



Republic of the Philippines  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
GSIS Building, Financial Center, Pasay City, Metro Manila 1308

**NOTICE OF CONDUCT OF  
NEGOTIATED PROCUREMENT**

**RENTAL OF THREE (3) UNITS SHUTTLE BUS SERVICE  
– THIRD NEGOTIATED PROCUREMENT  
(MULTI-YEAR CONTRACT)**

The Government Service Insurance System (GSIS) is conducting Negotiated Procurement, under Two Failed Biddings, for the **Rental of Three (3) Units Shuttle Bus Service**, with an Approved Budget for the Contract (ABC) amounting to **Twelve Million Eight Hundred Thirty Five Thousand Pesos (Php12,835,000.00)** for *twenty (20) months from November 2017 to June 2019*.

In view of this, the GSIS now invites prospective bidders/suppliers for a Negotiation to be conducted on **29 September 2017, 10:00 AM**, at the GBAC Conference Room, GSIS Building Level 2 Core G, Financial Center, Pasay City. Attached is the *Terms of Reference (Annex A)*, which will be discussed during said Negotiation.

Thereafter, the GSIS will invite interested bidders/suppliers to submit their Best Offers.

Best Offers must be submitted to the GBAC Secretariat, GSIS Bids and Awards Committee, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City on or before **03 October 2017, 9:30 AM**. Bidders/suppliers must submit the following documents enclosed in a **SEALED** envelope:

- a) Letter of Conformity to be printed in the bidder/supplier's letterhead (**Annex B**)
- b) Itemized Bid Form (**Annex C**)
- c) Bid Security (**Annex D**)

Opening of Best Offers will be on **03 October 2017, 10:00 AM** at GBAC Conference Room, GSIS Building Level 2 Core G, Financial Center, Pasay City.

The aforementioned schedule may be changed to another date as may be agreed upon by the GSIS Bids and Awards Committee and the prospective suppliers.

The bidders/suppliers with the Lowest or Single Calculated Quotation shall be required to submit additional documents stated in the *Checklist of Additional Requirements (Annex E)*.

Thank you.

**(Sgd.) VP JONATHAN C. PINEDA**  
Chairperson  
GBAC for Goods, Services & Consultancy – Cluster 2

ANNEX A  
**TERMS OF REFERENCE**

**I. 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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
	Rental of Shuttle Bus Service	3	3	20 months
	Number of trips	55	55	Daily

**II. TECHNICAL SPECIFICATIONS**

**COVERAGE**

The proposed multi-year contract (**November 2017 to June 2019**) shall cover the rental of three (3) units shuttle bus (air-conditioned at least 50-seater) for the GSIS employees, members and clients to and from the GSIS Central Office located at the Financial Center, Roxas Boulevard, Pasay City and designated pick-up points.

**1. SCOPE OF THE PROJECT**

- 1.1. The rental of three (3) shuttle bus (air-conditioned at least 50-seater) with the following features:
  - 1.1.1. In good running condition;
  - 1.1.2. Centralized air-conditioning system;
  - 1.1.3. A seating capacity for at least fifty (50) persons;
  - 1.1.4. Bus model should not be more than five (5) years;
  - 1.1.5. Have one (1) operating door and an emergency exit door or provision of emergency mallet;
  - 1.1.6. Have a large display digital clock above the rear view mirror;
  - 1.1.7. Have at least 26-inch LED/LCD television set and WIFI; and

1.1.8. Bus interior and exterior should be in good condition.

1.2. Routes

1.2.1. Two (2) shuttle buses (Bus nos. 1 & 2) to ply to and from GSIS and Sen. Gil Puyat Avenue (former Buendia) cor. Taft/LRT

1.2.2. One (1) shuttle bus (Bus no. 3) to ply to and from GSIS and Mall of Asia (MOA)

1.3. The following shall be for the account of the Service Provider (SP) :

1.3.1. The expenses for gasoline, oil, lubricant and other consumables required to run and maintain the shuttle buses.

1.3.2. The salaries, allowances and all other legal benefits due their assigned Drivers.

1.4. The buses may be used by the GSIS for special activities provided that the location/destination is within Metro Manila. The fee will be computed commensurately with the cost per trip.

1.5. All the buses must be covered by a Comprehensive Insurance including Passenger Liabilities Insurance for the entire duration of the contract.

1.6. The SP should allow the installation of wrap-around stickers of GSIS advertisement on the three buses. The installation and maintenance of the wrap-around stickers will be for the account of the SP. The design, specifications and quality of the wrap-around sticker will be provided by the GSIS.

