



Supplemental/Bid Bulletin

**Addendum No. 1
March 9, 2023**

ITB No. DSWD7-PB-2023-08

Project Title: Provision of Forwarding Services of Field Office VII for CY 2023

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 **March 08, 2023**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none"> ➤ This supplemental / bid bulletin is issued to emphasize the change of the Bid Opening Date from March 20, 2023, Monday, 10:30 AM to March 20, 2023, Monday, 1:00 PM. ➤ BAC Vice-Chairperson Lilibeth A. Cabiara informed the bidders to address further inquiries to the new BAC Secretariat Head Graeme Ferdinand D. Armechin.
Section III. Bid Data Sheet	<ul style="list-style-type: none"> ➤ Engr. Emmanuel M. Edles, TWG Chairperson, highlighted ITB Clause 5.3 pertaining to contracts similar to the Project shall be Provision of Forwarding Services for Lot 1 and Lot 2 disregarding phrases “ Visayas Disaster Resource Center (VDRC)” and Disaster Response Management Division (DRMD)” ➤ BAC Members Ms. Emma F. Patalinghug and Ms. Grace I. Yana strongly advised that Subcontracting is not allowed. ➤ The BAC and the bidders agreed to have the “Service Agreement with Accredited Hauler’s Certification” as the supporting document to be attached to this Project.
Section VI. Schedule of Requirements	<ul style="list-style-type: none"> ➤ For Lot 2: FORWARDING SERVICES – DISASTER RESPONSE MANAGEMENT DIVISION (DRMD), the truck/container size is changed to 10 Wheeler Wing Van only.
Section VII. Technical Specifications	<ul style="list-style-type: none"> ➤ The Bids and Awards Committee clarified on the instructions regarding compliance with Sec. VII. In the Statement of Compliance column, there should be a statement, “COMPLY” without copying the specification which is being

	<p>complied. This exemption is applicable only for Provision of Forwarding Services.</p> <ul style="list-style-type: none"> ➤ In addition, the BAC reminded that bidders must state either “Comply” or “Not Comply” at the Statement of Compliance column to each indicated parameter or specification. ➤ For Lot 2: FORWARDING SERVICES – DISASTER RESPONSE MANAGEMENT DIVISION (DRMD), Item No. 6 and Item No. 8 were updated. Please refer to page 15.
Section VIII. Checklist of Technical and Financial Documents	<ul style="list-style-type: none"> ➤ The BAC Vice-Chairperson also emphasized that should there be participation in more than 1 lot, a complete set of technical and financial documents referred to as bidding documents shall be submitted per lot. ➤ On II. Financial Component Envelope, item (c) Original duly signed and accomplished Priced Schedule (s) was removed as this item is applicable only for goods and not for Provision of forwarding services.
Financial Proposal Sheet	<ul style="list-style-type: none"> ➤ The bidders were advised to leave blank on a particular item if not applicable. ➤ There were changes on the Financial Proposal Sheet on the Other Additional Charges and Flexibility. Please refer to pages 19-27 of this document.

Attached herewith are the revised **Section III. Bid Data Sheet, Section VI. Schedule of Requirements, Section VII. Technical Specifications, Financial Proposal Sheet and Section VIII. Checklist of Technical and Financial Documents.**

For guidance and information of all concerned.


LILIBETH A. CABIARA
 Vice-Chairperson, Bids and Awards Committee I

Section III. Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. The name of the Contract is <i>Provision of Forwarding Services of Field Office VII for CY 2023</i>, similar contracts shall refer to <i>Provision of Forwarding Services for Lot 1 and Lot 2</i>.</p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>												
7.1	<i>Subcontracting is not allowed.</i>												
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Lot No.</th> <th style="width: 35%;">1% of the ABC</th> <th style="width: 50%;">5% of the ABC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Php 300,000.00</td> <td>Php 750,000.00</td> </tr> <tr> <td>2</td> <td>Php 200,000.00</td> <td>Php 500,000.00</td> </tr> <tr> <td>TOTAL</td> <td>Php 500,000.00</td> <td>Php 1,250,000.00</td> </tr> </tbody> </table>	Lot No.	1% of the ABC	5% of the ABC	1	Php 300,000.00	Php 750,000.00	2	Php 200,000.00	Php 500,000.00	TOTAL	Php 500,000.00	Php 1,250,000.00
Lot No.	1% of the ABC	5% of the ABC											
1	Php 300,000.00	Php 750,000.00											
2	Php 200,000.00	Php 500,000.00											
TOTAL	Php 500,000.00	Php 1,250,000.00											
15	<i>Each Bidder shall submit ONLY one (1) original copy of the first and second components of its bid.</i>												
19.2	<p><i>Detailed Evaluation and Comparison of Bids</i></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>												

20.1	<p><i>Post-Qualification</i></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.</p> <p><i>Participating bidders are encouraged to have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.</i></p>
20.2	<p><i>This project shall be awarded by lot.</i></p>
29.2	<ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> a. Income Tax Return with proof of payment, and b. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the period.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter the date of door-to-door delivery to the project site.

