

MINUTES OF THE PRE-BID CONFERENCE

30th SEA Games Transportation Services Provider for Van

September 10, 2019, 10:20 AM

BAC Bidding Room

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders / Visitors

	Name	Company/Address
1.	Rose Malano	JJA Travel & Tours - G-1ero Plaza, Makati City
2.	Jean Gabrielle Defensor	ATR Travel and Rent a Car Corporation - 2/F Rm II-D B 25 Lt 61 Marcos Alvarez Avenue, Talon V, Las Piñas City
3.	Charles Alvin Araneta	GNC Travel & Tours - 0392 Quirino Ave., Dongalo, Parañaque
4.	Geraldine dela Vega	Transwealth Fleet Mgt Corp. - 10F DMG Benter, S4 Domingo M. Guevarra, Mandaluyong City
5.	Alexander L. Perez	AL Perez Transport Services - 3 Chape; Rd Brgy. 195 Sun Valley NAIA, Pasay City
6.	Marian Uy	Enterprise Car Lease Phils., Inc. - 23/7 Aurora Blvd., Tramo Pasay City
7.	Farah Jimenez	Southwest - 9641 Lt 26 Blk 29 31F Unit 3C Kamagong, Makati City
8.	Dale Lim	DLCL Transport - 1326 E. Rodriguez Ave., Brgy. Mariana, New Manila, Quezon City
9.	Rich Songco	AR Travel & Tours, Inc. - G/F U-2 Antonio Center Bldg., Prime St., Madrigal Business Park, Ayala Alabang Muntinlupa
10.	Christian Arong	AVIS - Mandaluyong
11.	Richard Solis	Tiger Tours - Quezon City
12.	Michool Cayson	SAVADO TTC - Pasig City
13.	Mike Herrera	Chamonix Travel Services - L18-19 Doña Soledad Avenue, Parañaque City
14.	Jomar Arciaga	MSIC Transportation /Europ Car Philippines - 404-Rodriguez Ave., Manggahan, Pasig City
15.	Liezl Joya	A Whole New World Travel - 39 16 PVS Habay Bacoor, Cavite

B. BAC Members and Staff

	Names	Position
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
3.	Epifanio G. Cordero, Jr.	BAC Member
4.	Manuel G. Bitog	BAC Member
5.	Atty. Michelle C. Labajanan	BAC Secretary
6.	Jun Michael T. Unzo	Assistant BAC Secretary
7.	Oscar Papelera, Jr.	BAC Support Staff
8.	Jeanette B. Dinglasan	BAC Support Staff

9.	Ariel Flores	BAC Support Staff
10.	Ma. Luisa Carmela D. Berguia	BAC Support Staff
11.	Justine Anne Buhat	BAC Support Staff

C. TWG

	Names	Position
1.	Erwin Guillermo	TWG Member
2.	Reina Preciosa Evangelista	TWG Member
3.	Norberto Dinglasan	TWG Member
4.	Engr. Eduardo Clariza	TWG Member-PHISGOC
5.	Paul Ycasas	TWG Member-PHISGOC

D. Others

	Names	Position
1.	Ethel M. Goh	Procurement Head
2.	John Lagoc	PHISGOC
3.	Arnold Guanco	PHISGOC

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **30th SEA Games Transportation Services Provider for Van**, with an Approved Budget for Contract of **Fifty-Three Million Three Hundred Fifty-Three Thousand Pesos (Php 53, 353, 000.00)**, which is taken from the General Appropriations Act (GAA). The Invitation to Apply for Eligibility and to Bid was posted in the PSC Website, The Manila Times and PhilGEPS on September 02, 2019.

The BAC Chairman acknowledged the presence of the BAC members, the BAC Secretariat, Technical Working Group (TWG) members and other attendees. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above were mentioned).*

The Philippine Chambers of Commerce, Inc. (PCCI), Commission on Audit (COA) Representative and Philippine Institute for Supply Management (PISM) were invited, however, the said offices failed to send representatives to attend the Pre-Bid Conference.

