

BIDDING FOR THE PROCUREMENT OF CATERING SERVICES FOR BCDA BOARD MEETINGS, COMMITTEE MEETINGS AND BOARD-RELATED ACTIVITIES FOR CY 2019

BID BULLETIN NO. CS 2019-002

This bid bulletin clarifies queries raised during the Pre-Bid Conference held last 22 July 2019, requests for clarifications sent through email, and other matters relative to the **Bidding for the Procurement of Catering Services for BCDA Board Meetings, Committee Meetings, and Board-Related Activities for CY2019**.

1. Queries/Questions by Prospective Bidders

Issues Raised	Clarifications
1. On the amount of Bidding Documents.	The Bidding Documents can be purchased in the amount of PhP5,000.
2. On the No. of Pax to be served.	Please see attached Revised Technical Specifications Form.
3. Whether the bidders can request for the soft editable copies of the sample forms.	Except for the Technical Compliance form, the bidders may be provided with the editable soft copies of the sample forms so long as they have already purchased the bidding documents.

2. Queries/Questions by Prospective Bidders submitted after the conduct of Pre-bid Conference

Issues Raised	Clarification/s
1. On the List of Class A Documents in lieu of PhilGEPS Registration.	<p><i>List of the Eligibility Class A Documents (in lieu of PhilGEPS Certificate).</i></p> <p>Per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qual requirement.</p> <p>➤ Registration Certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative</p>

	<p>Development Authority (CDA) for cooperatives</p> <ul style="list-style-type: none"> ➤ <u>Current & Valid Mayor's /Business Permit</u>, if expired a copy of the expired Mayor's Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located ➤ <u>Valid Tax Clearance</u> per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR ➤ <u>Latest Audited Financial Statements</u> stamped received by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.
<p>2. On the meaning of Delivery Date.</p>	<p>As defined by GPPB, the Delivery Date refers to the Date of actual delivery (received by the end-user).</p>
<p>3. Whether Credit Line Certificate can be considered as an alternative to Net Financial Contracting Capacity (NFCC).</p>	<p>Yes. The prospective bidders can submit in a computation of NFCC in accordance with ITB Clause 5 (Section IX, Bidding Forms) OR a Committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.</p>

3. Clarifications from the BAC

- a. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- b. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- c. Statement of Bidder of all on-going and completed government or private contracts shall include all such contracts within at least the past three (3) years (June 2016 to June 2019) prior to the deadline for the submission and receipt of bids:
 - (FORM SF-GOOD-13a) Statement of ALL 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.

The Statement of All Ongoing Contracts shall indicate, for each contract, the following:

1. name of the contract;
2. date of the contract;
3. contract duration
4. owner's name and address;
5. kinds of Goods;
6. amount of contract and value of outstanding contracts; and
7. date of delivery.

Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

- (FORM SF-GOOD-13b) Statement of at least one (1) COMPLETED government and/or private contracts which is similar in nature supported with any of the following documents: (in accordance with Clause 5.4 of the BDS):
 1. End User's Acceptance; or
 2. Sales Invoice; or
 3. Official Receipt of the last payment received.

One (1) completed contract of similar nature must have a value of at least 50% of the Approved Budget for the Contract (ABC) of bidding at hand.

- d. The number of meetings are estimates and may vary depending on the requirement of the BCDA Board. The bidder must submit a financial proposal based on the price per meal, per person.
- e. The necessary bid bulletin shall be posted in PhilGEPS and BCDA website on **24 July 2019 (Wed)**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- f. Only those bidders who purchased the bid documents are allowed to submit their bids.
- g. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- h. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- i. NFCC Computation shall be based on the audited Financial Statements for the year 2018, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the ABC.

- j. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

4. Reminders

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is on 24 July 2019 (Wed) at 12:00NN.**
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. **The deadline for the submission of bids for the *Bidding for the Procurement of Catering Services for BCDA Board Meetings, Committee Meetings, and Board-Related Activities for CY2019* is on 30 July 2019 (Tue) at 10:00 AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 10:00 AM of 30 July 2019 (Tue) shall not be accepted.**
- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission.
- f. **Bid opening shall be on 30 July 2019 (Tue) at 11:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.

- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
- i. Omnibus Sworn Statement
 - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 24 July 2019.

BIDS AND AWARDS COMMITTEE FOR GOODS

BGEN CARLOS F QUITA (RET)
Chairperson

Bid Bulletin No. CS-2019-002
July 2019

BCDA
Bases Conversion and
Development Authority

BAC for Goods

BACG2019 – 0045

TECHNICAL SPECIFICATIONS COMPLIANCE FORM

Bidders must indicate whether the merchandise offered is “**Compliant**” or “**Non-Compliant**” to the corresponding specifications prescribed by BCDA using this form.

Event	QTY.	UNIT	ITEMS	SPECIFICATIONS	STATEMENT OF COMPLIANCE	
Board Meetings	20	Pax	Lunch	<ul style="list-style-type: none"> ● Steamed Rice ● Soup ● Chicken or Pork or Beef ● Fish or other Seafood ● Vegetable ● Dessert ● Assorted Drinks 		
	20	Pax	Snacks	<ul style="list-style-type: none"> ● Sandwich or Noodle-based dish or other Filipino merienda Dishes ● Assorted Drinks 		
Board Committee Meetings	18	Pax	Lunch	<ul style="list-style-type: none"> ● Steamed Rice ● Soup ● Chicken or Pork or Beef ● Fish or other Seafood ● Vegetable ● Dessert ● Assorted Drinks 		
	18	Pax	Snacks	<ul style="list-style-type: none"> ● Sandwich or Noodle-based dish or other Filipino merienda Dishes ● Assorted Drinks 		
Board Related Activities (Orientation for New Board Member/s, Meeting of BODs with	18	Pax	Lunch	<ul style="list-style-type: none"> ● Steamed Rice ● Soup ● Chicken or Pork or Beef ● Fish or other Seafood ● Vegetable 		

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other agencies, etc.)				<ul style="list-style-type: none"> ● Dessert ● Assorted Drinks 		
	18	Pax	Snacks	<ul style="list-style-type: none"> ● Sandwich or Noodle-based dish or other Filipino merienda Dishes ● Assorted Drinks 		

Ally

Bidder's Authorized Representative:

Signature over Printed Name

Principal Bidder/Supplier

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