

**TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF THREE (3)
UNITS BRAND NEW MINI BUS**

This Terms of Reference (TOR) describes the procedures that will be followed in connection with the procurement of three (3) units brand new mini bus for use of the Bases Conversion and Development Authority (BCDA).

1.0 TECHNICAL SPECIFICATIONS

ENGINE TYPE	Diesel, euro 4 emission standards compliant
DISPLACEMENT	4000-4500 cc
TRANSMISSION	5-speed Manual
AIR CONDITIONING SYSTEM	Dual, with roof ventilator
AUDIO/VIDEO SYSTEM	CD player/Tuner w/ USB port, standard mic with amplifier, with at least 4 built-in speakers, with built-in TV and TV player
CAPACITY	Twenty Nine (29) Passengers Seating Capacity (including driver)
SAFETY FEATURES	Dual airbag (Front D&P seat), front camera (dash cam), backing sensor w/ monitor
INTERIOR FEATURES	Reclining passenger seats, fabric seats materials
EXTERIOR FEATURES	Automatic-door
COLOR	To follow upon award of contract

OTHER REQUIREMENTS:

1. Dealer must have service centers at least in Metro Manila and Central Luzon.
2. Spare parts should be available all over Luzon.
3. Complete basic tool kit, new spare tire, early warning devices, floor mats, tint, seat cover.
4. Free labor on periodic maintenance service for the first 1,000 and 5,000 kilometer check-up.
5. Warranty of unit is 100,000km or three years whichever comes first.
6. At least 20 years experience in the business of car dealership in the Philippines.
7. Free LTO registration for the first three (3) years.

2.0 DELIVERY PERIOD

One Hundred Eighty (180) calendar days upon receipt of Notice of Award (NOA).



3.0 APPROVED BUDGET FOR THE CONTRACT (ABC)

Fourteen Million Five Hundred Eighty Thousand Pesos Only (Php14,580,000.00) inclusive of VAT and all applicable government taxes, broken down as follows:

Qty./Unit	Type	Amount (Php)
Three (3)	Mini bus, M/T	Not exceeding ₱4.860M (each) or total of ₱14.580M

4.0 Bid price that exceeds the ABC shall be automatically disqualified.

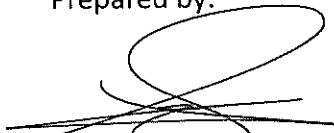
In all cases, the NFCC computation, if applicable, should be equal to the ABC to be bid.

5.0 Any attempt by the bidder to influence the BAC or its authorized representatives in the evaluation of the bids or contract award decisions shall result in the rejection of its bid or revocation of award, as the case may be, and the application of other sanctions and remedies as provided by law.

6.0 RESERVATION CLAUSE

BCDA reserves the right to accept or reject any and all proposals, to terminate the procurement process, or to reject all proposals at anytime prior to the contract award, without thereby incurring any liability to the affected proponent bidders.


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TECHNICAL SPECIFICATIONS COMPLIANCE FORM

Bidders must indicate whether the merchandise offered is "Compliant" or "Non-Compliant" to the corresponding specifications prescribed by BCDA using this form.

		Statement of Compliance	
		Compliant	Non-compliant
Brand New Units Mini Bus			
ENGINE TYPE	Diesel, euro 4 emission standards compliant		
DISPLACEMENT	4000-4500 CC		
TRANSMISSION	5-Speed Manual		
AIR CONDITIONING SYSTEM	Dual, with roof ventilator		
AUDIO/VIDEO	CD player/Tuner w/ USB port, standard mic with amplifier, with at least 4 built-in speakers, with built-in tv and tv player		
CAPACITY	Twenty nine (29) passenger seating capacity including driver		
SAFETY FEATURES	Dual airbag (front D & P seat), front camera (dash cam), backing sensor w/ monitor		
INTERIOR FEATURES	Reclining passenger seats, fabric seats materials		
EXTERIOR FEATURES	Automatic door		
OTHER REQUIREMENTS	Dealer must have service centers at least at Metro Manila and Central Luzon		
	Spare parts should be available all over Luzon and Metro Manila.		
	Complete basic tool kit, new spare tire, early warning devices, tint, seat cover		
	Free labor on periodic maintenance service for the first 1,000 and 5,000 kilometer check-up.		
	Warranty of unit is 1000,000km or three years whichever comes first		
	At least 20 years experience in the business of car dealership in the Philippines.		
	Free LTO registration for the first three (3) years		
DELIVERY PERIOD	One hundred eighty (180) calendar days upon receipt of Notice of Award (NOA).		

