

TERMS OF REFERENCE

TECHNICAL SPECIFICATION	Statement of Compliance
<p>1</p> <p>Nine (9) months rental of two (2) fully air-conditioned shuttle buses for SSS Main Office Personnel with an updated TPL and Comprehensive Insurance Coverage with a seating capacity on social distancing per row of 2+3 seater for 12 rows to accommodate 31 passengers per bus;</p> <p>OR</p> <p>Row of 2+2 seater for 12 rows to accommodate 24 passengers per bus, and a van to accommodate 7 passengers per van.</p> <p>The additional van will be at the expense of the service provider.</p>	
<p>2</p> <p>Services shall be rendered in one hundred eighty-nine (189) working days upon receipt of NTP and Contract Agreement.</p>	
<p>3</p> <p>Comfortable and well maintained shuttle buses.</p>	
<p>4</p> <p>The winning Bidder shall perform the following activities:</p> <p>a. To fetch SSS Main Office employees from the pick-up points at:</p> <p style="margin-left: 40px;">a.1 SSS Housing, Quezon City and</p> <p style="margin-left: 40px;">a.2 Fairview Terraces (near SM Fairview), Quezon City and be brought to SSS Main Office Building, East Ave., Diliman, Quezon City</p> <p>b. To bring back SSS Main Office employees to the pick-up points, schedule as follows.</p> <p style="margin-left: 40px;">b.1 For fetching of employees: 5:30 - 5:45 A.M for the 1st Trip 7:00 - 7:15 A.M. for the 2nd Trip</p> <p style="margin-left: 40px;">b.2 For bringing back of employees: 5:01 - 5:15 P.M for the 1st Trip 7:00 - 7:15 P.M. for the 2nd Trip</p>	
<p>5</p> <p>Provide dedicated attendance sheets for the regular recording/registration of riding passengers, the same document shall be signed by the driver and countersigned by SSS representative and the weekly compilation shall be submitted to EFMD officer to be attached in the semi-monthly billing collection purposes.</p>	
<p>6</p> <p>Provide a regular employed bus driver (at least 5 years' experience) with an active professional driver's license authorized to drive shuttle buses, with good moral character, no derogatory records in his driving profession.</p>	
<p>7</p> <p>Be responsible for the safety of employees/passengers during the entire trip / transportation of the passengers.</p>	
<p>8</p> <p>Ensure that the bus driver must not be more than 60 years of age and shall be physically fit to render the required services. The bus driver must be duly certified covid-19 free by the licensed physician or company Doctor/s and observe approved health protocol at all times.</p> <p>In case of COVID-19 contamination of the driver has occurred, the driver shall be subjected for contact tracing interview to be facilitated by HCD as well as the recommendation for quarantine protocols and the immediate replacement of the affected driver.</p>	
<p>9</p> <p>Adhere to SSS instruction that for cancelled trip/s thru an advisory/email, that/those trip/s shall not be paid.</p>	



Annex “A”

TECHNICAL SPECIFICATION		Statement of Compliance
10	Provide alcohol /disinfectant dispenser/footbath/thermal scanner to be used by the employees / passengers upon entering the shuttle bus.	
11	Provide emergency medical kit inside the buses.	
12	Provide umbrella for employees during the rainy days.	
13	In case of defective bus or any emergency situation, an immediate replacement of bus will be provided.	
14	The terms of payment shall be as follows: <u>Monthly</u> . The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.	
15	The SSS can pre-terminate the agreement at any time during its effectivity as a prerogative of the management.	
16	Submit a copy of Accreditation by LTFRB.	
17	Submit a copy of Permit to Operate as a licensed operator of travel and tours services	
18	Submit a copy of Certificate/result certifying the driver as a certified COVID-19 free driver	
19	Submit a copy of certificate/result certifying the driver as a certified drug free driver	
20	Submit a copy of proof of purchase that the buses were procured seven (7) years ago; i.e. OR and CR	
21	Submit a copy of TPL and comprehensive insurance policy for the buses	



Annex "A"

DOCUMENTARY REQUIREMENTS	
1	PhilGEPS Registration
2	SEC Registration
3	Mayor's Permit
4	Tax Clearance
5	Bid Form (Form 1)
6	Price Schedules/Bid Breakdown (Form 2)
7	Bid Securing Declaration (Form 3)
8	Omnibus Sworn Statement (Form 4)



Bid Form for the Procurement of Goods

NINE (9) MONTHS RENTAL OF TWO (2) FULLY AIR-CONDITIONED SHUTTLE BUSES FOR SSS MAIN OFFICE PERSONNEL (NEGOTIATED PROCUREMENT)

Date: _____

Project Identification No.: _____

To: SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] NINE (9) MONTHS RENTAL OF TWO (2) FULLY AIR-CONDITIONED SHUTTLE BUSES FOR SSS MAIN OFFICE PERSONNEL in conformity with the said PBDs for the sum of _____ (P) [**total Bid amount in words and figures**] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/ Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/ Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state “None”)

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

Annex “A”

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



Price Schedule(s)/ Bid Breakdown

NINE (9) MONTHS RENTAL OF TWO (2) FULLY AIR-CONDITIONED SHUTTLE BUSES FOR SSS MAIN OFFICE PERSONNEL (NEGOTIATED PROCUREMENT)

Name of Bidder _____

Invitation to Bid Number _____

INSTRUCTION: Fill-in the box shaded with yellow

PROTECTED BID BREAKDOWN FOR NINE MONTHS BUS RENTAL

	Service Provider
Seating Capacity on Social Distancing with at least 12 rows (2+3) passengers per row)	30-31
Total Working Days (9 months)	189
Number of air-conditioned bus to be rented	2
Rental Cost	
Trip 1, Round Trip/day/bus	
Trip 2, Round Trip for Fuel Only/day/bus	
Direct Cost/bus	-
VAT (5%)	-
EWT (5%)	-
Total Cost per Day/bus	-
Total Cost per Bus	-
Total Bid Price for the 2 Buses (9 Months)	-

NOTES:

Pick-up Point for Fetching and Returning of EEs	SSS Housing, Commonwealth, QC for BUS #1	Fairview Terraces in front of SM Fairview for BUS #2
Destination	SSS Main Office, East Ave. Diliman, QC	SSS Main Office, East Ave. Diliman, QC

Prepared by:

Contractor

Name & Signature of Representative

Contact Number



Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES) CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity] Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

GPPB Resolution No. 16-2020, dated 16 September 2020



Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



Annex “A”

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Consultant]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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