



**PHILIPPINE INTERNATIONAL TRADING CORPORATION
BIDS AND AWARDS COMMITTEE I**

Supplemental/Bid Bulletin No. 1

**Supply and Delivery of Four (4) Units Brand New Vehicles for the
Philippine International Trading Corporation (PITC)**

Bid Reference No. ASD-B1-2018-607

This **Supplemental/Bid Bulletin No. 1** is being issued to answer the query raised by a Bidder.

A. Amendments to the Bidding Documents:

Section III Bid Data Sheet	
From	To
<p>b) TECHNICAL DOCUMENTS –</p> <p>(i).....XXXXX..... (ii).....XXXXX..... (iii).....XXXXX.....</p> <p>(iv) Valid and current Certificate of Automotive Distributorship or Dealership issued in the name of the bidder by the automotive manufacturer</p> <p>If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer (if not in English, please refer to Clause 11 of the Instructions to Bidders)</p> <p>The Manufacturer’s Certificate of Automotive Distributorship or Dealership MUST INDICATE/INCLUDE the following:</p> <p>a) The brand of the vehicle being offered, which must have been in the Philippine market for the past twenty (20) years;</p> <p>b) That the Dealer has the capability for corrective and preventive maintenance of the vehicle;</p> <p>c) Guarantee/support to Warranty that in the event of change of local</p>	<p>b) TECHNICAL DOCUMENTS –</p> <p>(i).....XXXXX..... (ii).....XXXXX..... (iii).....XXXXX.....</p> <p>(iv) Valid and current Certificate of Automotive Distributorship or Dealership issued in the name of the bidder by the automotive manufacturer</p> <p>If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer (if not in English, please refer to Clause 11 of the Instructions to Bidders)</p> <p>The Manufacturer’s Certificate of Automotive Distributorship or Dealership MUST INDICATE/INCLUDE the following:</p> <p>a) The brand of the vehicle being offered, which must have been in the Philippine market for the past twenty (20) years;</p> <p>b) That the Dealer has the capability for corrective and preventive maintenance of the vehicle;</p> <p>c) Guarantee/support to Warranty that in the event of change of local</p>



<p>distributor, warranty and quarterly preventive maintenance shall be honored;</p> <p>d) Guarantee that parts of vehicles shall be available at the authorized Philippine Service Center for five (5) years after warranty period;</p> <p>If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer (if not in English, please refer to Clause 11 of the Instructions to Bidders)</p> <p>(v) Valid and current ISO Registration Certificate issued by an independent certifying agency in the name of the Manufacturer for the item being offered. The certificate shall cover the design, manufacture and production, as applicable.</p> <p>(vi)...xxxx....</p> <p>(vii)...xxxx....</p> <p>(viii) Certificate from at least one (1) government client certifying that they have bought and been using the same brand being offered for the past three (3) years; OR</p> <p>Sales Invoice evidencing sale of the vehicle brand to at least one (1) government client within the last three (3) years;</p>	<p>distributor, warranty and quarterly preventive maintenance shall be honored;</p> <p>d) Guarantee that parts of vehicles shall be available at the authorized Philippine Service Center for five (5) years after warranty period;</p> <p>If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer (if not in English, please refer to Clause 11 of the Instructions to Bidders)</p> <p>v)deleted.....</p> <p>(vi)...xxxx....</p> <p>(vii)...xxxx....</p> <p>(viii) Certificate from at least one (1) government client certifying that they have bought and been using the same brand being offered for the past three (3) years; OR</p> <p>Sales Invoice evidencing sale of the vehicle brand to at least one (1) government client within the last three (3) years;</p>
---	--



B. Reply to query from a Bidder:

Query 1:

Valid and Current ISO Certificate in the name of the manufacturer of the item being offered issued by an Independent Certifying Agency.

We would like to ask if there is/are an alternative document we can submit in lieu of the ISO Certificate.

PITC reply:

The Valid and Current ISO Certificate requirement is deleted.

However, as mentioned in (b) Technical Documents, Bidder must submit the following:

Item (iv) Valid and current Certificate of Automotive Distributorship or Dealership issued in the name of the bidder by the automotive manufacturer, and

Item (viii) Certificate from at least one (1) government client certifying that they have bought and been using the same brand being offered for the past three (3) years; OR

Sales Invoice evidencing sale of the vehicle brand to at least one (1) government client within the last three (3) years;

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

Please use likewise the Revised Checklist of Requirements for Bidders as reference for the Bid Opening on 11 December 2018 (Tuesday) 4:00 PM.

