

*Section III. Bid Data Sheet*

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## Bid Data Sheet

<b>ITB Clause</b>	BID DATA SHEET								
<b>1.1</b>	<p>The PROCURING ENTITY is the Department of National Defense.</p> <p>The name of the Contract is Supply and Delivery of DND-Wide Petroleum, Oil and Lubricant (POL) Requirements for CY 2018 (Lot 2).</p> <p>The identification number of the Contract is _____.</p>								
<b>1.2</b>	<p>The lot and reference is:</p> <table border="1"> <thead> <tr> <th><b>LOT</b></th> <th><b>PARTICULARS FOR CY 2018</b></th> <th><b>ABC</b></th> </tr> </thead> <tbody> <tr> <td align="center">2</td> <td>DND-Wide Oil and Lubricant Requirements for CY 2018</td> <td align="right">₱ 212,465,963.68</td> </tr> </tbody> </table>			<b>LOT</b>	<b>PARTICULARS FOR CY 2018</b>	<b>ABC</b>	2	DND-Wide Oil and Lubricant Requirements for CY 2018	₱ 212,465,963.68
<b>LOT</b>	<b>PARTICULARS FOR CY 2018</b>	<b>ABC</b>							
2	DND-Wide Oil and Lubricant Requirements for CY 2018	₱ 212,465,963.68							
<b>2.</b>	<p>The Funding Source is the Government of the Philippines (GOP) with reference to the General Appropriations Act (GAA) in the total amount of <b><i>Two Hundred Twelve Million Four Hundred Sixty Five Thousand Nine Hundred Sixty Three and 68/100 Pesos (₱212,465,963.68).</i></b></p> <p>The name of the Project is Supply and Delivery of DND-Wide Petroleum, Oil and Lubricant (POL) Requirements for CY 2018.</p>								
<b>3.1</b>	No further instructions.								
<b>5.1</b>	No further instructions.								
<b>5.2</b>	Foreign bidders may participate in this Project in view of the following circumstance stated in the ITB Clause 5.2(d): When there is a need to prevent situations that defeat competition or restrain trade.								
<b>5.4</b>	<p>The Bidder must have completed, within the last five (5) years, a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC or at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least twenty five percent (25%) of the ABC for this Project; and the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p> <p>Similar contract shall refer to <i>“Supply and Delivery of any POL product to any private company or government agency provided that the primary purpose of the said company or agency does not involve selling, reproduction, trade, etc. of POL products.”</i></p>								

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<p><b>6.3</b></p>	<p>The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required in the Bidding Documents shall result in the rejection of the bid and the disqualification of the Bidder.</p> <p>The prepared sample contract, which is a summary of the SCC, shall form part of these bidding documents. As such, during the Contract Signing, the same shall be lifted and used as the Final Contract with necessary corrections as to the Contract Price.</p> <p>There shall be no reason for delay during the signing of contract (review of contract) by the other party since it is the responsibility of the bidder to read the contents of this Bid Docs, which shall be made as part of the Contract after award, prior to submission of its bid.</p>
<p><b>7</b></p>	<p>No further instructions.</p>
<p><b>8.1</b></p>	<p>Sub contracting is not allowed.</p>
<p><b>8.2</b></p>	<p>Not applicable.</p>
<p><b>9.1</b></p>	<p>The PROCURING ENTITY will hold a pre-bid conference for this Project on:  _____ at _____ A.M. DND BAC Conference Room, Right Wing Basement, DND Bldg, Camp General Emilio Aguinaldo, Quezon City</p>
<p><b>10.1</b></p>	<p>The PROCURING ENTITY's address is:  DND BAC, Department of National Defense, Right Wing Basement, DND Bldg, Camp General Emilio Aguinaldo, Quezon City</p> <p>Contact person: Head, DND BAC Secretariat Telefax number: (02) 421-3531 E-mail address : <a href="mailto:dndbacsecretariat5626@yahoo.com">dndbacsecretariat5626@yahoo.com</a></p> <p>Attention: Chairperson, TWG for DND-Wide POL</p> <p><b><i>Supply and Delivery of DND-Wide POL Requirements for CY 2018</i></b></p>
<p><b>12.1</b></p>	<p>All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents. Bidders must submit their PhilGEPS Certificate of Registration of Membership under Platinum Category during eligibility check or bid submission in lieu of the Class "A" documents.</p> <p>Below is the complete list of Class "A" and "B" Eligibility and Technical documents to be submitted properly TABBED as indicated. Please refer to Section VIII for the prescribed sample forms.</p>