## **2. CONTRACT PERIOD**

2.1. The contract period covered shall be from the contract perfection to June 2019, subject to BMD's evaluation of the SP's monthly performance.

2.2. The GSIS may terminate or rescind the contract if the SP fails BMD's evaluation for two (2) consecutive months or three (3) times within the 12-consecutive month period.

## **3. SCHEDULE OF REQUIREMENT**

3.1. The trips of shuttle buses will be as follows:

3.1.1. The two (2) shuttle buses (Bus nos. 1 & 2) must render a total of Forty (40) round trips per day between 6:00 A.M. to 9:00 P.M. (final schedule to be provided by BMD upon award). A Round trip is defined as GSIS to Sen. Gil Puyat Avenue (former Buendia) cor. Taft/LRT and back to GSIS.

3.1.2. One (1) shuttle bus (Bus no. 3) must render a total of Fifteen (15) round trips per day between 6:00 A.M. to 9:00 P.M. (final schedule to be provided

by BMD upon award). A round trip is defined as GSIS to Mall of Asia (MOA) and back to GSIS.

- 3.2. The SP shall provide shuttle bus services on all GSIS working days and during holidays and weekends as may be required by the GSIS.
- 3.3. The prescribed time of operations is subject to change as may be determined by the GSIS.

**4. MONTHLY RATE**

$$\frac{\text{Monthly Contract Price} \div 22 \text{ Days}}{\text{No of trips / day}} = \text{Rate/trip}$$

**5. REQUIRED PERSONNEL**

- 5.1. The SP shall provide three (3) Full-time Bus Drivers, one (1) Alternate Bus Driver and one (1) Operations Supervisor.
- 5.2. The SP shall provide an Operation Supervisor who will be responsible for coordinating the requirements of the GSIS, billing and other concerns.
- 5.3. Qualifications of Personnel :
  - 5.3.1. The four (4) Bus Drivers must be at least high school graduate and the Operation Supervisor must be college level.
  - 5.3.2. Must have a five (5)-year experience driving a 50-seater bus
  - 5.3.3. Must have a professional driver’s license
  - 5.3.4. Must be mentally and physically fit to work, duly certified by a physician designated by the GSIS-MWSD.
  - 5.3.5. Must have negative findings for drug use, duly certified by any DOH-accredited drug testing clinic
  - 5.3.6. Must be between 30 and 45 years old
  - 5.3.7. NBI Clearance or certificate showing that he has no criminal or derogatory record
  - 5.3.8. Must be of good moral character, well groomed and courteous
  - 5.3.9. Willing to undergo random drug testing by the GSIS. Any driver who will be found positive of drug use shall be replaced by the SP immediately upon receipt of notice from GSIS.
  - 5.3.10. Must wear a neat and collared polo shirt.

## **6. TERMS OF PAYMENT**

- 6.1. Payment shall be made monthly, subject to the submission of the following by the Service Provider:
  - 6.1.1. Billing Statement
  - 6.1.2. A copy of the Official Receipt and certified true copy of remittance lists to SSS, Pag ibig, and Philhealth for the billing month.
  - 6.1.3. Summary of Daily Trips duly signed by the Security Guard on duty.
  - 6.1.4. Computation of payment shall be based on the actual trips served/completed.

## **7. OTHER TERMS AND CONDITIONS**

- 7.1. The SP shall secure all the necessary and applicable permits by all government and regulatory agencies to operate shuttle bus services.
- 7.2. The SP shall immediately inform the GSIS of the impending non-performance of services.
- 7.3. In case of shuttle bus breakdown the Service Provider must provide an alternate bus within 4 hour.
- 7.4. Non-performance of at least fifty percent (50%) of the total trips per day per bus where the SP is at fault will be one tenth (1/10) of one percent (1%) of the total contract price per bus per day.
- 7.5. In case of work suspension on the same day due to inclement weather or fortuitous event, The Service Provider shall be entitled to compensation for a minimum of ten (10) trips or the actual number of trips, whichever is higher.

## Annex B

*[Insert Letterhead of the Prospective Bidder/Supplier here]*

### **LETTER OF CONFORMITY**

**Title of the Project:** *[Title]*

**To:** *GSIS Bids and Awards Committee  
Government Service Insurance System*

*GSIS Central Office, Financial Center, Pasay City*

This is to inform the *GSIS Bids and Awards Committee* that our company, \_\_\_\_\_, located at \_\_\_\_\_ conforms to the Schedule of Requirements and Technical Specifications as enumerated in the Terms of Reference of the Bidding Documents, and in Bid Bulletin(s) issued.

