



BIDS AND AWARDS COMMITTEE
(Negotiated Procurement)

PROJECT: “One (1) Lot- Supply of Labor, Materials, Tools, Equipment and Materials for Solid Waste Hauling Segregation and Disposal Services at Mactan-Cebu International Airport Authority (MCIA) Complex”

DATE : December 27, 2018 (1:30 P.M.)

ABC : PHP1,712,311.36

Contract Duration: One (1) Year

BID BULLETIN NO. 1

1.) Two (2) Envelope System –

(First Envelope)

a.) One (1) Envelope- Encloses Eligibility and Technical Information/Documents containing original copy comprising the following documents:

ELIGIBILITY DOCUMENTS (Class “A”):

(Legal Documents)

1. Phil-GEPS Platinum Certificate of Registration
(Technical Documents)

2. Statement/List of **all** ongoing government & private contracts including contracts awarded but not yet started (**Attach Contract or P.O.**)

*Note: Interested bidders must submit all their on-going government & private contracts including awarded but not yet started with supporting proof as stated in the Form hereto attached. **All the pages of the Contract/PO must be complete, however, no need to include attachments.***

3. List of Single Largest Completed Contract (Government or Private) which is similar in nature as stated in the BDS **attaching the Contract/PO with its corresponding attachments/annexes;**

Note: Interested bidders are not required to submit all their completed contracts. However, it is a requirement that a bidder must have one (1) single largest similar contract which is similar in nature with an amount of at least equivalent to 50% of the ABC with supporting proof as stated in the form hereto attached.

4. NFCC (at least 100% of the ABC) or CLC (at least 10% of the ABC)

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

Note: Cash Deposit Certificate not allowed

(Class "B")

5. Joint Venture Agreement (JVA), if applicable.

TECHNICAL DOCUMENTS

6. Schedule of Requirements with the word "comply"
7. Technical Specification with the word "comply" and proof of compliance.
8. Revised Omnibus Sworn Affidavit with notarized document attesting that a particular person is authorized to represent the bidder/entity
9. Certification, under oath, certifying that bidder has no pending case against the government (**per DOTr Memorandum dated June 26, 2018**)

(Second Envelope)

- b.) One (1) Envelope - Financial Information/Documents containing original copy comprising the following documents:**

Financial Documents

1. Bid Offer/Proposal in the prescribed form with
 - a. UPA- Unit Price Analysis
2. Payment Schedule

- c.) The abovementioned envelopes (a & b) shall be enclosed or placed in one single envelope duly sealed.**

2. Cashier's/Manager's check, Bank draft/guarantee, Irrevocable letter of Credit **should be from universal or commercial bank.** (Note: Rural or Savings Bank is not acceptable)

3. The deadline for the submission and opening of bids will be on December 27, 2018 at 1:30 o'clock in the afternoon.

4. All documents submitted must be duly bound or fastened, paginated and duly signed or initialed by the authorized signatory mentioned in the Secretary's Certificate or SPA or Joint Affidavit attached to the Omnibus Sworn Statement.

5. Attached are copies of the Checklist and other Standard Forms for bidder's compliance.

Issued on December 17, 2018.

Atty. GLENN B. NAPULI
BAC-Chairperson

cc: All Interested Bidders



CHECKLIST FOR ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS

PROJECT: “One (1) Lot- Supply of Labor, Materials, Tools, Equipment and Materials for Solid Waste Hauling Segregation and Disposal Services at Mactan-Cebu International Airport Authority (MCIA) Complex”

DATE : December 27, 2018 (1:30 P.M.)

