

**FIELD OFFICE VII**

**INVITATION TO BID**

**NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “*Provision of Board and Lodging and Venue for Various DRMD and PPD Activities ­for CY 2021 in Cebu”***

**ITB No. DSWD7-NP-2021-03**

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2021 General Appropriations Act* intends to apply the sum of ***One Million One Hundred Eighty-One Thousand Pesos Only (₱1,181,000.00)*** payments under the contract for the ***NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “Provision of Board and Lodging and Venue for Various DRMD and PPD Activities ­for CY 2021 in Cebu”.*** Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from ***PhilGEPS registered service providers.*** Delivery of the services is required within ***Section VI. Schedule of Requirements*.** Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project, of ***at least 50% of the ABC or amounting to at least ₱1,590,500.00***. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
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. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
2. Below is the schedule of negotiation activities:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Schedule** | **Venue** |
| Negotiation Conference | June 18, 2021, 10:00 AM | DSWD Field Office VII Conference Room |
| Deadline for Submission Bids | June 30, 2021, 9:45 AM |
| Opening of Bids | June 30, 2021, 10:00 AM |

The *DSWD Field Office VII* will hold a Negotiation Conference and Opening of Bids on the above-mentioned schedules at ***DSWD Field Office VII Conference Room, Cebu City***and/or through ***video-conferencing via Google Meet using the code: procurement7***, which shall be open to prospective bidders.

***Note:***

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor’s and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE’s security guard prior to entering the premise.

1. Participating bidders shall submit two (2) copies of their duly accomplished eligibility and technical and financial requirements listed below:

**I. TECHNICAL COMPONENT ENVELOPE**

***Class “A” Documents***

*Legal Documents*

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

**and**

(b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

**and**

(c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area;

**and**

(d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

*Technical Documents*

(f) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(g) Statement of bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

(h) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission, **or**

Original copy of Notarized Bid Securing Declaration; **and**

(i) Conformity with the Schedule of Requirements and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**

(j) Original duly signed Omnibus Sworn Statement (OSS);

**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

*Technical Documents*

 (k) The Supplier’s audited financial statement, showing, among others, the Supplier’s total and current assets and liabilities, 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; **and**

(l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

(m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence; Or

Duly notarized statements from all the potential venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

*Other documentary requirements under RA No. 9184 (as applicable)*

(n) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

(a) Original duly signed and accomplished Financial Bid Form; **and**

(b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

1. 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.
2. For further information, please refer to:

***MS. ROSEMARIE S. SALAZAR***

*Head, BAC Secretariat*

*DSWD – Field Office VII*

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

*Tel. Nos. (032) 2338785 local 140*

*Email Add:* ***bac.fo7@dswd.gov.ph***

*Website:* [***https://fo7.dswd.gov.ph/***](https://fo7.dswd.gov.ph/)

***June 14, 2021***

***(SGD)GRAEME FERDINAND D. ARMECIN***

 *Chairperson, Bids and Awards Committee I*

***Schedule of Requirements***

The delivery schedule expressed in number of days after receipt of Notice to Proceed stipulates hereafter the delivery date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Activity** | **Quantity** | **Date of Activity** | **Seating Arrangement** | **Provision** |
| 1 | ICS (Incident Command System) Training | 40 pax | August 24-28, 2021 | Conference Type / World Café Arrangement | 5 days Live-in (Full board)(Breakfast, Lunch, Dinner, AM & PM Snacks) |
| 2 | Training on Mental Health and Psychosocial Support | 32 pax | September 21-24, 2021 | Conference Type / World Café Arrangement | 4 days Live-in (Full board)(Breakfast, Lunch, Dinner, AM & PM Snacks) |
| 3 | Regional Integrated PIR | 70 pax(per batch) | October 14, 2021andOctober 15, 2021 | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |
| 4 | Semestral OPC Review and Finalization for CY 2021 | 70 pax(per batch) | **July 27, 2021**andDecember 14, 2021 | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |
| **Item No.** | **Activity** | **Quantity** | **Date of Activity** | **Seating Arrangement** | **Provision** |
| 5 | Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget | 20 pax | August 19, 2021 | Conference Type / World Café Arrangement | 1 day Live-in (Full board) (Breakfast, Lunch, Dinner, AM & PM Snacks)-- AM Snacks as first provision and breakfast as last provision |
| 30 pax | August 19, 2021 | 1 day Live-out for (**Lunch,** AM and **PM** Snacks with venue rental) |
| 50 pax | August 20, 2021 | 1 day Live-out (Lunch and AM Snacks with venue rental) |
| 6 | CY 2022 GAD Planning and Budgeting | 50 pax | August 31, 2021 | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |
| 7 | CY 2022 Work and Financial Planning Workshop | 70 pax | July 27, 2021 | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |
| 8. | Capability Building on Gender and Development | 50 pax(per batch) | August 6, 2021andJuly 23, 2021 | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |
| **Item No.** | **Activity** | **Quantity** | **Date of Activity** | **Seating Arrangement** | **Provision** |
| 9. | RCMET Semestral Meeting | 70 pax(per batch) | **July 21, 2021**September 10, 2021 | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |
| 10. | RCMET Capability Building | 70 pax(per batch) | **August 26, 2021**and**August 27, 2021** | Conference Type / World Café Arrangement | 1 day Live-out (Lunch, AM & PM Snacks with venue rental) |