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Chairman started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

B. The Eligibility & Technical Requirements (first envelope), Financial Component (second envelope) of the bid, and Instructions to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:

B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):

1. The Application Form for Eligibility and Checklist for Goods must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization whether sole proprietorship, partnership or corporation.
2. Platinum PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided that, in case the validity period of the company registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit, or equivalent document in case of Exclusive Economic Zones areas had already lapsed / expired before the expiration of the PhilGEPS Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents which must be valid as of the date of opening of bids.
3. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
4. The Corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. **The General Information Sheet for 2019** shall also be submitted in case bidder is a corporation. In case the following document is not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.
5. Duly signed and notarized Valid Joint Venture Agreement, in case of Joint Venture. In case bidder does not have Joint Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY**;
6. Duly signed and notarized statement of completed similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
7. Duly signed and notarized statement of ongoing similar government and private contracts awarded, supported by the Notice of Award and Notice to Proceed, if any:
 - a. Name of clients with contact numbers and addresses;
 - b. Date of award of contract;
 - c. Total contract cost;
8. **Duly Signed and notarized statement** of completed single largest contract that is similar to the contract to be bid, and whose value must be **at least fifty percent (50%) of the ABC**;
9. End user's Certificate of Commendation of Satisfactory Performance (for Bidders who have contract with PSC) or Certificate of Commendation of Satisfactory Performance from other Client.
10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited Financial Statement (AFS) for 2018, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. **Only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted;**

The Bids and Awards Committee will issue a Supplemental Bid Bulletin adding the 1st Quarter of 2019 Income Tax Return (ITR) to the requirements.

11. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC OR Committed line of credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal / Commercial bank, it shall be authenticated by a local Universal / Commercial Bank. The Bank issued Committed Credit Line must specifically be for Procurement Project and must state the name of the Philippine Sports Commission (PSC);

B.2. As to Technical Documentary Requirements:

12. Bid Security
 - Required Bid Security Form
 - **Duly Signed and Notarized Bid Securing Declaration** or any/either of the following:
 - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
 - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)

- c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and bid security amount;

13. Technical Specifications;

VAN

TECHNICAL SPECIFICATIONS

ANNEX "A"

a. SERVICES

- 1. The successful bidder shall be responsible for providing all vehicles and drivers for the execution of services.
- 2. The successful bidder shall provide transportation services to the following routes as follows:

Games Time

- a. All SEAGames venue
- b. Greater Metro Manila
- c. Manila – Sta. Rosa
- d. Manila – Imus
- e. Inter - NCC
- f. NCC - Clark
- g. NCC - Angeles
- h. NCC - San Fernando
- i. Inter Clark
- j. Clark - San Miguel, Tarlac
- k. Clark - San Fernando
- l. Clark - Lubao, Pampanga
- m. Clark - Angeles
- n. Inter Subic
- o. Inter San Fernando
- p. Inter Tagaytay
- q. Tagaytay - Sta. Rosa
- r. Nasugbo - Calatagan
- s. Inter Los Banos
- t. Sta. Rosa - Los Banos

- u. Sta. Rosa - Binan
- v. Inter Calatagan
- w. Inter San Juan, La Union
- x. All Southern Luzon Venues
- y. Other necessary routes as needed, which shall be provided by PHISGOC to the service provider two (2) days in advance

Arrival

- a. Manila
- b. Clark
- c. Clark - Subic
- d. Clark - La Union
- e. NAIA - Los Banos
- f. NAIA - Alabang
- g. NAIA - Sta. Rosa
- h. NAIA - Tagaytay
- i. NAIA - Nasugbu
- j. NAIA - Clark

Departure

- k. Manila
 - l. Clark
 - m. Subic - Clark
 - n. La Union - Clark
 - o. Los Banos - NAIA
 - p. Alabang - NAIA
 - q. Sta. Rosa - NAIA
 - r. Tagaytay - NAIA
 - s. Nasugbu - NAIA
 - t. Clark - NAIA
- Transportation services during games time shall be in duration of ten (10) hours daily. In case of overtime usage, PHISGOC pay the overtime rate declared by the successful bidder.