LOT 1 - FORWARDING SERVICES - VISAYAS DISASTER RELIEF CENTER (VDRC)			
ITEM NO	DESCRIPTION	TRUCK/CONTAINER SIZE	SCHEDULE OF DELIVERY
1	DSWD Field Office I, San Fernando, La Union	10 Wheeler Wing Van	<ul style="list-style-type: none"> • As the need arises • Door to door delivery • Originating from any point within Metro Cebu and vice versa
2	DSWD Field Office II, Tuguegarao, Cagayan Valley		
3	DSWD Field Office III, San Fernando City, Pampanga		
4	DSWD Field Office CAR, Baguio / La Trinidad, Benguet		
5	DSWD Field Office IV-A, GMA, Cavite		
6	DSWD Field Office IV-B, Calapan, Mindoro		
7	DSWD Field Office V, Legazpi City, Albay		
8	DSWD Field Office VI, Ilo-ilo City, Ilo-ilo		
9	DSWD Field Office VI, Kalibo, Aklan		
10	DSWD Field Office VI, Provincial Capitol, Antique		
11	DSWD Field Office VI, Roxas City, Capiz		
12	DSWD Field Office VI, Jordan, Guimaras		
13	DSWD Field Office VI, Bacolod City, Negros Occidental		
14	DSWD Field Office VII , Cebu City, Cebu		
15	DSWD Field Office VII, Tagbilaran City, Bohol		
16	DSWD Field Office VII, Siquijor, Siquijor		
17	DSWD Field Office VII, Dumaguete City, Negros Oriental		
18	DSWD Field Office VIII, Palo, Leyte		
19	DSWD Field Office VIII, Catarman, Northern Samar		
20	DSWD Field Office VIII, Catbalogan, Western Samar		

21	DSWD Field Office VIII, Borongan, Eastern Samar		
22	DSWD Field Office VIII, Ormoc, Leyte		
23	DSWD Field Office VIII, Naval, Biliran		
24	DSWD Field Office VIII, Maasin, Southern Leyte		
25	DSWD Field Office IX, Dipolog, Zamboanga Del Norte		
26	DSWD Field Office IX, Pagadian, Zamboanga Del Sur		
27	DSWD Field Office IX, Tetuan, Zamboanga City		
28	DSWD Field Office X, Cagayan de Oro, Misamis Oriental		
29	DSWD Field Office X, Mambajao, Camiguin		
30	DSWD Field Office X, Oroquita, Misamis Occidental		
31	DSWD Field Office X, Malaybalay, Bukidnon		
32	DSWD Field Office X, Iligan City, Lanao Del Norte		
33	DSWD Field Office XI, Digos City, Davao Del Sur		
34	DSWD Field Office XI, Tagum City, Davao Del Norte		
35	DSWD Field Office XI, Nabunturan, Compostela Valley		
36	DSWD Field Office XI, Mati, Davao Oriental		
37	DSWD Field Office XI, Malita, Davao Occidental		
38	DSWD Field Office XII, Coronadal, South Cotabato		
39	DSWD Field Office XII, Matalan, Cotabato		
40	DSWD Field Office XII, General Santos City		
41	DSWD Field Office XII, Alabel, Sarangani		
42	DSWD Field Office XII, Isulan, Sultan Kudarat		
43	DSWD Field Office CARAGA, Butuan City, Agusan Del Norte		
44	DSWD Field Office CARAGA, Prosperidad, Agusan Del Norte		
45	DSWD Field Office CARAGA, Surigao City, Surigao Del Norte		
46	DSWD Field Office CARAGA, Tandag City, Surigao Del Sur		

47	DSWD Field Office CARAGA, San Jose. Dinagat Island		
48	DSWD Field Office NCR, 389 San Rafael cor. Legarda St., MM		
49	VDRC NRA, Mandaue City, Cebu		
50	NROC, Pasay City, Metro Manila		
51	DSWD Field Office I, San Fernando, La Union	20 footer Container Van	<ul style="list-style-type: none"> • As the need arises • Door to door delivery Originating from any point within Metro Cebu and vice versa
52	DSWD Field Office II, Tuguegarao, Cagayan Valley		
53	DSWD Field Office III, San Fernando City, Pampanga		
54	DSWD Field Office CAR, Baguio / La Trinidad, Benguet		
55	DSWD Field Office IV-A, GMA, Cavite		
56	DSWD Field Office IV-B, Calapan, Mindoro		
57	DSWD Field Office V, Legazpi City, Albay		
58	DSWD Field Office VIII, Tacloban, Leyte		
59	DSWD Field Office IX, Dipolog, Zamboanga Del Norte		
60	DSWD Field Office X, Cagayan de Oro, Misamis Oriental		
61	DSWD Field Office XI, Digos City, Davao Del Sur		
62	DSWD Field Office XII, Coronadal, South Cotabato		
63	DSWD Field Office CARAGA, Surigao City, Surigao Del Norte		
64	DSWD Field Office NCR, 389 San Rafael cor. Legarda St., MM		
65	NROC, Pasay City, Metro Manila		

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: _____

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter the date of door-to-door delivery to the project site.