ABC : PHP1,712,311.36

Name of Bidder/s:

1	2	3	4	5	6	7	8	9

FIRST ENVELOPE:

A. ELIGIBILITY/TECHNICAL DOCUMENTS

										LEGAL DOCUMENTS
										A.1. Phil-GEPS Certificate of Registration (Platinum)
										TECHNICAL DOCUMENTS
										A.2. Statement/List of all On-going Government & Private Contracts including contracts awarded but not yet started (with supporting proof, i.e. Contract or PO for private contract and NOA, Contract and NTP for Government Contract)
										A.3. List of SLCC (Government & Private Contracts) which is similar in nature as stated in the BDS with proof (Contract or PO, Certificate of Completion or Certificate of Termination) Note: Bidders must have a single similar contract as previously defined equivalent to 50% of the ABC
										A.4 NFCC (at least 100% of the ABC) or CLC (equivalent to 10% of the ABC) (Note: Cash Deposit Certificate Not Allowed)
										A.5. Joint Venture Agreement, if applicable
										A.6. Schedule of Requirements with the word “comply” (see attached)
										A.7. Technical Specification with the word “comply” and proof of compliance (see attached).
										A.8. Project Requirements:
										a. List of Key Personnel to be

									assigned to the contract to be bid include Curriculum Vitae (CVs) of the proposed Key Personnel- Driver and helper)- attached Manpower Requirement with the word "comply" (page 69)
									b. List of Contractor's Equipment Units which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project. (separate document)
									A.10 Revised Omnibus Sworn Statement that a particular person is authorized to represent the bidder/entity. (form attached to the Bidding Docs)
									A.11. Certification, under oath, certifying that bidder has no pending case against the government (per DOTr Memorandum dated June 26, 2018)

SECOND ENVELOPE:

B. FINANCIAL DOCUMENTS:

									1. Bid Proposal in Standard Form with attach:
									A. UPA- Unit Price Analysis (see attached)
									2. Payment Schedule (see attached)

REMARKS: _____

Name: _____

Date : _____

Note:

Two (2) Envelope System –

- a.) FIRST ENVELOPE: One (1) Envelope (duly sealed) - Encloses Eligibility and Technical Information/Documents containing one (1) original copy (duly sealed)
- b.) SECOND ENVELOPE: One (1) Envelope (duly sealed) – Financial Information/Documents containing one (1) original copy (duly sealed)
- c.) The abovementioned envelopes (First and Second) shall be enclosed or placed in one big envelope (duly sealed).

All documents must be signed/initialed by the authorized signatory. Documents should be properly bound or fastened, arranged in the above order and **must be duly paginated.**

Failure to sign/initial and to properly put a page number (in chronological order) on each of the required document shall be a ground for disqualification.

Submission of documents through cartons or boxes is also acceptable.

All bidders are required to strictly follow the list of documents to be submitted as stated in the checklist.

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Note: This statement shall be supported with:
 1. Contract or PO

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____



Statement/List of Government & Private Contracts completed which are similar in nature

Business Name : _____
Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:
1 Contract or PO

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____



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 Number	Description	Frequency	STATEMENT OF COMPLIANCE
1	Solid Waste Collection, Hauling, Segregation and Disposal Services at MCI A Complex.		
	Coverage:		
	DHL/Miasscor	Daily	
	Engineering Compound	Daily	
	Admin Compound	Daily	
	Civil Works Compound	Daily	
	Police Office	Daily	
	THED and Procurement Offices	Daily	
	Air Asia and Air 21 Cargo	Daily	
	PAL Admin. Office & PAL Cargo	Daily	
	Fast Transit	Daily	
	U-frieght	Daily	
	Lufthansa	Daily	
	U-canteen	Daily	
	Skyways canteen	Daily	
	Aircargo canteen	Daily	
	Cebu Pacific Cargo	Daily	
	LBC	Daily	
	Nippon Express	Daily	
	Fast Link and F2 globa Logistic	Daily	
	Galco Logistic	Daily	
	Galco Ground Handling	Daily	
	Customs	Daily	
	STP	Daily	
	Ibo Access road	Daily	
	Staff Houses	Daily	
	Fire Station	Daily	
	General Aviation	Daily	
	Pag-as Check point	Daily	
	CAAP Office	Daily	
2	Collect, transport, segregate (contractor's MRF) and dispose garbage at dump site.	Daily	
3	Fill-up and sign the solid waste collection monitoring Sheet at designated guard houses	Daily	
4	Maintain cleanliness at the collection point and avoid garbage spillage during transport	Daily	
5	Evaluation of monthly performance based on the monthly performance evaluation sheet	Monthly	
6	Contractor shall provide one unit garbage truck, 8-10 cu.m capacity, in A1 condition and 1 unit garbage truck as back-up w/fuel	Daily	

