

**PROJECT: TWO (2)-YEAR CONTRACT FOR CARGO FORWARDING SERVICES (FROM SSS MAIN OFFICE TO BRANCHES AND VICE VERSA)**

**QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
1	Can we request in advance for the soft copy of Bid Form?	Yes, this will be issued together with the Bid Bulletin.
2	<p>a. In Bid Breakdown, it was indicated that the breakdown is good for two years, how can we know if we exceed in the budget in year 1 and year 2? Is it suppose to be stated per year?</p> <p>b. Item 8 in Scope of Services, for out-bound and in-bound, this is also pick-up from branches of SSS?</p> <p>c. Is there an option from the branches bring the shipment to LBC branches? For consideration?</p> <p>d. For item 9, the cartons will be provided with SSS logo?</p> <p>e. For item 10, during outbound shipment, is there any other pick-up point aside from OSD warehouse? Out bound is from SSS main to SSS branches?</p> <p>f. Can you provide the sizes of envelopes for the documents?</p> <p>g. For equipment &amp; furniture, is shipping by sea included?</p> <p>h. For the Bid Breakdown, particularly air freight, base on Philgeps is P15,387.00, which does</p>	<p>The Bid Breakdown Form was revised reflecting per year proposed budget. Said form shall be issued through the Bid Bulletin.</p> <p>Yes.</p> <p>No, Services Provider shall picked up the Cargoes at the SSS Branch office.</p> <p>This is part of the services to be provided by the winning bidder. We will just supply you with the specification for the SSS logo to be printed on the box/cartons.</p> <p>OSD warehouse only.</p> <p>Please refer to B.2 below.</p> <p>No, through air freight only.</p> <p>Please refer to the revised Bid Breakdown form.</p>

	not match in your estimated computation?	
3	<p>a. Section II instruction to Bidders, item no. 7 Subcontracting is not allowed, what do you mean by that?</p> <p>b. We have network partners in provinces.</p>	<p>Our project does not allow sub-contracting of any portion of it.</p> <p>Agents/Sub-agents/Network partners are allowed.</p>
4	<p>a. Follow-up on Sub-Contracting, we also have network partners, especially in remote areas in provinces, but still they represent us in delivering the services, so we also asking for consideration about this.</p> <p>b. For Scope of requirements, in providing one laptop, is this during the duration of the contract only? Is this still a property of our company?</p> <p>c. Can we have dimension of the furnitures &amp; equipment?</p> <p>d. How about the List of SSS offices/address/contact numbers?</p>	<p>Please refer to Item 3.b above.</p> <p>Yes.</p> <p>Yes. Please refer to B.6 below.</p> <p>It is already included in the Bidding Documents.</p>
5	<p>a. For the Committed Line of Credit Certificate on page 48, are we going to use this template?</p> <p>b. In 2nd paragraph, which states that "The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/ Manufacturer/ Contractor) of the Notice of Awards and such line of credit shall be maintained until issuance of Certificate of Acceptance by the SSS", standard per GPPB , availability is during Bid Opening and Submission, there might be a problem if we use this?</p>	<p>Yes. You may use this form.</p> <p>This format is derived from GPPB. We made no changes to it.</p>

