



BIDS AND AWARDS COMMITTEE I

Supplemental/Bid Bulletin No. 2

**PROCUREMENT OF PITC MANPOWER SERVICES REQUIREMENT
FOR THREE (3) YEARS (2018 TO 2021)**

Bid Reference No. HRMD-B1-2018-352

This Supplemental/Bid Bulletin No. 2 is being issued to announce the new schedule of Submission and Opening of Bids and to amend some provisions in the bidding documents.

A. NEW SCHEDULE OF SUBMISSION AND OPENING OF BIDS

FROM	TO
27 Sep 2018 (Thursday) 10:00 AM	04 Oct 2018 (Thursday) 04:00 PM

B. AMENDMENT TO BIDDING DOCUMENTS

FROM	TO
Section III. Bid Data Sheet	
Clause 12.1 Under (b) Technical Documents	
(ii) Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as Annex IV	(ii) Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as Revised Annex IV
Section VI. Bidding Forms	
Annex IV Technical Bid Form	Revised Annex IV Technical Bid Form

Bidders are advised to use and submit **Revised Annex IV** and other required documents for the bid opening on **04 Oct 2018 (Thursday) 04:00 PM**. Please use the Revised Checklist of Requirements as reference.

This **Supplemental/Bid Bulletin No. 2** shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For the guidance and information of all concerned.

Issued this 25th day of September 2018 in Makati City.

Reviewed and approved by:

(Sgd) ATTY. MA. VICTORIA C. MAGCASE
Chairperson, Bids and Awards Committee I

(Sgd) ATTY. MARIA GUDELIA C. GUESE
Vice Chairman

(Sgd) CHRISTABELLE P. EBRIEGA
Member

(Sgd) MYRA CHITELLA T. ALVAREZ
Member

(Sgd) DAVID A. INOCENCIO
Member

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

Revised Annex IV (Page 1 of 1)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
PROCUREMENT OF PITC MANPOWER SERVICES REQUIREMENT
FOR THREE (3) YEARS (2018 TO 2021)
Bid Ref No. HRMD-B1-2018-352**

TECHNICAL BID FORM

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INSTRUCTION TO THE SUPPLIER: Indicate "COMPLY" (per line number) under Supplier's Statement of Compliance if bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES OR NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

SPECIFIC REQUIREMENTS	Bidder's Statement of Compliance
PROCUREMENT OF PITC MANPOWER SERVICES REQUIREMENT FOR THREE (3) YEARS (2018 TO 2021) per PITC Terms of Reference	
ADDITIONAL REQUIREMENT IF AWARDED THE CONTRACT	
1. Undertaking not to bid, whether directly or indirectly, through its associates, affiliates or subsidiaries, etc. in any and all PITC Procurement Projects for the entire duration of the contract, duly signed by the bidder's authorized representative.	
OTHER REQUIREMENTS	
2. Bidder has no overdue deliveries or unperformed services intended for PITC.	
3. Bidder did not participate as a Consultant in the preparation of the design or technical specifications of the Project subject of the bid.	
4. Bidder must have five (5) years continuous experience in <u>Manpower</u> Services business.	

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the items 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

PITC BIDS AND AWARDS COMMITTEE I
REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Company: _____

Project:

PROCUREMENT OF PITC MANPOWER SERVICES REQUIREMENT FOR THREE (3) YEARS (2018 TO 2021)

Bid Ref. No.

HRMD-B1-2018-352

APPROVED BUDGET FOR THE CONTRACT: ₱ 16,000,000.00 (For first year only)

Ref. No.	Particulars	
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS		
12.1 (a)	ELIGIBILITY DOCUMENTS	
	CLASS "A" DOCUMENTS	
(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 cases 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.	
<u>OR</u>		
Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (i), (ii), (iii) and (iv) above.		
(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) ;	

(vi)	<p>Statement of Single Largest Completed Contract of similar nature 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 (Annex I-A).</p> <p>Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per Annex I-A:</p> <p>(a) Copy of End User's Acceptance; or (b) Copy of Official Receipt/s; or (c) Sales Invoice and Collection Receipt</p>	
(vii)	<p>Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per Annex II, in accordance with ITB Clause 5.5 OR Committed Line of Credit</p> <p>a. Should the bidder opt to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II.</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. For Local Bidders: The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR 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-A).</p>	
12.1. (b)	TECHNICAL DOCUMENTS	
(i)	<p>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</p> <ol style="list-style-type: none"> 1) Bid Securing Declaration per Annex IV; 2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC (₱320,000.00); 3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC (₱320,000.00); OR 4) Surety bond callable upon demand equivalent to at least 5% of the ABC (₱800,000.00). 	
(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplished and submit the Technical Bid Form attached as Revised Annex IV ;	
(iii)	Duly signed/conformed PITC Terms of Reference attached as Annex IV-A ;	

(iv)	Certificate of Performance Evaluation (Annex VI) with a rating of Satisfactory issued by the Single Largest Completed Contract/s Client/s of the bidder per submitted Annex I-A .	
(v)	Proof of Authority of the bidder's authorized representative/s: 1. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.	
(vi)	Omnibus Sworn Statements using the form prescribed. (Annex VI) a) Authority of the designated representative b) Non-inclusion in blacklist or under suspension status 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. Bidder must use, accomplish and submit the following: <ul style="list-style-type: none"> • Financial Bid Form – Annex VII • Detailed Computation/Cost Computation – Annex VII-A • Detailed Financial Bid Computation – Annex VII-B • The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.	

Note:

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