



Republic of the Philippines
Clark International Airport Corporation
Bids and Awards Committee
 Corporate Office Building, Clark Freeport Philippines
 Tel No. 045 – 599 – 2888 /Fax No. 045 – 599 –2888 loc 181

SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the issued Bidding Documents for the SUPPLY AND DELIVERY OF COMPANY SERVICE VEHICLES; LOT 1: ONE MINI COACH (24+1), LOT 2: ONE SHUTTLE BUS (45+1).

This shall form an integral part of the said Bid/Tender Documents.

The following were the issues and concerns discussed during the Pre-bid Conference:

Item	Queries	Remarks
1	Requested for a copy of the Sample Forms	The prospective bidder will be provided with an electronic copy of the Sample Forms to be sent via e-mail. A copy of the final checklist will be incorporated in the Supplemental/Bid Bulletin.
2	Are we going to strictly follow or make use of the Sample Forms? How about certificates issued by the banks, will they be accepted?	Not necessarily. Prospective bidders may submit documents using their own format. Most banks do have their own format. These documents shall be accepted only when the substance is the same as with the Sample Forms provided.
3	Dimensions and Colors of the sticker	The dimensions and colors of the sticker will be discussed with the bidder after receipt of the Notice of Award.
4	Bid Security	<p>The prospective bidder may choose any of the following acceptable form and amount of bid security:</p> <ul style="list-style-type: none"> • Cash, certified check, cashier’s check, manager’s check, bank draft or irrevocable letter of credit in the amount of Php 23,200.00 for Lot 1 and Php 52,450.00 for Lot 2. • Bank Guarantee in the amount of Php 34,800.00 for Lot 1 and Php 78,675.00 for Lot 2.
5	Performance Security	<p>The prospective bidder may choose any of the following acceptable form and amount of performance security:</p> <ul style="list-style-type: none"> • Cash, certified check, cashier’s check, manager’s check, bank draft or irrevocable letter of credit in the amount equivalent to at least five percent (5%) of the total contract price. • Bank Guarantee in the amount equivalent to at least ten percent (10%) of the total contract price.

Additional Reminders and Clarifications:

<p>Page 27, 13.2 (a.5) of BDS, additional documents on Class "A" Documents Legal Documents</p>	<ol style="list-style-type: none"> 1. Certificate of Registration issued by the Philippine Government Electronic Procurement System (PhilGEPS) 2. Company's/Supplier's Profile 3. Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any 4. Latest Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR) with validity period covering the date of bid opening
<p>Page 27, 13.2 (b.3) of BDS, additional documents on Class "B" Documents</p>	<ol style="list-style-type: none"> 1. Duly notarized Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct (Sample Form No. SF Good- 019) 2. Annual Income Tax Return for the calendar year 2007, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly authorized institutions
<p>Page 28, 14.1 (e) of BDS, After -sales service/parts</p>	<p>Warranty Certificate of Parts and Workmanship shall indicate the following:</p> <p>Delivery of the shuttle bus shall be guaranteed against faulty and improper materials for a period of one (1) year or fifty thousand (50,000) kilometers, whichever comes earlier after final acceptance</p> <p>The supplier shall guarantee the availability of spare parts to continue the proper functioning of the goods for a period of ten (10) years.</p> <p>Scope of Supply and Services:</p> <ol style="list-style-type: none"> 1. Supply and delivery of one (1) unit mini coach listed in the bill of quantities and specified in the present documents. 2. The supplier shall provide the owner's manual and service passport of the mini coach. 3. Provide warrantable spare parts and to repair the mini coach during the warranty period and shall be free of charge by the supplier. 4. The supply of a sufficient set of spare parts including all those parts easily broken or damaged during transport, training, etc. 5. The supplier shall change the engine oil and filter after accumulating 1,000 km and 5,000 km run free of labor charges. 6. The supplier shall give orientation on the site of delivery so as to familiarize the end-user on the vehicle operations after acceptance. 7. The supplier shall provide the standard tools as per factory specifications but not limited to; jack, tire wrench, pliers, adjustable wrenches, flat and Philip screw drivers, etc. 8. The supplier shall provide Early Warning Device (EWD). <p>Vehicle Registration:</p> <p>Initial registration for three (3) years shall be at the supplier's expense</p>
<p>Page 28, 14.1 (j) of BDS, additional requirements on Technical Proposal</p>	<ol style="list-style-type: none"> 1. Duly notarized and signed statement attesting to have complied with responsibilities listed in GPR

	IRR-A Section 17.7.1 (Sample Form No. SF Good-038) 2. Duly signed Bid Bulletin/Supplemental Notices, if any 3. Valid and updated certificate of Distributorship
Page 28, 15.1 (b) of BDS	Bid Letter Duly Signed Bid Prices in the Bill of Quantities
Page 50. Schedule of requirements	Delivery schedule for Lot 1 & Lot 2 shall read as: "Two (2) calendar days from the receipt of the Notice to Proceed (NTP)"