- Transportation services provided for any requested route include up to 1 (one) hour of waiting time, regardless if at departure, transit or final point.
 - The successful bidder shall have:
 - o Trip coordination capacity (ability to process transportation requests sent 1 day in advance;
 - o A dispatcher who is able to speak and write Basic English
 - o A permanent mobile contact number with their drivers;
 - d. Sufficient number of drivers and vehicles as required with valid professional driver's license issued by the LTO with proper restriction codes.
 - e. Other mandatory permits necessary for passenger transport;
- The successful bidder shall provide and maintain all necessary comprehensive insurance, including insurance and medical coverage for his drivers, vehicles and passenger's liabilities insurance.
 - The successful bidder shall submit list of assigned drivers and reserved drivers with corresponding bio data.
 - The successful bidder shall arrange and cover all costs for the diesel/ gasoline, parking fees and toll fees for each trip.
 - The successful bidder shall arrange and cover all costs for drivers' accommodation, meals and overtime pay during the service period.
 - The company shall agree to PHISGOC branding of all vehicles such as decals, markings, banners, pennants and tags and other symbols or signs of the 30th SEA GAMES at the expense of the contractee while removal shall be at the expense of the contractor.
 - Company will provide at least two (2) of their dispatchers and a Manager on Duty to be made available at all times in two (2) shifts in each of the clustered venues. The Dispatchers shall assist the transportation services group in calling their own vehicles from the motor pool/parking lots in the day to day deployment of vehicles.
 - Company must provide vehicle check-up records for all units to be used during the event conduct for safety purposes.
 - The successful bidder is required to have a standby mechanic and a service vehicle/tow truck in the motor pool areas (in all clusters) in two shifts to maintain all their vehicles.
 - The successful bidder maybe required by the Transport Group to augment the transport service in any particular cluster at any given time without prior notice. Hence, the contractor or provider should be flexible in the routing as required by the Games Services Transport Group where vehicle reinforcement is needed during games time.
 - The successful bidder must provide their own security staff in the motor pool area to safeguard their assets twenty-four / seven (24/7)
15. The successful bidder shall provide their drivers with PHISGOC approved uniform design at their own cost.
16. The successful bidder will provide units during the "simulation and dry runs" in all clusters upon notice of the GS Transport Group.

17. The company shall provide a service vehicle for their drivers to collect and return them at the motor pool/parking area and overnight stop overs to ferry them back to their vehicles from their billeting.
18. The company shall always provide a mobile communication equipment (radio or mobile phones) for all its drivers and dispatchers
19. All vehicles will be at the designated origin / motor pool on a day to day basis two (2) hours before the start of the scheduled trip per day.
20. The successful bidder shall provide the vehicles as required for the contract period.
21. Should a vehicle break down or develop mechanical fault in transit, the service provider must provide a replacement within/less than 1 (one) hour. In case of failure to provide the service as agreed upon, PHISGOC will find an alternative service provider and all the extra costs incurred will be charged against the contractor/service provider.
22. The successful bidder is fully responsible for any Subcontractor he/she may employ.
23. There is no contractual relationship between PHISGOC and any Subcontractor used by the successful bidder. The successful bidder shall be the sole responsible agent for any element of the Contract, regardless of any arrangements he/she may have with any Subcontractor.

b. DRIVERS

52. The successful bidder shall be responsible for providing drivers in the execution of services, strictly complying with:
 - i. Driver's dress code, proper grooming and hygiene;
 - ii. Hold a valid Professional driver's license issued by LTO;
 - iii. Have minimum 7 years of experience as a driver;
 - Have good knowledge of Metro Manila, Southern and Northern Luzon cities road network; the use of Waze and Google Maps
 - Drivers are subject to individual background check by the security group of PHISGOC;
 - Must be able to speak, read and write in English;
 - Have no criminal record;
 - Must have a clean bill of health; and
 - Shall not be in possession of any firearms at all times;
2. Drivers assigned on a specific vehicle cannot interchange with any other drivers or vehicles except for emergency cases and with the Approval from the Transportation Manager.
3. Substitute drivers should be only from the list of reserved drivers.
4. All drivers must undergo venue-specific route and actual driving training sessions which will be provided by PHISGOC.

