



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## *Invitation for Negotiated Procurement*

### **Public Opinion Survey Services for FY 2014**

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, "Public Opinion Survey Services for FY 2014" 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 Seven Hundred and Twenty Thousand Pesos (P720,000.00).
2. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted on April 2, 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 completed government and private contracts within two (2) years prior to March 26, 2014 (Annex B);
  - (c) Statement of all ongoing government and private contracts within two (2) years prior to March 26, 2014 (Annex C);
  - (d) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue;
  - (e) Compliance with the Schedule of Requirements (Annex D) and Technical Specifications (Annex E);
  - (f) Omnibus Sworn Statement (Annex F); 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 2012 Income Tax Returns; August 2013 to February 2014 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;
  - (b) Tax Clearance issued by the Collection Enforcement Division of the Bureau of Internal Revenue (BIR) National Office, Quezon City; and
  - (c) PhilGEPS Registration Certificate.
3. For further information, you may call the DBM-BAC Secretariat at tel. no. 4901000 loc 3121 from 9:00 a.m. to 4:00 p.m.
4. 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. ROWENA CANDICE M. RUIZ**  
*Vice Chairperson, DBM-BAC*

## Financial Proposal Form

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

**The Chairperson**

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

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the technical specifications and schedule of requirements for the sum of *[total Bid amount in words and figures]*.

PARTICULARS	PRICE
Public Opinion Survey Services For 2014	
<b><i>Total (Inclusive of VAT)</i></b>	

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

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

We agree to abide by this Offer for one hundred twenty (120) calendar days 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 as stated in the Invitation for Negotiated Procurement.

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

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

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

**Statement of Completed Government and Private Contracts**

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

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

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</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>
<u>Government</u>					
<u>Private</u>					

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

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

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

**Instructions:**

- a) Cut-off date is March 26, 2014.
- 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 March 26, 2014.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing 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.

## *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.

Item Number	Item/Description	Delivery Date
1	Submission of the following: (i) A summary of the pertinent matters agreed upon by the Parties, such as the parameters to be observed in the performance of the Services under this Project, the methodology to be used in undertaking the survey, and the work schedule to be followed; (ii) Draft questionnaire; (iii) A report on the results of pretesting; and (iv) Final questionnaire	Before the Conduct of the quarterly survey
2	A. Presentation of the results of the general non-commissioned items and the DBM's commissioned module.  B. Submission of a final narrative report on commissioned items containing the following:  (i) Highlights of the findings, (ii) Summary tables of the items commissioned, and (iii) The corresponding primary data tables including the frequencies of the survey responses cross tabulated by location, locale, socio-economic class, gender and age. (iv) Two (2) hard copies shall be submitted together with an electronic version of the said report to DBM.  C. Quarterly delivery to the DBM of a general report of its non-commissioned and commissioned and disclosed economic, political and social surveys.	Quarterly

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

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

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications*

Bidders must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”

<b>Specification</b>	<b>Bidder’s Statement of Compliance</b>
<b>A. Scope of Services</b>	
1. Commissioning of twenty eight (28) questions per year, or an average of seven (7) commissioned questions per quarter for DBM’s exclusive use allocated within four (4) Surveys for the Quarters I, II, III and IV. The DBM may place the foregoing items on embargo for three (3) years after said items were surveyed, but may also report them at any time.	
2. Analyze the data collected and produce a final narrative report. Submission of said report containing the following:  (i) Highlights of the findings, (ii) Summary tables of the items commissioned, and (iii) The corresponding primary data tables including the frequencies of the survey responses cross tabulated by location, locale, socio-economic class, gender and age. (iv) Two (2) hard copies shall be submitted together with an electronic version of the said report to DBM.	
3. Access to the latest general survey data on relevant economic, political and social issues of great national importance, including the state of governance, poverty, hunger, quality-of-life trends, crime victimization, and other relevant matters. This shall include the quarterly delivery to the DBM of a general report of its non-commissioned and commissioned and disclosed economic, political and social surveys.	
4. Access to the Supplier’s data bank, with costing arrangements based on actual consumables and computer time used.	
5. Access to all primary data to be generated for the items commissioned by the DBM in the course of the Supplier’s services, according full rights to DBM to publish, disseminate or use such survey data in any manner it deems fit.	
6. At DBM’s discretion, all data and information on its commissioned items released or made available by the agency, may be comiled, reproduced or printed for dissemination or circulation by DBM to the general public without limitation as to time and duration.	
<b>B. Expert Qualifications</b>	
The Supplier shall have experience in conducting at least five (5) socio-economic nationwide surveys in the past two (2) years with at	

<p>least three (3) years of the foregoing surveys conducted quarterly. Supplier shall also submit a company profile, as well as other supporting documents that will allow DBM to ascertain the veracity of their transactions in conducting socio-economic, nationwide surveys.</p> <p>The Supplier, in undertaking the Nationwide Public Perception Survey, shall employ a sampling method using at least one thousand two hundred (1,200) respondents statistically stratified over the National Capital Region, Luzon, Visayas and Mindanao with at most +/-3% error margin.</p>	
<p><b>C. Schedule and Term</b></p> <p>Provision of the services shall start from the issuance of the Notice to Proceed (NTP). The Project duration shall be for a period of one (1) year starting __ March 2014 to __ March 2015.</p>	
<p><b>D. Expected Outputs</b></p> <p>1. A summary of the pertinent matters agreed upon by the Parties, such as the parameters to be observed in the performance of the Services under this Project, the methodology to be used in undertaking the survey, and the work schedule to be followed.</p>	
<p>2. Submit the following:</p> <ul style="list-style-type: none"> <li>(i) Draft questionnaire</li> <li>(ii) A report on the results of pretesting,</li> <li>(iii) Final questionnaire, and</li> <li>(iv) Results of nationwide survey and data processing</li> </ul>	
<p>3. Presentation of the results of the general non-commissioned items and the DBM's commissioned module.</p>	
<p>4. Final narrative report on commissioned items containing the following:</p> <ul style="list-style-type: none"> <li>(i) Highlights of the findings,</li> <li>(ii) Summary tables of the items commissioned,</li> <li>(iii) The corresponding primary data tables including the frequencies of the survey responses cross tabulated by location, locale, socio-economic class, gender and age, and</li> <li>(iv) Two (2) hard copies shall be submitted together with an electronic version of the said report to DBM.</li> </ul>	
<p>5. Quarterly delivery to the DBM of a general report of its non-commissioned and commissioned and disclosed economic, political and social surveys.</p>	
<p><b>E. Payment Schedule</b></p> <p>Payments for the services rendered by the Supplier shall be made by the DBM, in equal quarterly payments upon submission of the quarterly reports and issuance of a Certificate of Acceptance in favor of the Supplier.</p>	

**F. Confidentiality of Information**

The Supplier shall observe strict confidentiality relative to the information obtained in the performance of the Scope of Services under this Project, for the duration of this contract and for a period of three (3) years after the pertinent survey round. DBM reserves the right to impose legal sanctions in case of violation by the Supplier of the provision of confidentiality under this Project.

DBM shall retain ownership and exclusive use over all data and information generated through the surveys. The Supplier shall not use or make accessible to third parties any data or information obtained through said survey without written consent from the DBM, for such reasonable period of time as may be agreed upon by the Parties.

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

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

\_\_\_\_\_  
**Signature Over Printed Name of 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:

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

Notary Public

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