



September 3, 2018

**PROCUREMENT OF AGENCY SERVICES ON THE PROVISION OF OFFICE PERSONNEL AND DRIVERS
FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)
Project Reference No.: BAC18-07-091**

SUPPLEMENTAL/BID BULLETIN NO. 1

Please be advised of the following clarifications to the Bidding Documents raised during the Pre-Bid Conference held on August 29, 2018:

- I. **Section III. Bid Data Sheet - Attachment of the Statement of Single Largest Completed Contract (SLCC)**
 - The **Certificate of Completion** issued by the client or **official receipt(s)** for the SLCC should be stamped and signed as "Certified True Copy of the Original" by the duly authorized representative of the bidder.
- II. **Section VIII. Bidding Forms - Annex A – Detailed Financial Bid Form**
 - The **Minimum Monthly Rate** of each personnel as provided in Annex A – Detailed Financial Bid Form is the minimum monthly basic salary that shall be paid to every personnel.
- III. **Checklist of Eligibility, Technical and Financial Components**
 - The checklist of eligibility, technical and financial components is provided herein as **ANNEX A**.
- IV. **Reminders**
 - The Deadline for Submission of Eligibility Requirements and Bids shall be on September 11, 2018, at 1:00 p.m. (7th Floor NDC Clock), at the 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.
 - The Opening of Eligibility Requirements and Bids shall push through on September 11, 2018, at 2:00 p.m., at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.

Supplemental/Bid Bulletin No. 1 is issued to clarify items in the Bidding Documents. This shall form an integral part of the Bidding Documents.

For guidance and information of all concerned.


AGM LILIA L. ARCE
Chairperson, Bids and Awards Committee

CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL COMPONENTS

(Original Copy, Copy 1 and Copy 2)

A. Eligibility Documents

Class "A" Documents:

1. Valid PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership).
2. "Annex A" of the Certificate of PhilGEPS Registration (Platinum Membership).
3. Statement of All On-Going 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. (Using the prescribed format in Section VIII. Bidding Forms of Bidding Documents p. 99)
4. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the past three (3) years prior to the date of submission and receipt of bids, the value of which must be equivalent to at least fifty percent (50%) of the ABC. (Using the prescribed format in Section VIII. Bidding Forms of Bidding Documents p. 100)
5. Attachment of the Statement of SLCC:

5.1 Certified true copy of Certificate of Completion issued by the client for the SLCC;

or

5.2 Certified true copy of official receipt(s) issued to the company for the SLCC

6. The Bidder shall submit the following:

6.1 NFCC computation in accordance with ITB Clause 5.5; and

6.2 2017 Audited Financial Statements, showing, among others, the bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;

or

6.3 A committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC to be bid or Eight Hundred Ten Thousand Five Hundred Pesos (₱810,500.00). If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

Class "B" Documents:

7. The Bidder shall submit if applicable:

7.1 Valid Joint Venture Agreement (JVA), in case the joint venture is already in existence;

or

7.2 In the absence of a JVA, duly notarized statements from all the potential joint venture partners, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

7.2.1 Each partner of the joint venture shall submit their respective PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the IRR of RA 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance: Provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements.

B. Technical Documents

8. Bid security in any of the following forms:

A	B	C
Bid Securing Declaration using the prescribed format in Section VIII. Bidding Forms, pp. 97-98	Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit – One Hundred Sixty Two Thousand One Hundred Pesos (P162,100.00)	Surety Bond, callable on demand – Four Hundred Five Thousand Two Hundred Fifty Pesos (P405,250.00)

9. Conformity with requirements stated in Section VI. Schedule of Requirements and Section VII. Technical Specifications:

9.1 Conformity with Technical Specifications, pp. 65-79 (Please put comply in Items, I to XIII.)

9.2 Supporting evidence for Item XIII – Technical Parameters, as follows:

- 9.2.1 Statement of number of years of experience in the business of agency services on the provision of personnel duly signed by the authorized representative of the bidder;
- 9.2.2 Statement of liquidity of the contractor duly signed by the authorized representative of the bidder must at least be equivalent to P2,500,000.00 and computed, as follows: current assets minus current liabilities based on Balance Sheet as of December 31, 2017;
- 9.2.3 List of Officers;
- 9.2.4 Organizational Structure; and
- 9.2.5 Personnel Complement

9.3 Conformity with Schedule of Requirements, p. 63 (Please state name of company/bidder, and affix signature over printed name of bidder to the document, p. 63)

10. Notarized Affidavit of Undertaking stating that "upon receipt of the Notice to Proceed, winning bidder shall comply with the requirement/s stated in Section VI. Schedule of Requirements and Section VII. Technical Specifications."

11. Omnibus Sworn Statement using the prescribed format in Section VIII. Bidding Forms, pp. 93-95.

C. Financial Documents

12. Financial Bid Form using the prescribed format in Section VIII. Bidding Forms, pp. 82-83.

13. Detailed computation of bid using format in Section VIII. Bidding Forms, **Annex A - Detailed Financial Bid Form**, pp.84-86.

14. Soft copy of the Detailed Financial Bid in Microsoft Excel format showing the formula used in the computation of the costs. CD or flash disk containing the soft copy of the detailed financial bid should be enclosed in the Financial Component Envelope.

Reminder:

This checklist serves only as a guide to the bidders. It is still the responsibility of each bidder to make sure it complies with the requirements.