

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos. 834-4823; Fax No. 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Lease of Motor Vehicles for CY 2017
Reference No. : PB-GS-01-2017
ABC : PhP 30,000,000.00
Date : 27 February 2017

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

I. Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX I** of this Supplemental/Bid Bulletin No. 1.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)
MARIA TERESA C. LEPATAN
BAC Chairperson

ANNEX I

Technical Specifications

I.	Background	
	The Department intends to lease motor vehicles for the use of Department officials and other personnel to facilitate the performance of their duties.	
II.	Scope	
	Lease of Forty-Two (42) Motor Vehicles for the period 01 April to 31 December 2017.	
III.	Technical Specifications	Statement of Compliance
	1. The Contractor shall provide chauffeured car service for thirty-four (34) vehicles, Mondays to Fridays, with unlimited mileage, for a maximum of twelve (12) hours per day which starts from the call hour of the end-user.	
	2. The Contractor shall also provide one (1) unit of vehicle, without a driver but with fuel included.	
	3. The Contractor shall provide, within forty-eight (48) hours' notice, additional vehicles, under the same terms and conditions as the vehicles in No. 1 above.	
	4. The Contractor shall also provide chauffeured car services as follows: <ul style="list-style-type: none"> a) Hours in excess of the time stated in No.1 above, which may be charged only upon a Certification by the Contractor of actual overtime services rendered; and b) Saturdays, Sundays and Holidays, when expressly authorized in writing by the Office of Assets Management and Support Services (OAMSS) and a certification attesting to the official use of the vehicle signed by the user. The Contractor shall be notified at least within two (2) days before the chauffeured car services will be required. c) Charges for overtime services rendered pursuant to (a) and (b) above shall form part of the contract bid price. 	
	5. All motor vehicles assigned or which may be assigned to the Department shall be covered by either a: <ul style="list-style-type: none"> a) Certificate of Public Convenience (CPC) issued by the Land Transportation Franchising and Regulatory Board (LTFRB) and 	

	<p>a comprehensive car insurance policy for Public Utility Vehicles from a reputable insurance company; or</p> <p>b) Comprehensive insurance covering accidental death or injury of drivers and all passengers and supported by an application for a CPC from LTFRB.</p> <p>The CPC and/or comprehensive insurance shall be the responsibility of the Contractor.</p>									
6.	<p>The Contractor shall provide motor vehicles that are not older than two (2) years and with mileage readings of not more than Fifty Thousand (50,000) kilometers from the year of contract; are roadworthy and in very good condition.</p> <p>The Contractor shall undertake to repair any vehicle that may break down or become unserviceable within one and a half (1 ½) hours if the breakdown occurred within Metro Manila, or within a reasonable time if outside thereof.</p>									
7.	<p>The Contractor shall provide the Department, upon request, passenger vans, instead of the regular vehicle/s, for groups of ten (10) passengers or more, when events or official functions require the transportation of larger groups of personnel. Requests shall be made by OAMSS at least two (2) days before the date of the intended use.</p> <p>Charges for the use of any of the passenger vans shall be based only upon actual use thereof.</p>									
8.	<p>The Contractor shall warrant that it has the capacity to deliver 24/7 roadside assistance to its motor vehicles in case of mechanical problems.</p>									
9.	<p>The Contractor shall ensure that no Department of Foreign Affairs personnel, in accordance with the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) and other related laws, rules and regulations, is the owner, in whole or in part, of any of the leased vehicles.</p>									
10.	<p>The Contractor shall provide vehicles with the following specifications:</p> <table border="1" data-bbox="285 1551 1256 1892"> <thead> <tr> <th>User</th> <th>Motor Vehicle</th> <th>No. of Units</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>For the Secretary</td> <td>Car (Sedan)</td> <td>One (1)</td> <td> <ul style="list-style-type: none"> Car with engine displacement 2200 cc for gasoline or 3000 cc for diesel which can accommodate 4 to 5 passengers, including the driver; or </td> </tr> </tbody> </table>	User	Motor Vehicle	No. of Units	Description	For the Secretary	Car (Sedan)	One (1)	<ul style="list-style-type: none"> Car with engine displacement 2200 cc for gasoline or 3000 cc for diesel which can accommodate 4 to 5 passengers, including the driver; or 	
User	Motor Vehicle	No. of Units	Description							
For the Secretary	Car (Sedan)	One (1)	<ul style="list-style-type: none"> Car with engine displacement 2200 cc for gasoline or 3000 cc for diesel which can accommodate 4 to 5 passengers, including the driver; or 							

