



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

## *Invitation for Negotiated Procurement*

### **Supply and Installation of Variable Refrigeration Flow (VRF) Multi-System**

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, “Supply and Installation of Variable Refrigeration Flow (VRF) Multi-System” 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 August 6, 2014, 10:00 p.m. at the BAC Conference Room DBM Building III, Gen. Solano St., San Miguel, Manila:
  - (a) CY 2014 Mayor’s Permit;
  - (b) Statement of all Ongoing Government and Private Contracts within two (2) years prior to July 30, 2014 (Annex B);
  - (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 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 Returns and January to June 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; and
  - (c) PhilGEPS Registration Certificate.
3. An initial meeting for the negotiated procurement with interested bidders will be conducted on July 30, 2014, 1:00 p.m. The opening of the best and final offer will be on August 6, 2014, 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 tel. no. 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 firms.

**ATTY. JANET B. ABUEL**  
*Assistant Secretary*  
*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	OFFER (inclusive of VAT)
1. Supply of one (1) unit Brand new Variable Refrigeration Flow (VRF) Multi-System	
2. Dismantling and hauling of existing VRF	
3. Installation, testing, commissioning of the new VRF	
<b>TOTAL (inclusive of VAT)</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 \_\_\_\_\_

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

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

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

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
<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 July 30, 2014.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## *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	Description	Quantity	Delivery Date	
1.	Brand new Variable Refrigeration Flow (VRF) Multi-System	1	Within fifteen (15) calendar days upon receipt of the Notice to Proceed.	
2.	Mobilization and delivery of needed materials for the installation and dismantling of the VRF		To be determined by the representatives of Administrative Service - General Services Division (AS-GSD) and the Supplier upon receipt of the Notice to Proceed.	
3.	Dismantling of existing VRF at Boncodin Hall roof deck			
4.	Setting of braces and support in hauling the defective VRF			
5.	Brazing of copper tubing			
6.	System leak check			
7.	System vacuuming and freon charging			
8.	Installation, testing, gathering of operation data, and commissioning of the new VRF			
9.	Warranty			One (1) year after acceptance by the AS-GSD of the delivered goods.
	Response time for the repair and replacement of defective parts/unit			Within twenty four (24) hours upon receipt of written or verbal notice from the AS-GSD.

**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 “Specifications”

<b>Item</b>	<b>Specification</b>	<b>Bidder’s Statement of Compliance</b>
1.	One (1) unit brand new Variable Refrigeration Flow (VRF) Multi-System compliant with the existing unit in the DBM	
2.	Scope of Work: <ul style="list-style-type: none"> <li>a. Mobilization and delivery of materials needed for the installation and dismantling of the VRF</li> <li>b. Dismantling of the existing VRF at Boncodin Hall roof deck</li> <li>c. Setting of braces and support in hauling the existing VRF</li> <li>d. Brazing of copper tubing</li> <li>e. System leak check</li> <li>f. System vacuuming and Freon charging</li> <li>g. Installation, testing, gathering of data and commissioning of the new VRF</li> </ul>	
3.	Warranty: one (1) year after acceptance of the goods.  Repair and replacement of defective parts/unit shall be made by the Supplier within twenty four (24) hours upon receipt of written or verbal notice from the AS-GSD.	

**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:

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.:  
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