**WRITTEN QUERIES:**

	Query/Clarifications	TWG's Reply
1.	<p><u>Under scope of services</u></p> <ul style="list-style-type: none"> <li>For SSS branches to SSS Main shipments. If you can consider dropping the shipment at nearest LBC branch (nearest LBC branch from SSS branch offices) instead of pick-up</li> <li>If Crating must be done in OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman, QC? Or it can be at LBC warehouse?</li> </ul>	<p>Cargoes for shipment shall be picked up at the SSS Branch Office</p> <p>Crating can be done at OSD or service provider's Warehouse</p>
2.	<p><u>Under Bid Breakdown</u></p> <ul style="list-style-type: none"> <li>If you can provide the sizes of pouches and quantity for documents</li> </ul>	<ul style="list-style-type: none"> <li>Small - 9.5" x 4"</li> <li>Medium – 14" x 9.5"</li> <li>Large- 18" x 12"</li> </ul> <p>We cannot provide the exact quantity for documents since we have based the requirements in kilograms.</p>
3.	<p><u>Additional concern regarding Committed Line of Credit.</u></p> <ul style="list-style-type: none"> <li><u>The</u> contents of NPM No. 003-2019 issued by the Government Procurement Policy Board (pls. refer to link below)  <a href="https://www.gppb.gov.ph/gppb-admin/monitoring/npms/NPM%20No.%20003-2019%20NPC.pdf">https://www.gppb.gov.ph/gppb-admin/monitoring/npms/NPM%20No.%20003-2019%20NPC.pdf</a></li> </ul> <p>vs. that from the downloaded bidding document;</p> <p><i>This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the abovementioned Contract, a</i></p>	<p>NPM No. 03-2019 provides that Committed Line of Credit should have been granted by the bank to the bidder at the time of submission of the bids. Ergo, bidder shall be considered qualified if the same is already available from the submission of its bid. On the other hand, the Form 04 as part of the PBD provides that the credit line shall be available within 15 days from the issuance of the Notice of Award.</p>

	<p><i>credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.</i></p> <p><i>The credit line shall be available within fifteen (15) calendar days after receipt by the Supplier/Distributor/Manufacturer/Contractor of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.</i></p> <p><i>This Certification is being issued in favor of said (Supplier/Distributor/ Manufacturer/Contractor) in connection with the bidding requirement of Social Security System for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.</i></p> <p><i>The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.</i></p> <p>You might want to review this part po.</p>	
4.	<ul style="list-style-type: none"> <li>• May we request a soft copy of the rate sheet table?</li> </ul>	BACSD will provide a soft copy of the bid breakdown form
5.	<ul style="list-style-type: none"> <li>• We would like to clarify stipulated in the bid docs on page 11 clause 7.1 regarding subcontracting, how do you classify subcontracting in this project?  - We have sub-agents/ network representing Airspeed nationwide is it considered subcontracting? We firmly believe that all aspects of logistic industries have sub-agents or networks that represent their main partner since we do have Service Level Agreement and it is a guarantee that in good faith on the part to execute the work in accordance with the contract.</li> </ul>	Technically, sub-agents/ network representatives are not considered subcontractors but mere agents of the principal. This is, however, subject to the nature of their agreement/arrangement and extent of their liabilities. Nonetheless, their performance is deemed the same performance of its principal.

6.	<ul style="list-style-type: none"> <li>By any chance, may we request the dimensions of furniture to be deliver?</li> </ul>	<ul style="list-style-type: none"> <li>Portable UPS-34 x 20 x 75 cm (box)</li> <li>Dell OptiPlex 3050 -32 x 30 x 11 cm (box)</li> <li>Paper Shredder – 41 x 33 x 51 cm (box)</li> <li>Lenovo PC Station-74 x 50 x 52 cm (box)</li> <li>Router &amp; Ethernet Switch-64 x 44 x 61 cm (box)</li> <li>PC Workstation- 59 x 4 x 57 cm (box)</li> <li>Network Video Recorder-40 x 32 x 50 cm (box)</li> </ul>
7.	<ul style="list-style-type: none"> <li>What is the lead time for Inter-island? are 5 days including Saturday, Sunday and holidays?</li> </ul>	5 working days lead time excluding Saturday, Sunday and holidays
8.	<ul style="list-style-type: none"> <li>On the No subcontracting clause, may we request for the end-user to define the extent of this clause since we will be using our Network partners during the contract duration? 2GO will be solely liable during the contract implementation.</li> </ul>	Refer to B.5 above.