LOT 2 - FORWARDING SERVICE - DISTRICT OFFICIALS MANAGEMENT DIVISION (DMD)			
ITEM NO	DESCRIPTION	TRUCK/CONTAINER SIZE	SCHEDULE OF DELIVERY
1	Cebu City Barangay and Vice Versa	10 Wheeler Wing Van	<ul style="list-style-type: none"> • As the need arises • Door to door delivery • Originating from any point within Metro Cebu and vice versa
2	Mandaue City and Vice Versa		
3	Lapu-Lapu City and Vice Versa		
4	District I Cebu LGUs and Vice Versa		
5	District II Cebu LGUs and Vice Versa		
6	District III Cebu LGUs and Vice Versa		
7	District IV Cebu LGUs and Vice Versa		
8	District V Cebu LGUs and Vice Versa		
9	District VI Cebu LGUs and Vice Versa		
10	District VII Cebu LGUs and Vice Versa		
11	Tagbilaran City and Vice Versa		
12	District I Bohol LGUs and Vice Versa		
13	District II Bohol LGUs and Vice Versa		
14	District III Bohol LGUs and Vice Versa		
15	Dumaguete City and Vice Versa		
16	District I Negros Oriental and Vice Versa		
17	District II Negros Oriental and Vice Versa		
18	District III Negros Oriental and Vice Versa		
19	Siquijor LGUs and Vice Versa		
20	Tagbilaran City Barangays and Vice Versa		
21	District I Bohol LGUs and Vice Versa		
22	District II Bohol LGUs and Vice Versa		

23	District III Bohol LGUs and Vice Versa	10 Wheeler Wing Van	<ul style="list-style-type: none"> • As the need arises • Door to door delivery • Originating from any point within Tagbilaran City and vice versa
24	Mandaue City and Vice Versa		
25	Lapu-Lapu City and Vice Versa		
26	District I Cebu LGUs and Vice Versa		
27	District II Cebu LGUs and Vice Versa		
28	District III Cebu LGUs and Vice Versa		
29	District IV Cebu LGUs and Vice Versa		
30	District V Cebu LGUs and Vice Versa		
31	District VI Cebu LGUs and Vice Versa		
32	District VII Cebu LGUs and Vice Versa		
33	Dumaguete City and Vice Versa		
34	District I Negros Oriental and Vice Versa		
35	District II Negros Oriental and Vice Versa		
36	District III Negros Oriental and Vice Versa		
37	Siquijor LGUs and Vice Versa	10 Wheeler Wing Van	<ul style="list-style-type: none"> • As the need arises • Door to door delivery • Originating from any point within Dumaguete City and vice versa
38	Dumaguete City and Vice Versa		
39	District I Negros Oriental and Vice Versa		
40	District II Negros Oriental and Vice Versa		
41	District III Negros Oriental and Vice Versa		
42	Mandaue City and Vice Versa		
43	Lapu-Lapu City and Vice Versa		
44	District I Cebu LGUs and Vice Versa		
45	District II Cebu LGUs and Vice Versa		
46	District III Cebu LGUs and Vice Versa		
47	District IV Cebu LGUs and Vice Versa		
48	District V Cebu LGUs and Vice Versa		
49	District VI Cebu LGUs and Vice Versa		
50	District VII Cebu LGUs and Vice Versa		
51	District I Bohol LGUs and Vice Versa		

52	District II Bohol LGUs and Vice Versa		
53	District III Bohol LGUs and Vice Versa		
54	Siquijor Province LGUs and Vice Versa		

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: _____

Section VII. Technical Specifications

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column to each indicated parameter or specification.