5. The successful bidder shall bear responsibility for any physical harm caused to his drivers or others in the execution of this Contract.

c. VEHICLES

1. The vehicles used for PHISGOC transportation services will be classified by the categories, as follows:
 - A. T1 – Dedicated Cars for VIP clients
 - B. T2 – Shared Vehicles
 - C. T3 – Bookable transportation service
 - D. T4 – Transportation System (Point to Point and/or Hop On, Hop Off System)
2. The vehicles used for PHISGOC transportation services shall be:
 - a. Maximum of 3 (three) years old for Vans;
 - b. Equipped with good air conditioning systems extending to the backseat passengers;
 - c. Equipped with anti-lock braking system (ABS);
 - d. Clean, comfortable, presentable and in very good running condition;
 - e. Maintained in accordance with the Manufacturer's Service Center.
3. Vehicle Seating Capacity:

(excludes driver seat)

 - a. VAN – maximum of maximum of ten (10) passengers
4. The successful bidder shall keep the vehicles in good technical condition and arrange for their regular maintenance. All maintenance and operational costs will be covered by the service provider. PHISGOC will not be responsible for any cost incurred during and/ or after the shuttle service.
5. The vehicles used for PHISGOC transportation services should be maintained in accordance with the approved LTRFB Technical Safety Certificate for Vehicles.

ANNEX "B"

NUMBER OF UNITS VAN

VANS units

All SEA Games Route 506 units
Greater Metro Manila 2,095 units
Manila - Sta. Rosa 22 units
Manila – Imus 16 units
Inter NCC 50 units
NCC - Clark 96 units
NCC - Angeles, 22 units
NCC - San Fernando 20 units
Inter Clark 2,440 units
Clark - San Miguel, Tarlac 16 units
Clark - San Fernando 14 units

Clark - Lubao, Pampanga 20 units
Clark - Angeles 10 units
Inter Subic 1,016 units
Inter San Fernando 10 units
Inter Tagaytay 44 units
Tagaytay - Sta Rosa 57 units
Nasugbu - Calatagan 40 units
Inter Los Banos 58 VANS units
Sta. Rosa - Los Banos 20 units
Sta. Rosa - Binan 36 units
Inter Calatagan 63 units
Inter San Juan, La Union 352 units
All Southern Luzon Venues 208
ARRIVAL & DEPARTURE VANS

ARRIVAL ROUTES units

Manila 1 90 units
Manila 2 45 units
Manila 3 42 units
Manila 4 18 units
Manila 5 42 units
Manila 6 42 units

Clark 1 14 units
Clark 2 28 units
Clark 3 14 units
Clark 4 12 units
Clark 5 12 units
Clark 6 12

ARRIVAL & DEPARTURE

VANS ARRIVAL ROUTES units

Subic 1 56 units
Subic 2 42 units
Subic 3 33 units
Subic 4 30 units
Subic 5 18 units

Clark - La Union 39 units
NAIA - Los Banos 39 units
NAIA - Alabang 24 units
NAIA - Sta. Rosa 21 units
NAIA - Tagaytay 18 units
NAIA - Tagaytay 2 18 units
NAIA - Nasugbu 18 units
NAIA -CRK 56

DEPARTURE ROUTES units

Manila 1 66 units
Manila 2 33 units
Manila 3 33 units
Manila 4 18

ARRIVAL & DEPARTURE VANS DEPARTURE ROUTES units

Manila 5 36 units
Manila 6 36 units
Clark 1 11 units
Clark 2 22 units
Clark 3 11 units
Clark 4 10 units
Clark 5 10 units
Clark 6 10 units
Subic 1 44 units

Subic 2 33 units
 Subic 3 15 units
 Subic 4 25 units
 Subic 5 15 units

La Union - Clark 33 units
 Los Banos - NAIA 33 units
 Alabang - NAIA 30 units
 Sta. Rosa - NAIA 30 units
 Tagaytay - NAIA 15

ARRIVAL & DEPARTURE VANS DEPARTURE ROUTES units
 Tagaytay 2 - NAIA 15 units
 Nasugbu - NAIA 15 units

CRK - NAIA 24

ANNEX "C"