					<ul style="list-style-type: none"> • CUV with engine displacement 2000 cc for gasoline or 2800 cc for diesel which has a maximum seating capacity of 10 passengers, including the driver. • Automatic or manual transmission • With Air-conditioning, AM/FM Tuner, CD Player and USB port for smart phones and iPod
			Cross-over Utility Vehicle (CUV)	Three (3)	
		For the Undersecretaries	Primary vehicle: Car (Sedan or Hatchback) or CUV	Five (5)	<ul style="list-style-type: none"> • Car with engine displacement 1600 cc for gasoline or 1600 cc for diesel which can accommodate 4 to 6 passengers, including the driver; or • CUV with engine displacement 2000 cc for gasoline or 2500 cc for diesel which has a maximum seating capacity of 10 passengers, including the driver. • Automatic or manual transmission • With Air-conditioning, AM/FM Tuner, CD Player and USB port for smart phones and iPod

		For the Assistant Secretaries / BAC Chair	Primary vehicle: Car (Sedan) or CUV	Twenty-one (21)	<ul style="list-style-type: none"> • Car with engine displacement 1500 cc for gasoline which can accommodate 4 to 5 passengers, including the driver; or • CUV with engine displacement 1500 cc for gasoline or diesel which has a maximum seating capacity of 10 passengers, including the driver. • Automatic or manual transmission • With Air-conditioning, AM/FM Tuner, CD Player and USB port for smart phones and iPod 	
		Senior Special Assistants	Car / Sedan or CUV	Five (5)	<ul style="list-style-type: none"> • Car with engine displacement 1500 cc for gasoline or diesel which can accommodate 4 to 5 passengers, including the driver; or • CUV with engine displacement 1500 cc for gasoline or diesel which has a maximum seating capacity of 10 passengers, including the driver. • Automatic or manual transmission • With Air-conditioning, AM/FM Tuner, CD Player and USB port for smart phones and iPod 	

		Assigned Service Cars		Four (4)	<ul style="list-style-type: none"> • CUV with engine displacement 2000 cc for gasoline or 2500 cc for diesel which has a maximum seating capacity of 10 passengers, including the driver. • Passenger van with engine displacement 3000 cc for diesel which has a minimum seating capacity of 10 passengers, including the driver. • Automatic or manual transmission • With Air-conditioning, AM/FM Tuner, CD Player and USB port for smart phones and iPod 	
		Service Cars (on-call)	Car (Sedan) or CUV or Passenger Van	Three (3)		
	11.	The Contractor shall keep the interior and exterior of the motor vehicles clean and well-maintained. Drivers shall not smoke inside the vehicles. Vehicles deemed dirty and no longer presentable shall be replaced.				
	12.	The trips to be covered by the transportation services shall be within a sixty-kilometer (60 km.) radius from the Department of Foreign Affairs buildings.				
	13.	The Contractor shall ensure that each driver possesses a valid professional license, NBI and Police clearances to be submitted upon assumption to the Department; and each driver shall sign an individual Non-Disclosure Agreement (NDA) to be submitted by the Contractor to the Department.				
	14.	The Contractor shall ensure that each driver has a medical certificate and passed screening tests for illegal and/or prohibited drugs. Drivers shall agree to be subjected to random drug tests.				
	15.	The Contractor shall ensure that its drivers are neat and presentable and wear company uniforms at all times.				
	16.	The Contractor shall ensure that its drivers are familiar with Metro Manila and its traffic patterns.				
	17.	The Contractor shall ensure that its drivers are not discourteous, reckless, drunk, habitually tardy or dishonest. Any driver found in violation of any of the above shall be immediately replaced upon the official request of the Department.				

	18.	The Contractor shall provide a system that will ensure that services will not be hampered due to vehicle volume reduction program or other similar policies.	
	19.	The Contractor shall, with regard to the salaries and benefits of drivers, present its books of account at any time upon the official request of the Department.	
	20.	The Contractor shall pay/remit on time appropriate salaries, SSS, PAG-IBIG and PhilHealth contributions, BIR taxes, and all legal benefits to its drivers, as provided under the Labor Code and other pertinent Philippine laws, rules and regulations.	
	21.	The Contractor shall ensure compliance with DOLE Department Order No. 18-A s. 2011	
	22.	The DFA shall have no employer-employee relationship with the drivers.	
	23.	Toll and parking fees shall be charged to the user of the vehicle.	
	Contract Duration		
IV.	24.	The lease contract shall be for the period starting from 01 April 2017 to 31 December 2017.	
V.	Terms of Payment		
	25.	The Contractor shall issue a weekly pro-forma invoice to facilitate reconciliation of services.	
	26.	The Contractor shall submit monthly billings during the first week of the following month.	
	27.	Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).	
	28.	All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]