



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No.1

**PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS
 LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY
 IB No. DENR-CO-2018-023**

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Document and to address queries/clarifications raised by bidders during the pre-bid conference conducted on 2 November 2018 for the aforementioned project:

A. Revision to provisions/specifications in the Bidding Documents:					
FROM	TO				
SECTION VI. SCHEDULE OF REQUIREMENTS					
Schedule of Requirements as of 25 October 2018	Schedule of Requirements as of 8 November 2018				
h. All vehicles shall be cool, clean, well sanitized and smell fresh. The procuring entity reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise. As such, winning bidder will be required to have at least one (1) vehicle on standby (<i>at their own cost</i>) for immediate deployment within one (1) hour of the report of defect;	h. All vehicles shall be cool, clean, well sanitized and smell fresh. The procuring entity reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise. As such, winning bidder will be required to have at least two (2) vehicles on standby (<i>at their own cost</i>) for immediate deployment within one (1) hour of the report of defect;				
q. All vehicles shall be on site (Iloilo City) on 27 November 2018;	q. All vehicles shall be on site (Iloilo City) on the afternoon of 27 November 2018;				
SECTION VII. TECHNICAL SPECIFICATIONS					
Technical Specifications	Revised Technical Specifications				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">PROJECT REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY per Schedule of Requirements as of 25 October 2018</td> </tr> </tbody> </table>	PROJECT REQUIREMENTS	PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY per Schedule of Requirements as of 25 October 2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">PROJECT REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY per Schedule of Requirements as of 8 November 2018</td> </tr> </tbody> </table>	PROJECT REQUIREMENTS	PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY per Schedule of Requirements as of 8 November 2018
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B. Reply to requests/clarifications raised by bidders during Pre-Bid Conference:

CLARIFICATION	BAC RESPONSE
Upon checking with the schedule of shipping company (2GO), the earliest schedule for departure from Manila is on 27 November 2018, 9:00 AM and arrival at Iloilo on 28 November 2018, 5:00 AM. Will the BAC reconsider the schedule?	All vehicles must be on site in the afternoon of 27 November 2018 to avoid delay and to ensure that all vehicles can be inspected by the PNP prior to EAS Congress.

Bidders are advised to use the following attached and submit together with all the other required documents for the submission of bids on **15 November 2018, 10:00 AM:**

- 1. Section VI. Schedule of Requirements as of 8 November 2018; and**
- 2. Section VII. Revised Technical Specifications**

Also please use the **Revised Checklist of Requirements** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 8th day of November 2018 in Quezon City.

Approved by:

(sgd) **MARCIAL C. AMARO, JR., CESO III**
Assistant Secretary for Field Operations-Visayas and
Chairperson, Bids and Awards Committee

Received by:	
_____ (SIGNATURE OVER PRINTED NAME & DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 926-2675)	

Instruction to Bidders: Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".

I. TERMS OF REFERENCE

SCHEDULE OF REQUIREMENTS

(as of 8 November 2018)

Procurement of Transportation Services Covering Sixteen (16) units Luxury Vehicles for the East Asian Seas (EAS) Congress 2018 in Iloilo City

- a) Winning bidder must have completed and successfully supplied luxury VIP vehicles in an International Conference;
- b) Sixteen (16) units of Luxury Sedan Vehicle (must of same Brand and Model);
- c) Luxury Sedan Vehicles shall be at least 2010 model and up and must have a digital clock, air freshener and an umbrella per vehicle;
- d) Chauffeur Service in Iloilo City and vicinities;
- e) Rate per vehicle shall be ***inclusive*** of the use of vehicle, Fuel, Passenger and Vehicle Insurance, Parking Fee (*if applicable*), Cost of Vehicle Shipping (*from manila to Iloilo and vice-versa*) and applicable taxes.
- f) Winning bidder shall shoulder all costs pertaining to the maintenance, insurance, and accident expenses (*whether natural, unintentional or intentional*) that may happen to the vehicle while under use during the EAS Congress;
- g) All vehicles shall be equipped with air-condition, stereo, glass tint and seat belts;
- h) All vehicles shall be cool, clean, well sanitized and smell fresh. The procuring entity reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise. As such, winning bidder will be required to have at **least two (2) vehicles** on standby (*at their own cost*) for immediate deployment within one (1) hour of the report of defect;
- i) Winning bidder shall agree to do a daily cleanup and washing of every vehicle (*at their own expense*) before actual usage;
- j) Winning bidder shall be required to have at least one dispatcher to coordinate with the representative of the procuring entity;
- k) Winning bidder shall shoulder the meal expenses of the Chauffeurs, the other personnel (*dispatcher, cleaning crew, management staff, etc.*) and their accommodation expense;
- l) All Chauffeurs shall be equipped with cellular phones for easy communication and coordination;
- m) All Chauffeurs shall be in proper uniform at all times;
- n) All Chauffeurs are required to report at exactly 5:30 AM from November 28 to November 30, 2018, at a venue to be assigned on a later date unless otherwise stated/instructed by the authorized representative of the procuring entity;
- o) All vehicles shall have a Time Log of actual hours used which must be signed by an authorized representative of the procuring entity. Copies of the time logs must be given to the head of the Transport Sub-Committee of the procuring entity at the end of day each vehicle is used;