DAILY VEHICLE REQUIREMENTS per ROUTE																					
ARRIVAL & DEPARTURE VANS		DATE														TOTAL					
ROUTES	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec	4-Dec	5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	10-Dec	11-Dec	12-Dec	TOTAL
ARRIVAL ROUTES																					
Manila 1	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6						90
Manila 2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3						45
Manila 3		3	3	3	3	3	3	3	3	3	3	3	3	3	3						42
Manila 4								3	3	3	3		3	3							18
Manila 5		6						6	6	6	6		6	6							42
Manila 6								6	6	6	6	6	6	6							42
Clark 1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				14
Clark 2		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2				28
Clark 3		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				14
Clark 4								2	2	2	2		2	2							12
Clark 5								2	2	2	2		2	2							12
Clark 6								2	2	2	2		2	2							12
Subic 1		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4				56
Subic 2		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				42
Subic 3		3					3	3	3	3	3	3	3	3	3	3	3				33
Subic 4								5	5	5	5		5	5							30
Subic 5								3	3	3	3		3	3							18
Clark - La Union			3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				39
NAIA - Los Banos			3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				39
NAIA - Alabang						3	3	3	3	3	3	3	3	3							24
NAIA - Sta. Rosa							3	3	3	3	3	3	3	3							21
NAIA - Tagaytay								3	3	3	3		3	3							18
NAIA - Tagaytay 2								3	3	3	3		3	3							18
NAIA - Nasugbu								3	3	3	3		3	3							18
NAIA - CRK		2	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4				56
DAILY TOTAL	11	34	33	33	33	39	80	80	80	80	48	80	80	36	36	0	0	0	0	0	783
DEPARTURE ROUTES																					
Manila 1										6	6	6	6	6	6	6	6	6	6	6	66
Manila 2										3	3	3	3	3	3	3	3	3	3	3	33
Manila 3										3	3	3	3	3	3	3	3	3	3	3	33
Manila 4															3	3	3	3	3	3	18
Manila 5															6	6	6	6	6	6	36
Manila 6																					0
Clark 1										1	1	1	1	1	1	1	1	1	1	1	11
Clark 2										2	2	2	2	2	2	2	2	2	2	2	22
Clark 3										1	1	1	1	1	1	1	1	1	1	1	11
Clark 4															2	2	2	2	2	2	10
Clark 5															2	2	2	2	2	2	10
Clark 6															2	2	2	2	2	2	10
Subic 1										4	4	4	4	4	4	4	4	4	4	4	44
Subic 2										3	3	3	3	3	3	3	3	3	3	3	33
Subic 3															3	3	3	3	3	3	15
Subic 4															5	5	5	5	5	5	25
Subic 5															3	3	3	3	3	3	15
La Union - Clark										3	3	3	3	3	3	3	3	3	3	3	33
Los Banos - NAIA										3	3	3	3	3	3	3	3	3	3	3	33
Alabang - NAIA										3	3	3	3	3	3	3	3	3	3	3	30
Sta. Rosa - NAIA										3	3	3	3	3	3	3	3	3	3	3	30
Tagaytay - NAIA															3	3	3	3	3	3	15
Tagaytay 2 - NAIA															3	3	3	3	3	3	15
Nasugbu - NAIA															3	3	3	3	3	3	15
CRK - NAIA															4	4	4	4	4	4	24
DAILY TOTAL	0	0	0	0	0	0	0	0	0	35	35	35	35	35	80	80	80	80	80	48	623
GRAND TOTAL	11	34	33	33	33	39	80	80	80	115	83	115	115	71	116	80	80	80	80	48	2,812

The Bid and Awards Committee will issue a Supplemental Bid Bulletin on the maximum seating capacity of vans for upon the discussion of the seating capacity, a prospective bidder raised that per

Passenger Accident Management & Insurance (PAMI), the maximum seating capacity of van is merely for 10 persons/passengers. Hence, the seating capacity of vans must be adhered to the requirement of Passenger Accident Management & Insurance (PAMI).

The Bids and Awards Committee will likewise issue a Supplemental Bid Bulletin regarding the: appropriate restriction code of bus driver's license; and on sub-contractors, any vehicle, equipment or driver provided through, a sub-contractor must comply with the same technical specifications and qualifications required by the project.

