******

**FIELD OFFICE VII**

**INVITATION TO BID FOR**

**NEGOTIATED PROCUREMENT**

**Supply and Delivery of Ink and Toner Cartridges for Various Printers of DSWD NIR**

**DSWD7-NP-2017-05**

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 Ink and Toner Cartridges for Various Printers of DSWD NIR**, 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 BACwill hold a **Negotiation Conference** on ***July 12, 2017 at 9:00 AM*** at ***DSWD-FO VII, Cebu City Conference Room***which shall beopen to prospective bidders.
2. The opening of bids will be on ***July 18, 2017 at 9:00 AM*** at the Office of the Assistant Regional Director for Operations, DSWD Field Office VII, Cebu.
3. The following technical and financial documents shall be submitted in two (2) copies sealed in an envelope on or before ***July 18, 2017, 8:45 AM*** at the BAC Secretariat Office, DSWD Field Office VII, Cebu City, viz:
4. **Technical Documents**
5. PhilGEPS Certificate of Registration (Platinum Membership);
6. SEC, DTI or CDA Registration;
7. Mayor’s Permit or Business License;
8. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR);
9. Audited Financial Statements, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
10. List of all Ongoing Government & Private Contracts including contracts awarded but not yet started, if any;
11. Statement of Single Largest Completed Contract which is similar in nature in which the amount should at least 25% of the ABC;
12. Bid security in the form of a **Bid Securing Declaration**, or any of the following forms and amounts:

* The amount should be at least ₱**20,121.00** *[2% of ABC],* if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or
* The amount should be at least **₱50,302.50** *[5% of ABC]* if bid security is in Surety Bond Bid Securing Declaration or in any form of bid security;

1. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) which should be at least equal to the ABC or Credit Line which should be at least 10% of the ABC;
2. If Joint Venture, a valid joint venture agreement (JVA) in accordance with RA 4566 and its IRR;
3. Compliance with the Schedule of Requirements;
4. Compliance with the Technical Specifications;
5. Omnibus Sworn Statement, and
6. **Financial Documents**
7. Bid Form
8. Financial Proposal Sheet
9. Price Schedule

***Note: Bidders to follow the prescribed forms attached herewith.***

1. Interested bidders may obtain further information from the *BAC Secretariat* at telephone no. (032) 412-9908 local 127 c/o **Ms. Patricia R. Megalbio**, BAC Secretariat Head during office hours or you may e-mail to [bacsec.fo7@gmail.com](mailto:bacsec.fo7@gmail.com)
2. 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.

**(Sgd.)JOSEPHINE C. BELOTINDOS**

*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 | Contract Duration | Owner’s name and address | Kinds of Goods | Amount of Contract and 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)

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Contract | Date of Contract | Contract Duration | Owner’s Name & Address | Kinds of Goods/Services | Amount of Completed Contract | Date of Delivery |
|  |  |  |  |  |  |  |

NOTE: This statement shall be supported with:

Contract or Purchase Order;

Certificate of Acceptance or Official Receipt/Sales Invoice

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

(Printed Name & Signature)

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

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

**Bid Securing Declaration Form**

**REPUBLIC OF THE PHILIPPINES )**

**CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) S.S.**

**x-------------------------------------------------------x**

**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.

**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]*

Doc. No. \_\_\_

Page No. \_\_\_

Book No. \_\_\_

#### Series of \_\_\_\_.

**Net Financial Contracting Capacity (NFCC) Form**

* + - * 1. Summary of the Bidder-Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached audited financial statements, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of bid submission.

|  |  |  |
| --- | --- | --- |
|  |  | Year 20\_\_ |
| 1. | Total Assets |  |
| 2. | Current Assets |  |
| 3. | Total Liabilities |  |
| 4. | Current Liabilities |  |
| 5. | Net Worth (1-3) |  |
| 6. | Net Working Capital (2-4) |  |

* + - * 1. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

**A certified true copy of bidder’s AFS shall be attached to this form for eligibility checking.**

**NFCC = ₱\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Submitted by:

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

Signature over Printed Name of Authorized Representative

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

Business Name of Bidder

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

**------------------------------------------------------------------------------------**

*If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.*

**Credit Line Form**

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

**MA. EVELYN B. MACAPOBRE, CESO III**

Director IV

DSWD – Field Office VII, Cebu City

CONTRACT/PROJECT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY/FIRM : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BANK/FINANCING INST. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained for one hundred twenty (120) calendar days from the date of opening of bids.

