******

**FIELD OFFICE VII**

**INVITATION TO BID FOR THE**

**NEGOTIATED PROCUREMENT of “Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries” AFTER TWO-FAILED BIDDINGS**

**ITB No. DSWD7-NP-2017-07**

1. In view of the two (2) failed biddings and in line with Section 53.1 of the Revised IRR of RA 9184, the Department of Social Welfare and Development - Field Office VII thru its Bids and Awards Committee (BAC) will conduct a negotiation for the project, “**Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries”.** The Approved Budget for the Contact (ABC) is ***Six Million Nine Hundred Thousand Pesos (₱6,900,000.00)***.
2. The *DSWD-FO VII* now invites bids for the negotiated procurement of **Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries**.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

1. Interested bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents at the address given below during *office hours*.
2. A complete set of Bidding Documents may be acquired by interested Bidders on ***October 3, 2017***from the address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of* ***₱10,000.00.***

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity*,* provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

1. Below is the schedule of negotiation activities:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Schedule** | **Venue** |
| Negotiation Conference | Oct 10, 20173:30 PM | DSWD Field Office VII Conference Room |
| Deadline for Submission Bids | Oct 24, 20172:50 PM | BAC Secretariat Office, DSWD Field Office VII |
| Opening of Bids | Oct 24, 20173:00 PM | DSWD Field Office VII Conference Room |

1. Participating bidders shall submit two (2) copies of their duly accomplished eligibility requirement, technical and financial proposals, viz:
2. **Eligibility and Technical Documents**
3. PhilGEPS Certificate of Registration
4. SEC, DTI or CDA Registration;
5. Mayor’s Permit or Business License;
6. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR);
7. 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;
8. List of all Ongoing Government & Private Contracts including contracts awarded but not yet started, if any;
9. **Single Largest Completed Contract (SLCC)** in which the bidders may submit an **aggregate of at least two (2) similar contracts** completed within three (3) years from the date of submission and receipt of bids equivalent to at least **25%** ofthe ABC or at least **₱1,725,000.00**; however, one of these similar contracts should be equivalent to at least half of the 25% of ABC or **₱862,500.00**. SLCC must be supported with the following documents:
10. Bid security in the form of a **Bid Securing Declaration**, or any of the following forms and amounts:
* The amount should be at least ₱**65.060.00** *[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 **₱162,650.00** *[5% of ABC]* if bid security is in Surety Bond;
1. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) which should be at least equal to the ABC which is **₱4,588,750.00** or Credit Line which should be at least 10% of the ABC or **₱458,875.00**;
2. If Joint Venture, a valid joint venture agreement (JVA) in accordance with RA 4566 and its IRR;
3. Conformity with the Schedule of Requirements;
4. Conformity with the Technical Specifications;
5. Omnibus Sworn Statement, and
6. **Financial Documents**
7. Bid Form
8. Financial Proposal Sheet
9. The *DSWD-FO VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

***MS. PATRICIA R. MEGALBIO***

*Head, BAC Secretariat*

*DSWD – F.O. VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 412-9908 local 132 or 127*

*Email Add:* ***bacsec.fo7@gmail.com***

*Website:* ***www.fo7.dswd.gov.ph***

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

Chairperson, Bids & Awards Committee

# *Section VI. Schedule of Requirements*

The delivery schedule expressed as specific month period stipulates hereafter a delivery date which is the date of delivery of services to the procuring entity.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | No. of Beneficiaries | Training Schedule |
| 1 | Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries (Rebidding of Lot 1 under ITB No. DSWD7-PB-2017-28) | 345 | December 2017 to February 2018 |

I hereby certify to comply and deliver the services within the prescribed period.