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<b>TAB</b>	<b>ELIGIBILITY DOCUMENTS CLASS "A"</b>	<b>Form</b>
	<p><b>I. Legal Documents</b></p> <p>a. In case of a Joint Venture, each member of the JV shall submit the required Legal Documents as provided below.</p> <p>b. For foreign bidders, the equivalent document/s issued by the appropriate authority in the country of origin of the bidder concerned must be presented.</p> <p>c. If said document has no appropriate equivalent, a <i>Certificate of Inexistence of Appropriate Foreign Equivalent</i> may be submitted.</p> <p>d. Indicate "Not Applicable" on the identified Tab if the required document is not applicable to the Supplier.</p>	
<b>A</b>	<p><b>PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR, RA 9184 or in lieu thereof, the following may be submitted:</b></p> <p><b>1. Registration Certificate or its equivalent form:</b></p> <ul style="list-style-type: none"> <li>• Securities and Exchange Commission, for Corporation and Partnership; or</li> <li>• Department of Trade and Industry (DTI), for sole proprietorship; or</li> <li>• Cooperative Development Authority, for cooperatives</li> </ul> <p>2. Mayor's Permit or its equivalent issued by the City or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas</p> <p>3. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by BIR.</p> <p>4. Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from that date of bid submission.</p>	<b>1</b>

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		For foreign bidders, the audited financial statements shall be prepared in accordance with International Financial Reporting Standards	
<b>II. Technical Documents:</b>			
	<b>B</b>	<p><b>Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started</b>, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Projects with Notices of Award are considered ongoing projects.)</p> <p>The bidder may make a reservation under oath in a notarized document not to disclose the name of its client on the ground of an existing confidentiality agreement but must disclose the amount, status, and name of the project for the purposes of validating the NFCC, subject to the full disclosure during post-qualification. In this connection, the bidder may keep the name of the client from the statement of ongoing contracts.</p>	
	<b>C</b>	<p><b>Duly signed Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid</b> within a period of five (5) years from the date of submission and opening of bids, the value of which must be equivalent to at least twenty-five percent (25%) of the ABC.</p> <p>In the absence of a single largest contract, the Bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least 25% of the ABC as required above and the largest of these similar contracts must be equivalent to at least half of the ABC as required above.</p> <p>SLCC shall be supported by the Notice of Award/Notice to Proceed/Contract and Satisfactory Completion/Acceptance Report by the End User; and, Proof of Payment.</p> <p>The bidder may make a reservation under oath in a notarized document not to disclose the name of its</p>	2

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		client on the ground of an existing confidentiality agreement but must disclose the amount, status, and name of the project for the purposes of validating the NFCC, subject to the full disclosure during post-qualification. In this connection, the bidder may keep the name of the client from the statement of ongoing contracts.	
<b>III. Financial Documents:</b>			
	<b>D</b>	Duly signed NFCC Computation in accordance with ITB Clause 5.5; or A bidder may submit a committed Line of Credit from a local Universal or Commercial Bank, in lieu of its NFCC Computation which must be at least equal to 10% of the ABC to be bid.	<b>3</b>
	<b>TAB</b>	<b>ELIGIBILITY DOCUMENTS CLASS "B"</b>	<b>Form</b>
	<b>E</b>	Valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bids is successful. Failure to enter a joint venture in the event of a contract award shall be a ground for the forfeiture of the bid security.  In both instances, authority of the representative for each partner shall be submitted during bid opening.  <b>In case JVA is not applicable, the bidder must submit a statement stating that JVA is not applicable in lieu of the foregoing.</b>	<b>4</b>
	<b>TAB</b>	<b>TECHNICAL DOCUMENTS</b>	<b>Form</b>
	<b>F</b>	<b>Duly notarized Affidavit of Bid Securing Declaration, or any form of Bid Security</b> , in an amount not less than the required percentage of the ABC in accordance with the following schedule:  <ul style="list-style-type: none"> <li>• Cash, cashier's check/manager's check, bank draft/guarantee confirmed by a Universal or Commercial bank equivalent to two percent</li> </ul>	<b>5, 6 &amp; 7</b>

