

Supplemental/Bid Bulletin


Addendum No. 1
December 29, 2021

ITB No. DSWD7-PB-2022-21

PROVISION OF FLEET CARD DISTRIBUTOR / CREDIT FACILITY FOR PETROLEUM, OIL AND LUBRICANTS FOR DSWD FIELD OFFICE VII VEHICLES AND EQUIPMENT FOR CY 2022

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **December 23, 2021**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
<p>Section III. Bid Data Sheet</p>	<ul style="list-style-type: none"> + One of the requirements is the Latest Mayors Permit issued by the city/municipality where the Local Office is located, however, considering that the Bid Opening is scheduled on January 5, 2022 and it's the start of the year, it was agreed that the participating bidder may submit Official Receipt of renewal for CY 2022 with attached Mayor's Permit for CY 2021 on the submission of bids. <p>This shall be accepted by the Bids and Awards Committee during the scheduled Bid Opening.</p>
<p>Section VI. Schedule of Delivery</p>	<ul style="list-style-type: none"> + Provision of other services needed within the contract duration, such as: <ul style="list-style-type: none"> + <i>Change Oil</i> + <i>Services related to Petroleum, Oil and Lubricants</i> + These services will be needed depending on the procuring entity's needs
<p>Section VII. Technical Specifications</p>	<ul style="list-style-type: none"> + It was agreed during the conduct of prebid conference that the <i>Service provider shall provide the list of their existing stations that accepts Fleet Card to the end-user (Head of General Services Management Section)</i> + Changes in Section VI. Schedule of Delivery shall also apply to the specifications indicated under item no. 4 – other services / features.
<p>Section VIII. Checklist of Technical and Financial Documents</p>	<ul style="list-style-type: none"> + <i>Suppliers / service providers are encouraged to have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.</i> + Again, it was reiterated that One of the requirements is the Latest Mayors Permit issued by the city/municipality where the Local Office is located, however, considering that the Bid Opening is scheduled on January 5, 2021 and it's the start of the year, it was agreed that the participating

	<p>bidder may submit Official Receipt of renewal for CY 2022 with attached Mayor's Permit for CY 2021 on the submission of bids.</p> <p> The comparative statement attached in the Audited Financial Statement should be covering CY 2020 and CY 2019.</p>
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Attached herewith are the revised **Section VI. Schedule of Delivery, Section VII. Technical Specifications, and Section VIII. Checklist of Technical and Financial Documents.**

For guidance and information of all concerned.

(SGD.) CLAVEL C. SAYCON
Presider / Vice-Chairperson, Bids and Awards Committee II

Revised Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Items/Descriptions	Qty.	Delivery Schedule
1.	Provision of electronic Fleet Cards system	31 pieces	Within 15 calendar days from receipt of the Notice to Proceed
2.	Maximum Provision of Supply of Petroleum: <ul style="list-style-type: none"> • Diesel • Gasoline 	34,740 liters more or less 100 liters more or less	As the need arises
3.	Maximum Provision of Oil and Lubricants: <ul style="list-style-type: none"> • Motor/Engine Oil • Brake Fluid • ATF (Automatic Transmission Fluid) • Coolant 	48 liters 24 liters 24 liters 24 liters	As the need arises As the need arises As the need arises As the need arises
4.	Provision of other services needed within the contract duration, such as: <ul style="list-style-type: none"> • Change Oil • Services related to Petroleum, Oil and Lubricants 	1 lot	As the need arises

Note:

The above stated quantities are only indicative numbers for bidding purposes. The procuring entity may increase or decrease the required quantities as may deem necessary and reserves the right to increase, decrease or limit the scope of services of the Contractor. If this occurs, any corresponding adjustment in the cost shall not exceed the contract price. If additional fleet cards are required, they shall be delivered within fifteen (15) calendars days from receipt of written request of the procuring entity.

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

LIST OF SERVICE VEHICLES AND EQUIPMENT AND MONTHLY FUEL ALLOCATION

Item No.	Make/Model	Plate No.	Type of Fuel	Monthly Allocation
1.	Ford Ranger	SGZ 411	Diesel	180 liters
2.	Ford Ranger	SFK 795	Diesel	180 liters
3.	Isuzu Dmax	CM 5026	Diesel	180 liters
4.	Isuzu Truck Van	SKV 186	Diesel	250 liters
5.	JMC Pick Up	SKL 917	Diesel	
6.	Mitsubishi Montero	SKT 487	Diesel	180 liters
7.	Mitsubishi Montero	NL 7419	Diesel	180 liters
8.	Mitsubishi Montero	NL 7580	Diesel	180 liters
9.	Mitsubishi Strada	SKP 659	Diesel	180 liters
10.	Mitsubishi L300	SFR 563	Diesel	
11.	Toyota Hilux	SEK 167	Diesel	
12.	Toyota Hilux	SAA 3611	Diesel	180 liters
13.	Toyota Hilux	UQM 490	Diesel	180 liters
14.	Toyota Hilux	UQM 291	Diesel	180 liters
15.	Toyota Grandia	SJW 836	Diesel	200 liters
16.	Toyota Grandia	SDY 889	Diesel	200 liters
17.	Forklift (4)	N/A	Diesel	
18.	Generator (4)	N/A	Diesel	
19.	Suzuki Multicab	SEY 239	Gasoline	100 liters
20.	Toyota - Ambulance	A9O 961	Diesel	180 liters
21.	Toyota - Ambulance	A9M 295	Diesel	180 liters
22.	Toyota - Ambulance	A9Y 162	Diesel	180 liters
23.	Toyota - Ambulance	A9O 881	Diesel	180 liters
24.	Toyota - Ambulance	A9Z 126	Diesel	180 liters
25.	Hino – Wing Van	131208	Diesel	300 liters

Revised Section VII. Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” at the **Statement of Compliance** column against each of the individual parameters of each Specification. The **brand** and **model number** must be indicated at the Bidder’s Remarks if applicable.

