



Republic of the Philippines
Department of Agriculture
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BSWM- BIDS AND AWARDS COMMITTEE SUPPLEMENTAL BID BULLETIN NO. 1

CONTRACT: PROVISION FOR BSWM IN-HOUSE CATERING SERVICES FOR CY 2024- IB NO: BSWM-2024-00-0001

This Addendum is being issued in accordance with Section 22.5.2 of the IRR of RA 9184, to clarify and modify some provisions of the Bidding Document. **THIS SHALL FORM AN INTEGRAL PART OF THE BID DOCUMENT.** Likewise, the succeeding agreements and reminders were discussed during the Pre-Bid Conference held last October 19, 2023 at the BSWM Convention Hall and via Videoconferencing-Zoom.

AMENDMENTS ON THE BIDDING DOCUMENT:

ORIGINAL	AMENDED
Section I. Invitation to Bid	Section I. Invitation to Bid
5. A complete set of Bidding Documents may be acquired by interested Bidders until November 8, 2023, 3:00PM from the given address and website and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 2,500.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to BAC Secretariat on or before the deadline of Submission and Opening of Bids.	5. A complete set of Bidding Documents may be acquired by interested Bidders until November 20, 2023, 3:00PM from the given address and website and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 2,500.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to BAC Secretariat on or before the deadline of Submission and Opening of Bids.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before November 9, 2023, 9:00AM. Late bids shall not be accepted.	7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before November 21, 2023 , 9:00AM. Late bids shall not be accepted.
8. Bid opening shall be on November 9, 2023, 9:30AM at the at BSWM Convention Hall, 2nd Floor, SRDC Bldg., Visayas Ave. Cor. Elliptical Road, Diliman, Quezon City and through videoconferencing/webcasting via ZOOM and streamed live through BSWM Procurement Service FB Page. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	8. Bid opening shall be on November 21, 2023 , 9:30AM at the at BSWM Convention Hall, 2nd Floor, SRDC Bldg., Visayas Ave. Cor. Elliptical Road, Diliman, Quezon City and through videoconferencing/webcasting via ZOOM and streamed live through BSWM Procurement Service FB Page. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
Section VI. Schedule of Requirements	Section VI. Schedule of Requirements
Fleet Cards shall be delivered fifteen (15) calendar days upon received of NTP	Fleet Cards shall be delivered fifteen (15) calendar days upon received of NTP
Covering the period of January- December 2024.	Covering the period of January- December 2024.

This procurement is undertaken through **Early Procurement Activity (EPA)** per GPPB Circular 06-2019, Guidelines on the Implementation of EPA, as such:

- Award of the Contract is subject to the approval of the General Appropriation Act for CY 2024;
- Fixed price rule in procurement shall apply;
- Extension of bid validity and security may apply per Article 4 of GPPB Circular 06-2019;
- Eligibility requirements shall be valid prior to award of Contract;
- Date of earliest delivery shall be determined upon award of Contract

REMINDERS DURING THE PRE-BID CONFERENCE:

- GPPB Resolution No. 15-2021 dated October 14, 2021

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ISO/IEC 17025: 2017

LA-2016-299B
ATEL-1-1021-299B
Laboratory Services Division
LA-2023-423A
Soil and Water Resources
Research Division

For the purpose of updating the Certificate of Registration and Membership, **all Class “A” eligibility documents mentioned in Section 8.5**, supporting the veracity, authenticity and validity of the Certificate **SHALL remain current and updated**. The **failure by the prospective bidder to update its Certificate with the current and updated Class “A” eligibility documents shall result in the automatic suspension of the validity of its Certificate** until such time that all of the expired Class “A” eligibility documents has been updated.

Note: Please refer to the bidding document for the updated Section IX. Checklist of Technical and Financial Documents.

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”

“Any lacking documents can cause the automatic disqualification of bids.”

- **Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary’s Certificate** in case of a corporation, partnership, or cooperative; or **Original Special Power of Attorney of all members of the joint venture** giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder;
- Below are the **acceptable forms of bid security** that bidders may opt to use, **which shall include the Bid Securing Declaration**. The amount of which shall not be less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)
Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Two percent (2%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
Bid Securing Declaration (Signed and Notarized)	

NOTE: Bidders SHALL use ATTACHED template of Bid Securing Declaration in the bidding document.

Other forms of Bid Securing Declaration will NOT BE ACCEPTED and SHALL BE RATED “FAILED”.

- Net Financial Contracting Capacity (NFCC):

The computation of a prospective bidder’s NFCC must be **at least equal to the ABC to be bid** or, for procurement by lot, **at least equal to the sum of all the ABCs of lots to which it participated**.

NFCC= Current assets minus current liabilities multiplied by 15 (constant factor) minus the value of all outstanding or uncompleted portions of on-going contracts, including awarded contract/s yet to be started, coinciding with the contract to be bid.

- **Sealing and marking of bid proposal**- The bidder shall submit:
 1. One (1) ORIGINAL COPY.
 2. One (1) DUPLICATE COPY.
 3. One (1) PDF COPY in a USB – to be placed inside the Duplicate Copy of Technical Proposal and Duplicate Copy of Financial Proposal.

NOTE:
All photocopied documents must be stamped and signed “Certified True Copy”. And all pages/documents must be duly signed by the authorized representative (both original and duplicate copies).

For easy reference, all bidders are requested to provide dog-ear codes/ tabs in the presentation of their documents.

○ **Reminders:**

- ✓ Bidders' responsibility to read, study, and review the Bidding Document and Bid Bulletin/s of the procurement project.
- ✓ Further clarification/s on the Bidding Document shall be in writing and must be submitted 10 days before the Opening of Bids.
- ✓ All bidders who wish to join the bidding shall download the attached document from PhilGEPS website to be included in the Document Request List (DRL).
- ✓ Bidders may download the updated Bidding Forms at GPPB Website (<https://www.gppb.gov.ph/downloadables.php>).
- ✓ Schedule of Submission and Opening of Bids is subject to change due to Community Quarantine enforced by the government in line with the COVID-19 pandemic. For updates, please refer to the BSWM PhilGEPS posting (<https://www.philgeps.gov.ph/>) and BSWM Procurement Service FB page <https://www.facebook.com/bswmpms>.
- ✓ Authorization letter and a copy of company ID shall be presented by the Representative of the Bidder who will submit the bid proposal and who will attend the Opening of Bids, on-site or online.
- ✓ In case of withdrawal of submitted bid, a letter stating their intention to withdraw from the project should be submitted by the bidder not later than the scheduled deadline of submission and opening of bids.
- ✓ Bidders declared to have the Lowest/ Single Calculated Bid will be subject for post-qualification.
- ✓ Bidder shall submit the additional requirements listed on the NOTICE as LCB/ SCB within five (5) calendar days from receipt of Notice. *Non-compliance can be grounds for post-disqualification.*

For guidance and information of all concerned.

(Sgd)DENISE A. SOLANO
BAC Chairperson