For the guidance and information of all concerned.

Issued this 4th day of December 2018 in Makati City.

Reviewed and approved by:

ATTY. MA. VICTORIA C. MAGCASE
Chair

(Sgd) ATTY. MA. GUDELIA C. GUESE
Vice Chair

(Sgd) CHRISTABELLE P. EBRIEGA
Member

MYRA CHITELLA T. ALVAREZ
Member

(Sgd) DAVID A. INOCENCIO
Member

(Sgd) JOEL S. RODRIGUEZ
Alternate Member



<p style="text-align: center;">PITC BIDS AND AWARDS COMMITTEE I REVISED CHECKLIST OF REQUIREMENTS</p> <p>Project : Supply and Delivery of Four (4) Units Brand New Vehicles for the Philippine International Trading Corporation Ref No. ASD-B1-2018-607</p>		
Per Bid Docs Item No.	Particulars	
	CERTIFICATION ON ELIGIBILITY	
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS		
ELIGIBILITY (CLASS "A" DOCUMENTS)		
12.1 a (i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.	
12.1 a (ii)	Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas; In case of recently expired Mayor's/Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement;	
12.1 a (iii)	Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;	
12.1 a (iv)	Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income). Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.	
	<u>OR</u> Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex D , in lieu of items (i), (ii), (iii) and (iv) above. NOTE: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PHILGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for 2017 and 2016 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.	
12.1 a (v)	Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I) ;	



<p>12.1 a (vi)</p>	<p>Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid (Annex I-A)</p> <p>“Similar contract” shall mean Motor Vehicles.</p> <p>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</p> <ul style="list-style-type: none"> a. Copy of End User’s Acceptance; or b. Copy of Official Receipt/s; or c. Copy of Sales Invoice with Collection Receipt/s 																										
<p>12.1 a (vii)</p>	<p>Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per Annex II-A, in accordance with ITB Clause 5.5,</p> <p><u>or</u></p> <p>Committed Line of Credit per Annex II-B.</p> <table border="1" data-bbox="258 779 1289 1243"> <thead> <tr> <th>Description</th> <th>Qty</th> <th>ABC (Php) (VAT Inclusive)</th> <th>NFCC must at least equal to (Php)</th> <th>Committed Line of Credit</th> </tr> </thead> <tbody> <tr> <td>Lot 1- Multi-Purpose Vehicle (MPV)</td> <td>2 units</td> <td>2,200,000.00 (1,100,000.00/unit)</td> <td>2,200,000.00</td> <td>220,000.00</td> </tr> <tr> <td>Lot 2- Passenger Van</td> <td>1 unit</td> <td>1,650,000.00</td> <td>1,650,000.00</td> <td>165,000.00</td> </tr> <tr> <td>Lot 3- Double Cab Pick-Up</td> <td>1 unit</td> <td>1,200,000.00</td> <td>1,200,000.00</td> <td>120,000.00</td> </tr> <tr> <td>Total</td> <td></td> <td>5,050,000.00</td> <td>5,050,000.00</td> <td>505,000.00</td> </tr> </tbody> </table> <p>a) Should the bidder opt to submit NFCC, computation must be at least be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II-B.</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The phrase "the values of the bidder's current assets and current liabilities" shall be based on the data submitted to the BIR, which refers to the values of the current assets and current liabilities reflected in the Audited Financial Statements. 2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I. 3. The detailed computation must be shown using the required formula provided above. 4. The NFCC computation must at least be equal to the ABC of the project. <p>OR</p> <p>b. Should the bidder opt to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED. (See sample Bank Form per Annex II-B).</p>	Description	Qty	ABC (Php) (VAT Inclusive)	NFCC must at least equal to (Php)	Committed Line of Credit	Lot 1- Multi-Purpose Vehicle (MPV)	2 units	2,200,000.00 (1,100,000.00/unit)	2,200,000.00	220,000.00	Lot 2- Passenger Van	1 unit	1,650,000.00	1,650,000.00	165,000.00	Lot 3- Double Cab Pick-Up	1 unit	1,200,000.00	1,200,000.00	120,000.00	Total		5,050,000.00	5,050,000.00	505,000.00	
Description	Qty	ABC (Php) (VAT Inclusive)	NFCC must at least equal to (Php)	Committed Line of Credit																							
Lot 1- Multi-Purpose Vehicle (MPV)	2 units	2,200,000.00 (1,100,000.00/unit)	2,200,000.00	220,000.00																							
Lot 2- Passenger Van	1 unit	1,650,000.00	1,650,000.00	165,000.00																							
Lot 3- Double Cab Pick-Up	1 unit	1,200,000.00	1,200,000.00	120,000.00																							
Total		5,050,000.00	5,050,000.00	505,000.00																							



