



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

Invitation for Negotiated Procurement

**LEASE OF SEMI-INDUSTRIAL DOCUMENT
SCANNER WITH MANPOWER SERVICES**

1. In view of the two (2) failed public biddings, the Department of Budget and Management (DBM) Bids and Awards Committee (BAC) invites suppliers to participate in the negotiation for the Lease of Semi-Industrial Document Scanner with Manpower Services in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act." The Approved Budget for the Contract is Two Million Two Hundred Thousand Pesos (P2,200,000.00).


Prospective suppliers may subcontract portions of the Goods covering the supply of semi-industrial document scanner or the provision of manpower services to operate the document scanner. However, subcontracting of any portion shall not relieve the supplier from any liability or obligation that may arise from the contract for this Project. The supplier shall identify the subcontractor to whom a portion of the Goods will be subcontracted during submission of the best and final offer. The subcontractor must comply with the eligibility requirements during submission of the best and final offer.

For more details on this project, please refer to the Schedule of Requirements (Annex C) and Technical Specifications (Annex D).

2. The following eligibility and technical documents shall be submitted on July 3, 2013, 10:00 a.m. at the BAC Conference Room DBM, Building III, Gen. Solano St., San Miguel, Manila:
 - (a) Mayor's Permit;
 - (b) Statement of all ongoing and completed government and private contracts within two (2) years prior to June 19, 2013 (Annexes A and B);
 - (c) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue;
 - (d) Computation of Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective supplier if awarded the contract to be bid;
 - (e) Bid security;
 - (f) Compliance with the Schedule of Requirements (Annex C) and Technical Specifications (Annex D); and
 - (g) Omnibus sworn statement and authority of the signatory.

The supplier whose submission will be determined as the best and final offer will be required to submit the following documents:

- (a) CY 2012 Income Tax Return; December 2012 to May 2013 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;
 - (b) Tax Clearance issued by the Collection Enforcement Division;
 - (c) PhilGEPS Registration Certificate;
3. Initial meeting for the negotiated procurement with interested suppliers will be on June 26, 2013, 10:00 a.m. Submission of the best and final offer using the form attached as Annex E will be on July 3, 2013, 10:00 a.m. at the BAC Conference Room, DBM Building III, Gen. Solano St., San Miguel, Manila.
4. For further information, you may call the DBM-BAC Secretariat at 735-1650 from 9:00 a.m. to 4:00 p.m.
5. The DBM reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected firms.


ATTY. JANET B. ABUEL
Assistant Secretary
Chairperson, DBM-BAC

Statement of all Completed Government and Private Contracts

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- a) Cut-off date is June 19, 2013.
- b) Subject completed contract:
 - (i) If there are more than ten (10) completed contracts in a year, state at least 10 completed contracts for said year.
 - (ii) If there are 10 or less completed contracts in a year, state all completed contracts for said year (government and private contracts).
 - (iii) If there is no completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.



**List of all Ongoing Government and Private Contracts including
Contracts awarded but not yet started**

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts) prior to June 19, 2013.
- ii. If there is no on-going contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the on-going 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.



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.

Item Number	Description	Quantity	Total	Delivery Date
1	Departmental document scanners with bundled software and other required components shall be delivered to and installed at the following offices: <ul style="list-style-type: none"> • Central Records Division • Office of the Secretary • DBM-Department Legislative Liaison Office (DLLO), Batasan Complex, Quezon City 	Six (6) units One (1) unit One (1) unit	Six (6) units One (1) unit One (1) unit	Ten (10) calendar days from receipt of the NOTICE TO PROCEED
2	Scanner Operators to be deployed at the following offices: <ul style="list-style-type: none"> • Central Records Division • Office of the Secretary • DBM-DLLO 	Six (6) Scanner Operators One (1) Scanner Operator One (1) Scanner Operator	Six (6) Scanner Operators One (1) Scanner Operator One (1) Scanner Operator	Ten (10) calendar days from receipt of the NOTICE TO PROCEED

I hereby certify to comply and deliver all the above requirements.

Name of Company/Supplier

Signature Over Printed Name of Representative

Date



Technical Specifications

Item	Specification	Bidder's Statement of Compliance
	General:	
1	Supply, delivery, installation, and configuration of eight (8) units of Departmental Document Scanners that will be deployed at the DBM CRD, OSEC and DLLO	
2	The Departmental Document Scanners to be supplied should be brand new	
3	File format outputs must be single and multi-page TIFF, JPEG, BMP, PDF, OCR, and CSV (for indices and file name)	
4	TWAIN and ISIS compliant	
5	Capable of scanning minimum volume at least 3000 pages daily	
6	Minimum throughput speed of 50 pages per minute	
7	Able to support/scan papers with the following characteristics: <ul style="list-style-type: none"> • Weight: 34-413 g/m² (9-110 lb.) paper • Thickness: up to 1.25 mm (0.05 in.) (ID card thickness) 	
8	Able to support/scan the following paper sizes: <ul style="list-style-type: none"> • Maximum document width: 8.5 inches • Maximum document length: 14 inches • Minimum document width: 2 inches • Minimum document length: 2.5 inches 	
9	Have the following features/scanning technology: <ul style="list-style-type: none"> • Dual charge coupled device (CCD) or Contact Image Sensor (CIS) scanning technology • Automatic Document Feeder (A4 size) • Bundled Document Imaging Software for auto sequence of document/images, auto filename, and manual data entry tool • Automatic color detection • Content-based blank page detection and deletion • Multi-color dropout and dual-stream scanning • Automatic document orientation • Must have an output resolution of 100 /150 /200 /240 /300 /400 / 600 dpi • Feeder must handle at least 50 sheets; 	
10	Compatible with Windows XP, Windows 7, and Windows 8 Operating Systems, Intel Dual Core 2.0 GHz, 2GB RAM	
	Others:	
11	One (1) on-call technician to repair defective part(s) of the machine. Response time shall be within four (4) hours from verbal or written notification. Machines that cannot be	

	repaired within twenty four (24) hours shall be replaced with a new unit.	
12	Provision for sparing of feed rollers and other consumable supplies to the scanners for the entire duration of the contract.	

*Manufacturer's Certificate will be submitted during the Post-Qualification

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Supplier

Signature Over Printed Name of Representative

Date



Financial Proposal Form

Date: _____

The Chairperson

DBM-Bids and Awards Committee
 Department of Budget and Management
 Malacañang, Manila

Gentlemen and/or Ladies:

Having examined the list of requirements, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Technical Specifications for the sum of *[total offer amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Offer.

Unit	Particular	Montly Cost/Rate	Total Cost / Rate
8	Lease of Document Scanner		
8	Document Scanner Operator		
	TOTAL (INCLUSIVE OF TAXES)		

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery requirements.

If our Offer is accepted, we undertake to provide a performance security in the form, amounts, and within the time specified under Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184.

We agree to abide by this Offer for 120 calendar days from its submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Offer, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Offer you may receive.

We certify/confirm that we comply with the eligibility requirements.

Dated this _____ day of _____ 20_____.

[signature]_____
[in the capacity of]

Duly authorized to sign Offer for and on behalf of _____



Omnibus Sworn Statement

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:

2. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor 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]*;

3. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

4. *[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;

5. 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;

6. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

7. *Select one, delete the rest:*

If a sole proprietorship: I am 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;

8. [Name of Bidder] complies with existing labor laws and standards; and
9. [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].

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

Supplier's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME, this ___ day of ___, 2013 in the City of _____, Affiant exhibiting to me his/her Valid Identification _____, Number _____.

Notary Public

Doc. No.:
Page No.:
Book No:
Series of 2013.

