



## **BIDS AND AWARDS COMMITTEE (BAC) I**

**PROJECT :** TWO (2) YEAR CONTRACT OF FUELS FOR THE SERVICE VEHICLES OF SSS MAIN OFFICE THROUGH FLEET CARD PROGRAM

**ITB NO. :** Goods 2021-005

**SUBJECT :** BID BULLETIN NO. 1

**DATE :** 22 December 2020

### **Details of the bidding, as advertised:**

Advertisement:	<b>Posting at Website &amp; Conspicuous Places – December 03 to 10, 2020</b>
Approved Budget for the Contract (ABC) and Source of Fund	<b>₱6,570,679.51</b> <b>Approved 2021 IAPP COB - MOOE</b>
Price of BD (non-refundable)	₱7,000.00
Delivery Period	2 calendar years

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 14 December 2020. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

### **1. Schedule of activities as discussed in the Pre-bidding Conference:**

- Deadline for the submission of written queries: Tuesday, 15 December, 2020
- Issuance of Bid Bulletin No. 1 – reply to written queries: Friday, 18 December 2020
- **Submission and opening of 2 envelopes: Monday, 28 December 2020, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

### **Revised Schedule:**

- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 22 December 2020
- **Submission and opening of 2 envelopes: Monday, 04 January 2021, 2:00 p.m. at the 2<sup>nd</sup> Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

**Only one company representative is allowed to attend the manual opening of bids. Other company representative may witness the opening of bids through Microsoft Teams. Kindly coordinate with the BAC Secretariat for the details.**

### **2. Documentary Requirements**

#### **a. 1<sup>st</sup> Envelope**

- a.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

- a.2 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;
- a.3 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents**, equivalent to at least **25% of the ABC**, completed **within two (2) years** prior to the submission and opening of bids, adjusted by the bidder to current prices using PSA's consumer price index;

For this purpose, similar contracts shall refer to any contract for the supply of gasoline and diesel within a fleet card system.

- a.4 NFCC Computation or committed Line of Credit (form supplied)
- a.5 JVA, in case of Joint Venture – Class “B” Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance, except for SSS Clearance that must be complied by all JV partners);
- a.6 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond **or Bid Securing Declaration – form supplied**) and **a copy of the Authority to Notarize from the Notary Public**).
- a.7 Technical Documents – project requirements
  - Section VI – Schedule of Requirements (page 46)
  - Section VII – Statement of Compliance with the Technical Specifications (pages 47 to 55)
- a.8 Omnibus Sworn Statement (form supplied) **and a copy of the Authority to Notarize from the Notary Public**.

**b. Checklist of the 2<sup>nd</sup> envelope:**

- b.1 Bid Form (form supplied) – pages 57 to 58
- b.2 Bid Breakdown (form supplied) – page 59 – Softcopy of the Bid Breakdown will be provided to the bidders.

**c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**

- c.1 2020 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- c.2 Quarterly VAT for the period April to September 2020 or latest available Quarterly VAT;
- c.3 Documents listed in the Platinum Membership and updates, if any;
  - SEC/DTI Registration
  - 2020 Mayor's Permit
  - Valid Tax Clearance
  - 2019 Audited Financial Statement filed through EFPS

- 3. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).
- 4. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year. **A copy of the Authority to Notarize from the Notary Public must be submitted.**
- 5. Bidder must sign on each and every page of the Bid Proposal (1<sup>st</sup> and 2<sup>nd</sup> envelope).

Prepared by:



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Concurred by:



**ALBERTO A. DIAZ**  
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Approved by:



**ERNESTO D. FRANCISCO, JR.**  
Senior Vice-President & Chairperson  
Bids and Awards Committee I

**Annex "A"**  
**BAC Resolution No. BB-2020-092**  
dated 22 December 2020