CLASS “B” DOCUMENTS (For Joint Venture)

a. For Joint Ventures, Bidder to submit either:

- (i) **Joint Venture Agreement (JVA)** in case the joint venture is already in existence;
OR
- (ii) **Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III)** in case the joint venture is not yet in existence.

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

b. Each Joint Venture partner must submit the following:

Local JV Partner

- (i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
- (ii) Valid and Current Business/Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;

In case of recently expired Mayor’s/Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement;

- (iii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
- (iv) Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports):
 - (a) Independent Auditor’s Report;
 - (b) Balance Sheet (Statement of Financial Position); and
 - (c) Income Statement (Statement of Comprehensive Income).

Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

Foreign JV Partner

- (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based;
- (ii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
- (iii) Corporate Financial Statement or Annual Report for 2017 or 2016.



or

Submission of valid and current **PHILGEPS Certificate of Registration and Membership (Platinum Registration*)** together with **Annex A**.

*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:

For Local JV Partner : Audited Financial Statements for 2017 and 2016 (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration

For Foreign JV Partner: Corporate Financial Statement or Annual Report for 2017 or 2016.

In case the bidder opts to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. *“GPPB Circular 07-2017 dated 31 July 2017”*

For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance. Provided that the partner responsible to submit the NFCC shall likewise submit the Statement of All Its Ongoing Contracts.

TECHNICAL DOCUMENTS

12.1. b (i) **Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:**

Bidders must submit separate Bid Security per Lot.

- (1) Bid Securing Declaration per **Annex IV**;
- (2) Cash or Cashier’s/ Manager’s Check equivalent to at least 2% of the ABC;
- (3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; **OR**

Description	Qty (units)	ABC (PhP) (VAT Inclusive)	*Bid Security ₱	
			2% of ABC	5% of ABC
1. Multi-Purpose Vehicle	2	2,200,000.00 (1,100,000.00/unit)	44,000.00	110,000.00
2. Pasenger Van	1	1,650,000.00	33,000.00	82,500.00
3. Double Cab Pick Up	1	1,200,000.00	24,000.00	60,000.00

* Must be issued by a Local Universal or Local Commercial Bank



Notes:

- (a) The Cashier's/Manager's Check shall be issued by a Local Universal or Local Commercial Bank.
- (b) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- (c) Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must conform with the following:

- (1) 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 copy of a valid 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.

- (2) Callable upon demand

- (3) **Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:**

▪ **IF A BIDDER:**

- (i) withdraws its bid during the period of bid validity specified in ITB Clause 17;
- (ii) does not accept the correction of errors pursuant to ITB Clause 28.3(b);
- (iii) has finding against the veracity of any of the documents submitted as stated in ITB Clause 29.2; or
- (iv) submission of eligibility requirements containing false information or falsified documents;
- (v) submits 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;
- (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
- (vii) 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;
- (viii) refusal or failure to post the required performance security within the prescribed time;
- (ix) 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;
- (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
- (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
- (xii) 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 reason.

▪ **IF THE SUCCESSFUL BIDDER:**

- (xiii) fails to sign the contract in accordance with ITB Clause 32; or
- (xiv) fails to furnish performance security in accordance with ITB Clause 33.