9.	<p>For page 22 Clause 1.0. The Service Provider shall perform the following: 1. Packaging, crating and handling of SSS cargoes, furniture, equipment and other materials for shipment to and from SSS Main Office and Branches and various destinations nationwide.</p> <ul style="list-style-type: none"> <li>• If "other materials" include documents, please confirm that: <i>Packing, handling, and transporting of media (i.e. documents, identification cards, credit cards, computers, storage devices, etc.) that may contain personal data does not constitute processing of data contained therein.</i></li> <li>• Does "various destinations nationwide" include deliveries to SSS members/beneficiaries addresses or is "various destinations nationwide" purely refers to SSS office addresses and/or bank addresses as indicated in page 30 - Sec VI. #1?</li> <li>• Please clarify, banks are not included in Page 10 Scope of bid.</li> </ul>	<p>Yes, this is confirmed.</p> <p>No, it does not include deliveries to SSS members/beneficiaries addresses nationwide but it only refers to addresses indicated in Annex A of Bidding Documents.</p> <p>Banks are not included.</p>
10.	<ul style="list-style-type: none"> <li>• For page 22 Clause 1.0, 2. Forward the cargoes immediately to airport or direct to consignees' location as the case maybe, after appropriate packing and documentation at SSS. Who are these "consignees"– SSS employee, SSS member, SSS Member beneficiary, an Employer, etc.?</li> </ul>	<p>SSS Branch Offices as indicated in Annex "A".</p>
11.	<ul style="list-style-type: none"> <li>• For page 22 Clause 1.0, 3. Secure acceptance or receipt of cargoes by duly authorized representative of consignee within twenty-four (24) hours from the time of delivery. Is 2GO required to validate who the "duly authorized representative of consignee" is? How?</li> </ul>	<p>Yes, refer to Annex "A".</p>

12.	<ul style="list-style-type: none"> <li>For page 22 Clause 1.0, 5. Submit to SSS proofs of delivery and weekly status report. What personal data does SSS require 2GO to collect for the "proofs of delivery?"</li> </ul>	<p>The proof of delivery are way bill and shipment order which contains the name and signature of the recipient.</p>
13.	<ul style="list-style-type: none"> <li>For page 26 Clause 6, 4. NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS. For clarification, is our understanding correct that SSS will not withhold the consent to subcontract when such is requested by 2GO? How does this tie in with 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed on page 11?</li> </ul>	<p>This provision is amended as follows:</p> <p>"NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables."</p>
14.	<ul style="list-style-type: none"> <li>For page 27 Clause 6, 9. COMPLIANCE WITH SS LAW. SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement. Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS. Are you requiring us to provide an</li> </ul>	<p>This provision only intends that SSS' contracting party adheres and is compliant to SSS Law. However, there is no need to submit certification and name of employees.</p>

	<p>attestation or requiring us to provide employee names?</p>	
15.	<ul style="list-style-type: none"> <li>For page 30 Section VI #1. To handle the freight of SSS cargoes, pouches, supplies and materials, furniture and equipment from the SSS Main Office to <u>Branch Offices and vice versa, commercial and rural banks locally.</u> Please confirm that: <i>Packing, handling, and transporting of media (i.e. documents, identification cards, credit cards, computers, storage devices, etc.) that may contain personal data does not constitute processing of data contained therein.</i></li> </ul>	<p>Please refer to B.9 above.</p>
16	<ul style="list-style-type: none"> <li>For page 22 Clause 6, In case of damage or loss, replace within fifteen (15) calendar days the cargoes of the same kind and make and/or pay the damages that may be suffered by the SOCIAL SECURITY SYSTEM within ten (10) calendar days.</li> </ul> <p>Can we aligned this with our Claims Processing and Guidelines which is subject for investigation and the result will be released within 30 calendar days.</p> <p>No automatic deduction on our billing and will be processed separately?</p>	<p>No, 15 calendar days shall be maintained.</p> <p>Yes, there is no automatic deduction as SSS pays the actual amount that appears on the Statement of Account provided by the supplier. Payment for loss/damages will be processed separately.</p>
17.	<ul style="list-style-type: none"> <li>For page 22 Clause 13, Provide an on-line Computerized Billing System that can be accessed through internet to be detailed at OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City. Does this refer to 2GO Billing or just the track and trace capability wherein you could check the status of your shipment if it's delivered or not?</li> </ul>	<p>This provision is amended as follows:</p> <p>"Clause 13, Provide a laptop, to be detailed at OSD Warehousing Team Office – SSS Annex Building, East Avenue, Diliman Quezon City, where the on-line</p>