I hereby certify to comply and deliver the goods within the above-stated period.

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

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

Bidder’s Signature over Printed Name

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

***Technical Specifications***

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** |
| 1. | **MENU** |  |
| * **Breakfast/Lunch/Dinner:** Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices
* **AM/PM Snacks:** Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.
* **Others:** Flowing Coffee/ Purified Drinking Water
* **Should be served as individual pack meals.**
* **No serving on cream dowry fish**
* **Strictly no serving of soft drinks.**
* **Participating bidder must attach in their bidding documents, 5-10 sets of menu choices from breakfast, AM/PM Snacks, Lunch and Dinner.**
* **There has to be at least two (2) standby waiters during the activity. Waiters must immediately clear tables every after meal/snacks.**
 |
| 2. | **CONFERENCE ROOM REQUIREMENT** |  |
| * **Conference Room Requirement:** Use of one (1) Function Room (7AM- 6PM as the maximum) that can accommodate double the indicated number of pax. No middle obstructing post/object per function/ conference room. No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located.
* Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests. Tables shall be arranged such that the distance from the back of one chair to the back of another chair shall be more than 1 meter apart and the guests face each other from a distance of at least 1 meter (RA 9593 or the Tourism Act of 2009).
 |
| 3. | **ROOM REQUIREMENT** |  |
| * **Room Requirement:** Double room accommodation. A distance of 1 to 2 meters between the beds is highly required. Additional bed has to be in level with others and should not only be a mattress in the floor. There has to be enough space to move within the room. With free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource Persons must be with WIFI connection
* Sanitation kit shall be provided for each guest **upon entry** to include 70% solution alcohol or alcohol–based sanitizers, face masks, disposable gloves, and rags together with bathroom amenities **sufficient for the entire period of accommodation.**
* Trash bins must be provided inside the guest room. A separate trash bag or bin intended for used PPE such as face mask, gloves and other sanitation waste materials must be provided.
 |
| 4. | **SPACE REQUIREMENT** |  |
| * Conference Type/ World Cafe Arrangement. With a maximum of 50% operational capacity.
* Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern.
 |
| 5. | **AUDIO VISUAL REQUIREMENT** |  |
| * Use of 1 LCD projector and laptop for presentation per function/ conference room. Complete functional Audio Visual Equipment with at least 3 microphones, preferably wireless. There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. No electrical charge for the use of own equipment. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training.
 |
| 6. | **OTHER REQUIREMENT** |  |
| * The hotel should be able to provide certificate of Authority to Operate by DOT.
* Guests must be provided with a Health Declaration Form upon check in.
* There should be a 70% solution alcohol, alcohol–based hand sanitizers and tissue paper / paper towel available at comfort rooms and on the conference room. (RA 9593 or the Tourism Act of 2009)
* The facility should have a no to trafficking poster.
* Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003)
* Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents.
* Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance **to DBM Circular Letter No. 2013-16**. This shall be verified during the *conduct of post-qualification*.
 |  |
|  | Note: The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated beside or within or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like. |  |

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

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/Services | Amount of Contract and Value of Outstanding Contracts | Date of Delivery |
| Government |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Private |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Submitted by :

(Printed Name & Signature)

Designation :

Date :

Instructions:

1. State all ongoing contracts including those awarded but not yet started.
2. If there is no ongoing contract including contract awarded but not yet started, state **none**

or equivalent term.

