



**BIDS AND AWARDS COMMITTEE**

**Bidding for One (1) Lot – Service Provider for Courier Services  
For Local and International Destinations**

**SUPPLEMENTAL BID BULLETIN NO. 01**  
9 June 2017

This Supplemental Bid Bulletin No. 01 is issued to clarify concerns in the Bidding Documents. This shall form an integral part of the Bid Documents:

**Section VII. Technical Specifications**

- Terms of Reference  
**Service Fee and Allocated Budget.** Please refer to second paragraph, page 71

Pursuant to Sections 8.5.2 and 23.1 of Implementing Rules and Regulations (IRR) of RA 9184

**Section VIII. Bidding Forms**

- **Checklist of Eligibility & Technical Requirements for Bidders**, pages 92-93  
Please refer to the attached revised Eligibility & Technical Requirements for Bidders

For guidance and information of all concerned.

  
Dir. LILIA F. DE GUZMAN  
Vice Chairperson

## Checklist of Eligibility & Technical Requirements for Bidders

The Eligibility & Technical Envelope shall contain the following:

### A. ELIGIBILITY DOCUMENTS

#### CLASS "A" DOCUMENTS

1. PhilGEPS Registration - Platinum Membership
2. Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any.
3. BIR Registration Certification, which contains the Taxpayer's Identification Number
4. List of all ongoing government and private contracts including contracts awarded but not yet started. List shall be supported with:

*Notice of Award and / Notice to Proceed / Letter of Confirmation or similar documents (signed by the owner or authorized representative) for ongoing contracts.*

Specification of whether similar or not similar in nature shall also be incorporated in this matrix (*Bidder may use sample form entitled "List of All Ongoing Government and Private Contracts Including Awarded But not yet Started".*)

5. Statement of all government and private contracts completed which are similar to the project to be bid within the last two (2) years (i.e. 2015 to 2016). *Bidder may use sample form entitled "Statement of All Government and Private Contracts Completed which are Similar in Nature".*
6. Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities
7. Computation of Net Financial Contracting Capacity (NFCC) **OR**
8. Certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to the bidder a credit line if awarded the contract, (*Bidder may use sample form entitled "Credit Line Certificate"*) **OR**
9. A cash deposit certificate certifying a hold out on cash deposits issued by a licensed bank, which shall also be specific to the contract to be bid, in an amount not lower than that set by the procuring entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the approved budget for the contract (*Bidder may use sample form entitled "Certificate of Cash Deposit"*)

## **CLASS "B" DOCUMENTS**

1. Valid joint venture agreement, in case of a joint venture

## **B. TECHNICAL DOCUMENTS**

1. Bid Security
2. Latest **Income Tax Returns** as required by Executive Order No. 398 and BIR Revenue Regulations No. 03-2005. The Latest ITR shall refer to the ITR for the preceding Tax year be it on a calendar year or fiscal year. For new establishments with no annual ITR yet, it shall refer to the most recent quarter's ITR
3. Latest **Business Tax Returns** as required by Executive Order No. 398 and BIR Revenue Regulations No. 03-2005. The Value Added Tax or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date
4. Photocopy of email from the Bureau of Internal Revenue (BIR) indicating the status of enrolment in the Electronic Filing and Payment System (EFPS) as required by BIR Revenue Regulations No. 03-2005 dated February 16, 2006