(Signature Over Printed Name)

Annex C  
**ITEMIZED BID FORM**

Name of Bidder/Supplier \_\_\_\_\_

1	2	3	4
Description	Quantity	Total Price, per unit	Total Price delivered Final Destination
Rental of Three (3) Units Shuttle Bus Service	1 lot		

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Annex D  
**BID SECURITY**

The bidder shall submit a **Bid Securing Declaration** using the form prescribed in the Notice of Conduct of Negotiated Procurement/Request for Submission of Best Offers or any of the following form of Bid Security:

- a) **Php256,700.00**, equivalent to 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;

*Bidders who opt to submit a bid security in the form of cash and/or cashier's/manager's check shall deposit the said bid security to the GSIS Cashier, in coordination with the GBAC Secretariat, prior to the submission of bids. The Official Receipt issued by the GSIS Cashier shall be submitted as part of their Sealed Envelopes containing their Best Offers.*

- b) **Php641,750.00**, equivalent to 5% of the ABC, if bid security is in Surety Bond. A valid certification from the Insurance Commission must attached/submitted.



## Bid Securing Declaration Form

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**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_) S.S.**

X-----X

### **BID SECURING DECLARATION** **Invitation to Bid: [Insert Reference number]**

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

I/We<sup>1</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Series of \_\_\_\_\_

## Annex E

# CHECKLIST OF ADDITIONAL REQUIREMENTS

### Legal Documents

1. Appropriate **Registration Certificate** from the:
  - Securities and Exchange Commission  
For Corporation  
Certificate of Registration; or Certificate of Incorporation; or Certificate of Filing of Amended Articles of Incorporation.  
For Partnership  
Certificate of Registration; or Certificate of Partnership; or Certificate of Filing of Amended Articles of Partnership.
  - Department of Trade and Industry (DTI), for sole proprietorship
  - Cooperative Development Authority (CDA), for cooperatives
2. **Mayor's/Business Permit** for CY 2017 issued by the city or municipality where the principal place of business of the prospective bidder is located
3. Valid **Tax Clearance** per Executive Order 398 (s. 2005), as finally reviewed and approved by the BIR

*In case of Joint Venture, all parties to the Joint Venture shall submit item numbers 1, 2 & 3 above.*

### Technical Documents

4. Valid **PhilGEPS Registration Certificate**. In case of Joint Venture, all parties to the Joint Venture shall submit the said document.
5. Statement of **All On-Going** 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.

Statement of **Completed** Government and/or Private Contract or Contracts similar to the contract to be bid, within the past **three (3) years** prior to the deadline for the submission and receipt of bids. The Bidder must have completed, within the period specified, any of the following:

- a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC **OR**
- completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC.

**Financial Documents**

6. **Audited financial statements for CY 2016**, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

*In case of Joint Venture, the company/party who submitted the Statement of All On-Going Government and Private Contracts must be the same company/party who must submit the Audited Financial Statements and NFCC computation.*

7. The prospective bidder’s computation of its **Net Financial Contracting Capacity** (NFCC) at least equal to the approved budget for the contract to be bid **OR** a committed **Line of Credit** from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to the bid.

***CLASS “B” DOCUMENT***

8. Valid **joint venture agreement**, if there’s any, or notarized statements from all the potential joint venture partners that they will enter into and abide by the provisions of the JVA.

9. **Omnibus Sworn Statement** in accordance with Section 25.2 of the RIRR of RA 9184 and using the form prescribed in the Bidding Documents. Submit a Notarized Secretary’s Certificate, if required/applicable. In case of sole proprietorship, submit a special power of attorney if the proprietor/owner has assigned/appointed a person to, on his/her behalf, represent the company in the bidding of GSIS and sign all documents pertaining to the project to be bid.