Bidder's Authorized Representative:

Signature over Printed name

Principal Bidder/Supplier

VIII. Checklist of Requirements for Bidders

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Checklist of Requirements for Bidders

"EACH AND EVERY PAGE OF THE BID FORM, INCLUDING THE SCHEDULE OF PRICES, UNDER SECTION IX HEREOF, SHALL BE SIGNED BY THE DULY AUTHORIZED REPRESENTATIVE /S OF THE BIDDER, AND PROPERLY TABBED AS FOLLOWS:"

ELIGIBILITY DOCUMENTS' ENVELOPE

- Tab A** PhilGEPS Certificate of Registration under Platinum Membership. **However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, during the bid submission.*
- Tab B** Notarized Omnibus Sworn Statement/Affidavit of the prospective bidder (of its background, affiliations, responsibilities as Bidder, authorizations, etc.) (*Section IX, Bidding Forms*)
- Tab C** Statement / List of all on-going, and completed government and private contracts, similar in nature to the contract/project subject of the bidding at hand, within at least the past **three (3) years** (September 2015 to September 2018) prior to the deadline for the submission and receipt of bids using the following forms and support documents:
- (FORM SF-GOOD-13a) Statement of all its ongoing 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.
 - (FORM SF-GOOD-13b) Statement / List of at least one (1) **COMPLETED** government and/or private contracts (*Section IX, Bidding Forms*) similar in nature as the contract subject of bidding with a value of at least fifty (50%) of the Approved Budget for the Contract (ABC), supported with the following documents (in accordance to BDS Clause 5.4 of the BDS):
 1. Contract OR Purchase Order; **AND**
 2. Certificate of Completion or Official Receipt of last payment received
- Tab D** Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (*Section IX, Bidding Forms*)
- Tab E** Bid Security (use *Section IX, Bidding Forms* in case of Bid Securing Declaration)
- Tab F** Technical Specifications Compliance Form (Use the supplied Technical Specifications Compliance Form found in the Bid Documents under Section VII)

Tab G Schedule of Requirements (*use Section VI*) duly signed in every page by the principal bidder or the bidder's authorized representative

Tab H Valid Joint Venture Agreement (JVA) in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid.

Additional documents for Joint Venture:

Further, each partner of the JV shall likewise submit the following requirements consistent with ITB Clause 12.1.(a)(i) and 12.1.(a)(ii):

- 12.1.(a)(i) Registration certificate from the Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for Cooperatives; and
- 12.1.(a)(ii) Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

Submission of the following documents consistent with ITB Clause 12.1.(a)(iii) to 12.1.(a)(v) by any of the joint venture partners constitute compliance:

- 12.1.(a)(iii) Statement of ongoing and completed government and/or private contracts within at least the past three (3) years following Tab C above
- 12.1.(a)(iv) Audited Financial Statements for 2017, stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions; and
- 12.1.(a)(v) Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5.5. ;

FINANCIAL PROPOSAL ENVELOPE

The Financial Component shall contain the following:

Tab I Financial Bid Form (*use Section IX Bidding Forms*)

Section IX. Bidding Forms

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Bid Form

Date: _____
 Invitation to Bid¹ N^o: _____

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY
 2nd Floor Bonifacio Technology Center
 31st St., Cor. 2nd Ave., Bonifacio Global City
 Taguig City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Bid for the Supply and Delivery of Three (3) Units Brand New Mini Bus* in conformity with the said Bidding Documents for the following specifications:

ITEM(S)	TOTAL BID AMOUNT IN FIGURES	TOTAL AMOUNT IN WORDS

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.