



**BIDS AND AWARDS COMMITTEE**  
(Negotiated Procurement)

PROJECT : **“ SUPPLY OF TWO (2) UNITS- COMMUTER VANS**  
DATE OF SUBMISSION AND OPENING OF BIDS : December 27, 2018 @ 2:00 P.M.  
ABC: P3,349,324

**BID BULLETIN NO. 1**

1.) Two (2) Envelope System –

**(First Envelope)**

**a.) One (1) Envelope- Encloses Eligibility and Technical Information/Documents containing original copy comprising the following documents:**

ELIGIBILITY DOCUMENTS (Class “A”):

(Legal Documents)

1. Phil-GEPS Platinum Certificate of Registration  
(Technical Documents)
2. Statement/List of **all** ongoing government & private contracts including contracts awarded but not yet started (**Attach Contract or P.O.**)

*Note: Interested bidders must submit all their on-going government & private contracts including awarded but not yet started with supporting proof as stated in the Form hereto attached. **All the pages of the Contract/PO must be complete, however, no need to include attachments.***

3. List of Single Largest Completed Contract (Government or Private) which is similar in nature as stated in the BDS **attaching the Contract/PO with its corresponding attachments/annexes;**

*Note: Interested bidders are not required to submit all their completed contracts. However, it is a requirement that a bidder must have one (1) single largest similar contract which is similar in nature with an amount of at least equivalent to 50% of the ABC with supporting proof as stated in the form hereto attached.*

*For this purpose, similar contracts shall refer to Contract for the Supply and Delivery of Vehicle.*

4. NFCC (at least 100% of the ABC) or CLC (at least 10% of the ABC)

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

Note: Cash Deposit Certificate not allowed

(Class “B”)

5. Joint Venture Agreement (JVA), if applicable.

TECHNICAL DOCUMENTS

6. Schedule of Requirements with the word "comply"
7. Technical Specification with the word "comply" and proof of compliance.
8. Revised Omnibus Sworn Affidavit with notarized document attesting that a particular person is authorized to represent the bidder/entity
9. Certification, under oath, certifying that bidder has no pending case against the government (**per DOTr Memorandum dated June 26, 2018**)

**(Second Envelope)**

- b.) One (1) Envelope - Financial Information/Documents containing original copy comprising the following documents:**

Financial Documents

1. Bid Offer/Proposal in the prescribed form with
2. Schedule of Prices (for goods offered abroad or within the Philippines)

- c.) The abovementioned envelopes (a & b) shall be enclosed or placed in one single envelope duly sealed.**

2. Cashier's/Manager's check, Bank draft/guarantee, Irrevocable letter of Credit **should be from universal or commercial bank**. (Note: Rural or Savings Bank is not acceptable)

3. The deadline for the submission and opening of bids will be on December 27, 2018 at 2:00 o'clock in the afternoon.

4. All documents submitted must be duly bound or fastened, paginated and duly signed or initialed by the authorized signatory mentioned in the Secretary's Certificate or SPA or Joint Affidavit attached to the Omnibus Sworn Statement.

5. Attached are copies of the Checklist, Technical Specification and other Standard Forms for bidder's compliance.

Issued on December 17, 2018.

**Atty. GLENN B. NAPULI**  
BAC-Chairperson

cc: All Interested Bidders



**CHECKLIST FOR ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS**

PROJECT : **“ SUPPLY OF TWO (2) UNITS- COMMUTER VANS**

DATE OF SUBMISSION AND OPENING OF BIDS : December 27, 2018 @ 2:00 P.M.

ABC: P3,349,324.80

Name of Bidder/s:

1	2	3	4	5	6	7	8	9

FIRST ENVELOPE:

**A. ELIGIBILITY/TECHNICAL DOCUMENTS**

<b>LEGAL DOCUMENTS</b>									
									<p>A.1. Phil-GEPS Certificate of Registration (Platinum) Note: In case of expired mayor’s permit or other legal documents, the bidder must submit proof of its renewal</p>
<b>TECHNICAL DOCUMENTS</b>									
									<p>A.2 Statement/List of all On-going Government &amp; Private Contracts including contracts awarded but not yet started (with supporting proof, i.e. Contract or PO for private contract, Contract and NTP for Government Contract)</p>
									<p>A.3. List of SLCC (Government &amp; Private Contracts) which is similar in nature as stated in the BDS with proof (Contract or PO, Certificate of Completion or Certificate of Termination )  Note: Bidders must have a single similar contract as previously defined equivalent to 50% of the ABC</p>
									<p>A.4 NFCC (at least 100% of the ABC) or CLC (equivalent to 10% of the ABC)  (Note: Cash Deposit Certificate Not Allowed)</p>
									A.5. Joint Venture Agreement, if applicable