Item No.	Specification	Statement of Compliance
LOT 1: FORWARDING SERVICES – VISAYAS DISASTER RESOURCE CENTER (VDRC)		
1	<p>The Forwarding Firm agrees to undertake door to door delivery of GOODS from the DSWD - VDRC warehouse, and other designated/identified warehouses to its final destinations (CONSIGNEES).</p> <p>All expenses incident to the pick-up and delivery of the goods such as but not limited to any cost related to Health protocols requirement (nationwide), except for workforce, detention and demurrage are for the account of the FORWARDING FIRM.</p> <p>Ensure all drivers and helpers must be fully vaccinated to avoid delays and complications with different LGU health protocol implementation.</p>	
2	<p>The Forwarding Firm can provide at least 10 trucks and/or container vans a day which has a load capacity of at least 1,600 Family Food Packs (FFPs) to transport the DSWD-VDRC target daily deliveries during the DSWD Disaster Management Operations.</p> <p>The Forwarding Firm shall submit the list of its owned truck units (including plate number, name of driver and helper) and the list of accredited trucks (including plate number, company name, name of manger/owner, office contact number and total number of truck units).</p>	
3	<p>The Forwarding Firm agrees to promptly dispatch trucks and/or container vans within 4 hours after booking confirmation to pick-up the GOODS from DSWD - VDRC warehouse and designated location as identified by the end user to its final destination (CONSIGNEES).</p>	
4	<p>The Forwarding Firm shall assume the full responsibility for the safety and custody of the GOODS until it reaches and accepted/received by the CONSIGNEES.</p> <p>All hauling units with tampered seal shall be subject to inspection by the receiving party with the forwarding firm or its representative.</p>	
5	<p>Losses, damages or liabilities to DSWD, its employees, or to any third parties that may arise shall be for the sole account of the FORWARDING FIRM.</p> <p>Losses of goods/items due to robbery or hijacking of the hauling units shall be for the sole account of the FORWARDING FIRM.</p>	

	Damaged or lost goods or items must be replaced with the same quantity and brand and delivered door-to-door to the CONSIGNEE within the target delivery period.	
6	Documents such as Delivery Receipt and Requisition and Issue Slip shall be returned, COMPLETELY SIGNED, to DSWD-VDRC within seven (7) days for destination within Visayas and up to ten (10) days for Mindanao and Luzon after receipt of CONSIGNEE.	
7	While in transit, the forwarding firm is obliged to monitor status of goods and its location and report the same to DSWD-VDRC. The FORWARDING FIRM shall provide status updates through text/call, every after (6) six hours while the GOODS are in transit to its destination.	
8	The FORWARDING FIRM shall ensure target delivery period based on a lead-time of at least 1-2 days for destinations within Cebu Province, within 3-4 days for destination within other Visayas Regions and within 5-6 days for Mindanao and Luzon.	
9	The FORWARDING FIRM and DSWD shall abide by all applicable laws in the transport of relief goods.	
10	The FORWARDING FIRM shall ensure that all its personnel observe proper decorum while conducting business with DSWD. The Forwarding Firm and all its personnel shall wear proper attire, company ID and closed shoes upon entering DSWD-VDRC.	
11	The FORWARDING FIRM should have at least 4 workforces to load and unload the goods from origin and at destination.	
12	The FORWARDING FIRM shall always ensure the roadworthiness and physical appearance of the hauling units in compliance with the DSWD-VDRC's Transport Management Unit vehicle pre-trip-inspection standards. Trucks and/or container vans are free from oil leaks, broken glass, oil stains, foul odor, insects and pests. Trucks and/or container vans are not used in the transport of animal feeds, waste, hazardous waste, chemicals, explosives and construction materials such as cement and tile adhesives. Container van should be without holes on walls/ceiling, rust-free inside and at least a class "B" container. Non-compliant truck/s and container/s to DSWD-VDRC's Transport Management Unit vehicle inspection standards, must be replaced within two (2) hours and any charges/liabilities that may arise shall be for the sole account of the FORWARDING FIRM.	
13	The FORWARDING FIRM shall ensure all Truck units dispatched to DSWD are equipped with: a. Tools (Jack, tire wrench, etc.)	

	<ul style="list-style-type: none"> b. Early Warning Device (EWD) c. Spare Tire d. Fire Extinguisher e. Telecommunication equipment (cell phone) f. 4 pieces Tire Chokes g. First Aid Kit h. Flashlights/Emergency Lights/Trouble Lights i. Cover sheets or “trapal” 	
14	Payment will be based on actual service rendered and the term of payment is within 30 days from the receipt of all supporting documents.	
15	The contract shall become effective from the date of its execution and shall continue until such time that the total Approved Budget for the Contract will be fully consumed.	
16	Depending on the volume of goods to be transported, the procuring entity shall have the option to request either a 10 Wheeler Wing Van, or 20- Footer Container Van. The cost, however shall vary which should be indicated in the Financial Proposal Sheet.	
17	In the event that there is no request for services, the procuring entity has no responsibility towards the forwarding firm on their expenses in the bidding.	
18	For the purpose of establishing the rate per trip, the service provider must indicate the cost accordingly. Furthermore, the number of trips indicated will not restrict the frequency of delivery to a certain destination.	
19	For purpose of price evaluation, financial compliance shall be determined through the average price by adding all UNIT COST per trip/transaction divided by the number of items.	
20	Contract amount will be the Approved Budget for Contract (ABC) Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for the contract has been exhausted.	
21	Criteria for the selection of logistic firm:	
	a. The FORWARDING FIRM is engaged in the business of forwarding/transport services for at least three (3) years and certifies that it has the manpower, equipment and the management expertise necessary for the efficient and effective delivery of the services required by the DSWD.	
	b. The FORWARDING FIRM should have several options in the delivery route taking into consideration the safest but shortest distance of travel and should have outstanding contacts with major shipping lines in all ports (e.g. delivery to DSWD-ARMM via Polloc Port, delivery to DSWD RRCY Zamboanga del Norte via Dipolog/Dapitan Port, delivery to Boracay Island via Caticlan Port, etc.)	
	c. The FORWARDING FIRM’s owned trucks and accredited trucks must be properly registered/ franchised as hauler.	