1. 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**

Business Name :

Business Address :

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

NOTE: This statement shall be supported with:

* 1. Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
	2. Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt/Collection Receipt or Sales Invoice.

Submitted by :

(Printed Name & Signature) Designation :

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

**Bid Securing Declaration Form**

***­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

REPUBLIC OF THE PHILIPPINES)

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

**BID SECURING DECLARATION**

**Project Identification No.: ITB No. DSWD7-NP-2021-03**

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

I/We, 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 procurement 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 Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
	* + 1. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
			2. 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; and
			3. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

 ***[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 \_\_\_\_.

**Omnibus Sworn Statement (Revised)**

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

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

1. 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;

1. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
2. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is 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

1. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
	1. Carefully examining all of the Bidding Documents;
	2. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
	3. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
	4. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

1. *[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.
2. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

 ***[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 \_\_\_\_\_\_\_

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Doc. No. \_\_\_

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**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:

**Credit Line Form**

Date:

**REBECCA P. GEAMALA, DMPA**

Regional Director

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 , 20\_\_ in the City of . Affiant exhibiting to me his/her Valid Identification , Number .

NOTARY PUBLIC

Doc. No. \_\_\_

Page No. \_\_\_

Book No. \_\_\_

Series of \_\_\_\_.

**BID FORM**

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

 Project Identification No. : **ITB No. DSWD7-NP-2021-03**

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

Department of Social Welfare & Development, Field Office VII

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/perform the* ***NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “Provision of Board and Lodging and Venue for Various DRMD and PPD Activities ­for CY 2021 in Cebu”*** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties],* which are itemized herein or in the Price Schedules,

 If our Bid is accepted, we undertake:

1. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
2. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
3. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.1

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 pursuant to the PBDs.

 The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

 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.

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

Legal capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***Financial Proposal Sheet***

***ITB No. DSWD7-NP-2021-03***

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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Specification** | **Qty** | **Date of Activity** | **Unit Price** | **Total Price** |
| 1 | ICS (Incident Command System) Training | 40 pax | August 24-28, 2021(5 days Live-in) |  |  |
| 2 | Training on Mental Health and Psychosocial Support | 32 pax | September 21-24, 2021(4 days Live-in) |  |  |
| 3 | Regional Integrated PIR | 70 pax(per batch) | October 14, 2021(1 day Live-out) |  |  |
| October 15, 2021(1 day Live-out) |  |  |
| 4 | Semestral OPC Review and Finalization for CY 2021 | 70 pax(per batch) | July 27, 2021(1 day Live-out) |  |  |
| December 14, 2021(1 day Live-out) |  |  |
| 5 | Regional Consultation with Civil Society Organizations (CSO) for Proposed CY 2023 Budget | 20 pax | August 19, 2021(1 day Live-in) |  |  |
| 30 pax | August 19, 2021(1 day Live-out) |  |  |
| 50 pax | August 20, 2021(1 day Live-out) |  |  |
| **Item No.** | **Specification** | **Qty** | **Date of Activity** | **Unit Price** | **Total Price** |
| 6 | CY 2022 GAD Planning and Budgeting | 50 pax | August 31, 2021(1 day Live-out) |  |  |
| 7 | CY 2022 Work and Financial Planning Workshop | 70 pax | July 27, 2021(1 day Live-out) |  |  |
| 8 | Capability Building on Gender and Development | 50 pax(per batch) | April 27, 2021(1 day Live-out) |  |  |
| July 23, 2021(1 day Live-out) |  |  |
| 9 | RCMET Semestral Meeting | 70 pax(per batch) | July 21, 2021(1 day Live-out) |  |  |
| September 10, 2021(1 day Live-out) |  |  |
| 10 | RCMET Capability Building | 70 pax(per batch) | August 26, 2021(1 day Live-out) |  |  |
| August 27, 2021(1 day Live-out) |  |  |
| ***TOTAL BID PRICE (In Figures)*** |  |  |

 ***TOTAL BID PRICE (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