



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : THREE YEAR CONTRACT FOR CARGO FORWARDING SERVICES
ITB NO. : Goods 2019-028
SUBJECT : BID BULLETIN NO. 1
DATE : 17 May 2019

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – April 26 to May 3, 2019
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 – P48,773,161.00 Lot 2 – P16,840,212.00 COB – CO & MOOE
Price of BD (non-refundable)	Lot 1 – P25,000.00 Lot 2 – P12,500.00
Delivery Period	Three (3) Years

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 06 May 2019. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. Schedule of activities as discussed in the Pre-bidding Conference:

- Deadline for the submission of written queries: Thursday, 09 May 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Friday, 17 May 2019
- **Submission and opening of 2 envelopes: Monday, 27 May 2019, 2:00 p.m. at the Green Room, 12th floor, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Clarification and Amendments - Annex "A".

3. Documentary Requirements

a. 1st Envelope

APPLICABLE FOR ALL THE LOTS

- a.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

- a.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

- a.3 Statement of **Similar** Single Largest Completed Contract (SLCC) **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within three (3) years** prior to the submission and opening of bids
- a.4 JVA, in case of Joint Venture – Class “B” Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, except for SSS Clearance that must be complied by all JV partners);
- a.5 Omnibus Sworn Statement (form supplied)

TO BE SUBMITTED ON A PER LOT BASIS

- a.6 NFCC Computation or committed Line of Credit
- a.7 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond or Bid Securing Declaration – form supplied).
- a.8 Technical Documents – project requirements
 - Section VI – Schedule of Requirements
 - Section VII – Statement of Compliance with the Technical Specifications

b. Checklist of the 2nd envelope:

- b.1 Bid Form (form supplied) – pages 55 to 58
- b.2 Bid Breakdown pages (form supplied) – Form 2-A

c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid

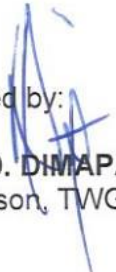
- c.1 2018 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- c.2 Quarterly VAT for the period October 2018 to March 2019;
- c.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC/DTI Registration
 - 2019 Mayor's Permit
 - Valid Tax Clearance
 - 2018 Audited Financial Statement filed through EFPS

4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).

Prepared by:


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BAC Secretariat Department

Concurred by:


NIXON D. DIMAPASOC
Chairperson, TWG

Approved by:


ERNESTO D. FRANCISCO, JR.
Senior Vice President & Chairperson
Bids and Awards Committee

Annex “A”
Bid Bulletin Control No. BB-2019-061
Dated 17 May 2019

ANNEX "A"

PROJECT: THE THREE (3) YEAR CONTRACT OF CARGO FORWARDING SERVICES (LOT 1 – SSS MAIN OFFICE TO SSS BRANCH AND VICE VERSA AND LOT 2 – SSS LOCAL TO LOCAL BRANCHES)

A. ISSUES RAISED DURING THE PRE-BID CONFERENCE

	Query/Clarifications	TWG/BAC Reply
1	Will the softcopy of the bid breakdown forms be provided to the bidders?	Yes.
2	What will be the minimum weight of the cargo?	The minimum weight of the cargo is 1 kilo.
3	For Lot 1, is the frequency for the return of the cargo provided in the Bidding Documents?	Yes. It is included in the Bidding Documents.
4	Can the prospective bidders use the same contract for the two (2) lots to comply with the Single Largest Completed Contract (SLCC)?	Yes.
5	Should the bids be inclusive of VAT?	Yes. The bids to be submitted should be inclusive of all applicable taxes.
6	Will the value of the product to be delivered be provided?	Yes. The declared value of the cargo will be provided during shipment.
7	What specific lot involves delivery of high value goods?	Lot 1 – 90% - office supplies/forms 10% - high value goods
8	Should the documents submitted be certified true copies?	Yes.
9	What is the standard for the marking and sealing?	Please refer to Section II – Instruction to Bidders, Clause 20 of the Bidding Documents.
10	Should the packing and crating of the cargoes be done in the Main Office?	Packing shall be at the SSS warehouse. However, crating shall be done in the warehouse of the winning service provider.
11	For Lot 1, is the rate for the incoming and outgoing cargo the same?	Yes.
12	May the prospective bidders be allowed to use other mode of transportation in case of an occurrence of force majeure?	Yes, for force majeure declared by the local or national weather bureau; provided, that it still complies with the service level requirements stated in the Bidding Documents.