	The Forwarding Firm shall submit a certified list of its hauling fleet (including plate number and attached copy of OR/CR.	
	d. The FORWARDING FIRM's owned trucks and accredited trucks must be certified as non- smoke belching vehicle by LTO or any duly authorized government agency.	

Note:

Participating bidder must completely indicate compliance and provide quotation/s to other requirements specified in the Financial Proposal Sheet.

I hereby certify that all statements indicated under the **Statement of Compliance** 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: _____

Section VII. Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” at the **Statement of Compliance** column to each indicated parameter or specification.

Item No.	Specification	Statement of Compliance
1	<p>The Forwarding Firm agrees to undertake door to door delivery of GOODS from the DSWD FO VII warehouses, and other designated/identified warehouses to its final destinations (CONSIGNEES).</p> <p>All expenses incident to the pick-up and delivery of the goods such as but not limited to any cost related to Health protocols requirement (nationwide), except for workforce, detention and demurrage are for the account of the FORWARDING FIRM.</p> <p>Ensure all drivers and helpers must be fully vaccinated to avoid delays and complications with different LGU health protocol implementation.</p>	
2	<p>The Forwarding Firm can provide at least 10 trucks and/or wing van a day which has a load capacity of at least 1,600 Family Food Packs (FFPs) to transport the DSWD FO VII target daily deliveries during the DSWD Disaster Management Operations.</p> <p>The Forwarding Firm shall submit the list of its owned truck units (including plate number, name of driver and helper) and the list of accredited trucks (including plate number, company name, name of manger/owner, office contact number and total number of truck units).</p>	
3	<p>The Forwarding Firm agrees to promptly dispatch trucks and/or container vans within 4 hours after booking confirmation to pick-up the GOODS from DSWD FO VII warehouses and designated location as identified by the end user to its final destination (CONSIGNEES).</p>	
4	<p>The Forwarding Firm shall assume the full responsibility for the safety and custody of the GOODS until it reaches and accepted/received by the CONSIGNEES.</p> <p>All hauling units with tampered seal shall be subject to inspection by the receiving party with the forwarding firm or its representative.</p>	
5	<p>Losses, damages or liabilities to DSWD, its employees, or to any third parties that may arise shall be for the sole account of the FORWARDING FIRM.</p> <p>Losses of goods/items due to robbery or hijacking of the hauling units shall be for the sole account of the FORWARDING FIRM.</p>	

	Damaged or lost goods or items must be replaced with the same quantity and brand and delivered door-to-door to the CONSIGNEE within the target delivery period.	
6	Documents such as Delivery Receipt and Requisition and Issue Slip shall be returned, COMPLETELY SIGNED, to DSWD FO VII warehouses within seven (7) days after receipt of CONSIGNEE.	
7	While in transit, the forwarding firm is obliged to monitor status of goods and its location and report the same to DSWD FO VII warehouses. The FORWARDING FIRM shall provide status updates through text/call, every after (6) six hours while the GOODS are in transit to its destination.	
8	The FORWARDING FIRM shall ensure target delivery period based on a lead-time of at least 1-2 days for destinations within Metro Cebu Cities/Provinces, within 3-4 days for destination within other Cities/Provinces within Region 7.	
9	The FORWARDING FIRM and DSWD shall abide by all applicable laws in the transport of relief goods.	
10	The FORWARDING FIRM shall ensure that all its personnel observe proper decorum while conducting business with DSWD. The Forwarding Firm and all its personnel shall wear proper attire, company ID and closed shoes upon entering DSWD FO VII premises.	
11	The FORWARDING FIRM should have at least 4 workforces to load and unload the goods from origin and at destination.	
12	The FORWARDING FIRM shall always ensure the roadworthiness and physical appearance of the hauling units in compliance with the DSWD FO VII vehicle pre-trip-inspection standards. Trucks and/or container vans are free from oil leaks, broken glass, oil stains, foul odor, insects and pests. Trucks and/or container vans are not used in the transport of animal feeds, waste, hazardous waste, chemicals, explosives and construction materials such as cement and tile adhesives.	
13	The FORWARDING FIRM shall ensure all Truck units dispatched to DSWD are equipped with: a. Tools (Jack, tire wrench, etc.) b. Early Warning Device (EWD) c. Spare Tire d. Fire Extinguisher e. Telecommunication equipment (cell phone) f. 4 pieces Tire Chokes g. First Aid Kit h. Flashlights/Emergency Lights/Trouble Lights i. Cover sheets or "trapal"	

