

**INVITATION FOR NEGOTIATED PROCUREMENT**

**Construction of Day Care Center of San Isidro, Bohol**

**DSWD-FO7-NP-2015-31-03**

1. In view of the two (2) failed public biddings, the *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII) Bids and Awards Committee (BAC)* invites suppliers to participate in the negotiation for the Project, “**Construction of Day Care Center of San Isidro, Bohol**”, 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 (ABC) is ***Nine Hundred Thousand Pesos (P900,000.00).***

1. The following eligibility and technical documents and financial documents shall be submitted in a sealed in an envelope on or before **December 15, 2015, 9:15 A.M.** at the **BAC Secretariat Office**, DSWD Field Office VII, Cebu City, viz:
2. Mayor’s Permit or Business License
3. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR)
4. Audited Financial Statement stamped “received” by the BIR for FY 2013 & 2014 or
   * 1. 2014 Income Tax Return with proof of payment
5. Certificate of PhilGEPS Registration
6. List of all Ongoing Government & Private Contracts including contracts awarded but not yet started, if any (marked as “Annex A”)
7. Statement of Single Largest Completed Contract which is similar in nature (marked as “Annex B”)
8. Project Requirements, which shall include the following:
9. Organizational chart for the contract to be bid;
10. List of contractor’s personnel (*viz*, project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; and
11. List of contractor’s equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project; and
12. Omnibus Sworn Statement (marked as “Annex C”)
13. Bid Form (marked as “Annex D”)
14. Bill of Quantities (marked as “Annex E”)
15. The **opening of bids** will be on **December 15, 2015, 9:30 A.M.** at ARDO’s Office, DSWD Field Office VII, Cebu.
16. Interested bidders may obtain further information from the *BAC Secretariat* at telephone nos. (032) 412-9908; 233-0261; 233-8785; 232-9505; 232-9507 local 127 during office hours or you may e-mail to [bacsec.fo7@gmail.com](mailto:bacsec.fo7@gmail.com). You may also call **Ms. Josephine C. Belotindos**, BAC Secretariat Head, at mobile phone no. 09391748342.
17. The *DSWD-FO VII* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**GRACE Q. SUBONG**

*Chairperson, Bids & Awards Committee*

***Annex A***

***List of all Ongoing Government & Private Contracts including***

***Contracts awarded but not yet started***

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Contract/Project Cost | a. Owner’s Name  b. Address  c. Tel. Nos. | Nature of Work | Bidder’s Role | | a. Date Awarded  b. Date Started  c. Date of Completion | % of Accomplishment | | Value of Outstanding Works/ Undelivered Portion |
| Description | % | Planned | Actual |
| Government |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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| Private |  |  |  |  |  |  |  |  |
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Submitted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name & Signature)

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

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

Instructions:

State all ongoing contracts including those awarded but not yet started.

If there is no ongoing contract including contract awarded but not yet started; state **none** or equivalent term.

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).

***Annex B***

***Statement of Single Largest Completed Contract which is similar in nature***

(Indicate Only One)

Per GPPB Resolution No. 29-2012 dated 23 November 2012

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Contract | a. Owner’s Name  b. Address  c. Tel. 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 | % |
|  |  |  |  |  |  |  |

NOTE: This statement shall be supported with:

Contract or Purchase Order;

Certificate of Acceptance or Official Receipt

Submitted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name & Signature)

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

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

***ANNEX C***

#### 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:

### *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]*;

1. ***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)]*;

1. *[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;
2. 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;
3. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
4. ***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;

1. *[Name of Bidder]* complies with existing labor laws and standards; and
2. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
   1. Carefully examine all of the Bidding Documents;
   2. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
   3. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
   4. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
3. *[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

***Annex D***

#### Bid Form

Date:

ITB No. DSWD-FO7-NP-2015-31-03

**The Bids and Awards Committee**

Department of Social Welfare and Development-Field Office VII

M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract of **Construction of Day Care Center of San Isidro, Bohol;**
2. We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered in item (d) below is: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert information]*;

