



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No. 1

**PROCUREMENT OF ONE (1) UNIT OF BRAND-NEW PASSENGER VAN FOR
THE FINANCIAL MANAGEMENT SERVICE (FMS) OF THE DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2022-023**

Approved Budget for the Contract: ₱1,900,000.00

This **Supplemental/Bid Bulletin No. 1** is being issued to revise provisions/specifications in the Bidding Documents in response to queries/clarifications sent thru email by prospective bidders for the aforementioned project:

A. Revision to provisions/specifications in the Bidding Documents:	
FROM	TO
SECTION VI. SCHEDULE OF REQUIREMENTS	
Schedule of Requirements (Terms of Reference as of 08 June 2022)	Revised Schedule of Requirements (Terms of Reference as of 29 June 2022)
B. Response to queries/clarifications:	
QUERY/CLARIFICATION	DENR RESPONSE
Request to adjust the delivery period from thirty (30) calendar days to ninety (90) calendar days?	Request granted.

Bidders are advised to use the **Section VI. Revised Schedule of Requirements (Terms of Reference as of 29 June 2022)** submit together with all the other required documents for the submission of bids on **06 July 2022, 9:00 AM**:

Also, please use the **Revised Checklist of Technical and Financial Documents** 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 Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.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 29th of June 2022 in Quezon City.

Approved by:

(sgd.) **MARCIAL C. AMARO, JR., CESO II**
Assistant Secretary for Policy, Planning and
Foreign Assisted and Special Projects &
Chairperson, Bids and Awards Committee

Received by:		
_____	_____	_____
(SIGNATURE OVER PRINTED NAME)	(DATE)	NAME OF COMPANY

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

(page 1 of 5)

Section VI. Revised Schedule of Requirements

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".

A. TERMS OF REFERENCE as of 29 June 2022

TERMS OF REFERENCE

(as of 29 June 2022)

PROCUREMENT OF ONE (1) UNIT OF BRAND-NEW PASSENGER VAN FOR THE FINANCIAL AND MANAGEMENT SERVICE – DENR CENTRAL OFFICE

I. RATIONALE

The Financial and Management Service (FMS), remains steadfast in formulating basic policies and guidelines for the preparation of the department budget, including those for the detailed allocation of funds in close coordination with the Policy and Planning Service, and is responsible for providing assistance and advice on the promulgation of office policies, orders, rules and regulations related to financial and management services of the DENR.

Given these broad functions of FMS, the procurement of a 15-seater Passenger Van is vital to the efficient implementation of the following:

- A. Transport of FMS personnel in the submission of:
 - Special Budget Request, Financial Reports, and other documents to the Department of Budget and Management (DBM);
 - Financial Reports and other documents to the House of Representatives (HOR), Senate, and Commission on Audit (COA);
 - Remittances to the Government Service Insurance System (GSIS), PAGIBIG, BIR, BTR, SSS, Landbank, and PhilHealth.
- B. Support and facilitate the mobility of officers and personnel under the Financial Management Service of DENR in performing their duties and functions, including but not limited to coordination, monitoring, validation, and evaluation of DENR financial reports, programs, projects, activities of Attached Agencies / Bureaus Regional Offices / PENROs.
- C. Transport FMS Skeleton Workforce as part of its support mechanism to promote health and safety in the performance of their duties and functions amidst the pandemic, as authorized under Civil Service Commission Memorandum Circular No. 10, s.2020.
- D. Transport FMS personnel who are working overtime to meet deadlines, particularly in the submission of the budget proposal and Financial Reports to oversight agencies.
- E. Transport FMS personnel during the attendance to budget hearings conducted by Congress-House of Representatives and Senate.

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

(page 2 of 5)

II. Approved Budget for the Contract (ABC)

The total ABC for the project is **ONE MILLION NINE HUNDRED THOUSAND PESOS (PhP1,900,00.00)** inclusive of all applicable government taxes and service charges.

III. Scope of Work

The winning bidder shall supply and deliver one (1) unit of Brand-New 15-seater Passenger Van as specified in the technical requirements.

IV. Project Requirements:

A. Technical Specifications

The technical requirements and evaluation parameters are as follows:

One (1) Unit Passenger Van	
Year Model	: 2021 or Latest Model
BODY COLOR	: White
ENGINE	: EURO IV Compliant , Diesel engine with Turbo, engine displacement 2700cc to 3000 cc; 4 Cylinders, In-Line Type, 16-Valve DOHC
MAX. OUTPUT/POWER	: 150-180 ps / 3,200-3,400 Rpm
MAX. TORQUE	: 400-450 Nm / 1,400-3,000 Rpm
DIMENSION (LxWxH)	: At least 5,250 mm x 1,900 mm x 1,950 mm
FUEL TANK CAPACITY	: 70 – 80 Liters
STEERING	: Manufacturer's Standard
TRANSMISSION	: 6-Speed Manual Transmission
BRAKE	: Manufacturer's Standard
TIRE & WHEEL	: Manufacturer's Standard
SUSPENSION	: Manufacturer's Standard
SAFETY	: ABS (Anti-Lock Brake System), SRS Airbag (Driver + Front Passengers), Front and Rear Seat Belt, High Mount Stamp Lamp, Alarm with Immobilizer
AIRCON	: Manufacturer's Standard
ACCESSORIES	: Reverse Camera with Touchscreen Monitor, Reverse Sensor, Dash Camera with Front and Rear recording, Rain Window Visor, Fog Lamp