1. All documents to be submitted must be valid and updated. For documents on process for application, certifications in lieu of the required documents will not be honored.
2. All prospective bidders are required to submit three sealed envelopes. Envelope 1 shall contain the **Eligibility Documents**; Envelope 2 shall contain the **Technical Proposal** and Envelope 3 shall contain the **Financial Proposal**. Each envelope must contain one original copy and two duplicates of the required documents.
3. All prospective bidders are instructed to follow the sequence of the required documents as provided in the checklist. It was likewise advised to use tabs and provide table of contents.
4. The following documents are required to be **notarized**:
 - a. Certification of Non-inclusion in the Blacklist
 - b. Credit Line Certificate
 - c. Letter of Authority to Validate Submitted Documents
 - d. Certificate of Authenticity
 - e. Authority of Signatory
 - f. Affidavit of Disclosure of No relationship
 - g. Certification on Bidder's Responsibilities
5. The validity period for the bid price and bid security shall be 120 calendar days from the date of the opening of bids.
6. For the required list of similar completed government and private contracts, the value of the prospective bidder's single largest contract must be at least 50% of the ABC (For Lot 1: Php 1,160,000.00, for Lot 2: Php 2,622,500.00)
7. For the Net Financial Contracting Capacity (NFCC), the NFCC should be at least equal to the ABC (For Lot 1: Php 2,320,000.00, for Lot 2: 5,245,000.00).
8. For the cash deposit certificate, it should certify a **hold out** of cash deposit in the amount equal to at least 10% of the ABC (For Lot 1: Php 232,000.00, for Lot 2: Php 524,500.00). The said amount will be **put on hold** until the duration of the project.
9. It is a mandatory requirement that the original and the number of copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the Bid shall be initialed by the person or persons signing the Bid as indicated in the Secretary's Certificate or Special Power of Attorney.
10. All photocopied documents to be submitted to the BAC must be signed by the Bidder or his duly authorized representative (as indicated in the Secretary's Certificate or Special Power of Attorney) certifying that such documents are true copy of the original. The original copy of the documents will be verified during the post-qualification.
11. Supplemental/Bid Bulletins shall be issued to all prospective bidders via e-mail, fax, or registered mail. All prospective bidders are required to submit an acknowledgment receipt for the said supplemental/bid bulletins to the Office of the BAC Secretariat also via e-mail, fax, or registered mail.
12. The last day for the submission of queries or request for clarification is September 26, 2008 (Friday), 5:00 PM.
13. The schedule for the Submission and Opening of Bids is on October 8, 2008 (Wednesday), 2:00 PM at the Clark International Airport Corporation, Board Room, Corporate Office Building, Clark Freeport Philippines. **Late bids will not be accepted.** The reference for the time shall be the biometric system situated within the Corporate Office Building.

FINAL CHECKLIST:

Checklist of Eligibility Requirements for Bidders

The Eligibility Envelope shall contain the following:

CLASS "A" DOCUMENTS

LEGAL DOCUMENTS

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms (**Sample Form No. SF Good-08**)
- Valid and current Mayor's permit/municipal license (**Sample Form No. SF Good-09**)
- BIR Registration Certification, which contains the Taxpayer's Identification Number (**Sample Form No. SF-Good -010**)
- Notarized** Statement of the prospective bidder that it is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the GPPB or CIAP (**Sample Form No. SF Good-011**)
- Certificate of Registration issued by the Philippine Government Electronic Procurement System (PhilGEPS)
- Company's/Supplier's Profile
- Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any
- Latest Tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR) with validity period covering the date of bid opening

TECHNICAL DOCUMENTS

- Statement of ongoing and similar completed government and private contracts **within the last three years**, including contracts awarded but not yet started with attached certified true copy of Notice of Award and/or Contract, Notice to Proceed issued by the Owner and certificate of accomplishment signed by the owner or authorized representatives for all On-Going Contracts and Certified copy of Contract and Certificate of Completion or Acceptance Letters for all completed which are similar in nature contracts (**Sample Form No. SF Good-13 a & b**)

FINANCIAL DOCUMENTS

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for calendar year 2007, showing among others the total assets and liabilities.
- Any of the following:
 1. Computation of Net Financial Contracting Capacity (NFCC) (**Sample Form No. SF Good- 014**), **OR**
 2. Notarized Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, (**Sample Form No. SF Good- 15**) **OR**
 3. A cash deposit certificate certifying a **hold out** on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the procuring entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the approved budget for the contract (**Sample Form No. SF Good-016**)

CLASS "B" DOCUMENTS

- Valid joint venture agreement, in case of a joint venture (**Sample Form No. SF Good -017**)
- Duly **notarized** and **signed** Letter authorizing the BAC or its duly authorized representative/s to validate submitted documents (**Sample Form No. SF Good-18**)

- Duly **notarized** Certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct (**Sample Form No. SF Good-019**)
- Annual Income Tax Return for the calendar year 2007, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly authorized institutions

Checklist of Technical & Financial Envelope Requirements for Bidders

The Technical Component shall contain the following:

- Bid Security (**Sample Form No. SF Good-32 for Bank Guarantee**)
- Duly **notarized** Authority of the signing official (**Sample Form No. SF Good-035 and 036**)
- Production/Delivery Schedule/Schedule of Requirements
- After-Sales service/parts
- Technical Specifications/ Statement of compliance to the Technical Specifications
- Duly **notarized** Commitment from the supplier's/distributor's/manufacturer's bank to extend to him a credit line if awarded the contract to be bid, or a cash deposit equivalent to 10% of the ABC. Provided, however, that the bidder previously submitted this document as an eligibility requirement, the said previously submitted document shall suffice.
- Duly **notarized** Sworn Affidavit of compliance with the Disclosure Provision under Section 47 of the Act in relation to other provisions of RA 3019 (**Sample Form No. SF Good-012**)
- Duly **notarized** and **signed** statement attesting that the bidder has complied with responsibilities listed in GPRA IRR-A Section 17.7.1 (**Sample Form No. SF Good-038**)
- Duly **signed** Bid Bulletin/Supplemental Notices, if any
- Valid and updated certificate of Distributorship

The Financial Component shall contain the following:

- Bid Letter (in the prescribed sample form)
- Duly Signed Bid Prices in the Bill of Quantities

CIAC reserves the right to accept or reject any Bid, and to annul the bidding process and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For the guidance and information of all concerned.

BIENVENIDO O. MANGA
Chairman, BAC
Issued on: September 30, 2008

Received by:

Name and Signature of the Representative

Name of Company