



**CONTRACT: PROVISION OF BSWM VEHICLE RENTAL SERVICES FOR FY 2023-
IB NO.: BSWM 2023-00-007**

This procurement is undertaken through **Early Procurement Activity (EPA)**. Below are the guidelines on the implementation per GPPB Circular 06-2019, to wit:

- a. Award of the Contract is subject to the approval of the General Appropriation Act for CY 2023;
- b. Fixed price rule in procurement shall apply;
- c. Extension of bid validity and security may apply per Article 4 of GPPB Circular 06-2019;
- d. Eligibility requirements shall be valid prior to award of Contract;
- e. Date of earliest delivery shall be determined upon award of Contract.

- **Total ABC of the contract:** **Lot 1- Php 2,086,100.00 (BD- Php 2,000.00)**
 Lot 2- Php 100,000.00 (BD- Php 100.00)
- Bidder must have completed a single contract that is **50% of the ABC per Lot** that is similar to this project completed within two (2) consecutive years from the date of submission and receipt of bids.
- Similar contracts shall be contract on vehicle rentals services.
- Awarding: 1 project having two lots that shall be awarded per lot basis.
- Delivery of services is required on the agreed final scheduled of activities (within January-December 2023).

- 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.

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 BSWM template of Bid Securing Declaration. Other forms of Bid Securing Declaration will NOT BE ACCEPTED and SHALL BE RATED “FAILED”. Template is attached on the bidding document as Annex A.

- 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:
 - One (1) ORIGINAL COPY.
 - One (1) DUPLICATE COPY.
 - One (1) PDF COPY in a USB or CD – 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.*
- A complete set of **Bidding Document** may be acquired by interested Bidders until **November 29, 2022, 3:00PM** from the address and website.

DEADLINE/SCHEDULE OF SUBMISSION AND OPENING OF BIDS:

Deadline of submission of bid proposals is on December 1, 2022, 9:00AM.

Opening of Bids is on December 1, 2022, 9:30AM at BSWM Convention Hall and via videoconferencing (Zoom).

For guidance and information of all concerned.

(Sgd) ENGR. EDUARDO V. ALBERTO
BAC Chairperson