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		(2%) of the ABC; or	
		<ul style="list-style-type: none"> <li>Bank draft/guarantee or Irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank equivalent to tow percent (2%) of the ABC; or</li> </ul>	
		<ul style="list-style-type: none"> <li>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to five percent (5%) of the ABC.</li> </ul>	
	<b>G</b>	Duly signed Statement of Conformity with the Schedule of Requirements and Technical Specifications, as enumerated and specified in Section VI and Section VII of the Bidding Documents; and Statement of Conformity with the provision on Repair, Maintenance and Construction Fund as stated in Section V of the Bidding documents	<b>8</b>
	<b>H</b>	Notarized <b>Omnibus Sworn Statement</b> in accordance with Section 25.2(a)(vii) and Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VII (Bidding Forms).	<b>9</b>
	<b>I</b>	Duly notarized Secretary’s Certificate or Board Resolution or Special Power of Attorney of the authorized Representative of the Bidder or other appropriate forms of authority.	
	<p>For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder’s country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines.</p>		
<b>12.1(a)(ii)</b>	The bidder’s SLCC similar to the contract to be bid should have been completed within the <i>last five (5) years</i> prior to the deadline for the submission and receipt of bids.		

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12.1(a) (iii)	The bidder shall assure the PROCURING ENTITY as an addendum to the Omnibus Sworn Statement that it is not blacklisted or undergoing blacklisting proceedings before a foreign government or international institution.											
12.1c	The statement of ongoing government and private contracts shall include all continuing contracts (unpaid) including awarded but not yet started contracts; while the single (or two, as applicable) largest completed contract equivalent to at least 25% of the ABC shall have been completed within <i>the last five (5) years</i> prior to the deadline for the submission and receipt of bids. Proof of these contracts shall be validated during post-qualification.											
13.1	<p>The <b>Financial Proposal Envelope</b> shall contain the following complete list of documents:  <b>One (1) original and nine (9) photocopies) shall be submitted.</b></p> <table border="1" data-bbox="373 757 1433 1115"> <thead> <tr> <th data-bbox="373 757 488 824">TAB</th> <th data-bbox="488 757 1206 824">FINANCIAL PROPOSAL DOCUMENTS</th> <th data-bbox="1206 757 1433 824">Sample Form</th> </tr> </thead> <tbody> <tr> <td data-bbox="373 824 488 972">A.</td> <td data-bbox="488 824 1206 972">Price Proposal. Bid Prices and Bill of Quantities and the applicable Price Schedules, and other Maintenance and recurring expenses;</td> <td data-bbox="1206 824 1433 972">10</td> </tr> <tr> <td data-bbox="373 972 488 1115" rowspan="2">B.</td> <td data-bbox="488 972 1206 1039">Price Proposal for Goods Offered from Abroad.</td> <td data-bbox="1206 972 1433 1039">10A</td> </tr> <tr> <td data-bbox="488 1039 1206 1115">Price Proposal for Goods Offered Locally.</td> <td data-bbox="1206 1039 1433 1115">10B</td> </tr> </tbody> </table>	TAB	FINANCIAL PROPOSAL DOCUMENTS	Sample Form	A.	Price Proposal. Bid Prices and Bill of Quantities and the applicable Price Schedules, and other Maintenance and recurring expenses;	10	B.	Price Proposal for Goods Offered from Abroad.	10A	Price Proposal for Goods Offered Locally.	10B
TAB	FINANCIAL PROPOSAL DOCUMENTS	Sample Form										
A.	Price Proposal. Bid Prices and Bill of Quantities and the applicable Price Schedules, and other Maintenance and recurring expenses;	10										
B.	Price Proposal for Goods Offered from Abroad.	10A										
	Price Proposal for Goods Offered Locally.	10B										
13.1(b)	No further instructions.											
13.1(c)	No additional requirements.											
13.2	The ABC is <i>Two Hundred Twelve Million Four Hundred Sixty Five Thousand Nine Hundred Sixty Three and 68/100 (P212,465,963.68)</i> . Any bid with a financial component exceeding the ABC shall not be accepted.											
15.1	<p>The bid price shall include the cost of the lubricant &amp; packaging which shall be fixed for the duration of the contract.</p> <p>Bidders are advised to bid on the specified volume per delivery point.</p>											
15.4(a)(iv) )	No incidental services are required.											
15.4(b)	No incidental services are required.											
15.6	Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity.											
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.											
16.3	Not applicable.											



