



BIDS AND AWARDS COMMITTEE

Bidding for the supply and delivery of the Motor Vehicle

SUPPLEMENTAL BID BULLETIN NO. 02

26 OCTOBER 2023

This Supplemental Bid Bulletin No. 02 is issued to address the issues and concerns in the Bidding Documents. It shall form an integral part of the Bid Documents:

Section I. Invitation to Bid

11. Name of Officer and End-User

PROCURING ENTITY'S REPRESENTATIVE	NAME	
	FROM	TO
NAME OF OFFICER	NURHAYNA A. SAAVEDRA	MARINELLE L. BUCOY
NAME OF END-USER	ROSALITO J. SULTAN	MANOLO E. GALLEBO

Section V. Special Conditions of Contract

1. Delivery and Documents- Procuring Entity's Representative at the Project Site:

NAME OF END-USER	
FROM	TO
ROSALITO J. SULTAN	MANOLO E. GALLEBO

Guidelines.

III. Bid Submission

Amended Bid Submission (please see attached)

IV. Eligibility Check and Bid Opening at the OWWA 9 Office

Amended Eligibility Check and Bid Opening at the OWWA 9 Office (please see attached)

For guidance and information of all concerned.


ARACELI C. SAAVEDRA
 BAC Chairperson



INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF MOTOR VEHICLE

1. The **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA) RWO IX**, through the **General Appropriations Act CY 2023** intends to apply the sum of **One Million Eight Hundred Seventy Thousand Pesos (Php 1,870,000.00)** being the ABC to payments under the contract for **Bidding for the Supply and Delivery of Motor Vehicle, PB-10-2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **OWWA IX** now invites bids for the above Procurement Project. Delivery of the Goods is required within Ninety (90) calendar days from the receipt of the Notice to Proceed (NTP). Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Ms. Marinelle L. Bucoy and/or Mr. Manolo E. Gallebo**. The Bidding Documents can be viewed at the OWWA website at www.owwa.gov.ph click the “Bids and Awards” icon.
5. A complete set of Bidding Documents may be acquired by interested Bidders on or before **October 27, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (Php 2,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or by facsimile, or through electronic means. (See attached Guidelines on the Payment of Fees).
6. The **OWWA IX** will hold a Pre-Bid Conference on **24 October 2023, 1:00 p.m.** at the **OWWA 9 Office, 3rd floor, Goodwill Building, Mayor Jaldon Street, Canelar, Zamboanga City and via Zoom**, which shall be open to prospective bidders. (See attached Guidelines on the Conduct of Pre-Bid Conference).
7. Bids must be duly received by the BAC Secretariat through manual submission at the **OWWA 9 Office, 3rd floor, Goodwill Building, Mayor Jaldon Street, Canelar, Zamboanga City**, on or before **06 November 2023, 10:00 am**. Late bids shall not be accepted. (See attached Guidelines on Bid Submission).
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

9. Bid opening shall be on **06 November 2023, 1:00 p.m. at the OWWA 9 Office, 3rd floor, Goodwill Building, Mayor Jaldon Street, Canelar, Zamboanga City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **OWWA IX** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Name of officer : **MARINELLE L. BUCOY**
Name of office : **Overseas Workers Welfare Administration, RWO IX**
Address : **3rd Floor, Goodwill Building, Mayor Jaldon, Canelar, Zamboanga City**
Telephone number : **(062) 955-2553**
Email address : **region9@owwa.gov.ph**
Website address : **www.owwa.gov.ph**

Name of End-user : **MANOLO E. GALLEBO**
Name of office : **Overseas Workers Welfare Administration, RWO IX**
Contact number : **(062) 955-2553**
Email address : **region9@owwa.gov.ph**

12. You may visit the following websites:

For downloading of Bidding Documents: www.bidding.owwa.gov.ph

For online bid submission: *Please check attached Guidelines on the bid submission*


ARACELI C. SAAVEDRA
BAC Chairperson

Special Conditions of Contract

GCC Clause													
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered in OWWA. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are in OWWA. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <table style="margin-left: 40px;"> <tr> <td style="padding-right: 10px;">Name of End-user</td> <td style="padding-right: 10px;">:</td> <td>MANOLO E. GALLEBO</td> </tr> <tr> <td>Name of office</td> <td>:</td> <td>Overseas Workers Welfare Administration, RWO IX</td> </tr> <tr> <td>Contact number</td> <td>:</td> <td>991-2785 (PLDT)/ (062) 313-4532 (Globe)</td> </tr> <tr> <td>Email address</td> <td>:</td> <td>region9@owwa.gov.ph</td> </tr> </table> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and 	Name of End-user	:	MANOLO E. GALLEBO	Name of office	:	Overseas Workers Welfare Administration, RWO IX	Contact number	:	991-2785 (PLDT)/ (062) 313-4532 (Globe)	Email address	:	region9@owwa.gov.ph
Name of End-user	:	MANOLO E. GALLEBO											
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Email address	:	region9@owwa.gov.ph											
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> 												