Item No.	Specifications	Statement of Compliance
1.	Provision of electronic fleet cards system with the following features: <ul style="list-style-type: none"> • Vehicle Card with Office Name and plate number printed on each card. • Lead time of fifteen (15) calendar days to produce, deliver and use the cards. • Cards for the existing 23 vehicles and 8 equipment (forklifts and generators) • Must have at least 50 fleet card stations within Region VII located in strategic places. • Service provider shall provide the list of their existing stations that accepts Fleet Card to the end-user (Head of General Services Management Section) 	
2.	Product Restriction <ul style="list-style-type: none"> • All fuels (gasoline and diesel). • Oil and oil filter with basic change oil services. • Lubricants (motor/engine oil, brake fluid, ATF and coolant). 	
3.	Purchase Limit: <ul style="list-style-type: none"> • The fuel card service provider shall be responsible to dispense and make available at all times and at all branches of its stations with the contract period under the terms and conditions most advantageous to the government. 	
4.	Other services/features: <ul style="list-style-type: none"> • Provision of reports including detailed transaction reports. • With odometer checking with each fuel purchase to calculate fuel consumption and monitoring. • Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the General Services Section if the monthly allocation will be consumed before the end of the month so the authorized personnel of General Services Section can request for additional allotment per month to avoid delays during wee hours and Saturdays/Sundays/Holidays. • If a particular vehicle will not be able to consume its monthly allocation, the actual per month shall be charged to the Office. • Provision of basic services such as but not limited to change oil, and other services related to petroleum, oil and lubricants 	

Item No.	Specifications	Statement of Compliance
5.	<p>Membership Fee:</p> <ul style="list-style-type: none"> Free membership and other fees for new members with the same terms and conditions. 	
6.	<p>Payment System:</p> <ul style="list-style-type: none"> Monthly actual fuel usage to be paid within thirty (30) calendar days upon receipt of billing statement. The Billing Documents of the Card Distributor must be attached with the Invoice Details from the POL Company. Allows deduction of applicable taxes from monthly billing statement. 	
7.	<p>Contract Period:</p> <ul style="list-style-type: none"> The contract period shall be at least for six (6) months or until contract amount is exhausted. Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted. 	
8.	<p>Security Features:</p> <ul style="list-style-type: none"> To protect the Office from possible fraud or misuse of fuel cards, the service provider shall put in place security features ensuring that every transaction will be accounted for through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Section/Administrative Office to the driver shall be a requirement by the fuel station before any transaction. For added security against loss, the General Services Section/Administrative Office, as implementing office, may also opt for the PIN system whereby the card is assigned a 4-digit code known only to the cardholder or assigned driver to a particular vehicle. With either system, every transaction is electronically captured, providing documented details. Another security feature for the Vehicle-Card type of plan is the Odometer checking by the fuel station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case, the fuel consumption and fuel efficiency of the vehicle will be validated. Also, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal of fuel/lubricants. In the event of lost card, the General Services Section can advise for deactivation/cancellation of the card and a replacement card can be issued upon request for minimum fee. The release of the replacement card should 	

	<p>be within fifteen (15) calendar days upon reporting/filing of request. A mother/admin card must be provided to General Services to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. General Services Section shall be responsible for the “Admin card”.</p> <ul style="list-style-type: none"> • In case the vehicle card is lost during travel outside Cebu City, Talisay City, Mandaue City, or Lapu-Lapu City and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject for reimbursement. 	
9.	<p>Fuel Prices:</p> <ul style="list-style-type: none"> • Subject to pump prices 	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder’s Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Bidder’s Signature over Printed Name

Date: _____

Revised Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

and

(b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

and

(c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area;

*****Official Receipt for renewal in the absence of Valid Mayor’s Permit for CY 2022 with attached Mayor’s Permit for CY 2021.**

and

(d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

(e) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(f) Statement of bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

i.) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and

ii.) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.

(g) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission,

- The amount of not less than *two percent (2%) of ABC or equivalent to Php 39,780.00*, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or
- The amount of not less than *five percent (5%) of ABC or equivalent to Php 99,450.00*, if bid security is in Surety Bond.

or

Original copy of Notarized Bid Securing Declaration; **and**

(h) Conformity with the Schedule of Delivery and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**

(i) 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.

Technical Documents

(j) The Supplier's audited financial statement, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission (CY 2019 and CY 2020); **and**

(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

(l) Suppliers / service providers are encouraged to have an existing **Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.**

Class “B” Documents

(m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence **or**

Duly notarized statements from all the potential venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

(n) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

(a) Original duly signed and accomplished Financial Bid Form; **and**

(b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

SUPPLIER / SERVICE PROVIDER'S BANK INFORMATION

Name of Bank	
Branch	
Bank Account Name	
Account No.	
TIN No.	

PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT

VAT

NON-VAT

Signature: _____

Name of Authorized Representative: _____

Position: _____