## Omnibus Sworn Statement

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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 or authorized representative 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, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

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:* The owner or sole proprietor is 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].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Series of \_\_\_\_\_

**Statement of All On-Going 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**

**SAMPLE FORM**

<b>Name of the contract</b> (including the name/s and contact number of the customer's authorized representative/s)	<b>Date of the contract</b>	<b>Nature of Work / Kinds of Goods</b>	<b>Amount of contract and value of outstanding contracts</b>	<b>Date of Delivery</b>	<b>Copy of end user's acceptance or official receipt(s) issued for the contract, if completed</b>
<b><u>ON-GOING</u></b>					
<b><u>CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY</u></b>					

\_\_\_\_\_  
 (Signature over Printed Name)  
 Authorized Representative



**Statement of Completed Government and/or Private Contract or Contracts  
Similar to the Contract to be Bid, Within the Past Three (3) Years Prior to  
the Deadline for the Submission and Receipt of Bids**

**SAMPLE FORM**

<b>Name of the contract</b> (including the name/s and contact number of the customer's authorized representative/s)	<b>Date of the contract</b>	<b>Nature of Work / Kinds of Goods</b>	<b>Amount of contract and value of outstanding contracts</b>	<b>Date of Delivery</b>	<b>Copy of end user's acceptance or official receipt(s) issued for the contract, if completed</b>
<b><u>SINGLE LARGEST COMPLETED SIMILAR CONTRACT OR AGGREGATE OF AT LEAST TWO (2) COMPLETED SIMILAR CONTRACTS</u></b>					
<b><u>OTHER COMPLETED SIMILAR CONTRACTS</u></b>					

\_\_\_\_\_  
 (Signature over Printed Name)  
 Authorized Representative

## **Prospective Bidder's Computation For Its Net Financial Contracting Capacity (NFCC)**

### **BIDDER'S GUIDE**

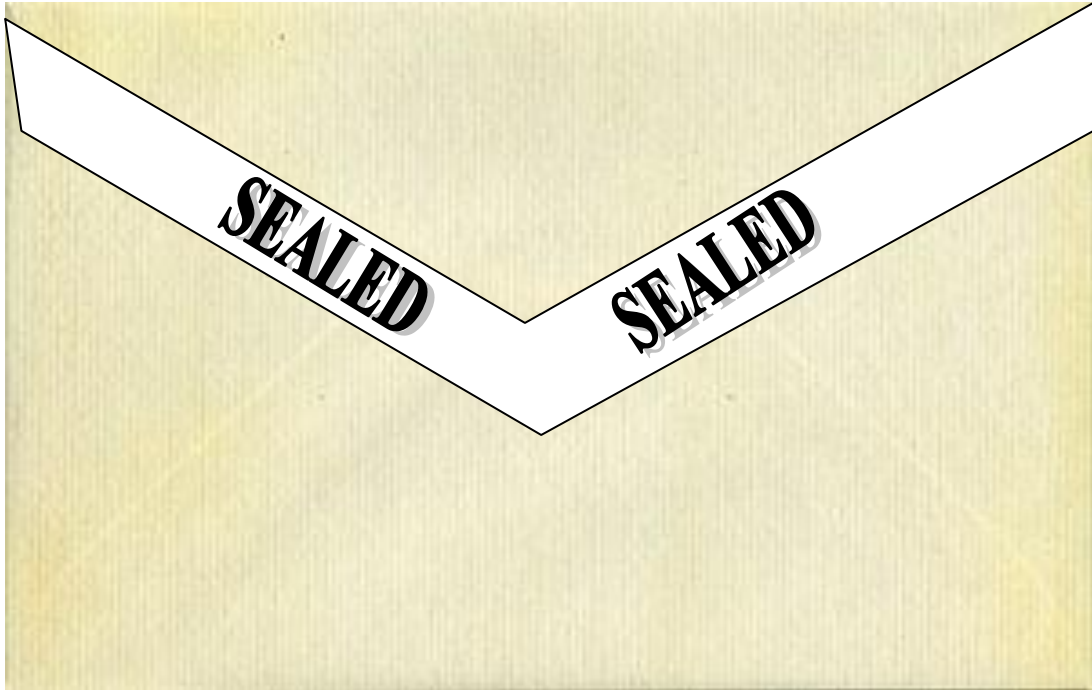
The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

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

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.

## SEALING AND MARKING



**Name of the Project:** \_\_\_\_\_

**Name, Address &  
Contact Details  
of the Supplier:** \_\_\_\_\_  
\_\_\_\_\_

**Place of Submission:** GBAC Secretariat, GSIS Bids and Awards Committee  
Level 2 Core G, GSIS Central Office, Financial Center Pasay City

**Date of Submission:** \_\_\_\_\_

***Note: The bidder's envelope containing the required documents must be properly SEALED.***

***The bidder is also requested to submit another sealed envelope containing the required documents.***