OTHER INCLUSIONS	:	Tint, Matting, Early Warning Device (EWD), Basic Tools, Umbrella, Seat cover, User Manual, Spare Tire, Flashlight Free Labor on Service for the first 1,000 & 5,000 kms Check-Up Body sticker and signage for driver and passenger door – decal or sticker 4-6” diameter DENR logo and (FOR OFFICIAL USE ONLY) word 2” (h) x 23” (w)
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B. The bidders must submit the following documents:

1. The brand being offered for the Passenger Van must be sold and marketed continuously in the Philippine Market for the last **twenty five (25) years**.
2. Valid and current certificate of Automotive Distributorship or Dealership issued in the name of the Bidder by the manufacturer. If not directly issued by the manufacturer to the Bidder, must also submit/include valid and current Certificate of Distributorship/Dealership that will link bidder to the manufacturer.
3. Brochure (original or internet download/Technical Data Sheet or equivalent) of the Passenger Van being offered showing compliance to the technical specifications.
4. List of Company-Owned or Franchised Service Center in the Philippines with available spare parts, indicating address, telephone & fax numbers, email address and contact person.

Must ensure availability of service centers within Luzon Area.

5. Certificate of Performance Evaluation with a rating of at least Satisfactory issued by the Largest Contract/s Client/s of the bidder as specified in its Single Largest Completed Contract (SLCC) Form.
6. Submit Certificate of Spare Parts Availability in the Philippines for the next five (5) years after expiration of the Warranty Period issued by the manufacturer.

C. The bidders must comply with the following conditions:

1. Delivery site is at the DENR-Central Office, Visayas Avenue, Quezon City. Delivery must be coordinated with the Property and Supply Management Division (Supply Management Section), Basement, DENR Main Building, Visayas Avenue, Diliman Quezon City.
2. The delivered Passenger Van shall be subjected to testing, functional testing and road readiness conducted by the Inspection Team from the DENR and representative from Financial and Management Service (FMS).
3. Free LTO registration for the first three (3) years, and GSIS Third-Party Liability (TPL) insurance. Units shall be registered under the name of the Department of Environment and Natural Resources.

4. The delivered passenger van shall have this vehicle marking: “DENR logo, Department of Environment and Natural Resources, For Official Use Only” on the driver and front passenger doors.
5. Warranty shall cover the following, including but not limited to engine and chassis from date of Certificate of Inspection and Acceptance issued by the Department of Environment and Natural Resources (DENR).
 - a. At least 100,000 kms. or thirty-six (36) months, whichever come first
 - b. Manufacturer’s Standard Warranty on cabin and structural Frame

V. Delivery Terms:

The delivery period must be within **NINETY (90) calendar days** from receipt of the Notice to Proceed (NTP).

VI. Terms of Payment

One-time payment (100%) shall be made after full/complete delivery of the brand-new 15-seater Passenger Van as specified in the technical requirements within the prescribed period and upon issuance of Certificate of Acceptance by the DENR -FMS.

Prepared by:



JULIUS F. PALAGANAS
Administrative Assistant II

Approved by:



ANGELITO V. FONTANILLA
Director, Financial and Management Service

B. 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

DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: PROCUREMENT OF ONE (1) UNIT OF BRAND-NEW PASSENGER VAN FOR THE FINANCIAL AND MANAGEMENT SERVICE (FMS) OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. Bid Ref. No. DENR-CO-2022-023

APPROVED BUDGET FOR THE CONTRACT: P1,900,000.00

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- (a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** (all pages) *in accordance with Section 8.5.2 of the IRR* (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);

B. TECHNICAL DOCUMENTS

- (b) 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**);

- (c) 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**)
- Similar in nature shall mean "**Procurement of Motor Vehicles**".*
- Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:
- i) Copy of End User's Acceptance; or
 - ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

- (d) 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 (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration
1,900,000.00	38,000.00	95,000.00	No required Amount

1. Bid Securing Declaration per **Annex II**;
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.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

<input type="checkbox"/>	<p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ul 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: <ul style="list-style-type: none"> a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.
<input type="checkbox"/>	<p>(e) Conformity with Section VI. Revised Schedule of Requirements (Terms of Reference as of 29 June 2022) as enumerated and specified in the Supplemental/Bid Bulletin No. 1 and Section VII. Technical Specifications of the Bidding Documents.</p>
<input type="checkbox"/>	<p>(f) Original duly signed Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex III with attached <u>Proof of Authority of the bidder's authorized representative/s:</u></p> <ul style="list-style-type: none"> i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Notarized Special Power of Attorney. ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Note: <i>Should there be more than one (1) appointed authorized representatives, use the word "<u>any of the following</u>" or "OR", otherwise, all authorized representatives must sign/initial the bid submission</i></p> <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>

C. FINANCIAL DOCUMENTS



(g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).

The NFCC computation must at least be equal to the ABC of this project. The detailed computation using the required formula must be provided.

OR

Original copy of Committed Line of Credit (CLC) per **Annex IV-A** issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.

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.

Class “B” Document: (For Joint Venture)



If applicable, 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 V**) 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)]

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

ENVELOPE 2: FINANCIAL COMPONENT



(a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (**Annex VI**); **and**

(b) Original of duly signed and accomplished Price Schedule(s) (**Annex VI-A or VI-B**).

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.