The discounts offered and the methodology for their application are: \_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert information]*;

1. Our Bid shall be valid for a period of ***120*** calendar days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
3. Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
4. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
5. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
6. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
7. We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name:

In the capacity of:

Signed:

Duly authorized to sign the Bid for and on behalf of:

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

***Annex E***

***Section VIII. Bill of Quantities***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ITB No. | | : | DSWD-FO7-NP-2015-31-03 | | | | |
| Project Title | | : | **Construction of Day Care Center of San Isidro, Bohol** | | | | |
| Location | | : | Masonoy, San Isidro, Bohol | | | | |
|  | | | | | | | |
| **Item No.** | **Description/Scope of Work** | | | **Qty.** | **Unit** | **Unit Price** | **Amount** |
| **I** | **SITE WORKS** | | |  |  |  |  |
| I.1 | Site Clearing | | | 126.00 | sq.m. |  |  |
| I.2 | Batter Board Layout & Installation | | | 1.00 | lot |  |  |
| I.3 | Excavation (manual) | | | 15.79 | cu.m. |  |  |
| I.4 | Embankment (backfill & compaction) | | | 10.00 | cu.m. |  |  |
|  | ***Sub-Total*** | | |  |  |  |  |
| **II** | **CONCRETE WORKS** | | |  |  |  |  |
| II.1 | Footings, Tie, Roof, Lintel Beams & Floor Slab | | | 13.26 | cu.m. |  |  |
|  | ***Sub-Total*** | | |  |  |  |  |
| **III** | **MASONRY WORKS** | | |  |  |  |  |
| III.1 | Wall Footings, CHB Laying & Plastering | | | 11.43 | cu.m. |  |  |
| III.2 | Tile Works (2 units comfort room) | | | 13.20 | sq.m. |  |  |
|  | ***Sub-Total*** | | |  |  |  |  |
| **IV** | **FORMS & SCAFFOLDS** | | | **1** | **lot** |  |  |
|  | ***Sub-Total*** | | |  |  |  |  |
| **V** | **STEEL WORKS** | | |  |  |  |  |
| V.1 | Steel Trusses, Purlins, Fascias & Handrails | | | 127.7 | sq.m. |  |  |
|  | ***Sub-Total*** | | |  |  |  |  |
| **VI** | **TINSMITHRY & ROOFING** | | | **98.60** | **sq.m** |  |  |
|  | ***Sub-Total*** | | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VII** | **CARPENTRY WORKS** |  |  |  |  |
| VII.1 | Ceiling Works | 82.55 | sq.m. |  |  |
| VII.2 | Doors & Windows | 1.00 | lot |  |  |
|  | ***Sub-Total*** |  |  |  |  |
| **VIII** | **PAINTING WORKS** | **560.54** | **sq.m** |  |  |
|  | ***Sub-Total*** |  |  |  |  |
| **IX** | **PLUMBING WORKS** |  |  |  |  |
| IX.1 | Excavation (manual) | 13.80 | cu.m |  |  |
| IX.2 | Sanitary & Storm Drainage | 1.00 | lot |  |  |
| IX.3 | Water Supply | 1.00 | lot |  |  |
| IX.4 | Septic Tank, Catch Basin & Grease Trap | 10.96 | cu.m |  |  |
| IX.5 | Fixtures | 1 | lot |  |  |
|  | ***Sub-Total*** |  |  |  |  |
| **X** | **ELECTRICAL WORKS** | **1** | **lot** |  |  |
|  | ***Sub-Total*** |  |  |  |  |

**TOTAL BID PRICE**…………………………………………………….P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Amount in Words)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Note: The above quoted prices are inclusive of indirect costs, such as taxes, contractor’s profit and miscellaneous expenses, i.e. processing fees for building permits and occupancy permits.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company / Bidder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Signature of Authorized Representative