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BSWM- BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN NO. 1

CONTRACT: Provision for BSWM In-House Catering Services for CY 2025
(Framework Agreement) - IB NO: BSWM-2025-00-004

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 17, 2024 at the BSWM Function Room and via Video-conferencing-Zoom.

AMENDMENTS OF THE BIDDING DOCUMENT:

CLARIFICATION	AGREEMENTS
1. Compliance to the DA Memorandum Circular No. 16, S. 2024	<p>Bidders are required to comply to the DA Memorandum Circular No. 16, Series of 2024 entitled “Prohibition on the Use of Unnecessary Single-Use Plastics”. Particularly on plastic materials mentioned in Item No. 1 of Part IV. Guidelines. <i>(See attached Annex A)</i></p> <p><u>IV. Guidelines</u></p> <p>1. <i>The following materials are unnecessary SUPs which are banned within the premises of DA Central Office, Regional Field Offices, Bureaus and Attached Agencies:</i></p> <p>a. <i>Plastic cups (lower than 0.2 mm in thickness);</i></p> <p>b. <i>Plastic drinking straws;</i></p> <p>c. <i>Plastic coffee stirrers;</i></p> <p>d. <i>Plastic spoons;</i></p> <p>e. <i>Plastic forks;</i></p> <p>f. <i>Plastic knives; and</i></p> <p>g. <i>Plastic labo and thin-filled sando bags (lower than 15 microns)</i></p>

REMINDERS DURING THE PRE-BID CONFERENCE:

RA 9184 Section 30.1:

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 document can cause the submitted bid to be automatically rated failed.”

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

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.

- 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.

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

Please note that your Bids and Bid Securities should be valid and firm for a period that shall not exceed one hundred twenty (120) calendar days after the date of the opening of bids.

- 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.

Awarding and Delivery Requirement: **Delivery of goods is required within January- December 2025 after issuance of a Call-Off.**

Important Reminders:

Supplier **shall coordinate with the End-user and Property Management Unit for the final schedule of delivery.**

To schedule the delivery, please click this link or scan the QR code:

<https://sites.google.com/view/pmu-scheduleofdelivery/home>



Sealing and Marking of Bid:

- The bidders shall submit:**
- ✓ One (1) ORIGINAL COPY.
 - ✓ One (1) DUPLICATE COPY.
 - ✓ 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.
- **One (1) bid proposal for each lot participated in**, if applicable

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>).
- 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 for Post qualification. Non-compliance can be grounds for post-disqualification.
- Winning Bidders declared to have the Lowest/Single Calculated and Responsive Bid shall submit its Performance Bond and Signed Contract Agreement within ten (10) calendar days from receipt of Notice of Award. Non-compliance can be grounds for forfeiture of award.
- Bidders shall comply **STRICTLY** with Section VI. Schedule of Requirement

Note:

NO EXTENSION shall be accepted/ entertained except on meritorious grounds. Late delivery without approved extension request shall be liable for liquidated damages in accordance with Section 3.1 Annex D of RA 9184.

Letter of extension shall be received by the BAC Secretariat before the lapse of the original delivery requirement.

Clause 4. Section II. Instruction to Bidders: Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

A complete set of Bidding Document may be acquired by interested Bidders until **November 03, 2024 3:00PM** from the address and website.

DEADLINE/SCHEDULE OF SUBMISSION AND OPENING OF BIDS:



Deadline of submission of bid proposals is on **November 04, 2024, 9:00AM**. Late submission shall not be accepted.

Opening of Bids is on **November 04, 2024, 9:30AM** at BSWM Convention Hall and via videoconferencing

For guidance and information of all concerned.

Digitally
signed by
DENISE A. SOLANO
Sulano Denise
Araullo
BAC Chairperson

ANNEX A



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
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MEMORANDUM CIRCULAR
No. 16
Series of 2024

SUBJECT : PROHIBITION ON THE USE OF UNNECESSARY SINGLE-USE PLASTICS

I. Rationale

Avoiding single-use plastics (SUPs) across all government offices will have a huge impact on the reduction of plastic pollution.

The enactment of Republic Act (R.A.) No. 9003, entitled: *“Ecological Solid Waste Management Act of 2000”* institutionalized the creation of the National Solid Waste Management Commission (NSWMC), an inter-agency body that is mandated to oversee the implementation of the solid waste management plans and prescribe policies to achieve the objectives of the Act.

The Department of Agriculture (DA), as an active member of the Commission, supports the full implementation of the NSWMC Resolution No. 1363, Series of 2020, entitled: *“Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs), Offices and All Other Government Controlled Offices”*.

In view thereof, there is a need to provide specific guidelines for National Government Agencies (NGAs) in banning the use of unnecessary SUPs as a solid waste avoidance and minimization strategy.¹

II. Legal Bases

Section 16, Article II, of the 1987 Constitution provides that the State shall protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature.

