 FLOOR 600 Bldg (B1) MARKIND KIBUNNE TOWER 2ND CITY PHILS. / NEXTEL OGI <i>Nextel Forward Road OGI Philippines</i>	09118815313	mtbphogai@gmail.com		12:45	

Mary Jane Tahada Baet
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