B. RESPONSE TO WRITTEN QUERIES/CLARIFICATIONS

QUERY/CLARIFICATION	TWG REPLY
<i>May I ask if you will require soft copies of the files?</i>	Soft copies of the files are no longer required to be submitted with the financial proposal.

<p><i>How many USB will be needed?</i></p>	<p>Not applicable</p>
<p><i>Do we have a format on how will it be saved on the USB?</i></p>	<p>Not applicable. Submit the hard copy of the financial proposal based on the format provided by BAC Secretariat.</p> <p>The requirement is for the bidders to submit the hard copies of the Bid Form (Cost Proposal for Lots 1 & 2) and Bid Breakdown:</p> <ul style="list-style-type: none"> - Lot 1 – SSS Main Office to Branch and vice versa (Form 2-A) - Lot 2 – Local to Local Branch (Form 2-B) <p>The BAC Secretariat will provide the soft copies of the forms to be filled out, printed and submitted as financial proposal.</p>

C. AMENDMENTS:

1. Revision of Section VI. Schedule of Requirements – Annex “A-1”
2. Revision of Section VII. Technical Specifications – Annex “B-1”

“Annex A-1”

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	Delivered, Weeks/Months
1	<p>Lot 1 – Provide one (1) unit of laptop with Computerized Tracking and Billing Systems</p> <p><u>Lot 2 – Provide a help desk or contact person to attend to all inquiries on tracking of cargoes from the Branches.</u></p>	<p>Within five (5) calendar days upon receipt of signed contract and Notice to Proceed</p>
2	<p>Lot 1 – Handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to its Branch Offices and vice versa, commercial and rural banks locally.</p> <p>Lot 2 – Handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from SSS Local to Local Branch Offices.</p>	<p>Three (3) Years upon receipt of signed contract and Notice to Proceed</p>
3	<p><u>Lot 1 – Pick up time shall be not earlier than 4:15 PM daily and no cargoes must be left at the OSD Warehouse – SSS Annex Building, East Avenue, Diliman Quezon City.</u></p>	<p>Three (3) Years upon receipt of signed contract and Notice to Proceed</p>
4	<p><u>Lot 1 & 2 – Comply with the following service level requirements:</u></p> <p>a. <u>Airfreight / Overland - Maximum delivery period of three (3) working days from pick-up of cargoes.</u></p> <p>b. <u>Inter-island - Additional two (2) working days.</u></p>	<p>Three (3) Years upon receipt of signed contract and Notice to Proceed</p>
5	<p><u>Lot 1 & 2 – In case of erroneous delivery, the service provider shall ensure that it still complies with the service level requirements mentioned above.</u></p>	<p>Three (3) Years upon receipt of signed contract and Notice to Proceed</p>

Annex "B-1"

Section VII. Technical Specifications

Item	Specification	Statement of Compliance
1	<p>Lot 1 – Provide One (1) unit laptop with Computerized Tracking and Billing Systems.</p> <p>Lot 2 - Provide a help desk or contact person to attend to all inquiries on tracking of cargoes from the Branches.</p>	
2	<p>Lot 1 - To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to its Branch Offices and vice versa, commercial and rural banks locally in accordance with Section VI – Schedule of Requirements.</p> <p>Lot 2 - To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from SSS Local to Local Branch Offices in accordance with Section VI – Schedule of Requirements.</p>	
<u>3</u>	<p>Lot 1 – Pick up time shall be not earlier than 4:15 PM daily and no cargoes must be left at the OSD Warehouse – SSS Annex Building, East Avenue, Diliman Quezon City.</p>	
<u>4</u>	<p>Lot 1 & 2 – Comply with the following service level requirements:</p> <p>a. Airfreight / Overland - Maximum delivery period of three (3) working days from pick-up of cargoes.</p> <p>b. Inter-island - Additional two (2) working days.</p>	
<u>5</u>	<p>Lot 1 & 2 – In case of erroneous delivery, the service provider shall ensure that it still complies with the service level requirements mentioned above.</p>	
<u>6</u>	<p>To comply strictly with Section V. Special Conditions of Contract GCC Clause 6.2, Scope of Services.</p>	
Other Requirement		
<p><u>The SSS shall conduct an annual assessment or evaluation of the performance of the service provider.</u></p>		