This Certification is being issued in favor of said (Supplier/Supplier/Distributor/ Manufacturer/Contractor) in connection with the bidding requirement of the Department of Social Welfare and Development – Field Office VII for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer:

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

Official Designation

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor’s)

Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Designation

Note: The Amount committed should be machine validated

**SUBSCRIBED AND SWORN TO BEFORE ME**, this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2017 in the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_\_\_\_, Number \_\_\_\_\_\_\_\_\_\_\_\_\_.

NOTARY PUBLIC

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Series of 2017

***Section VI. Schedule of Requirements***

The delivery schedule expressed in number of days after receipt of Notice to Proceed stipulates hereafter a delivery date which is the date of delivery to DSWD NIR, Dumaguete City.

| Item | Description | Unit | Qty. | Schedule of Delivery |
| --- | --- | --- | --- | --- |
| 1. | Ink Cartridge 680 for HP Deskjet Ink Advantage 2135, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 17 | Deliver to DSWD NIR, Dumaguete City within 30 days after receipt of Notice to Proceed. |
| 2. | Toner Cartridge for Kyocera, TK-7109, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 30 |
| 3. | Toner Cartridge for HP LaserJet 83A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 38 |
| 4. | Ink cartridge for EPSON L220, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |
| 5. | Ink cartridge for HP 678 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |
| 6. | Ink cartridge for HP 678 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |
| 7. | Ink cartridge for HP 680 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |
| 8. | Ink cartridge for HP 680 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |
| 9. | Ink cartridge for EPSON C13T6664100 (T6641), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 32 |
| 10. | Ink cartridge for EPSON C13T664200 (T6642), Cyan, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |
| 11. | Ink cartridge for EPSON C13T664300 (T6643), Magenta, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |
| 12. | Ink cartridge for EPSON C13T664400 (T6644), Yellow, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |
| 13. | Ink cartridge for HP 51645A, (HP45), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |
| 14. | Ink cartridge for HP C1823A, (HP23), Tri-color, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |
| 15. | Ink cartridge for HP C4844A, (HP10), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description | Unit | Qty. | Schedule of Delivery |
| 16. | Ink cartridge for HP C4906AA, (HP940XL), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 | Deliver to DSWD NIR, Dumaguete City within 30 days after receipt of Notice to Proceed. |
| 17. | Ink cartridge for HP CZ107AA, (HP678), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 5 |
| 18. | Ink cartridge for HP CZ108AA, (HP678), Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 5 |
| 19. | Toner cartridge for HP CE285A (HP85A), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |
| 20. | Toner cartridge for HP CE505A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 7 |
| 21. | Toner cartridge for HP CF281A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 36 |
| 22. | Toner cartridge for HP CB435A/CB436A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 2 |
| 23. | Toner cartridge for HP CF283A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 64 |
| 24. | Printers Ink, EPSON L220 blue (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |
| 25. | Ink for EPSON L220 magenta (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |
| 26. | Ink for EPSON L220 yellow (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |
| 27. | Ink for EPSON L220 black (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |
| 28. | Toner cartridge for Samsung MLT-D111S, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 40 |

I hereby certify to supply and deliver all the above-listed items to DSWD NIR, Dumaguete City within 30 days after receipt of Notice to Proceed.

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

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

Bidder’s Signature over Printed Name

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

***Section VII. Technical Specifications***

Bidders must state either **“Comply” or “Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the items offered. Statements of “Comply” or “Not Comply” must **be supported by evidence** in a Bidders Bid and cross-referenced to that evidence or may **copy the specification stated in verbatim if applicable**. **A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.**