14. Tax Payers Identification Number/Certificate of Registration;
15. Tax Clearance Certificate per Executive Order 398, series of 2005, **as finally reviewed and approved by the BIR issued for Bidding Purposes** valid as of the date of Opening of Bids;
16. Organizational Chart and Company Profile;
17. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation-include copy of driver's license;
18. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with *proof of ownership or contract of lease*;
19. Omnibus Sworn Statement stating the following: (*refer to format in BDS, must be notarized*).
 - a. That the bidder is not "blacklisted" or barred from bidding by the National Government or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;
 - b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;
 - c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;
 - d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and /or to represent the prospective bidder during the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture;
 - e. That it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of R.A. 3019 (*that the bidder is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultants by consanguinity or affinity up to the third civil degree*);
 - f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's;
 - g. That it complies with existing labor laws and standards;
 - h. That the bidder has no contract terminated by reason of default;
 - i. That it 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, or personnel or representative, of the government in relation to any procurement project or activity.
20. Other documents:
 - a.) Pre-Bid Minutes and Supplemental Bid Bulletin- *that may be issued prior to the Opening of Bids, if any*
 - b.) Proof/Certification from Department of Tourism (DOT) as accredited transport operator or Proof/Certification from Department of Transportation (DOTr)
 - c.) Copy if Comprehensive Insurance/Car/Unit
 - d.) Latest or Updated LTFRB road worthiness and safety certificate
 - e.) Certificate from SBMA/CDC (*If operation is within Subic or Clark*)
 - If the Bid qualifies and all documents are submitted by the bidders, it shall be marked as eligible and hence shall be eligible for the opening of the financial envelope.

B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)

1. The financial envelope shall contain the following information/documents and shall be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
 - a. **Duly signed and notarized** bid prices in the Bill of Quantities;
 - b. **Duly signed and notarized** Proposal/Bid Form;
 - c. **Duly signed and notarized** Recurring Maintenance Costs, if applicable (**signed and notarized statement if not applicable**)

2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

B.4. Instruction to Bidders/Open Forum and Miscellaneous

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. If a certified true copies of the documents are submitted, all original copies should be presented during the Opening of the Bids for verification and comparison.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be **BROWN** in color and shall be labeled properly, as shown in the sample.
 - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope.
 - Prospective bidders are free to improvise but are reminded to strictly comply with the color.
 - Envelopes should be properly signed, sealed and labeled.
 - Bidders shall put the word "COMPLY" or "NOT COMPLY" against each of the individual parameters of each specification stating the corresponding performance parameter of the offer, and to manifest that the technical specification has been complied with.
 - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on September 23, 2019 at 10:00 AM. The venue whether in the PSC Conference Room or BAC Bidding Room within RMSC shall be arranged. Late submission of bid documents will not be accepted. The bidders must come on or before 10:00 AM to the venue where the opening of bids will take place.
- E. A photocopy of signatory's Government Issued Identification Card should be attached to each notarized document, as a mandatory requirement for notarization.
- F. A supplemental bid bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- G. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

These are the queries asked by the bidders:

1. A prospective bidder asked if the 1-hour waiting time is a part of the 10-hours service. The BAC Chairman replied that the check-in time is included in the 10-hours service. The BAC will issue a Supplemental Bid Bulletin clarifying the waiting time and the check-in time;
2. A prospective bidder asked if there is a separate budget for overtime. The BAC Chairman replied that it has separate budget and is to be billed to the Philippine Sports Commission (PSC);
3. A prospective bidder asked if there are designated parking areas. The BAC Chairman said that there will be designated parking areas;
4. A prospective bidder asked if there is a separate billing for the simulation. The BAC Chairman replied that it should be a separate billing.
5. A prospective bidder asked how many units will be needed in the simulation. The BAC Chairman responded that it will be determined by PHISGOC depending on the number of events;
6. A prospective bidder asked about the routes of the vans. The BAC Chairman replied that the routes are indicated in the technical specifications;
7. A prospective bidder asked on applying for the special permit in LTFRB. The BAC Chairman replied that the Philippine Sports Commission and PHISGOC will assist in applying of the same;
8. A prospective bidder asked on the seating arrangement of the buses, whether it should be 2x2 seats. The BAC Chairman replied that if it complies to the requirement, it does not matter;
9. A prospective bidder asked if any type of van may be used. The BAC Chairman said that as long the vehicle complies to technical requirements, the same may be used.
10. A prospective bidder asked if there is no specific color. The BAC Chairman replied that there is none.
11. A prospective bidder asked if there is any alternative for coaster. The BAC Chairman responded that there is none;
12. A prospective bidder asked if there are certain types of sedan to be used. The BAC Chairman replied that any unit may be used as long as it complies to the requirements.

There having no other questions raised, the Pre-Bid Conference adjourned at 10:40 AM.

Prepared by:

Reviewed by:

Noted by:

MA. LUISA CARMELA D. BERGUIA
BAC Support Staff

ATTY. MICHELLE C. LABAJANAN
BAC Secretary

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman