

# **Pre-Bid Conference**

**June 19, 2019**

**2:00 p.m.**

**PROCUREMENT OF FUEL AND LUBRICANTS  
(GASOLINE AND DIESEL) THROUGH FUEL CARD  
SYSTEM FOR THE TESDA CENTRAL OFFICE  
SERVICE VEHICLES**

**(TESDA-CO-2019-04)**

# GENERAL REQUIREMENTS

*for Government Procurement*

Pre-Bid Conference  
BIDS and AWARDS COMMITTEE  
TESDA

# Purpose:

1. To Clarify and Address Bidder's Questions on the Different Aspects of the Procurement at Hand;
2. For Bidders to Fully Understand the Requirements

\*Note that any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.



# Bidder's Eligibility

Legal Eligibility

Financial Eligibility

Technical Eligibility



“Class B”  
Document  
for JVs’

# **LEGAL ELIGIBILITY DOCUMENT**

**Valid PhilGEPS Platinum  
Certificate**

## CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)

THIS IS TO CERTIFY THAT

**JEROME CATAPANG CORPORATION**  
23F Zuellig Building Paseo corner Makati Avenue  
Makati City Metro Manila

is registered in the *Philippine Government Electronic Procurement System (PhilGEPS)* on 11-Jan-2013 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **JEROME CATAPANG CORPORATION** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as indicated under Annex A hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.

This Certificate is valid until 19-Mar-2017. If any of the documents listed under Annex A expires before the said date, and/or, any violation of existing laws, rules and regulations is incurred. As such, this Certificate shall be automatically voided, without prejudice to the filing of applicable administrative, civil or criminal action.

Issued this 19th day of March, 2017.

  
**ROSAMARIA M. CLEMENTE**  
OIC, Deputy Executive Director V

Document Stamp Tax Paid Php 15.00

Certificate No: PhilGEPS-2013-95523  
Certificate Reference No: 2017030015721  
Amended Date as of June 30, 2017 8:41 PM

## Eligibility Documents

of  
**JEROME CATAPANG CORPORATION**  
23F Zuellig Building Paseo corner Makati Avenue  
Makati City Metro Manila

<b>Audited Financial Statement</b>	Date of Filing : 13-Apr-2016 Current Asset : Php 43,224,046.00 Total Asset : Php 58,552,179.00 Current Liabilities : Php 5,958,099.00 Total Liabilities : Php 5,958,099.00 Name of Auditor : Jose T. Valencia BIR RDO Code : 050
<b>Mayor's Permit</b>	Place of Issue : Makati City Permit Number : 2016-05235 Issuance Date : 14-Feb-2017 Signatory : Mar-Len Abigail S. Binay
<b>SEC Certificate</b>	Registration Date : 25-Nov-2011 SEC Certificate Number : CS2011120734
<b>Tax Clearance</b>	Issuance Date : 10-Mar-2017 Signatory : Grace Evelyn A. Lacerna TCC Number : NO-ARMD-03-10-R0094-2017 Tax Clearance Expiration Date : 10-Mar-2018
<b>PCAB License</b>	Issued By : Issuance Date : License Number : Not Applicable License First Issue Date : Principal Classification : Category :
<b>PhilGEPS Sworn Statement</b>	Date Signed : 17-Feb-2017

This Document forms part of the Certificate of Platinum Membership and shall accompany the Certificate at all times when being submitted to Procuring Entities.

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REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
 ACCOUNTS RECEIVABLE MONITORING DIVISION  
 National Office, Quezon City



BIR Form No. 17.14B

## TAX CLEARANCE

\*\*\* For Bidding Purposes \*\*\*

(Required Under Executive Order No. 398, as implemented by Revenue Regulations No. 3-2005, as amended)

\*\*\* CATAPANG, JEROME JEROLD A. \*\*\*

\*\* (BOOK N LEARN TRAVEL AND TOURS) \*\*

*Name of Taxpayer*

BONIFACIO ST., ILAYA, CALAPAN CITY, ORIENTAL MINDORO

*Address*

**254-123-341-000**

*Taxpayer Identification Number*

This is to certify that the above mentioned taxpayer has no listed tax liability based on the Tax Delinquency Verification/Certification issued by Revenue District Office No. 63 as of January 17, 2017.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this clearance.

Issued this day, **Thursday, 02 February 2017**

  
**ROSANA P. SAN VICENTE**  
 Chief, Accounts Receivable Monitoring Division

**TCC NO. NO-ARMD-02-02-R0015-2017**

NOT VALID  
 WITHOUT BIR  
 DRY SEAL



**NOTE:** THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL February 02, 2018 ONLY OR UNTIL REVOKED, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON January 11, 2017 UNDER EFPS PAYMENT TRANSACTION NO. 175996494. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

# **TECHNICAL ELIGIBILITY DOCUMENTS**

**Statement of Single Largest  
Completed Contracts similar to  
the Contract to be bid**



5.4 The Bidder must have completed, within the period specified in the Invitation to Bid and **ITB** Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

For this purpose, similar contract for each lot shall refer to: *any contract for the Supply of Fuel and Lubricants (Gasoline and Diesel) through Fuel Card Payment System.*

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ (company) \_\_\_\_\_ has the following completed contracts within Five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is A) Manufacturer B) Supplier C) Distributor

\_\_\_\_\_  
Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date

**\* Instructions:**

a) Cut-off date as of:

(i) Up to the day before the deadline of submission of bids.

b) In the column under "Dates" indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.

c) "Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand.

Handwritten signature and initials: *Supp of Supplier*

# **TECHNICAL ELIGIBILITY DOCUMENTS**

**Statement of All On-Going and  
Awarded but not yet Started  
Contracts**

**STATEMENT OF (i) ONGOING CONTRACTS (ii) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ (company) has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

\_\_\_\_\_  
Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
  - i. The day before the deadline of submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations.

# FINANCIAL ELIGIBILITY DOCUMENTS

Computation of **NFCC** or a committed **Line of Credit** from a universal or commercial bank

5.5 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

The NFCC, computed using the following formula, must be at least equal to the ABC to be bid:

$$\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.}$$

**Net Financial Contracting Capacity (NFCC),  
calculated as follows:**

**[ (Current Assets – Current Liabilities) x 15 ]**

**–**

**[ Value of all outstanding contracts ]**

## FOR THE CREDIT LINE

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.



# **“CLASS B” DOCUMENT**

## **Joint Venture Agreement**

*if applicable*

*Annex G of the Bid Documents*

# TECHNICAL DOCUMENTS

## BID SECURITY

**The bid security shall be in the form of a Bid Securing Declaration (Please see Section VIII attached as “Annex I”), or any of the following forms and amounts:**


- 1. The amount of not less than Php 24,076.35 [2% of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or**
- 2. The amount of not less than Php 60,190.88 [5% of ABC], if bid security is in Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission.**

**The bid security in the form of cashier’s/manager’s check shall be payable to **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY.****

# Note: Amended **RULE II, SECTION 12(a)** of 2004 Rules of Notarial Practice:

“**Competent Evidence of Identity** – The phrase “competent evidence of identity” refers to the identification of an individual based on:

“(a) At least one current identification document issued by an official agency **bearing the photograph and signature of the individual**, such as but not limited to *passport, driver’s license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter’s ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman’s book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;*



