



BIDS AND AWARDS COMMITTEE

*Bidding for the Supply and Delivery of One
(1) Unit Brand New 2023/2024 Model Passenger
Van*

SUPPLEMENTAL BID BULLETIN NO. 02

11 DECEMBER 2023

This Supplemental Bid Bulletin No. 02 is issued to inform the specific time of the procurement activities. It shall form an integral part of the Bid Documents:

Amendment # 1.

Reference : Section I. 2- Schedule of Delivery

Original Provision:

2. The OWWA now invites bids for the above Procurement Project. Delivery of the Goods is required **on or before February 2023**. 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).

Amendment:

2. The OWWA now invites bids for the above Procurement Project. Delivery of the Goods is required **within ninety (90) Calendar days from the receipt of 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).

Amendment #2

Reference : Section I. 7- Schedule of Bid Submission

Original Provision:

7. Bids must be duly received by the BAC Secretariat through **online or electronic submission** on or before **15 December 2023, 10:00 a.m** . Late bids shall not be accepted. (See attached Guidelines on Bid Submission).

Amendment:

7. Bids must be duly received by the BAC Secretariat through **manual submission** on or before **19 December 2023, 10:00 a.m**. Late bids shall not be accepted. (See attached Guidelines on Bid Submission).

Amendment #3

Reference : Section I. 9- Schedule of Bid Submission

Original Provision:

9. Bid opening shall be on **15 December 2023, 1:30 p.m.. via ZOOM**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Amendment:

9. Bid opening shall be on **19 December 2023, 1:30 p.m. Via Zoom/ Hybrid located at OWWA Office, 3rd Floor Robinsons Place, Iloilo City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Amendment #4

Reference : Section I. 11- Name of End User

Original Provision:

No End-user that was provided.

Amendment:

Name of End-User : *Sancho G. Cañoso*
Name of office : *Overseas Workers Welfare Administration*
Address : *3rd Floor Robinsons Place Iloilo, Corner Quezon-De Leon Sts, Iloilo City*
Telephone number : *(033) 503 7090*
Email address : ***region6@owwa.gov.ph***
Website address: : *www.owwa.gov.ph*

Amendment #5

Reference : Section II.1- Scope of Bid

Original Provision:

The Procuring Entity, OWWA wishes to receive Bids for the Bidding for Supply and Delivery of **Motor Vehicle** (One (1) Unit Brand New 2023/2024 Model Passenger Van) with identification number PB-02-2023

Amendment:

The Procuring Entity, OWWA wishes to receive Bids for the Bidding for Supply and Delivery of **One (1) Unit Brand New 2023/2024 Model Passenger Van** with identification number PB-02-2023

Amendment #6

Reference : Section VII.1- Delivery Period

Original Provision:

Within Ninety (**30**) calendar days from the receipt of the Notice to Proceed (NTP)

Amendment:

Within Ninety (**90**) calendar days from the receipt of the Notice to Proceed (NTP)

Amendment #7

Reference : Section VII- Guidelines- Bid Submission

Original Provision:

The BAC shall adhere and adopt the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 dated 7 May 2020, approving measures for the efficient conduct of procurement activities during the State of Calamity or Implementation of Community Quarantine or Similar Restrictions to prevent transmission of the novel coronavirus disease (COVID-19) and ensure the efficient conduct of all procurement activities.

- 1. Bidders shall submit their bids proposal via email at region6@owwa.gov.ph before the closing date and time, and shall comply with the following requirements:**
 - o Use a two-factor security procedure consisting of an archive format compression (winrar or winzip) and password protection to ensure the security, integrity and confidentiality of the bids submitted; and**
 - o allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology;**
- 2. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) password-protected Bidding Documents in compressed archive folders, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements as specified in the bidding documents, and the second shall contain the financial component of the bid. Likewise, the authorized representative shall submit an affidavit attesting that the submitted electronic documents, electronic messages, and electronic signatures are authentic.**

Format of bid submission:

- TECHNICAL COMPONENT FOLDER - PASSWORD PROTECTED**
- FINANCIAL COMPONENT FOLDER – PASSWORD PROTECTED**

Note:

- The Technical Component Folder and Financial Component Folder shall contain all the required documents as specified in the Checklist of Technical and Financial Documents as indicated in the Bidding Documents.**

- 3. Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the improperly compressed or password-protected folder, or for its premature opening.**

- 4. Upon receipt of the first and second envelopes, BAC Secretariat shall generate a Bid receipt page for the official time of submission which can be saved or printed by the bidder.**
- 5. Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall not be allowed to retrieve its original Bid, but shall only be allowed to send another Bid equally secured, properly identified, and labelled as a “modification” of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission.**
- 6. Bids submitted after the deadline shall not be accepted**

Amendment:

1. Sealing and Marking of Bids

1.1 Bidders shall enclose their original eligibility and technical documents described in one sealed envelope 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

Amendment #8

Reference : Section VII- Guidelines- Eligibility Check and Bid Opening

Original Provision:

- 1. The BAC shall open the submitted bids after the scheduled deadline via ZOOM meeting.**
- 4. The passwords for accessing the Bidding Documents shall be disclosed by the Bidders only during the actual bid opening.**

Amendment:

- 1. The BAC shall open the submitted bids after the scheduled deadline at the OWWA Office, 3rd Floor Robinsons Place, Iloilo City**

(Number 4 was omitted due to manual submission of Bid in the OWWA RWO6 Office.)