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17.1	Bids will be valid for 120 days after bid opening.
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>₱4,249,319.27</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b>₱10,623,298.18</b>, if bid security is in Surety Bond.</li> </ol>
18.2	The bid security shall be valid for <u>120</u> days from the date of bid opening
18.5(a)(iv) )	<p><i>Additional grounds for forfeiture of bid security:</i></p> <ol style="list-style-type: none"> <li>1. Submission of eligibility requirements containing false information or falsified documents.</li> <li>2. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.</li> <li>3. Allowing the use of one's name, or using the name of another for purposes of public bidding.</li> <li>4. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.</li> <li>5. Refusal or failure to post the required performance security within the prescribed time.</li> <li>6. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.</li> <li>7. Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.</li> <li>8. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</li> </ol>
20.3	<p>Each Bidder shall submit ten (10) copies of the first and second components of its bid with the first copy marked as "Original". The "Original" shall contain the original copy/originally signed copy of the Omnibus Sworn Statement, Secretary's Certificate/Special Power of Attorney, Bid Security, NFCC, Statement of Single Largest Contract, Statement of Ongoing Contracts and Compliance to Technical Requirements.</p> <p>The documents submitted should have one (1) 'Original' bearing the</p>

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	<p>signatures/initials of the proponent's representative.</p> <p>The other nine (9) faithful reproductions of the original documents should be certified true copies bearing the initial of the Bidder/authorized representative.</p> <p>The manner of reproduction of the nine (9) duplicate copies is that the Original copy shall be photocopied. The photocopied document shall be stamped "certified true copy" and initialled by the bidder's authorized representative. The certified photocopy shall then be reproduced into eight (8) copies. "Authorized representative" shall refer to the individual/s named in the Omnibus Sworn Statement.</p>
<b>21</b>	<p>The address for submission of bids is :</p> <p align="center"><b>The Chairperson, DND BAC Department of National Defense, Camp General Emilio Aguinaldo (CGEA), Quezon City</b></p> <p>The deadline for Submission of Bids is: _____ at _____ A.M.</p>
<b>24.1</b>	<p>The place of bid opening is :</p> <p align="center"><b>DND BAC Conference Room, Right Wing Basement, DND Bldg, CGEA, Quezon City</b></p> <p>The date and time of Bid opening is _____ at _____ A.M.</p>
<b>24.2</b>	No further instructions.
<b>24.3</b>	No further instructions.
<b>27.1</b>	No further instructions.
<b>28.3(a)</b>	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
<b>28.3(b)</b>	Bid modification is confined to arithmetical corrections and omissions to enable proper comparison of all eligible bids.
<b>28.4</b>	No further instructions.
<b>28.5</b>	For purpose of bid evaluation and/or comparison of bids, regardless of index used, the Lowest Calculated Bid shall be determined by identifying the bidder who offered the lowest bid prices.
<b>29.2</b>	Within a non-extendable period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it is the Lowest Calculated Bid, the Bidder shall submit the following documentary requirements:

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	<b>TAB</b>	<b>POST-QUALIFICATION DOCUMENTS</b>	<b>Sample Form No.</b>
	<b>A</b>	Latest income and business tax returns filed through the Electronic Filing and Payments System (EFPS) NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission; For foreign Suppliers, the equivalent foreign tax returns during applicable fiscal/tax period shall be submitted.	
	<b>B</b>	Manufacturer's/Distributor's/Contractor's Profile	<b>11</b>
	<b>C</b>	ISO certification pertains to Quality Management System (ISO 9001:2008) and Environmental Management System (ISO 14001:2004).	
	When during the opening of bids, the bidder submitted the PhilGEPS Certificate of Registration, all eligibility documents shall form part of the Post Qualification Documents, and vice versa.		
	In addition to the above, the Post-qualification shall include validation and verification of the original documents submitted (the eligibility, technical and financial) to determine the legal, technical and financial capability of the Supplier. If doubts should arise as to the authenticity and truthfulness of the said documents and/or capability of the bidder, additional documents related to such may be required. Among other documentary requirements for Post-qualifications, the Supplier should be able to deliver the POL Products in all the delivery points as stipulated in Section VI: Schedule of Requirements.		
<b>32.4</b>	No additional requirement.		
<b>33</b>	To guarantee the faithful performance by the winning bidder of its obligations under the contract, in accordance with the Bidding Documents, it shall post a Performance Security prior to the signing of the contract.  For a single contract, Performance Security shall be computed based on the table of schedule on 33.2 of the Instruction to Bidders		
<b>34.2</b>	The Supplier shall commence with the delivery of POL ten (10) days after receipt by the Supplier or his duly authorized representative of the Notice to Proceed (NTP) as indicated in the Acceptance/Acknowledgment portion of the NTP and the posting of the performance security.		