**DOCUMENTS  
REQUIRED**

**DURING BID OPENING**

**FIRST ENVELOPE**

Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

**CERTIFICATE OF PHILGEPS REGISTRATION  
(Platinum Membership)**

*THIS IS TO CERTIFY THAT*

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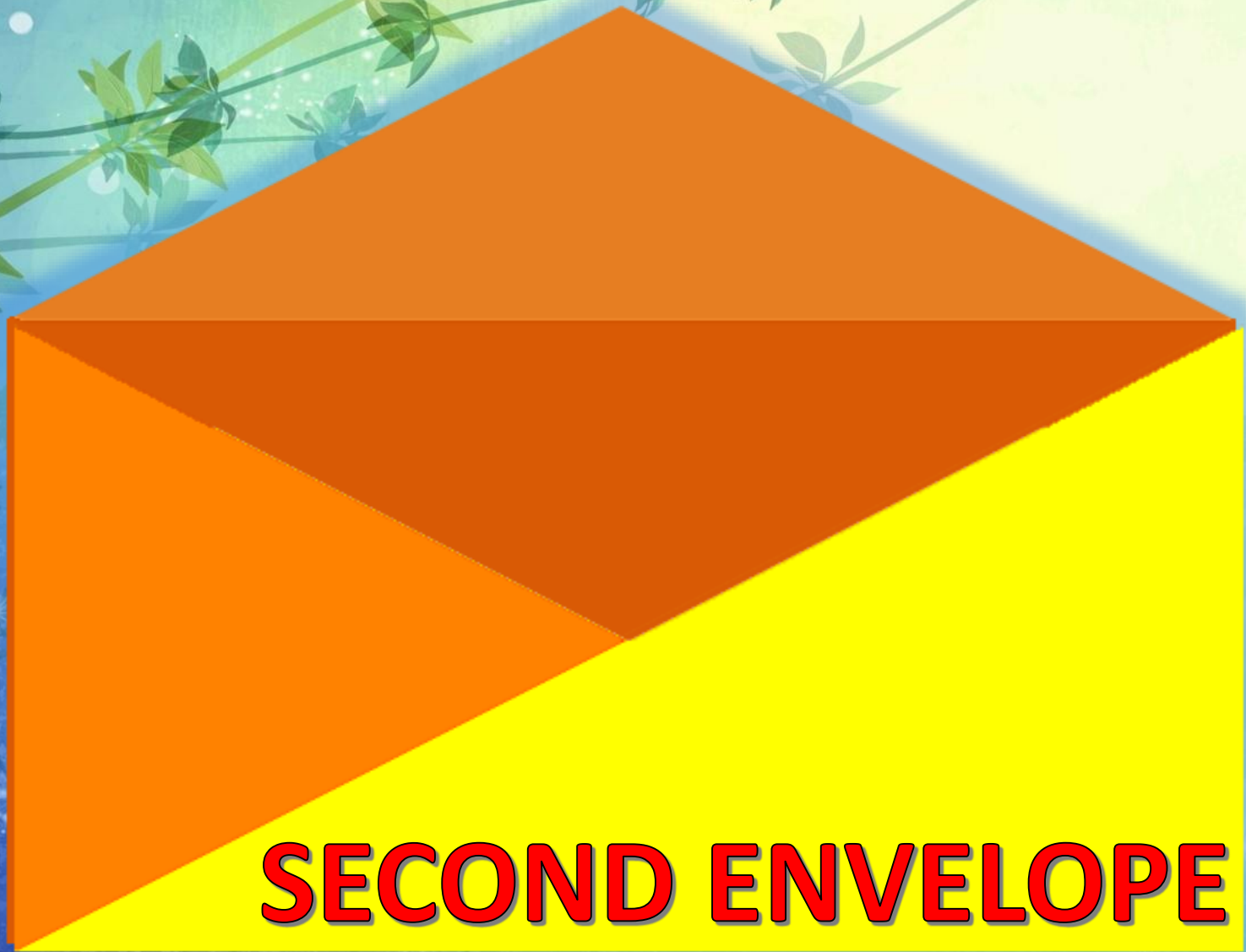
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Issued this 19th day of March, 2017.

  
**ROSALINDA M. CLEMENTE**  
OIC, Deputy Executive Director V

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Financial  
Bid Form  
*Annex A*

# FIRST ENVELOPE

1. Authority of Signatory
2. PhilGEPS Certificate;
3. Statement of Single Largest Completed Contracts;
4. Statement of All On-Going including Awarded but not yet Started Contracts;
5. NFCC or Credit Line;
6. JVA if applicable;
7. Bid Security;
8. Statement of Compliance with the Delivery Schedule;
9. Statement of Compliance with the Technical Specifications;
10. Bidder's Omnibus Statement.