7	Contractor shall provide cleaning tools like shovels, rakes and brooms	Daily	
8	Contractor shall provide Personal Protective Clothing and Equipment like hand gloves, safty hard hats, dust mask, uniforms and rubber boots.	Daily	
9	Contractor shall be equipped with a mobile phone for monitoring and operational coordination	Daily	
10	Contractor shall collect the garbage daily, starting 6:00AM-2:00PM	Daily	
11	No. of working days	7 days/week including holidays	
12	Duration	One (1) year	
13	One (1) driver	Daily	
14	Two (2) helpers	Daily	

(Name and Signature of the Authorized Person)

Technical Specifications

Item	Specification	Statement of Compliance	Proof of Compliance
1	1 unit Garbage Truck (8-10 cubic meter capacity, owned and in A1 condition)		
2	1 unit Garbage Truck (back-up) with fuel		
3	1 (one) Driver		
4	2 (two) Helpers		
5	Dumping Permit (Component Cities and or Municipalities)		
6	Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC) from DENR-EMB7 for the Material Recovery Facility (MRF) requirement		
7	Material Recovery Facility (MRF) <ul style="list-style-type: none"> - Minimum capacity of 20 cubic meters/day - Proper labeling of waste segregation areas - Proper recording/documentati on of waste materials 		

(Name and Signature of Authorized Person)

MANPOWER REQUIREMENT

Driver	1 st Mo.	2 nd Mo.	3 rd Mo.	4 th Mo.	5 th Mo.	6 th Mo.	7 th Mo.	8 th Mo.	9 th Mo.	10 th Mo.	11 th Mo.	12 th Mo.
		1	1	1	1	1	1	1	1	1	1	1
Helper	1 st Mo.	2 nd Mo.	3 rd Mo.	4 th Mo.	5 th Mo.	6 th Mo.	7 th Mo.	8 th Mo.	9 th Mo.	10 th Mo.	11 th Mo.	12 th Mo.
	2	2	2	2	2	2	2	2	2	2	2	2
Total	3	3	3	3	3	3	3	3	3	3	3	3

Personnel Qualification:

Driver	Helper
* Professional Drivers license	* Male
* 18 years old and above	* 18 years old and above
* Male or Female	

(Name and Signature of Authorized Person)

PAYMENT SCHEDULE	
	AMOUNT
1st MONTH	
2nd MONTH	
3rd MONTH	
4th MONTH	
5th MONTH	
6th MONTH	
7th MONTH	
8th MONTH	
9th MONTH	
10th MONTH	
11th MONTH	
12th MONTH	
TOTAL AMOUNT	

(Name and Signature of Authorized Person)

UNIT PRICE ANALYSIS

(in pesos)

NAME OF PROJECT: **One (1) lot-To Furnish Labor, Equipment and materials for solid waste collection, hauling, Segregation and disposal services at MCIAA Complex**

ITEM NO.	NAME OF ITEM			QUANTITY AND UNIT	
I	Materials				
	MATERIALS	QUANTITY	UNIT	UNIT RATE (in peso)	FINANCIAL COST (in peso)
	Diesel Fuel	5, 475	liters		
	Dumping fee	182,500.00	kilos		
	1 (one) Driver	365	days		
	2 (two) Helpers	365	days		
			TOTAL FOR MATERIALS		
		A. DIRECT COST			
		B. ADMINISTRATIVE FEE (10%)			
		D. VAT (12%)			
		TOTAL COST			

(Name and Signature of Authorized Person)

Bid Form

Date: _____
Invitation to Bid¹ N°: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause **Error! Reference source not found.** of the Bidding Documents.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[JURAT]

* This form will not apply for WB funded projects.