Amendment #9

Reference : Format for Bid Submission Thru Email

Original Provision:

PROJECT TITLE: **Bidding for the Supply and Delivery of Motor Vehicle**

IDENTIFICATION NO.: **PB-02-2023**

SUBMITTED BY:

 (Printed Name and Designation)
 Authorized Representative

Name of Company

Company Address

Contact Nos.


Fax No.

[Attached two (2) password-protected Bidding Documents in compressed archive folders, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements as specified in the bidding documents, and the second shall contain the financial component of the bid.]

Amendment:

(Format for Bid Submission Thru Email was omitted due to manual submission of Bid in the OWWA RWO6 Office.)

By rules, amendments made herein are likewise deemed amended to conform to this Bid Bulletin and shall be considered an integral part of the Bidding Documents. All provisions of the Bidding Documents that are affected are deemed modified/ amended/ revised.


LEA M. AGUIRRE
BAC Chairperson

Attachments:



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION
3rd Floor, Robinsons Place Iloilo, Corner De Leon-Quason Sts., Iloilo City
Telephone # (033) 503-7050

INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW 2023/2024 MODEL PASSENGER VAN

1. The **OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)**, 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 One (1) Unit Brand New 2023/2024 Model Passenger Van, PB-02-2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **OWWA** now invites bids for the above Procurement Project. Delivery of the Goods is required within ninety (90) Calendar days from the receipt of 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/fai*" 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 **OWWA BAC Secretariat**. 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 **30 November 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** will hold a Pre-Bid Conference on **11 December 2023, 10:00 a.m.** through video conferencing or webcasting *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 on or before **19 December 2023, 10:00 a.m.** 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 **19 December 2023, 10:00 a.m** Via Zoom/ Hybrid located at OWWA Office, 3rd Floor Robinsons Place, Iloilo City) Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The OWWA 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 R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Name of officer : Ramon A. Albesa
Name of office : Overseas Workers Welfare Administration
Address : 3rd Floor Robinsons Place Iloilo, Corner Quezon-De Leon Sts, Iloilo City
Telephone number : (033) 503 7090
Email address : region6@owwa.gov.ph
Website address : www.owwa.gov.ph

Name of End-User : Sancho G. Canosa
Name of office : Overseas Workers Welfare Administration
Address : 3rd Floor Robinsons Place Iloilo, Corner Quezon-De Leon Sts, Iloilo City
Telephone number : (033) 503 7090
Email address : region6@owwa.gov.ph
Website address : www.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*


LEAM AGUIRRE
BAC Chairperson



1. Scope of Bid

The Procuring Entity, **OWWA** wishes to receive Bids for the **Bidding for Supply and Delivery of One (1) Unit Brand New 2023/2024 Model Passenger Van** with identification number **PB-02-2023**.

The Procurement Project (referred to herein as "Project") is composed of **One (1) Unit**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2023** in the amount of **One Million Eight Hundred Seventy Thousand Pesos (Php1,870,000.00)**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. 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 "T" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.



<p>account of the supplier;</p> <p>10. The winning bidder shall warrant that the goods subject to the Contract is free from latent defects which are not apparent during the inspection and testing periods;</p>	
<p>TOTAL BUDGETARY REQUIREMENTS</p> <p>One Million Eight Hundred Seventy Thousand Pesos (Php1,870,000.00)</p>	
<p>FUND SOURCE</p> <p>Available funds of CAPEX CY 2023</p>	
<p>TERMS OF PAYMENT</p> <p>Government Terms</p>	
<p>DELIVERY PERIOD</p> <p>Within Ninety (90) calendar days from the receipt of the Notice to Proceed (NTP)</p>	



**Bidding for the Supply and Delivery of One (1) unit Brand New
2023/2024 Passenger Van**

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 Office, 3rd Floor Robinsons Place, Corner Quezon-De Leon St., Iloilo City
2. Bidder/Representative shall pay the corresponding amount either cash or check to the Cashier Section of OWWA Region 6. Payment of non-refundable fee should not be later than the submission of bids.
3. Bidder/Representative shall proceed to the Head Secretariat, Mr. Remon A. Albeza 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 region6@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

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 via ZOOM

- 1. The BAC shall open the submitted bids after the scheduled deadline at the OWWA Office, 3rd Floor Robinsons Place, Iloilo City
- 2. Only those who paid the corresponding fee and submitted their bid before the deadline shall be provided with the details and link to be used during the meeting.
- 3. Only one (1) authorized representative of the company shall be allowed to participate in the meeting;

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

