



Supplemental/Bid Bulletin No. 1

**PROCUREMENT OF TRANSPORTATION SERVICES COVERING VARIOUS
VEHICLES FOR THE CONDUCT OF 2024 ASIA PACIFIC MINISTERIAL
CONFERENCE ON DISASTER RISK REDUCTION (APMCDRR)
Bid Ref. No. DENR-CO-2024-046**

Approved Budget for the Contract: P4,824,700.00

This **Supplemental/Bid Bulletin No. 1** is being issued to revise specifications/provisions in the Bidding Documents and reschedule the bidding activities for the aforesaid project.

A. New Schedule of Bidding Activities			
ACTIVITIES	DATE/TIME		VENUE/MODE
	FROM	TO	
Submission of Bid Documents	4 September 2024, (Wednesday) 11:00 AM	29 August 2024, (Thursday) 11:00 AM	BAC Secretariat Office, 2 nd floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City
Opening of Bids	4 September 2024, (Wednesday) 2:30 PM	29 August 2024, (Thursday) 2:30 PM	Online via Google Meet Platform**
SECTION VI. SCHEDULE OF REQUIREMENTS			
Schedule of Requirements (Terms of Reference as of 06 August 2024)		Revised Schedule of Requirements (Terms of Reference as of 20 August 2024)	

Bidders are advised to use the **Section VI. Revised Schedule of Requirements (Terms of Reference as of 20 August 2024)** and submit together with all the other required documents for the submission of bids on **29 August 2024 at 11:00 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 Any provisions in the Bidding Documents inconsistent herewith are hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 22nd of August 2024 in Quezon City.

Approved by:

(sgd)**EVELYN G. NILLOSAN**
Chief, Management Division &
Alternate Vice 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 @ 8926-2675)		

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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".**

TERMS OF REFERENCE as of 20 August 2024



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



TERMS OF REFERENCE as of August 20, 2024

PROCUREMENT OF TRANSPORTATION SERVICES COVERING FORTY SIX (46) VEHICLES FOR THE ASIA PACIFIC MINISTERIAL CONFERENCE ON DISASTER RISK REDUCTION

I. RATIONALE

The Department of Environment and Natural Resources is in need of Forty Six (46) vehicles to serve as temporary transportation service for the Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR) on October 13 to 19, 2024. Hence, it is the objective of this Terms of Reference to:

1. Provide the prospective service providers with sufficient information on the project; and
2. Establish the roles and responsibilities of DENR and the service provider throughout the duration of the contract.

II. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract (ABC) for the project is **FOUR MILLION EIGHT HUNDRED TWENTY FOUR THOUSAND SEVEN HUNDRED PESOS (P 4,824,700.00)** inclusive of all applicable government taxes and service charges.

III. SCOPE OF WORK

The winning bidder shall supply transportation services as specified in the technical requirements.

IV. TECHNICAL REQUIREMENTS

a. Vehicle Specification:

Type of Vehicle: Executive Van (T. Grandia Gl/ T. Hi Ace- Commuter Deluxe /T. Tourier)

Vehicle Model: 2018-2023 model

Seating Capacity: At least 8 passengers

Fuel: Diesel

No. of Units: Thirty (30)

Period: October 13-19, 2024

Type of Vehicle: Coaster

Vehicle Model: 2018-2023 model

Seating Capacity: At least 19-21 passengers

Fuel: Diesel

No. of Units: Three (3)

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Period: October 14-18, 2024

Type of Vehicle: Coaster

Vehicle Model: 2018-2023 model

Seating Capacity: At least 19-21 passengers

Fuel: Diesel

No. of Units: Eight (8)

Period: October 14, 2024 (12 Noon-onwards for Ministerial Reception)

Type of Vehicle: Bus

Vehicle Model: 2016-2023 model

Seating Capacity: At least 30 passengers

Fuel: Diesel

No. of Units: Five (5)

Period: October 14-18, 2024

b. Rental Duration:

- October 13-19, 2024 (as specified in IV.a)

c. Vehicle must be in good working condition in consideration of the following:

- Good physical appearance, passed a smog, and free from mechanical defects.
- Vehicle must be duly registered and with comprehensive insurance
- All features and vehicle parts must be functioning well such as but not limited to: vehicle brakes, signal lights, tire pressure, and air conditioning system among other relevant parts/functions.
- Convenient Space for the Guests and Luggage's

V. The bidder must comply with the following conditions

- A) Winning bidder must have completed and successfully supplied luxury VIP vehicles, van, coaster and bus in an International Conference hosted by the Philippine Government or its agency;
- B) Winning bidder must be operating as a car rental and leasing business for at least thirty (30) years.
- C) Must supply Thirty (30) units of Executive Van, Eleven (11) units of coaster and five (5) units of bus. All vehicles must be covered by Comprehensive Insurance and LTO registration.
- D) Provide list of Forty Six (46) chauffeurs with attached curriculum vitae and copies of additional documentary requirements,
- Valid and current NBI clearance,
 - Valid and current Professional Driver's license issued by the Land Transportation Office (LTO)
 - Certification or equivalent document that proves two (2) years related experience.
- E) List of forty six (46) vehicles with brand and plate number being offered with attached OR/CR.
- F) Van, Coaster and bus must have digital clock, air freshener, and an umbrella for per vehicle;
- G) Can provide Chauffeur Service in Metro Manila and vicinities;
- H) Rate of vehicle shall be **inclusive** of the use, Fuel, Passenger and Vehicle Insurance, Parking Fee (if applicable);