14	Payment will be based on actual service rendered and the term of payment is within 30 days from the receipt of all supporting documents.	
15	The contract shall become effective from the date of its execution and shall continue until such time that the total Approved Budget for the Contract will be fully consumed.	
16	Depending on the volume of goods to be transported, the procuring entity shall have the option to request either a 10 Wheeler Wing Van, or 20- Footer Container Van. The cost, however shall vary which should be indicated in the Financial Proposal Sheet.	
17	In the event that there is no request for services, the procuring entity has no responsibility towards the forwarding firm on their expenses in the bidding.	
18	For the purpose of establishing the rate per trip, the service provider must indicate the cost accordingly. Furthermore, the number of trips indicated will not restrict the frequency of delivery to a certain destination.	
19	For purpose of price evaluation, financial compliance shall be determined through the average price by adding all UNIT COST per trip/transaction divided by the number of items.	
20	Contract amount will be the Approved Budget for Contract (ABC) Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for the contract has been exhausted.	
21	Criteria for the selection of logistic firm:	
	a. The FORWARDING FIRM is engaged in the business of forwarding/transport services for at least three (3) years and certifies that it has the manpower, equipment and the management expertise necessary for the efficient and effective delivery of the services required by the DSWD.	
	b. The FORWARDING FIRM should have several options in the delivery route taking into consideration the safest but shortest distance of travel and should have outstanding contacts with major shipping lines in all ports	
	c. The FORWARDING FIRM's owned trucks and accredited trucks must be properly registered/ franchised as hauler. The Forwarding Firm shall submit a certified list of its hauling fleet (including plate number and attached copy of OR/CR.	
	d. The FORWARDING FIRM's owned trucks and accredited trucks must be certified as non- smoke belching vehicle by LTO or any duly authorized government agency.	

Note:

Participating bidder must completely indicate compliance and provide quotation/s to other requirements specified in the Financial Proposal Sheet.

I hereby certify that all statements indicated under the **Statement of Compliance** 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: _____

FINANCIAL PROPOSAL SHEET

Project Identification No.: ITB No. DSWD7-PB-2023-08

Lot 1 – Forwarding Services – Visayas Disaster Resource Center (VDRC)

Date: _____

The Bids and Awards Committee
 DSWD-Field Office VII
 M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid price per trip per destination from the point of origin:

Item No.	Destination	Bid Price per Trip (One-way)	
		10 WHEELER WING VAN	20 FOOTER CONTAINER VAN
1	DSWD Field Office I, San Fernando, La Union		
2	DSWD Field Office II, Tuguegarao, Cagayan Valley		
3	DSWD Field Office III, San Fernando City, Pampanga		
4	DSWD Field Office CAR, Baguio / La Trinidad, Benguet		
5	DSWD Field Office IV-A, GMA, Cavite		
6	DSWD Field Office IV-B, Calapan, Mindoro		
7	DSWD Field Office V, Legazpi City, Albay		
8	DSWD Field Office VI, Ilo-ilo City, Ilo-ilo		
9	DSWD Field Office VI, Kalibo, Aklan		
10	DSWD Field Office VI, Provincial Capitol, Antique		
11	DSWD Field Office VI, Roxas City, Capiz		
12	DSWD Field Office VI, Jordan, Guimaras		

13	DSWD Field Office VI, Bacolod City, Negros Occidental	
14	DSWD Field Office VII , Cebu City, Cebu	
15	DSWD Field Office VII, Tagbilaran City, Bohol	
16	DSWD Field Office VII, Siquijor, Siquijor	
17	DSWD Field Office VII, Dumaguete City, Negros Oriental	
18	DSWD Field Office VIII, Palo, Leyte	
19	DSWD Field Office VIII, Catarman, Northern Samar	
20	DSWD Field Office VIII, Catbalogan, Western Samar	
21	DSWD Field Office VIII, Borongan, Eastern Samar	
22	DSWD Field Office VIII, Ormoc, Leyte	
23	DSWD Field Office VIII, Naval, Biliran	
24	DSWD Field Office VIII, Maasin, Southern Leyte	
25	DSWD Field Office IX, Dipolog, Zamboanga Del Norte	
26	DSWD Field Office IX, Pagadian, Zamboanga Del Sur	
27	DSWD Field Office IX, Tetuan, Zamboanga City	
28	DSWD Field Office X, Cagayan de Oro, Misamis Oriental	
29	DSWD Field Office X, Mambajao, Camiguin	
30	DSWD Field Office X, Oroquita, Misamis Occidental	
31	DSWD Field Office X, Malaybalay, Bukidnon	
32	DSWD Field Office X, Iligan City, Lanao Del Norte	

