

## INVITATION TO BID

### Project Title: **NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS** for the *“Supply and Delivery of Furniture and Fixtures and Other Machinery Equipment”*

**Project Identification No.: ITB No. DSWD7-NP-2021-06**

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 Five Hundred Thirty-One Thousand Pesos Only (₱1,531,000.00)** payments under the contract for the **NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS for the “Supply and Delivery of Furniture and Fixtures and Other Machinery Equipment”**, consisting of two (2) lots, broken down as follows:

Lot No.	Particulars	ABC
1	<b>Furniture &amp; Fixture for Crisis Intervention Section and SWAD Satellites</b>	<b>Php 721,000.00</b>
2	<b>Furniture &amp; Fixture &amp; Other Machinery Equipment for CRCF Isolation Building</b>	<b>Php 810,000.00</b>
<b>TOTAL</b>		<b>Php 1,531,000.00</b>

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**, details are as follows:

Lot No.	Particulars	SLCC (50% of ABC)
1	<b>Furniture &amp; Fixture for Crisis Intervention Section and SWAD Satellites</b>	<b>Php 360,500.00</b>
2	<b>Furniture &amp; Fixture &amp; Other Machinery Equipment for CRCF Isolation Building</b>	<b>Php 405,000.00</b>
<b>ALL LOTS</b>		<b>Php 765,500.00</b>

Similar contracts shall refer to *Supply and Delivery of Office Furniture / Fixtures / Machinery Equipment*.

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.

4. 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*.
5. Below is the schedule of negotiation activities:

Activity	Schedule	Venue
Negotiation Conference	November 22, 2021, 9:00 AM	DSWD Field Office VII Conference Room
Deadline for Submission Bids	December 2, 2021, 8:45 AM	
Opening of Bids	December 2, 2021, 9:00 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 and face shield 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.

6. 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

- (e) 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**
- (f) 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**
- (g) 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**

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

- a. The amount of not less than *two percent (2%) of ABC*, if bid security is in cash, cashier’s/manager’s check, bank draft / guarantee or irrevocable letter of credit; or
- b. The amount of not less than *five percent (5%) of ABC* if bid security is in Surety Bond.

<b>Lot No.</b>	<b>2% of the ABC</b>	<b>5% of the ABC</b>
<b>1</b>	Php 14,420.00	Php 36,050.00
<b>2</b>	Php 16,200.00	Php 40,500.00
<b>TOTAL</b>	Php 30,620.00	Php 76,550.00

(h) 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**

(i) 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**

(j) 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**

(k) 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.

(l) Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance **with DBM Circular Letter No. 2013-16**. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification.

### ***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)

7. 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.
8. 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 and 149*

*Email Add: [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph)*

*Website: <https://fo7.dswd.gov.ph/>*

***November 19, 2021***

  
**GRAEME FERDINAND D. ARMECIN**  
Chairperson, Bids and Awards Committee I

# *Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter the date of door-to-door delivery to the project site.

<b>LOT - 1</b>				
<b>Item No.</b>	<b>Items/Descriptions</b>	<b>Unit</b>	<b>Qty.</b>	<b>Delivery Schedule</b>
1.	<b>OFFICE CHAIR</b>	UNIT	<b>40</b>	<b>Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed</b>
2.	<b>OFFICE TABLE</b>	UNIT	<b>40</b>	
3.	<b>STEEL FILING CABINET</b>	UNIT	<b>18</b>	

I hereby certify to comply and deliver the goods as indicated above.

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

\_\_\_\_\_  
Bidder's Signature over Printed Name

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

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter the date of door-to-door delivery to the project site.