# SECOND ENVELOPE

1. **Financial Bid Form** (*Annex A of the bidding document*)



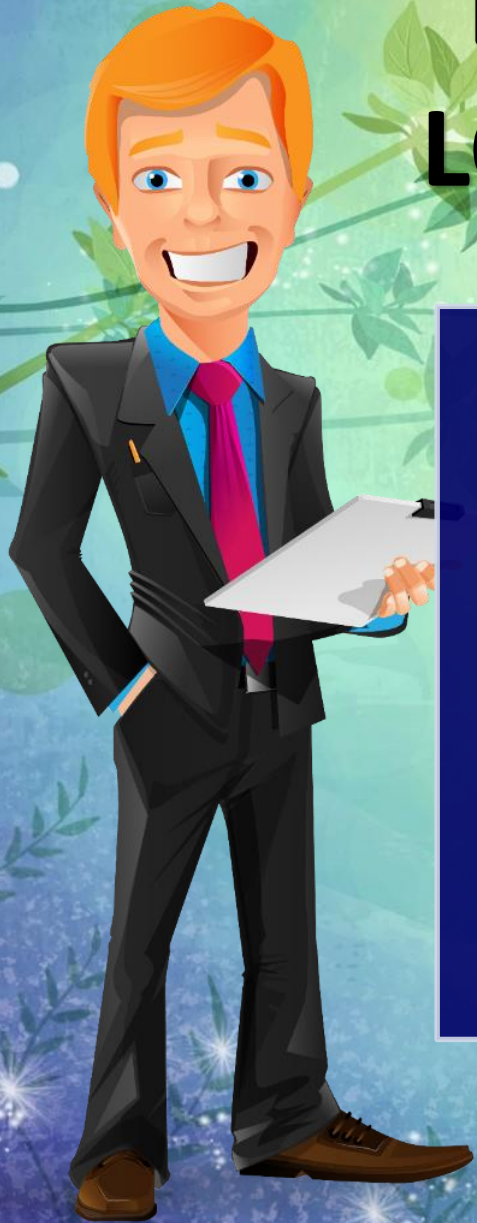


# DOCUMENTS TO BE SUBMITTED BY THE LCB FOR POST-QUALIFICATION PURPOSES



- Other Appropriate Licenses & Permits
- Samples, if Required
- Brochures, if Required
- Proof of Completion of Single Largest Single Contract

# DOCUMENTS TO BE SUBMITTED BY THE LCB FOR POST-QUALIFICATION PURPOSES



1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Completed Contract, which shall include a copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.

# DOCUMENTS TO BE SUBMITTED BY THE LCB FOR POST-QUALIFICATION PURPOSES



2. Submission of pieces of evidence such as but not limited to manufacturer's or distributor's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate as proof of compliance with the bidder's actual offer, if applicable. All samples to be submitted should comply with the agency's technical specifications and performance levels, where applicable.

# DOCUMENTS TO BE SUBMITTED BY THE LCB FOR POST-QUALIFICATION PURPOSES



3. Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed through the Electronic Filing and Payment System (EFPS)

4. Latest Quarterly Income Tax Return (Forms 1701Q and 1702Q) as filed thru eFPS.

# DOCUMENTS TO BE SUBMITTED BY THE LCB FOR POST-QUALIFICATION PURPOSES



## 5. Either of the following:

- a. Latest Value Added Tax Returns (Forms 2550M and 2550Q); or
- b. Latest Percentage Tax Returns (Form 2551M) covering the previous six (6) months as filed thru eFPS

## 6. The updated Eligibility Documents under Annex “A” of the PhilGEPS Certificate of Registration (Platinum Membership)

# DOCUMENTS TO BE SUBMITTED AFTER RECEIPT OF NOTICE OF AWARD



- Joint Venture if applicable;

- Performance Security;

- Signing of Contract/Purchase Order;

# COMMON REASONS FOR DISQUALIFICATION *OBSERVED DURING BID OPENING*

- Late Submission;
- Incomplete Submission;
- Non-compliance with Notarial Rules (use of Cedula is not allowed);
- Number of Bid Copies;
- Failure to sign relevant documents;
- Surety Bond/Bank Guarantee does not include SOME/ALL “Conditions for Bid Security Forfeiture”.



# COMMON REASONS FOR DISQUALIFICATION *OBSERVED DURING SUBMISSION OF ADDITIONAL DOCUMENTS BY THE LCB*

- Failure to submit the required additional documents;
- Failure to submit required sample;
- Late submission of additional documents/sample;





# COMMON REASONS FOR DISQUALIFICATION *OBSERVED DURING POST-QUALIFICATION*

- Failure to pass sample testing criteria;

- Expired license/permits ;

- False information;



# CONTACTS:



[bacsecretariat@tesda.gov.ph](mailto:bacsecretariat@tesda.gov.ph)



(02) 893-8296





**THANK YOU 😊**