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

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- p) Winning bidder shall be required to submit the final list of chauffeurs and other personnel (dispatcher, cleaning crew, management staff, etc.) involved in this contract with each person’s corresponding NBI and Police clearances at least 1 week before EAS Congress for background investigation and security clearance by the Philippine National Police (PNP) / EAS Congress Security Officers;
- q) All vehicles shall be on site (Iloilo City) **on the afternoon of November 27, 2018;**
- r) All vehicles shall be available for dispatch (24/7) from November 28-30, 2018; and
- s) The deployment schedule of the vehicle shall be as follows (*subject to change as the need arises*):

DATE	VEHICLE QUANTITY	REMARKS
November 28, 2018 (Wednesday)	Sixteen (16)	EAS Congress duration
November 29, 2018 (Thursday)	Sixteen (16)	EAS Congress duration
November 30, 2018 (Friday)	Sixteen (16)	EAS Congress duration

Prepared By:

(sgd) **BRESILDA M. GERVACIO**

Assistant Secretary, Financial Management and Information Systems and Chairperson, Admin and Finance Working Team (EAS Congress 2018)

III. OTHER REQUIREMENTS

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

BIDDER’S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

**Section VII.
Revised Technical Specifications**

Instruction to Bidders: **Please fill up the form accordingly and sign the Bidder's Undertaking. DO NOT LEAVE ANY BLANK. A "Yes" or "No" entry will not be accepted. Failure to conform will result in a rating of "FAILED".**

PROJECT REQUIREMENTS	Bidder's Statement of Compliance*
PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY per Schedule of Requirements as of 8 November 2018	

Please specify the Brand/Model No. being offered in the space provided:

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

**Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB a(ii) and/or GCC Clause (iii).*

**DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS**

Name of Company:	PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY
Project:	PROCUREMENT OF TRANSPORTATION SERVICES COVERING SIXTEEN (16) UNITS LUXURY VEHICLES FOR THE EAST ASIAN SEAS (EAS) CONGRESS 2018 IN ILOILO CITY
Bid Ref. No.	IB No. DENR-CO-2018-023
APPROVED BUDGET FOR THE CONTRACT: ₱ 4,500,000.00	

Ref. No.	Particulars	
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ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS

In accordance with Clause 19.4 of the Instructions to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

12.1	<i>(a) ELIGIBILITY DOCUMENTS</i>	
(a)	CLASS "A" DOCUMENTS	
	<u>(a.1.) LEGAL DOCUMENTS</u>	
(i)	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership) with the “Annex A” issued to bidder. In the event that Class “A” documents earlier submitted with PhilGEPS already expired, must also attached a valid and current Class “A” documents;</p> <p><u>OR</u></p> <p>The following Class “A” eligibility documents:</p> <ul style="list-style-type: none"> a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; b) Valid Business/Mayor’s permit for CY 2018 issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas c) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); d) Audited Financial Statements (AFS) for CY 2017 with stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2018; 	
	<u>(a.2.) TECHNICAL DOCUMENTS</u>	
(ii)	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per Annex I);	
(iii)	<p>Statement of the Bidder’s Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per Annex I-A)</p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <ul style="list-style-type: none"> (a) Copy of End User’s Acceptance; or (b) Copy of Official Receipt/s or Sales Invoice 	

	<u>(a.3.) FINANCIAL DOCUMENTS</u>	
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(iv)	<p>Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per Annex II).</p> <p>The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p style="text-align: center;">OR</p> <p>Original copy of Committed Line of Credit (CLC) issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.</p> <p><u>In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.</u></p>
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Class “B” Document: (For Joint Venture)

Class “B” Document: (For Joint Venture if applicable)

The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.

Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or DENR shall apply to the JVA as the JV is deemed as one bidder.

For Joint Ventures, Bidder to submit either:

- (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or
- (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) 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 and must be in accordance with Section 23.1 (b) of the IRR

In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (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)]

The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.

(b) TECHNICAL DOCUMENTS

- (i) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (₱)	Bid Security: Cash, Cashier’s/ Manager’s Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Bid Securing Declaration
4,500,000.00	90,000.00	225,000.00	No required percentage

- 1. Bid Securing Declaration per **Annex IV**;
- 2. The Cashier’s/Manager’s Check shall be issued by a Local, Universal or Commercial Bank
- 3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
- 4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.

		<p>5. <u>For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond</u>, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:</p> <p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ol style="list-style-type: none"> a) Withdraws its bid during the period of bid validity. b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184. c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof. d) Submission of eligibility requirements containing false information or falsified documents. e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding. f) Allowing the use of one’s name, or using the name of another for purposes of public bidding. g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid. h) Refusal or failure to post the required performance security within the prescribed time. i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification. j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor. k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful. l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons. ▪ IF THE SUCCESSFUL BIDDER: <ol style="list-style-type: none"> (i) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or (ii) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184. 	
	(ii)	<p>Conformity with Section VI. Schedule of Requirements as of 8 November 2018 and Section VII. Revised Technical Specifications, as attached in the Supplemental/Bid Bulletin No. 1.</p>	
	(iii)	<p>Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex V with attached <u>Proof of Authority of the bidder’s authorized representative/s:</u></p> <ol style="list-style-type: none"> 1. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: 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>	

ENVELOPE 2: FINANCIAL DOCUMENTS	
13.1	<p>Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (Annex VI).</p> <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>
<p>Note: 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>	