Bidding for the Supply and Delivery of Motor Vehicle

GUIDELINES

I. Payment of non-refundable bidding documents fee

Manual Payment

1. Bidder/Representative shall request for Order of Payment for the payment of bidding document at the OWWA RWO IX, 3rd floor, Goodwill Building, Mayor Jaldon Street, Canelar, Zamboanga City.
2. Bidder/Representative shall pay the corresponding amount either cash or check to the Disbursing Unit – OWWA IX. Payment of non-refundable fee should not be later than the submission of bids.
3. Bidder/Representative shall proceed to the OWWA IX Conference and present proof of payment for the issuance of bidding documents.

II. Pre-Bid Conference

1. Prospective bidders shall submit a letter request signifying their intention to participate in the Pre-bid Conference either by mail or through email at **region9@owwa.gov.ph** before the scheduled activity.
2. The BAC Secretariat shall assign a number to each representative for proper sequence/ arrangement during the open forum.
3. Each representative shall be given a period of thirty (30) minutes to raise questions and/or clarifications during the (**videoconferencing, webcasting or similar technology**). If there are still questions or in need of clarifications after the time limit, the representative may submit a letter addressed to the BAC Chairperson. The BAC shall issue a Supplemental Bid Bulletin to address the issues and concerns.

III. Bid Submission

I. Bid Submission

1. Sealing and Marking of Bids

- 1.1 Bidders shall enclose their original eligibility and technical documents described in one sealed enveloped marked **“ORIGINAL-TECHNICAL COMPONENT”**, and the original of their financial component in another sealed envelope marked **“ORIGINAL-FINANCIAL COMPONENT”**, sealing them all in an outer envelope marked **“ORIGINAL BID”**.
- 1.2 Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as **“COPY NO.__ - TECHNICAL COMPONENT”** and **“COPY NO.__ - FINANCIAL COMPONENT”** and the outer envelope as **“COPY NO.__”**, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

- 1.3 The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 1.4 All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC;
 - (d) bear the specific identification of this bidding process; and
 - (e) bear a warning "**DO NOT OPEN BEFORE...**" the date and time for the opening of bids.
- 1.5 Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
2. Bids submitted after the deadline shall not be accepted.

IV. Eligibility Check and Bid Opening at the OWWA 9 Office

1. The BAC shall open the submitted bids after the scheduled deadline at the **OWWA 9 Office, 3rd Floor, Goodwill Building, Mayor Jaldon Street, Canelar, Zamboanga City.**
2. Only those who paid the corresponding fee and submitted their bid before the deadline shall be allowed to participate during the Bid opening.
3. Only one (1) authorized representative of the company shall be allowed to participate during the Bid opening.

V. Alternate Documentary Requirements during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder (per GPPB Resolution No. 09-2020):

1. Unnotarized Bid Securing Declaration;
2. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
3. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment; and
4. Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:

- a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";
- b. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and
- c. The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

The BAC shall determine or validate the existence of the State of Calamity, or implementation of community quarantine or similar restrictions and may require the submission of documentary proof for this purpose.

VI. Submission of Original Bid Documents

The BAC shall notify the Lowest/Single Calculated Bidder and request for the submission of original bid documents for post qualification and evaluation.

VII. Tie-Breaking Method in Case of Two or More Bidders are Determined and Declared as the Lowest Calculated Responsive Bidder (LCRB), using the Dicing method with the following mechanics:

1. Based on the time sequence of bid submission of eligible Bidders, the BAC Chair or representative shall roll the dice in a designated container, in favour of the first Bidder or Bidder A, Bidder B and so on.
2. For each Bidder, the BAC Chair or representative shall roll the dice three (3) times and the total points shall be the sum of the dots to make the final score.
3. The determination of the winner shall be based on the highest points earned in the final score.
4. In case of another tie, the BAC Chair or representative shall repeat the method of tie breaking until a winner is declared.

For guidance and information of all concerned.


ARACELI C. SAAVEDRA
BAC Chairperson