******

**FIELD OFFICE VII**

**INVITATION FOR NEGOTIATED PROCUREMENT**

**Supply and Delivery of Prepaid Cellphone Cards**

**DSWD7-NP-2016-02**

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, “**Supply and Delivery of Prepaid Cellphone Cards**”, 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 ***One Million Six Thousand Fifty Pesos (P1,006,050.00).***

1. The following eligibility and technical documents and financial documents shall be submitted in a sealed in an envelope in three (3) copies on or before **May 30, 2016, 1:30 PM** at the BAC Secretariat Office, DSWD Field Office VII, Cebu City, viz:
2. SEC, DTI or CDA Registration
3. Mayor’s Permit or Business License
4. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR)
5. Latest Annual Income Tax Return and Audited Financial Statement stamped “received” by the BIR
6. List of all Ongoing Government & Private Contracts including contracts awarded but not yet started, if any
7. Statement of Single Largest Completed Contract which is similar in nature
8. Compliance with the Schedule of Requirements
9. Compliance with the Technical Specifications
10. Omnibus Sworn Statement
11. Financial Proposal Submission Sheet
12. Certificate of PhilGEPS Registration
13. The opening of bids will be on **May 30, 2015, 1:45 PM** at the Office of the Assistant Regional Director for Operations, DSWD Field Office VII, Cebu.
14. 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. You may also call Ms. Josephine C. Belotindos, BAC Secretariat Head, at Tel. Nos. (032) 412-9908; 233-8785 local 127.
15. 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*

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

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Contract | Date of the Contract | Kinds of Goods | Value of Outstanding Contracts | Date of Delivery |
| Government |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Private |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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).

***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 Client | Date of Contract/PO | Kinds of Goods | Amount of Contract/PO | Date of Delivery |
|  |  |  |  |  |

NOTE: This statement shall be supported with:

Contract or Purchase Order;

Certificate of Acceptance or Official Receipt

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

 (Printed Name & Signature)

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

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

# *Section VI. Schedule of Requirements*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item/Description** | **Qty.** | **Unit** | **Delivery Period** | **Delivery Place** |
| 1. | Cellphone Card, Globe 300, prepaid, call and text  | 1,766 | Pieces | 20 calendar days from the receipt of Notice to Proceed | DSWD Field Office VII, Cebu City |
| 2. | Cellphone Card, Smart 300, prepaid, call and text | 1,267 | Pieces |
| 3. | Cellphone Card, Sun 300, prepaid, call and text | 258 | Pieces |
| 4. | Cellphone Card, TM 300, prepaid, call and text | 4 | Pieces |
| 5. | Cellphone Card, Sun 200, prepaid, call and text | 6 | Pieces |
| 6. | Cellphone Card, Sun 150, prepaid, call and text | 105 | Pieces |
| 7. | Cellphone Card, Smart 100, prepaid, call and text | 6 | Pieces |

I hereby certify to comply and deliver all the above-listed items as scheduled.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Name of Company/Bidder

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

Bidder’s Signature over Printed Name

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

# *Section VII. Technical Specifications*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Item/Description** | **Qty.** | **Unit** | **Statement of Compliance** |
| 1. | Cellphone Card, Globe 300, prepaid, call and text  | 1,766 | Pieces |  |
| 2. | Cellphone Card, Smart 300, prepaid, call and text | 1,267 | Pieces |  |
| 3. | Cellphone Card, Sun 300, prepaid, call and text | 258 | Pieces |  |
| 4. | Cellphone Card, TM 300, prepaid, call and text | 4 | Pieces |  |
| 5. | Cellphone Card, Sun 200, prepaid, call and text | 6 | Pieces |  |
| 6. | Cellphone Card, Sun 150, prepaid, call and text | 105 | Pieces |  |
| 7. | Cellphone Card, Smart 100, prepaid, call and text | 6 | Pieces |  |

Note: 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 “Specification”.

I hereby commit to comply with all the above requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name of Company/Bidder

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

Bidder’s Signature over Printed Name

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

# *Financial Proposal Submission Sheet*

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

**The Bids and Awards Committee**

DSWD-Field Office VII

M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the **Supply and Delivery of Prepaid Cellphone Cards:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Items/Descriptions** | **Qty.** | **Unit** | **Unit Price** | **Amount** |
| 1. | Cellphone Card, Globe 300, prepaid, call and text  | 1,766 | Pieces |  |  |
| 2. | Cellphone Card, Smart 300, prepaid, call and text | 1,267 | Pieces |  |  |
| 3. | Cellphone Card, Sun 300, prepaid, call and text | 258 | Pieces |  |  |
| 4. | Cellphone Card, TM 300, prepaid, call and text | 4 | Pieces |  |  |
| 5. | Cellphone Card, Sun 200, prepaid, call and text | 6 | Pieces |  |  |
| 6. | Cellphone Card, Sun 150, prepaid, call and text | 105 | Pieces |  |  |
| 7. | Cellphone Card, Smart 100, prepaid, call and text | 6 | Pieces |  |  |

***TOTAL BID PRICE (In Figures)......................................................*****P** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**(Amount in Words)**

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

Note: The above quoted prices are VAT Inclusive and delivery cost.

Very truly yours,

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

 Name of Company / Bidder

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

Name/Signature of Authorized Representative

#### 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 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

**SUBSCRIBED AND SWORN TO BEFORE ME**, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_\_\_\_, Number \_\_\_\_\_\_\_\_\_\_\_\_\_.

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Doc. No.:

Page No.:

Book No.:

Series of 2016