33	DSWD Field Office XI, Digos City, Davao Del Sur		
34	DSWD Field Office XI, Tagum City, Davao Del Norte		
35	DSWD Field Office XI, Nabunturan, Compostela Valley		
36	DSWD Field Office XI, Mati, Davao Oriental		
37	DSWD Field Office XI, Malita, Davao Occidental		
38	DSWD Field Office XII, Coronadal, South Cotabato		
39	DSWD Field Office XII, Matalan, Cotabato		
40	DSWD Field Office XII, General Santos City		
41	DSWD Field Office XII, Alabel, Sarangani		
42	DSWD Field Office XII, Isulan, Sultan Kudarat		
43	DSWD Field Office XIII CARAGA, Butuan City, Agusan Del Norte		
44	DSWD Field Office XIII CARAGA, Prosperidad, Agusan Del Norte		
45	DSWD Field Office XIII CARAGA, Surigao City, Surigao Del Norte		
46	DSWD Field Office XIII CARAGA, Tandag City, Surigao Del Sur		
47	DSWD Field Office XIII CARAGA, San Jose, Dinagat Island		
48	DSWD Field Office NCR, 389 San Rafael cor. Legarda St., MM		
49	VDRC NRA, Mandaue City, Cebu		
50	NROC, Pasay City, Metro Manila		
51	DSWD Field Office I, San Fernando, La Union		

52	DSWD Field Office II, Tuguegarao, Cagayan Valley		
53	DSWD Field Office III, San Fernando City, Pampanga		
54	DSWD Field Office CAR, Baguio / La Trinidad, Benguet		
55	DSWD Field Office IV-A, GMA, Cavite		
56	DSWD Field Office IV-B, Calapan, Mindoro		
57	DSWD Field Office V, Legazpi City, Albay		
58	DSWD Field Office VIII, Tacloban, Leyte		
59	DSWD Field Office IX, Dipolog, Zamboanga Del Norte		
60	DSWD Field Office X, Cagayan de Oro, Misamis Oriental		
61	DSWD Field Office XI, Digos City, Davao Del Sur		
62	DSWD Field Office XII, Coronadal, South Cotabato		
63	DSWD Field Office CARAGA, Surigao City, Surigao Del Norte		
64	DSWD Field Office NCR, 389 San Rafael cor. Legarda St., MM		
65	NROC, Pasay City, Metro Manila		
OTHER MODES OF FREIGHT			
66	<ul style="list-style-type: none"> • Workforce (Loading and Unloading) per truck 		
67	<ul style="list-style-type: none"> • Detention and Demurrage (Unit Price per Day) 		
68	<ul style="list-style-type: none"> • Outside Delivery Area (Unit Price per kilometer) 		

	Region/Province/City of destination		
69	<ul style="list-style-type: none"> Land Travel (for the first 50km) 		
70	<ul style="list-style-type: none"> Land Travel (in excess of 50 km / per kilometer) 		
71	<ul style="list-style-type: none"> Sea Freight (Actual Shipping or RO-RO delivery charges) 		
72	<ul style="list-style-type: none"> Land Travel + Sea Freight (for the first 50km) 		
73	<ul style="list-style-type: none"> Land Travel + Sea Freight (in excess of 50 km / per kilometer) 		
74	<ul style="list-style-type: none"> Land Travel + Sea Freight (First 50km cost + cost per km in excess of 50km + actual shipping or Ro-Ro delivery charges) 		
	OTHER ADDITIONAL CHARGES:		
	SEA FREIGHT		
75	<ul style="list-style-type: none"> Workforce (Loading and Unloading) per truck 		
76	<ul style="list-style-type: none"> Detention and Demurrage (Unit Price per Day) 		
77	<ul style="list-style-type: none"> Outside Delivery Area (Unit Price per kilometer) 		
	FLEXIBILITY TO MOVE FROM ANYWHERE TO ANY PLACE WITHIN THE PROVINCE AND REGION NATIONWIDE AND THE VICE VERSA. Additional cost incurred if deliveries are made from outside the Region/Province/City of destination.		
78	<ul style="list-style-type: none"> Land Travel (for the first 50km) 		
79	<ul style="list-style-type: none"> Land Travel (in excess of 50 km / per kilometer) 		
80	<ul style="list-style-type: none"> Sea Freight (Actual Shipping or RO-RO delivery charges) 		
81	<ul style="list-style-type: none"> Land Travel + Sea Freight (for the first 50km) 		

82	• Land Travel + Sea Freight (in excess of 50 km / per kilometer)		
83	• Land Travel + Sea Freight (First 50km cost + cost per km in excess of 50km + actual shipping or Ro-Ro delivery charges)		
AVERAGE BID PRICE		<i>(Sum of Item 1 to 50 & Item 66 to 74 divided by 59 for wing van)</i>	<i>(Sum of Item 51 to 65 & Item 75 to 83 divided by 24 for container van)</i>

Note: For the purpose of evaluation, financial compliance shall be determined through the average bid price.