| **Item** | **Description** | **Unit** | **Qty.** | **Statement of Compliance** | **Bidder’s Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. | Ink Cartridge 680 for HP Deskjet Ink Advantage 2135, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 17 |  |  |
| 2. | Toner Cartridge for Kyocera, TK-7109, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 30 |  |  |
| 3. | Toner Cartridge for HP LaserJet 83A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 38 |  |  |
| 4. | Ink cartridge for EPSON L220, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 5. | Ink cartridge for HP 678 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 6. | Ink cartridge for HP 678 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 7. | Ink cartridge for HP 680 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 8. | Ink cartridge for HP 680 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 9. | Ink cartridge for EPSON C13T6664100 (T6641), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 32 |  |  |
| 10. | Ink cartridge for EPSON C13T664200 (T6642), Cyan, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 11. | Ink cartridge for EPSON C13T664300 (T6643), Magenta, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit** | **Qty.** | **Statement of Compliance** | **Bidder’s Remarks** |
| 12. | Ink cartridge for EPSON C13T664400 (T6644), Yellow, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 13. | Ink cartridge for HP 51645A, (HP45), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 14. | Ink cartridge for HP C1823A, (HP23), Tri-color, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 15. | Ink cartridge for HP C4844A, (HP10), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 16. | Ink cartridge for HP C4906AA, (HP940XL), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 17. | Ink cartridge for HP CZ107AA, (HP678), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 5 |  |  |
| 18. | Ink cartridge for HP CZ108AA, (HP678), Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 5 |  |  |
| 19. | Toner cartridge for HP CE285A (HP85A), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 20. | Toner cartridge for HP CE505A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 7 |  |  |
| 21. | Toner cartridge for HP CF281A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 36 |  |  |
| 22. | Toner cartridge for HP CB435A/CB436A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 2 |  |  |
| 23. | Toner cartridge for HP CF283A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 64 |  |  |
| 24. | Printers Ink, EPSON L220 blue (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 25. | Ink for EPSON L220 magenta (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit** | **Qty.** | **Statement of Compliance** | **Bidder’s Remarks** |
| 26. | Ink for EPSON L220 yellow (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 27. | Ink for EPSON L220 black (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 28. | Toner cartridge for Samsung MLT-D111S, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 40 |  |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### 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 \_\_\_\_\_\_\_\_\_\_\_\_\_.

NOTARY PUBLIC

Doc. No.:

Page No.:

Book No.:

Series of 2017

#### Bid Form

Date:

Invitation to Bid No: ITB No. DSWD7-NP-2017-05

*To:* **The Bids and Awards Committee**

Department of Social Welfare & Development, Field Office VII

Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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 the* ***Supply and Delivery of Ink and Toner Cartridges for Various Printers of DSWD NIR***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 18.2 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:[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 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 ***Supply and Delivery of Ink and Cartridges for Various Printers of DSWD NIR*** of the ***Department of Social Welfare & Development, Field Office VII*** *[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 the ***Supply and Delivery of Ink and Cartridges for Various Printers of DSWD NIR*** of the ***Department of Social Welfare & Development, Field Office VII****.*

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

# *Financial Proposal 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 Ink and Toner Cartridges for Various Printers of DSWD NIR under ITB No. DSWD-NP-2017-05:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Items/Descriptions** | **Unit** | **Qty.** | **Unit Price** | **Amount** |
| 1. | Ink Cartridge 680 for HP Deskjet Ink Advantage 2135, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 17 |  |  |
| 2. | Toner Cartridge for Kyocera, TK-7109, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 30 |  |  |
| 3. | Toner Cartridge for HP LaserJet 83A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 38 |  |  |
| 4. | Ink cartridge for EPSON L220, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 5. | Ink cartridge for HP 678 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 6. | Ink cartridge for HP 678 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 7. | Ink cartridge for HP 680 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8. | Ink cartridge for HP 680 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 9. | Ink cartridge for EPSON C13T6664100 (T6641), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 32 |  |  |
| 10. | Ink cartridge for EPSON C13T664200 (T6642), Cyan, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 11. | Ink cartridge for EPSON C13T664300 (T6643), Magenta, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 12. | Ink cartridge for EPSON C13T664400 (T6644), Yellow, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 20 |  |  |
| 13. | Ink cartridge for HP 51645A, (HP45), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 14. | Ink cartridge for HP C1823A, (HP23), Tri-color, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 15. | Ink cartridge for HP C4844A, (HP10), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 16. | Ink cartridge for HP C4906AA, (HP940XL), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 1 |  |  |
| 17. | Ink cartridge for HP CZ107AA, (HP678), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 5 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 18. | Ink cartridge for HP CZ108AA, (HP678), Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 5 |  |  |
| 19. | Toner cartridge for HP CE285A (HP85A), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 10 |  |  |
| 20. | Toner cartridge for HP CE505A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 7 |  |  |
| 21. | Toner cartridge for HP CF281A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 36 |  |  |
| 22. | Toner cartridge for HP CB435A/CB436A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 2 |  |  |
| 23. | Toner cartridge for HP CF283A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 64 |  |  |
| 24. | Printers Ink, EPSON L220 blue (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 25. | Ink for EPSON L220 magenta (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 26. | Ink for EPSON L220 yellow (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 27. | Ink for EPSON L220 black (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | bottle | 5 |  |  |
| 28. | Toner cartridge for Samsung MLT-D111S, Original Equipment Manufacturer (OEM), not refilled, not remanufactured | cartridge | 40 |  |  |