		Computerized Tracking and tracing System can be accessed.
18.	<ul style="list-style-type: none"> <li>For page 25 Clause 2.2. The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules Regulations, to be remitted directly to the BIR by the SSS. Can 2GO be provided by the Withholding Tax Certificate upon Payment?</li> </ul>	Yes.
19.	<ul style="list-style-type: none"> <li>Delivery to office hours or anytime. What does this mean?</li> </ul>	Delivery during office hours. However, winning bidder may be required by SSS to deliver anytime.
20.	<ul style="list-style-type: none"> <li>Proof of Delivery return will these be billing attachment? Or a soft copy will do? What are these proof of Delivery?</li> </ul>	Please refer to B.12 above.
21	<ul style="list-style-type: none"> <li>Loss or damage to be replaced within 15 days plus other damages- What are these does other damages?</li> </ul>	"Other damages" refer to Liquidated damages for the delay of shipment/ replacement, if applicable.
22	<ul style="list-style-type: none"> <li>Recipient are SSS Main, SSS branches, Commercial/ Rural banks or collecting partners- Do we have pick-up and deliveries to other offices/ residential?</li> </ul>	No, SSS Main and Branch Office only.
23	<ul style="list-style-type: none"> <li>Provide its own closed van service vehicle and personnel exclusively to be detailed to SSS. In carrying out the safe and secure handling of cargoes:</li> <li>What does exclusive mean?</li> <li>No other Cargo to be loaded with SSS Cargo?</li> <li>Will there be multiple pick-up sites?</li> </ul>	<p>Closed van shall be dedicated only to SSS.</p> <p>Yes. Only SSS cargoes shall be loaded.</p> <p>No, SSS Warehouse only.</p>

Handwritten signature or mark.

24	<ul style="list-style-type: none"> <li>The transactions is purely main to Branch and vice versa no branch to branch?</li> </ul>	Yes.
25	<ul style="list-style-type: none"> <li>For SCC #19 The extraordinary liability of the Service Provider continues to be operative even during the time goods are stored in a warehouse of the Service Provider at the place of destination, until the SSS has been advised of the arrival of the goods and has reasonable opportunity thereafter to remove them or otherwise disposed them. What does this mean? How long?</li> </ul>	<p>The extraordinary liability of the Service Provider continues to be operative until the goods are delivered to SSS/consignee.</p> <p>This amends Section V. Clause 19.</p>
26	<ul style="list-style-type: none"> <li>For SCC 2.2 Billing will be based on actual delivery weight? Can this be based on chargeable weight?</li> </ul>	Billing will be based on actual delivery weight only.
27	<ul style="list-style-type: none"> <li>For SCC #3, Secure acceptance or receipt of cargoes by duly authorized representative of consignee within twenty-four (24) hours from the time of delivery. Does this refer from the arrival at the destination?</li> </ul>	Yes.
28	<ul style="list-style-type: none"> <li>For SCC #4, Actual delivery of cargoes shall be done during office hours and/or anytime as may be required by SSS. Can we limit this during working days or working hours?</li> </ul>	Please refer to B.19.
29	<ul style="list-style-type: none"> <li>For the crating requirement- will the crating be happened on site?</li> </ul>	Crating can be done at OSD or at the service provider's warehouse
30	<ul style="list-style-type: none"> <li>For SCC #12, Provide additional manpower as the need arises or upon the request of SSS at no additional cost to the SSS Actual delivery of cargoes shall be done during office hours and/or anytime as may be required by SSS. Based on your history how frequent is this? Is it possible to have the additional manpower request a day before the actual requirement?</li> </ul>	Rare case only. Yes, we will request one day before the actual requirement.
31	<ul style="list-style-type: none"> <li>For SCC #15.1 SLR, is it possible to extend the delivery lead time based on provider Service Area Manual? This is to take in consideration the areas that will fall under Out of Town Delivery.</li> </ul>	No, it should be based on the stated SLR.

	If there will be some areas that will fall under provider Out of Serviceable Area (OSA), can we arrange to have it pick- up to SSS nearest serviceable area of the provider? That will be defined once contract has been awarded?	No, goods shall be delivered to SSS branches only.
32	<ul style="list-style-type: none"> <li>For SCC #15.3, Pick up time shall 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. Is it possible to have the pick-up details a day before the actual pick- up schedule since the booking cut-off is too tight?</li> </ul>	Yes.