12.1. b (ii)	<p>Completed and signed Technical Bid Form and Terms of Reference:</p> <p>For Lot No.1 – Two (2) Units Multi-Purpose Vehicle</p> <table border="1" data-bbox="304 331 916 405"> <tr> <td>Annex V-A</td> <td>Technical Bid Form</td> </tr> <tr> <td>Annex V-A1</td> <td>Terms of Reference</td> </tr> </table> <p>For Lot No.2 – One (1) Unit Passenger Van</p> <table border="1" data-bbox="304 454 916 528"> <tr> <td>Annex V-B</td> <td>Technical Bid Form</td> </tr> <tr> <td>Annex V-B1</td> <td>Terms of Reference</td> </tr> </table> <p>For Lot No.3 – One (1) Unit Double-Cab Pick Up</p> <table border="1" data-bbox="304 584 916 658"> <tr> <td>Annex V-C</td> <td>Technical Bid Form</td> </tr> <tr> <td>Annex V-C1</td> <td>Terms of Reference</td> </tr> </table>	Annex V-A	Technical Bid Form	Annex V-A1	Terms of Reference	Annex V-B	Technical Bid Form	Annex V-B1	Terms of Reference	Annex V-C	Technical Bid Form	Annex V-C1	Terms of Reference	
Annex V-A	Technical Bid Form													
Annex V-A1	Terms of Reference													
Annex V-B	Technical Bid Form													
Annex V-B1	Terms of Reference													
Annex V-C	Technical Bid Form													
Annex V-C1	Terms of Reference													
12.1. b (iii)	<p>Brochure and/or Technical Data Sheet for the vehicle being offered showing compliance to the required Technical Specifications. Internet downloads may be included to supplement the information contained in the original brochures. <i>(If not in English, please refer to Clause 11 of the Instructions to Bidders)</i></p>													
12.1. b (iv)	<p>Valid and current Certificate of Automotive Distributorship or Dealership issued in the name of the bidder by the automotive manufacturer</p> <p>If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer. <i>(if not in English, please refer to Clause 11 of the Instructions to Bidders)</i></p> <p>The Manufacturer’s Certificate Distributorship or Dealership MUST INDICATE/ INCLUDE the following:</p> <ol style="list-style-type: none"> a) The brand of the vehicle being offered, which must have been in the Philippine market for the past twenty (20) years; b) That the Dealer has the capability for corrective and preventive maintenance of the vehicle; c) Guarantee/support to Warranty that in the event of change of local distributor, warranty and quarterly preventive maintenance shall be honored; d) Guarantee that parts of vehicles shall be available at the authorized Philippine Service Center for five (5) years after warranty period; <p>If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship/dealership that will link bidder to the manufacturer. <i>(if not in English, please refer to Clause 11 of the Instructions to Bidders)</i></p>													
12.1. b (v)	<p>Deleted-----Valid and current ISO Registration Certificate</p>													
12.1. b (vi)	<p>List of Service Centers in Metro Manila – owned or Franchised Service Center existing and operating for at least five (5) years in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person) issued by the manufacturer and/or importer.</p> <p>In the event of closure of business, termination of franchisee/service center, the supplier shall notify the GHQ, AFP and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service;</p>													
12.1. b (vii)	<p>Certificate of Performance Evaluation (Annex V-D) with a rating of at least Very Satisfactory, issued by bidder’s Single Largest Completed Contract Client (per Annex I-A)</p>													



12.1. b (viii)	Certificate from at least one (1) government client certifying that they have bought and been using the same brand being offered for the past three (3) years; OR Sales Invoice evidencing sale of the vehicle brand to at least one (1) government client within the last three (3) years;	
12.1. b (ix)	Proof of Authority of the designated representative/s for purposes of the bidding. a. Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR b. Duly notarized Secretary’s Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture. Provided that 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 representatives for purposes of this bidding.	
12.1. b (x)	Omnibus Sworn Statement (Annex VI). (a) Authority of the designated representative with corresponding proof of authorization; (b) Non-inclusion in the Blacklist nor Under Suspension Status by Any Agency or Government Instrumentality; (c) Authenticity of Submitted Documents; (d) Authority to Validate Submitted Documents; (e) Disclosure of Relations; (f) Compliance with existing labor laws and standards; (g) Bidders Responsibilities; (h) Did Not Pay Any Form of Consideration	
ENVELOPE 2: FINANCIAL DOCUMENTS		
13.1	Completed and signed Financial Bid Form per Annex VII-A, VII-B, VII-C	

Notes:

1. In case of inconsistency between the Checklist of Requirements for bidders and the provisions in the Instructions to Bidders and Bid Data Sheet, the Instructions to Bidders and Bid Data Sheet prevail.
2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidder to put tabs in all documents to be submitted with the same number as indicated in the Eligibility, Technical and Financial Documents checklist.