



Republika ng Pilipinas

PAMAHALAANG LUNGSOD NG TACLOBAN

(City Government of Tacloban)

Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

INVITATION FOR NEGOTIATED PROCUREMENT

REF #021(2)-3-2017 (MARCH 21, 2017)

PR# 2017-198 DATED 1/31/17

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1. In view of the two (2) failed public biddings, the City Government of Tacloban Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **Procurement of Fuels** with an Approved Budget for the Contract (ABC) of **Nine Hundred Ninety-Nine Thousand Nine Hundred Seventy-Nine Pesos & 95/100 (P999,979.95)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act.” For more details on this project, please refer to attached Schedule of Requirements (Annex A) and Technical Specifications (Annex B).

2. The following eligibility and technical documents as well as the Financial Proposal Form (Annex A and Annex B) shall be submitted on or before 2:00 P.M. of March 24, 2017 at the BAC Office, Livelihood Training Center, Balyuan, Tacloban City:

- (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
- (b) Valid Mayor’s Permit;
- (c) List of projects for the last two years (ongoing and completed government and private contracts);
- (d) Bid security issued in favor of the City Government of Tacloban shall be either in the following forms and amount:
 - (i) 2% of the ABC, if cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration. Sample form is attached as Annex D.
- (e) Compliance with the Schedule of Requirements (Annex A) and Technical Specifications (Annex B);
- (f) Omnibus Sworn Statement;
- (g) Latest Income Tax Returns;
- (h) Authority of the Signatory; and
- (i) Certification of PhilGEPS Registration.

3. Opening of the eligibility documents, technical documents and financial proposal will be on March 24, 2017.

4. For further information, you may inquire at the BAC Office, Livelihood Training Center, Balyuan, Tacloban City from 9:00 a.m. to 4:00 p.m.

5. The City Government of Tacloban 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 affected firms.

Sgd. **EUNICE J. ALCANTARA, DVM**
BAC Chairman

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 | Total | Delivered, Weeks/Months |
|--------------------|--------------------|-----------------|--------------|--------------------------------|
| 1 | Gasoline | 3910 liters | | |
| 2 | Diesel | 12399 liters | | |
| 3 | Unleaded | 4000 liters | | |

Technical Specifications

| No. | Item Description | Bidder's Statement of Compliance |
|------------|-------------------------|---|
| 1 | Gasoline | |
| 2 | Diesel | |
| 3 | Unleaded | |

Financial Proposal

Date: _____

To: City Government of Tacloban
Kanhuraw Hill, Tacloban City

Gentlemen and/or Ladies:

We, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in the sum of [total Bid amount in words and figures].

| Item Number | Description | Quantity | Total | Unit Price | Total |
|----------------------|-----------------|-----------------|-------|------------|-------|
| 1 | Gasoline | 3910 liters | | | |
| 2 | Diesel | 12399 liters | | | |
| 3 | Unleaded | 4000 liters | | | |
| Other Offers: | <i>[if any]</i> | | | | |

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

If our Proposal is accepted, we undertake to provide a performance security in the form and amounts specified under Section 39.1 of the Implementing Rules and Regulation of Republic Act No. 9184.

We agree that the Validity Period of our proposal is 120 calendar days from [date of Contract/Purchase Order] 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 Proposal, 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 Proposal you may receive.

We certify/confirm that we comply with the eligibility requirements as specified in the Invitation for Negotiated Procurement.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Proposal for and on behalf of _____

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.1: [Insert reference number]

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

I/We², 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 Declaration³, if I/we have committed any of the following actions: (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

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 as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

¹ Select one and delete the other.

² Select one and delete the other. Adopt same instruction for similar terms throughout the document.

³ Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

⁴ Select one and delete the other.

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 _____ 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 ____