**PRICE SCHEDULE**

**(For Goods Offered From Within the Philippines)**

Name of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ITB No. **DSWD7-NP-2017-05**

| 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Description | Country of origin | Unit | Qty. | 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) |
| 1. | Ink Cartridge 680 for HP Deskjet Ink Advantage 2135, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 17 |  |  |  |  |  |  |
| 2. | Toner Cartridge for Kyocera, TK-7109, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 30 |  |  |  |  |  |  |
| 3. | Toner Cartridge for HP LaserJet 83A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 38 |  |  |  |  |  |  |
| 4. | Ink cartridge for EPSON L220, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 20 |  |  |  |  |  |  |
| 5. | Ink cartridge for HP 678 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 10 |  |  |  |  |  |  |
| 6. | Ink cartridge for HP 678 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 10 |  |  |  |  |  |  |
| 7. | Ink cartridge for HP 680 Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 10 |  |  |  |  |  |  |
| 8. | Ink cartridge for HP 680 Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 10 |  |  |  |  |  |  |
| 9. | Ink cartridge for EPSON C13T6664100 (T6641), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 32 |  |  |  |  |  |  |
| 10. | Ink cartridge for EPSON C13T664200 (T6642), Cyan, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 20 |  |  |  |  |  |  |
| 11. | Ink cartridge for EPSON C13T664300 (T6643), Magenta, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 20 |  |  |  |  |  |  |
| 12. | Ink cartridge for EPSON C13T664400 (T6644), Yellow, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 20 |  |  |  |  |  |  |
| 13. | Ink cartridge for HP 51645A, (HP45), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 1 |  |  |  |  |  |  |
| 14. | Ink cartridge for HP C1823A, (HP23), Tri-color, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 1 |  |  |  |  |  |  |
| 15. | Ink cartridge for HP C4844A, (HP10), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 1 |  |  |  |  |  |  |
| 16. | Ink cartridge for HP C4906AA, (HP940XL), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 1 |  |  |  |  |  |  |
| 17. | Ink cartridge for HP CZ107AA, (HP678), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 5 |  |  |  |  |  |  |
| 18. | Ink cartridge for HP CZ108AA, (HP678), Tricolor, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 5 |  |  |  |  |  |  |
| 19. | Toner cartridge for HP CE285A (HP85A), Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 10 |  |  |  |  |  |  |
| 20. | Toner cartridge for HP CE505A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 7 |  |  |  |  |  |  |
| 21. | Toner cartridge for HP CF281A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 36 |  |  |  |  |  |  |
| 22. | Toner cartridge for HP CB435A/CB436A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 2 |  |  |  |  |  |  |
| 23. | Toner cartridge for HP CF283A, Black, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 64 |  |  |  |  |  |  |
| 24. | Printers Ink, EPSON L220 blue (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | bottle | 5 |  |  |  |  |  |  |
| 25. | Ink for EPSON L220 magenta (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | bottle | 5 |  |  |  |  |  |  |
| 26. | Ink for EPSON L220 yellow (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | bottle | 5 |  |  |  |  |  |  |
| 27. | Ink for EPSON L220 black (inject) 70ml, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | bottle | 5 |  |  |  |  |  |  |
| 28. | Toner cartridge for Samsung MLT-D111S, Original Equipment Manufacturer (OEM), not refilled, not remanufactured |  | cartridge | 40 |  |  |  |  |  |  |

*[signature] [in the capacity of]*

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

1. [↑](#footnote-ref-1)