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- I) The contracted flat rate for the first-1-10 hours a day and rate for the excess hours is dependent on the actual number of hours based on the Asia-Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR representative/dispatcher's Time Log of each vehicle.
- J) Overtime - Winning bidder will provide at least ten (10) minutes grace period. Excess Hours will be charged for any additional hour or a fraction thereof that that car is rented beyond the first ten (10) hours.
Overtime = Daily Rate (based on the submitted Bid Form) / 10 * Excess Hours
- K) All Chauffeurs shall be equipped with cellular phones or two-way radio for easy communication and coordination;
- L) All Chauffeurs shall be in proper uniform at all times;
- M) Vehicles/Chauffeur shall be present in the assigned airport two (2) hours prior to the scheduled arrival of assigned ministers/participants/delegates.
- N) All Chauffeurs are required to report from 13 to 19 October 2024, at a venue to be assigned on a later date unless otherwise stated / instructed by the authorized representative of the procuring entity;
- O) Winning bidder shall shoulder all cost pertaining to the maintenance, insurance, and accident expenses (whether natural, unintentional or intentional) that may happen to the vehicle while under use during the Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR);
- P) All vehicle shall be equipped with Air-conditioning, stereo, glass tint and seatbelts;
- Q) 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) hour of the report of defect;
- R) Winning bidder shall agree to do a daily clean up and washing of every vehicle (at their own expense) before actual usage;
- S) Winning bidder shall be required to have at least one (1) dispatcher to coordinate with the representative of the procuring entity;
- T) Winning bidder shall shoulder the meal expenses of the chauffeurs, the other personnel (dispatcher, cleaning crew, management staff, etc.) and their accommodation expense;
- U) 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;
- V) 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 or Police clearances at least 1 week before APM Conference for the background investigation and security clearance by the Philippine National Police (PNP) / Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)Security Officers;
- W) The winning bidders must be ready to provide additional vehicles as needed by Asia-Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR) for the same rates;
- X) The winning bidders shall allow DENR to install APMCDRR Logos/Stickers at the conspicuous part of the vehicle;
- Y) The chauffeurs to be deployed shall present a negative result of drug test three (3) days prior to the effectivity of the contract;
- Z) Provide additional or reduce the number of vehicles as directed by the H.O.P.E or its duly authorized representative subject to availability of funds;
- AA) All vehicles stated in clause IV shall be available for dispatch from October 13 – 19, 2024; and

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The deployment schedule of the vehicles are (subject to change as the need arises):

DATE	VEHICLE QUANTITY	REMARKS
October 13, 2024	Thirty (30) Executive Van	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR) duration
October 14, 2024	Thirty (30) Executive Van, Eleven (11) Coaster, Five (5) bus	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)duration
October 15, 2024	Thirty (30) Executive Van, Five (5) bus, Three (3) Coaster	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)duration
October 16, 2024	Thirty (30) Executive Van, Five (5) bus Three (3) Coaster	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)duration
October 17, 2024	Thirty (30) Executive Van, Five (5) bus Three (3) Coaster	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)duration
October 18, 2024	Thirty (30) Executive Van, Five (5) bus, Three (3) Coaster	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)duration
October 19, 2024	Thirty (30) Executive Van	Asia- Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)duration

VI TERMS OF PAYMENT

One-time payment (100%) shall be made after the completion of the transportation services as specified in the Terms of Reference:

Timeline	Deliverables	Required Documents
October 13-19, 2024	Completion of Transportation Services as per Terms of Reference	<ul style="list-style-type: none">● Certificate of Acceptance by the DENR● Billing Statement or Sales Invoice● Daily Itinerary of travel● Dispatch Time log● Certificate of Completion

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Prepared by:


ROY JAKE E. CASTILLO
Chief, Motorpool Section

Approved by:


GUILLERMO V. ESTIPONA, JR
OIC-Chief, General Services Division

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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
CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: PROCUREMENT OF TRANSPORTATION SERVICES COVERING VARIOUS VEHICLES FOR THE CONDUCT OF 2024 ASIA PACIFIC MINISTERIAL CONFERENCE ON DISASTER RISK REDUCTION (APMCDRR)

Bid Ref. No. DENR-CO-2024-046

APPROVED BUDGET FOR THE CONTRACT: P4,824,700.00

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 "Transportation Services"

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-CENTRAL OFFICE (DENR-CO)** (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%) (₱)	Original Bid Securing Declaration
4,824,700.00	96,494.00	241,235.00	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 20 August 2024) and Section VII. Technical Specifications, as enumerated and specified in 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 <u>"OR"</u>, 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

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.