



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE IV-A (CALABARZON)

**INVITATION FOR NEGOTIATED PROCUREMENT  
DUE TO TWO-FAILED BIDDINGS**

**PURCHASE OF MOTOR VEHICLE (PASSENGER VAN)**

1. The **Department of Budget and Management Regional Office IV-A** intends to procure **one (1) Motor Vehicle (Passenger Van)** with the Approved Budget for the Contract (ABC) of **Two Million Two Hundred Thousand Pesos (P2,200,000.00)**.
2. The DBM RO IV-A, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the said motor vehicle.
3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act", including Annex H thereof.

The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective competition. **The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the minimum technical specifications required.**

4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from September 20 to October 11, 2019, Monday to Friday, at 8:00 AM to 5:00 PM.
5. The schedule of bidding activities is herein stated below:

<b>Activities</b>	<b>Schedule</b>	<b>Venue</b>
1. Issuance and availability of Negotiation Documents	September 20 to October 11, 2019 (8:00 AM to 5:00 PM)	DBM RO IV-A Conference Room, 2/F PLJ Building General Solano St., San Miguel, Manila
2. Conduct of pre-bid conference	September 30, 2019 (2:00 PM)	
3. Deadline for the Submission of Negotiation Documents (Proposal)	October 14, 2019 (4:00 PM)	
4. Opening of Negotiation Documents (Proposal)	October 15, 2019 (2:00 PM)	
5. Issuance of Notice of Award	October 17, 2019	
6. Issuance of Notice to Proceed	October 21, 2019	

6. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Documents", with the title of the procurement project, name of the bidder, address of the Bidder, and contact details of the bidder, addressed to the undersigned:

## ELIGIBILITY DOCUMENTS

### *Class "A" Documents*

- a) PhilGEPS Certificate of Registration with Annex A or Class "A" eligibility documents:
  - Registration Certificate (DTI Certificate or SEC Certificate)
  - Current and Valid Mayor's/Business Permit
  - Tax Clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved
- b) Statement of all Ongoing Private and Government Contracts, including Contracts Awarded but not yet started, if any (**Annex I**);
- c) Statement of Single Largest Completed Contract, which is similar in nature, within two (2) years from the date of submission and receipt of bids (**Annex II**). Any of the following documents must be submitted corresponding to listed contracts per submitted Annex II:
  - Copy of End User's Acceptance;
  - Official Receipts; or
  - Sales Invoice
- d) Compliance with Schedule of Requirements (**Annex III**);
- e) Compliance with Technical Specifications (**Annex IV**);
- f) Omnibus Sworn Statement using the form prescribed (**Annex V**);
- g) Compliance with Technical Bid Form (**Annex VI**);
- h) Bid Securing Declaration in any of the following forms:
  - Cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
  - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
  - Bid Securing Declaration (**Annex VII**);
- i) Duly signed Net Financial Contracting Capacity Computation (NFCC); and
- j) Authority of the Signator

### *Class "B" Documents*

- a) Copy of Joint Venture Agreement or the Duly Notarized Statement in accordance with Section 23.1 (b) of the 2016 Revised IRR, if applicable.
7. The DBM IV-A reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected suppliers.

  
**NYMPHA R. MANALASTAS**  
Chairperson  
DBM IV-A Bids and Awards Committee

**STATEMENT OF ALL ONGOING CONTRACTS**

*(Including contracts awarded but not yet started, if any)*

Name of Client	Name of the Contract	Date and Status of the Contract	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

**Instructions:**

1. State of all on-going contracts including those awarded but not yet started which may be similar to the project called for bidding as of the day before the deadline of submission of bids.
2. If there is **NO** on-going contract awarded but not yet started as of the abovementioned period, state NONE or NOT APPLICABLE.
3. The total amount of the ongoing but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC).

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

*(within two (2) years from the date of submission and receipt of bids)*

Name of Client	Name of Contract	Date of the Contract	Kinds of Goods	Value of Contracts	Date of Completion	Official Receipt No. & Date of OR and End User's Acceptance Date

CERTIFIED CORRECT:

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

**Instructions:**

1. Name of Contract column indicates the Nature/Scope of the Contract for the DBM RO IV-A to determine the relevance of the entry with the Procurement at hand.
2. Any of the following documents **MUST BE SUBMITTED** corresponding to listed contracts per submitted Annex II:
  - a. Copy of End User's Acceptance;
  - b. Official Receipts; or
  - c. Sales Invoice

## **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>
Procurement of Motor Vehicle (Passenger Van)	One (1) Unit	Within forty-five (45) calendar days upon receipt of the Notice to Proceed

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over printed name  
of representative

\_\_\_\_\_  
Date

**TECHNICAL SPECIFICATIONS**

<b>Minimum Specifications</b>		<b>Bidder's Statement of Compliance</b>
<b>DESCRIPTION</b>	A large four-wheel enclosed vehicle intended for conveying passengers	
<b>ENGINE</b>		
Type	4 Cylinders, In-line Type 16-Valve DOHC	
Displacement	Not exceeding 3000cc	
Transmission	6-Speed Manual	
Maximum Output	Manufacturer's Standard	
Minimum Torque	Manufacturer's Standard	
<b>CHASIS</b>		
Steering Type	Power-Assisted	
Brakes-Front	Ventilated Discs	
Brakes-Rear	Drum	
Wheelbase (mm)	3200 (minimum)	
Fuel Tank Capacity	70L (minimum)	
Suspension-Front	Manufacturer's Standard	
Suspension-Rear	Manufacturer's Standard	
Seating Capacity	Minimum of 12 persons	
<b>ACCESSORIES &amp; SAFETY FEATURES</b>		
Air-conditioner	Manufacturer's Standard	
Audio system	Manufacturer's Standard	
Safety features	Manufacturer's Standard	

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

_____ Name of Company	_____ Signature over printed name of representative	_____ Date
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## 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 or authorized representative 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, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

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:* The owner or sole proprietor is 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].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory



**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **Purchase of Motor Vehicle (Passenger Van)** of the **Department of Budget and Management Regional Office IV-A]*** *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **Transportation Equipment – Motor Vehicles (Passenger Van)** of the **Department of Budget and Management Regional Office IV-A].***

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

\_\_\_\_\_  
*[signature]*

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

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

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

X-----X

### BID SECURING DECLARATION

Invitation to Bid: *[Insert Reference number]*

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

I/We<sup>1</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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