



SUPPLEMENTAL/BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the issued Bidding Documents and Terms of Reference for the CIAC Group Life Insurance.

I. The following questions and clarifications were raised by prospective bidders during the Pre-Bid Conference held on August 7, 2009.

Item	Questions and Clarifications raised by Prospective Bidders	Remarks
1.	On page 3 of Section I Invitation to Apply for Eligibility and to Bid. We would like to clarify the minimum amount of bid security for cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit.	The acceptable minimum amount of bid security for cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit is Php 7,924.18.
2.	On page 26, Item 13.2. (a.5) paragraph no. 5. What if SEC is unable to provide the Certificate of Good Standing on time? Can we simply present a proof that we already requested said certificate, duly stamped received by their office?	No, the BAC will only accept a Certificate of Good Standing issued by SEC.
3.	On page 50, Item (g). We would like to clarify whether or not the "premium surplus distribution" is the same with "experience refund". The "experience refund" is usually given when there is a surplus on the premiums paid versus actual amount due upon the expiration of the contract.	Yes, they are the same.
4.	(Query raised by Asian Life & General Assurance Corp) On page 51, Item (h). It states that if a member holds two positions in different categories, he/she will be insured in the higher amount of coverage. Will CIAC inform of us if such cases arise?	Yes.
5.	On page 51, General Provisions bullets 2, 3, 4. We are required to waive the Premium Tax (PT) and Documentary Stamp Tax (DST) and exclude these two items in the computation of our bid proposal. What will be the appropriate action on our part if insurance companies are mandated by the Insurance Code and Insurance Commission to impute PT and DST?	Bullets 2, 3 and 4 under General Provisions of the Technical Specifications, pages 51 & 55 of the Bidding Documents which pertain to Premium Tax (PT), Documentary Stamp Tax (DST), and Creditable Tax Withheld are hereby deleted.
6	On page 51, General Provisions Bullet 6. It states	All CIAC employees shall be covered without

	that the bidder shall not require any form of evidence of insurability. We would like to know if there are employees not actively at work. These are employees included in the payroll but do not report for work due to illness, temporary disability, or other analogous circumstances. Will CIAC advise us in case employees under such category exist? Are we going to include them in the list of covered employees?	prejudice.
7.	On page 51, General Provisions Bullet 9. What happens if there will be appointees who are over the age limit? Do we have a maximum cap?	As stated on page 51, General Provisions Bullet 9. "The age of coverage will be up to 65 years old but will be extended to those above 65 years old without surcharge cost and shall not require evidence of insurability as long as the said personnel is affiliated with CIAC." There is no maximum cap for the age.
8.	Page 50, Item (h) states that the hospital daily income benefit rider shall be Php 400.00/day for confinement due to sickness and accident at no additional cost to CIAC. We would like to know if there is a limit on the number of many days this particular benefit shall be given.	There is no maximum or minimum day by which the benefit shall be imposed. For as long as the employee is confined in the hospital, he/she shall receive the daily income benefit rider.
9.	Must the documents submitted by bidders be certified true copies or photocopies will do?	Photocopied documents such as Mayor's Permit/DTI or any other pertinent documents required in the checklist may be accepted as original copies provided they should be stamped "certified true copy from the original". However, the original copy of the required Affidavit or documents requiring notary and/or certifications, statements or letters should be submitted.

Item	Other Clarifications / Amendments to the Bidding Documents
1.	The provision pertaining to DURATION on pages 52 and 56 of the Technical Specifications which states that "The winning bidder shall commence the work on the date specified on the notice to proceed" is hereby amended to read as follows: "The effectivity date of the Contract shall be specified on the Notice to Proceed"
2.	Attached is the Standard Form for Bill of Quantities to be filled out by bidders. This will be included in Financial Envelope/Proposal of the bidder.

III. REMINDERS

1. All documents to be submitted must be valid and updated. CIAC-BAC will only accept the required document; hence, certification stating that the document is still being processed will not be honored.
2. All prospective bidders are required to submit three sealed envelopes or boxes, as it may be necessary. Envelope 1 shall contain the **Eligibility Documents**; Envelope 2 shall contain the **Technical**

Proposal while Envelope 3 shall contain the **Financial Proposal**. Each envelope must contain one original copy and two duplicates of the required documents.

3. All prospective bidders are instructed to follow the sequence of the required documents as provided in the checklist. Bidders must provide a table of contents and index tabs for easy reference.
4. The following documents must be **notarized**:
 - a. Certificate of Non inclusion in the Blacklisting report issued by GPPB or CIAP
 - b. Credit Line Certificate
 - c. Valid Joint Venture Agreement, if applicable
 - d. Letter of Authority to validate submitted documents
 - e. Authority of Signatory
 - f. Certificate of Compliance to the existing Labor Laws and Standards, if applicable
 - g. Affidavit of Disclosure of No Relationship
 - h. Certification of Bidder's Responsibilities
 - i. Affidavit of Site Inspection, if required
5. The validity period for the bid security shall be 120 calendar days from the date of the opening of bids.
6. For the required list of similar completed government and private contracts, the value of the prospective bidder's single largest contract must be at least 50% of the ABC.
7. For the Net Financial Contracting Capacity (NFCC), the NFCC should be at least equal to the ABC.
8. In case the bidder opted to submit a Cash Deposit Certificate, his/her bank shall certify that he/she has a cash deposit in the amount equal to at least 10% of the ABC and that he/she commits not to withdraw the said amount for 120 days from the date of issuance of the certificate.
9. The original and copies of the bid must be typed or written with indelible ink and signed by the bidder's duly authorized representative. The original copy of the documents shall be verified during the post-qualification.
10. The bidding process shall follow a non discretionary pass/fail criterion, pursuant to the IRR of RA 9184.
11. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the bid.
12. All photocopied documents must be stamped "certified true copy from the original" and signed by the bidder or its authorized representative.
13. The bid price should be exclusive of VAT.
14. All prospective bidders are instructed to acknowledge the receipt of supplemental/bid bulletins.
15. It shall be the responsibility of all bidders to secure all bid bulletins issued by the BAC (11.2 Bidding Documents)
16. Submission and Opening of Bids is rescheduled on September 1, 2009 (Tuesday), 3:00 PM at the Clark International Airport Corporation, Board Room, Corporate Office Building, Clark Freeport Philippines. Late bids shall not be accepted. The reference for the time shall be the biometric system situated within the Corporate Office Building.

CIAC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at anytime prior to contract award; without incurring liability to the affected bidder or bidders.

For the guidance and information of all concerned.

LAURO A. ORTILE
BAC Chairman

Received by:

Name and Signature of the Representative

Name of Company

BILL OF QUANTITIES

Clark International Airport Corporation

Coverage Period: _____

(Terms and Conditions stated in the Bidding Terms of Reference shall be observed)

CIAC Group Life Insurance 2009

Name of Bidder: _____

Category	Classification	No. of Lives (List of CIAC Employees as of: May 1, 2009)	Amount of Coverage per person (in Php)	Annual Premium Rate per Php 1,000 of insurance	Annual Premium Rate per employee	Total Premium
I	Chairman of the Board, Board of Directors, President & CEO	9	1.35 M			
II	Exec VP & Vice-Presidents and Corporate Officers	2	1.15 M			
III	Managers	9	900,000.00			
IV	Assistant Managers	12	850,000.00			
V	Supervisors	29	800,000.00			
VI	R/F Employees	286	750,000.00			
TOTAL ANNUAL PREMIUM/ TOTAL BID						

Name and Signature of Authorized Representative

Date: _____