Section 2 of R.A. No. 9003 states that it is the policy of the state to adopt a systematic, comprehensive and ecological solid waste management program which shall ensure the protection of the public health and environment.² This program shall set guidelines and

¹ 5th Whereas Clause, NSWMC Resolution No. 1363, Series of 2020, entitled: *“Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs), Offices and All Other Government Controlled Offices”*

² Section 2(a), R.A. No. 9003 or the *“Ecological Solid Waste Management Act of 2000”*

targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures.³

III. Scope and Coverage

This Circular aims to reduce the volume of garbage, especially SUPs generated from the daily operations and other activities at the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies.

All employees, janitorial personnel, security guards and visitors of the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies and all activities within the said Offices are covered by this Circular.

The National Agricultural and Fishery Council (NAFC)-DA Multipurpose Cooperative (NADAMCO) and the DA Multipurpose Cooperative (DAMC) are also covered by this Circular.

IV. Guidelines

1. The following materials are unnecessary SUPs which are banned within the premises of the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies:
 - a. Plastic cups (lower than 0.2 mm in thickness);
 - b. Plastic drinking straws;
 - c. Plastic coffee stirrers;
 - d. Plastic spoons;
 - e. Plastic forks;
 - f. Plastic knives; and
 - g. Plastic labo and thin-filled sando bags (lower than 15 microns).⁴
2. All employees, janitorial personnel, security guards and visitors are highly discouraged from utilizing unnecessary SUPs within the DA premises.
3. All employees, janitorial personnel and security guards are encouraged to bring their own reusable bags, containers, tumblers, cups, drinking straws, coffee stirrers, spoons, forks and knives.
4. The security guards must check and monitor employees who bring food inside the DA premises by recording the name and office of the employees concerned. The employees shall be responsible with the disposal of the SUPs used.

³ Section 2(c), R.A. No. 9003 or the "Ecological Solid Waste Management Act of 2000"

⁴ 4th Whereas Clause, NSWMC Resolution No. 1363, Series of 2020, entitled: "Resolution Directing the Department of Environment and Natural Resources (DENR) to Prepare and Implement the Banning of the Use of Unnecessary Single-Use Plastics by National Government Agencies (NGAs), Local Government Units (LGUs), Offices and All Other Government Controlled Offices"



5. The following acts are prohibited:

- a. Littering, throwing and dumping of unnecessary SUPs;
- b. Open burning of unnecessary SUPs; and
- c. Distribution or use of unnecessary SUPs.

6. In case of meetings, it is the responsibility of the office/division/unit which conducted the meeting to dispose the unnecessary SUPs used for the snacks and meals served.

7. Food intended to be consumed outside the NADAMCO canteen shall be packed in reusable containers provided by the employee.

8. All offices shall observe proper labelling and segregation of SUPs for recycling purposes.

9. The janitors under the supervision of the General Services Division (GSD) shall check and monitor daily the proper disposal of unnecessary SUPs.

V. Supplemental Guidelines

The DA Regional Field Offices, Bureaus and Attached Agencies are hereby authorized to formulate detailed supplementary guidelines to address peculiar situations in their respective areas. These supplementary guidelines shall be consistent with the guidelines set forth herein and shall be subject to the approval of the Secretary prior to implementation.

The Guidelines issued by the DENR on single-use plastics shall form part of this Circular.

VI. Transitory Clause

This Circular shall be fully and strictly implemented three (3) months after its effectivity date.

VII. Exemption

Notwithstanding any other provision of this Circular, all food and beverage establishments within the DA Central Office, Regional Field Offices, Bureaus and Attached Agencies may provide the single-use plastic materials mentioned in Item No. 1 of Part IV hereof to persons with disabilities and/or with special medical needs upon approval of their request to the Office of the Director for Administrative Service.



VIII. Monitoring and Reportorial Requirement

The GSD under the supervision of the Office of the Director for Administrative Service shall monitor the implementation of this Circular.

IX. Separability Clause

If any clause, sentence or provision of this Circular shall be declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

X. Repealing Clause




This Circular may be reviewed, amended or supplemented as the need arises and only through a written instrument duly executed and signed by the Secretary.

All other previous orders, issuances, rules and regulations inconsistent with or contrary to this Circular are hereby repealed and revoked.

XI. Effectivity Clause

This Circular shall take effect fifteen (15) days following completion of its publication in a newspaper of general circulation or the Official Gazette, filing with the UP Law Center, and posting on the DA website and shall remain in force until revoked in writing.

Done this 1st day of MAY 2024.


FRANCISCO P. TIUA LAUREL JR.
Secretary  



DA-CO-AS-MC20240418-09001



Annex B

BSWM Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of Bid Security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We shall furnish the required performance security within ten (10) calendar days in/ Case of receipt of Notice of Award (pursuant to GPPB Circular No. 04-2020 and GPPB Resolution No. 16-2020).
3. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
4. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day
of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



ANNEX B

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
0. [Select one, delete the other:]
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];
0. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
0. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
0. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
0. [Select one, delete the rest:]
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
0. [Name of Bidder] complies with existing labor laws and standards; and
0. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

a. Carefully examining all of the Bidding Documents;
a. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
a. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
a. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

0. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
0. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