AVERAGE BID PRICE (IN WORDS)

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

Name of Company / Bidder

Name/Signature of Authorized Representative

FINANCIAL PROPOSAL SHEET

Project Identification No.: ITB No. DSWD7-PB-2023-08

Lot 2 – Forwarding Services – Disaster Response Management Division (DRMD)

Date: _____

The Bids and Awards Committee
DSWD-Field Office VII
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid price per trip per destination from the point of origin:

Item No.	Destination	Bid Price per Trip (Freight)
		10 WHEELER WING VAN
1	Cebu City Barangay and Vice Versa	
2	Mandaue City and Vice Versa	
3	Lapu-Lapu City and Vice Versa	
4	District I Cebu LGUs and Vice Versa	
5	District II Cebu LGUs and Vice Versa	
6	District III Cebu LGUs and Vice Versa	
7	District IV Cebu LGUs and Vice Versa	
8	District V Cebu LGUs and Vice Versa	
9	District VI Cebu LGUs and Vice Versa	
10	District VII Cebu LGUs and Vice Versa	
11	Tagbilaran City and Vice Versa	
12	District I Bohol LGUs and Vice Versa	
13	District II Bohol LGUs and Vice Versa	
14	District III Bohol LGUs and Vice Versa	
15	Dumaguete City and Vice Versa	
16	District I Negros Oriental and Vice Versa	

17	District II Negros Oriental and Vice Versa	
18	District III Negros Oriental and Vice Versa	
19	Siquijor LGUs and Vice Versa	
20	Tagbilaran City Barangays and Vice Versa	
21	District I Bohol LGUs and Vice Versa	
22	District II Bohol LGUs and Vice Versa	
23	District III Bohol LGUs and Vice Versa	
24	Mandaue City and Vice Versa	
25	Lapu-Lapu City and Vice Versa	
26	District I Cebu LGUs and Vice Versa	
27	District II Cebu LGUs and Vice Versa	
28	District III Cebu LGUs and Vice Versa	
29	District IV Cebu LGUs and Vice Versa	
30	District V Cebu LGUs and Vice Versa	
31	District VI Cebu LGUs and Vice Versa	
32	District VII Cebu LGUs and Vice Versa	
33	Dumaguete City and Vice Versa	
34	District I Negros Oriental and Vice Versa	
35	District II Negros Oriental and Vice Versa	
36	District III Negros Oriental and Vice Versa	
37	Siquijor LGUs and Vice Versa	
38	Dumaguete City and Vice Versa	
39	District I Negros Oriental and Vice Versa	
40	District II Negros Oriental and Vice Versa	
41	District III Negros Oriental and Vice Versa	
42	Mandaue City and Vice Versa	
43	Lapu-Lapu City and Vice Versa	
44	District I Cebu LGUs and Vice Versa	

45	District II Cebu LGUs and Vice Versa	
46	District III Cebu LGUs and Vice Versa	
47	District IV Cebu LGUs and Vice Versa	
48	District V Cebu LGUs and Vice Versa	
49	District VI Cebu LGUs and Vice Versa	
50	District VII Cebu LGUs and Vice Versa	
51	District I Bohol LGUs and Vice Versa	
52	District II Bohol LGUs and Vice Versa	
53	District III Bohol LGUs and Vice Versa	
54	Siquijor Province LGUs and Vice Versa	
OTHER ADDITIONAL CHARGES:		
55	<ul style="list-style-type: none"> • Workforce (Loading and Unloading) 	
56	<ul style="list-style-type: none"> • Detention and Demurrage (Unit Price per Day) 	
AVERAGE BID PRICE		<i>(Sum of Item 1 to 56 divided by 56 for wing van)</i>

Note: For the purpose of evaluation, financial compliance shall be determined through the average bid price.

AVERAGE BID PRICE (IN WORDS)

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

Name of Company / Bidder

Name/Signature of Authorized Representative

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;

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*, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or

Lot No.	2% of the ABC	5% of the ABC
1	Php 300,000.00	Php 750,000.00
2	Php 200,000.00	Php 500,000.00
TOTAL	Php 500,000.00	Php 1,250,000.00

- The amount of not less than *five percent (5%) of ABC*, 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; **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 *equivalent to 10% of the ABC*.

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 Financial Proposal Sheet(s)