



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO ST., SAN MIGUEL, MANILA

## *Invitation for Negotiated Procurement*

### **PRODUCTION AND SUPPLY OF DBM EXECUTIVE NOTEBOOK**

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 Project, Production and Supply of DBM Executive Notebook 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 One Million Two Hundred Thousand Pesos (P1,200,000.00).
2. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted on December 4, 2014, 10:00 a.m. at the BAC Conference Room DBM Building III, Gen. Solano St., San Miguel, Manila:
  - (a) CY 2014 Mayor’s Permit;
  - (b) Statement of Single Largest Completed Contract (SLCC) which is similar in nature (Annex B). For this purpose, similar contract shall refer to production and supply of any hard-bound material containing colored texts or graphics with at least fifty (50) pages;
  - (c) Sample of printed output from the identified similar contract in the Statement of SLCC described above;
  - (d) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue (BIR);
  - (e) Compliance with the Schedule of Requirements (Annex C) and Technical Specifications (Annex D);
  - (f) Omnibus Sworn Statement (Annex E); and
  - (g) 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 2013 Income Tax Return and May to October 2014 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;
  - (b) Tax Clearance per Executive Order 398, series of 2005, issued by the BIR National Office; and
  - (c) PhilGEPS Registration Certificate.
3. An initial meeting for the negotiated procurement with interested suppliers will be conducted on November 27, 2014, 10:00 a.m. The opening of the best and final offer will be on December 4, 2014, 10:00 a.m., at the BAC Room, DBM Building III, Gen. Solano St., San Miguel, Manila.

4. For further information, you may call the DBM-BAC Secretariat at 490-1000 loc. 3121 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 suppliers.

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

## Financial Proposal

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Date: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

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 the DBM, our services for the project, "Production and Supply of DBM Executive Notebook," in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]*.

Particulars	Unit	Unit Cost	Total Cost
<b>Production and Supply of the DBM Executive Notebook</b>	6,000		
<b>Total (inclusive of VAT)</b>			

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.

Until a formal Contract is prepared and executed, this Bid, 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 Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

***Statement of Single Largest Completed Contract  
which is similar in nature***  
(indicate only one)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

<b>Name of Client</b>	<b>Date of the Contract</b>	<b>Title of Project</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>	<b>End User's Acceptance or Official Receipt(s) Issued for the Contract</b>

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Note: Cut-off date is November 27, 2014.

***Section VI. 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.

<b>Description</b>	<b>Quantity*</b>	<b>Delivery Schedule</b>
Production and Supply of DBM Executive Notebook  Submission of digital proof by the Supplier to the DBM		Within three (3) calendar days after receipt of digital file from the DBM
First batch	2,000 units	Within twelve (12) calendar days from approval of digital proof by the DBM
Second batch	4,000 units	Within forty (40) calendar days from approval of digital proof by the DBM

**\*NOTE: THE QUANTITIES PER BATCH AS INDICATED ABOVE MAY BE ADJUSTED BY THE DBM-TIS DURING CONTRACT IMPLEMENTATION.**

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

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature over Printed Name of Authorized Representative**

\_\_\_\_\_  
**Date**

## ***Section VII. Technical Specifications***

Bidders must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

<b>Specification</b>	<b>Bidder's Statement of Compliance</b>
<p><b>I. Cover</b></p> <p><b>a. Size:</b> 8 ¾ x 6 ½</p> <p><b>b. Material:</b> Burgundy Starlin cloth, 110 gsm, mounted on chipboard #20 with gold stamping, and 1/4" gold elastic band closure.</p> <p><b>II. Inside</b></p> <p><b>a. Size:</b> 8 ½ x 6 ¼</p> <p><b>b. No. of Pages:</b> 300 pages</p> <p><b>c. Material:</b> Book paper 90 gsm.</p> <p><b>d. Color:</b> 4 colors</p> <p><b>e. Orientation:</b> Portrait</p> <p><b>f. Marker:</b> Gold satin ribbon</p> <p><b>g. Binding:</b> Smythe sewn</p> <p><b>III. Packaging – Envelope</b></p> <p><b>a. Material:</b> Paper 110 gsm</p> <p><b>b. Color:</b> White</p> <p><b>c. Size:</b> 9 1/4" x 7" approximate, may be adjusted to fit the size of the notebook</p> <p><b>d. Orientation:</b> Portrait</p> <p><b>e. Seal :</b> Satin Sticker, with gold print of DBM logo 1.5" x 1.5"</p> <p><b>* approximate size only and may be adjusted to fit the size of the notebook.</b></p>	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement**

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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:

1. **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]*;

2. **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)]*;

3. *[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;
4. 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;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **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;

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

8. [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 \_\_\_, 2014 in the City of \_\_\_\_\_.** Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_, Number \_\_\_\_\_.

Notary Public

Doc. No.:  
Page No.:  
Book No:  
Series of 2014.