									A.6. Schedule of Requirements with the word "comply"-  Note: Bidder must use the attached Schedule of Requirements
									A.7 Technical Specification with the word "comply" and proof of compliance.  Note: Bidder must use the attached Technical Specifications
									A. 8. Revised Omnibus Sworn Statement that a particular person is authorized to represent the bidder/entity.
									A.9. Certification, under oath, certifying that bidder has no pending case against the government ( <b>per DOTr Memorandum dated June 26, 2018</b> )

SECOND ENVELOPE:

B. FINANCIAL DOCUMENTS:

									1. Bid Proposal in Standard Form with attach:
									2. Schedule of Prices (for goods offered abroad or within the Philippines)

REMARKS: \_\_\_\_\_

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

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

Note:

Two (2) Envelope System –

- a.) FIRST ENVELOPE: One (1) Envelope (duly sealed) - Encloses Eligibility and Technical Information/Documents containing one (1) original copy (duly sealed).
- b.) SECOND ENVELOPE: One (1) Envelope (duly sealed) – Financial Information/Documents containing one (1) original copy (duly sealed)
- c.) The abovementioned envelopes (First and Second) shall be enclosed or placed in one big envelope (duly sealed).

All documents must be sign/initialed by the authorized signatory. Documents should be properly bound or fastened, arranged in the above order and **must be duly paginated**.

**Failure to sign/initial and to properly put a page number (in chronological order) on each of the required document shall be a ground for disqualification.**

Submission of documents through cartons or boxes is also acceptable.

- d.) All bidders are required to strictly follow the list of documents to be submitted as stated in the checklist.



## *Section VII. Technical Specifications*

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>	<b>Reference Documents</b>
	Must submit a certification that the bidder is an authorized dealer or distributor;  Must have an official service center to comply the warranty provision;  Must comply the following:		

<p><b>VAN SPECIFICATIONS:</b></p> <p><b><u>ENGINE &amp; TRANSMISSION</u></b></p> <ul style="list-style-type: none"> <li>• Fuel Type : Diesel / EURO 4 COMPLIANT</li> <li>• No. of cylinders : 4</li> <li>• Engine size / Displacement (cc) : 2,488</li> <li>• Maximum Power (ps) : 129</li> <li>• Maximum Torque (Nm) : 356</li> <li>• Engine type : Inline 4 Cylinder, DOHC, 16 Variable Turbocharger (VGS)</li> <li>• Transmission Type : 5-Speed Manual</li> <li>• Alternator (V) : 12</li> </ul> <p><b><u>DIMENSIONS &amp; CAPACITIES</u></b></p> <ul style="list-style-type: none"> <li>• Fuel Capacity : 65 (liters)</li> <li>• Overall length : 4,695 (mm)</li> <li>• Overall width : 1,695 (mm)</li> <li>• Overall height : 1,990 (mm)</li> <li>• Wheelbase : 2,555 (mm)</li> <li>• Seating Capacity : 15 (persons)</li> </ul> <p><b><u>BRAKES</u></b></p> <ul style="list-style-type: none"> <li>• Front Discs Ventilated disc</li> <li>• Rear Brakes Drum</li> </ul> <p><b><u>STEERING</u></b></p> <ul style="list-style-type: none"> <li>• Steering System Power Steering</li> </ul> <p><b><u>SUSPENSION</u></b></p> <ul style="list-style-type: none"> <li>• Suspension System Leaf Spring</li> </ul> <p><b><u>COMFORT :</u></b></p> <ul style="list-style-type: none"> <li>- Fully Air-conditioned (front and rear)</li> <li>- AM/FM Radio with USB port</li> </ul> <p>3 Year Service Warranty 1 Year product warranty with GSIS Comprehensive Insurance 3 Year LTO registration with MCIAA logo &amp; markings design ( to be given to the winning bidder)</p>		
--	--	--

\_\_\_\_\_  
(Name and Signature of Authorized Person)







**Statement/List of Government & Private Contracts completed which are similar in nature**

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

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:  
1. Contract or PO

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

□

## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N°: \_\_\_\_\_

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 *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid 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 Bid.

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 **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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.

---

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>2</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

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 Name of Project of the Name of the Procuring Entity]* *[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 Name of Project of the Name of the Procuring Entity].*

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 \_\_\_\_\_

**For Goods Offered From Abroad**

Name of Bidder \_\_\_\_\_, Invitation to Bid<sup>3</sup> Number \_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

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

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

\_\_\_\_\_  
<sup>3</sup> If ADB, JICA and WB funded projects, use IFB.

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_ . Invitation to Bid<sup>4</sup> Number \_ . Page . of \_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

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

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

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

\_\_\_\_\_  
<sup>4</sup> If ADB, JICA and WB funded projects, use IFB.

## 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:

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 \_\_\_\_\_