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

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

Bidder’s Signature over Printed Name

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

***Section VII. Technical Specifications***

It was clarified that Bidders must state either **“Comply” or “Not Comply”** in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “**Comply**” or “**Not Comply**” must be supported by evidence 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****No.** | **Specification** | **Statement of Compliance** | **Bidder’s Remarks** |
| 1. | Training Venue is Metro Cebu |  |  |
| 2. | Inclusive of tuition fee, handouts, marksmanship and firing, accident insurance, graduation fee) |  |  |
| 3. | Inclusive of one (1) set of uniform:For men (long sleeves, pants and pair of socks) For women (long sleeves, pants/skirt and black stocking)One (1) pair of wet look shoesOne (1) black leather service belt with complete paraphernaliaTwo (2) pieces white t-shirtParaphernalia includes: whistles, landyard, badges, name cloth and patches |  |  |
| 4. | Food and lodging (dormitory) for 30 days. If necessary, food and lodging will be extended for a maximum of one week. |  |  |
| 5. | Enough provision of rice and 1 main course and vegetables for every meal. Drinking water is free of charge. |  |  |
| 6. | Rooms should be spacious and comfortable for the trainees to move freely and well ventilated (standard space requirement). |  |  |
| 7. | Inclusive of license fee, and fees for drug test, neuro psychiatric examination, barangay clearance, police clearance and R2, NSO, NBI clearance and community tax certificate (CTC) |  |  |
| 8. | Reimburse actual transportation expenses before and after the training. |  |  |
| 9. | Readily available first aid kit and medicines and on call medical personnel. |  |  |
| 10. | In case of emergency, service provider to transport the trainee/s to Vicente Sotto Memorial Medical Center and immediately inform DSWD FO VII. |  |  |
| 11. | A security guard training agency/institution that is registered and licensed with PNP SOSIA and accredited with Technical Education and Skills Development Authority (TESDA) with letter of authority to conduct training from PNP SOSIA. |  |  |
| 12. | Conduct pre-screening of selected beneficiaries in coordination with DSWD staff. |  |  |
| 13. | Has the capacity to provide 168 hours or 21 days (Mondays-Saturdays) of training/equivalent based on the minimum requirements set by PNP SOSIA regulations. |  |  |
| 14. | Has the capacity to provide 2-3 classes with 60 pax/class. |  |  |
| 15. | Designate a staff in-charge in monitoring the progress of the project and the beneficiaries. |  |  |
| 16. | Students who drop classes after the three (3) days training will be replaced and full payment of the bid price will be required. Those more than three (3) days, no replacement is allowed and DSWD will pay for the tuition fee (learning materials) only. |  |  |
| 17. | Issue a Certificate of Training to the participants who completed the training. |  |  |
| 18. | Provide 100% employment referral through their partner industries duly registered and accredited by appropriate government agencies. |  |  |
| 19. | Maintain feedback mechanism and coordination with DSWD. DSWD to provide the template. |  |  |
| 20. | In consultation with DSWD, the service provider can drop the trainee/s from the roll if hardheaded and manifested some behavioral problems, but a due process shall be observed.  |  |  |
| 21. | Issue a Certificate of Training to the participants who completed the training. |  |  |
| 22. | Monthly Employment Report of the company where the program participants are 100% employed or within three (3) months after the training. |  |  |

I hereby commit to comply with all the above requirements and agree with the terms and conditions specified under Section VII.

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

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

Bidder’s Signature over Printed Name

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

***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:

Either of Contract, Purchase Order, Notice of Award, Notice to Proceed or Qualification Map; and

Either of Certificate of Completion, Certificate of Acceptance, Official Receipt or 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.

**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

Doc. No.:

Page No.:

Book No.:

Series of 2017

#### 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-2017-07

*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* **Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries (Negotiated Procurement After Two-Failed Biddings)** 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](#bds21_2)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 **Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries (Negotiated Procurement After Two-Failed Biddings)** *[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 **Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries (Negotiated Procurement After Two-Failed Biddings)** of the Department of Social Welfare and 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 **Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries (Negotiated Procurement After Two-Failed Biddings)**  **with ITB No. DSWD7-NP-2017-07:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Skills Training** | **No. of Trainees** | **Unit Price** | **Total Amount** |
| 1 | Provision of Skills Training on Security Services NC I (Basic Security Guard Course) to SLP Beneficiaries  | 345 |  |  |

***TOTAL BID PRICE* (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

1. [↑](#footnote-ref-1)