<b>LOT - 2</b>				
<b>Item No.</b>	<b>Items/Descriptions</b>	<b>Unit</b>	<b>Qty.</b>	<b>Delivery Schedule</b>
1.	<b>STEEL FRAMED BED WITH MATTRESS</b>	SETS	<b>15</b>	<b>Shall be fully delivered to DSWD Field Office VII, Cebu City within 30 calendar days from receipt of Notice to Proceed</b>
2.	<b>STEEL FRAMED WOODEN DESK</b>	PIECES	<b>15</b>	
3.	<b>ARMCHAIR</b>	PIECES	<b>45</b>	
4.	<b>24" SMART TV</b>	SETS	<b>15</b>	
5.	<b>WOODEN CABINET</b>	PIECES	<b>15</b>	
6.	<b>SOFA</b>	PIECES	<b>15</b>	
7.	<b>WOODEN SIDE TABLE</b>	PIECES	<b>15</b>	
8.	<b>WATER DISPENSER</b>	PIECES	<b>15</b>	
9.	<b>STAINLESS WASTE BIN</b>	PIECES	<b>15</b>	
10.	<b>WALL MOUNTED AUTOMATIC HAND SANITIZER DISPENSER</b>	PIECES	<b>15</b>	
11.	<b>HAND HELD RADIO</b>	PIECES	<b>15</b>	
12.	<b>EXHAUST FAN</b>	PIECES	<b>15</b>	
13.	<b>FIRE EXTINGUISHER</b>	PIECES	<b>15</b>	

I hereby certify to comply and deliver the goods as indicated above.

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

\_\_\_\_\_  
Bidder's Signature over Printed Name

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

# *Technical Specifications*

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification. **Brand of the offered item may be indicated in the Bidder’s Remarks.**

LOT 1			
Item No.	Specifications	Statement of Compliance	Bidder’s Remarks
1.	<p><b>OFFICE CHAIR</b></p> <ul style="list-style-type: none"> <li>• Black in color</li> <li>• With armrest ergodynamic thick cushion</li> <li>• Large backrest to support entire back</li> <li>• 100 kg. soft fabric base capacity</li> <li>• Adjustable seat height</li> <li>• Heavy duty (maximum capacity of 100kg)</li> <li>• Number of wheels: 5, metal chrome based</li> <li>• Service Warranty of 1 year (minimum)</li> </ul>		
2.	<p><b>OFFICE TABLE</b></p> <ul style="list-style-type: none"> <li>• Gray in color</li> <li>• 3-layer drawer at the side</li> <li>• Central locking system (1 drawer in the center with lock)</li> <li>• Dimensions: 120cm (w) x 60cm (d) x 75cm(h)</li> <li>• Melamine finish</li> <li>• Heat and scratch resistant</li> <li>• 18mm thickness</li> <li>• Service Warranty of 1 year (minimum)</li> </ul>		
3.	<p><b>STEEL FILING CABINET</b></p> <ul style="list-style-type: none"> <li>• 4 drawers with lock and keys</li> <li>• With adjustable divider</li> <li>• Heavy duty drawers slides, smooth finish</li> <li>• 4-layer lateral filing cabinet</li> <li>• Powder coated in light beige (Ivory Color) with Central Lock for Drawers, with Smooth Push/Pull mechanism</li> <li>• Size: 90cm (W) x 45cm (D) x 138cm</li> <li>• Service Warranty of 1 year (minimum)</li> </ul>		



I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

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Name of Company/Bidder

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Bidder's Signature over Printed Name

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

# *Technical Specifications*

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification. **Brand of the offered item may be indicated in the Bidder’s Remarks.**

<b>LOT - 2</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>Statement of Compliance</b>	<b>Bidder’s Remarks</b>
1.	<b>STEEL FRAMED BED WITH MATTRESS</b> <ul style="list-style-type: none"> <li>• 0.9m (W) x 2m (L)</li> <li>• With 4” thick foam with mattress &amp; 2 pcs pillows</li> <li>• Frame must be painted in black finish</li> </ul>		
2.	<b>STEEL FRAMED WOODEN DESK</b> <ul style="list-style-type: none"> <li>• 0.6m (W) X 1.2m (L) X 0.9m (H)</li> <li>• Metal frame must be painted in black finish</li> <li>• Wooden desk must be painted in stained finish</li> </ul>		
3.	<b>ARMCHAIR</b> <ul style="list-style-type: none"> <li>• Glass Fiber reinforced armchair</li> <li>• Matte finish</li> <li>• Color Red</li> </ul>		
4.	<b>24” SMART TV</b> <ul style="list-style-type: none"> <li>• Resolution 1920 x 1080</li> <li>• Full HD</li> <li>• With LED Backlight</li> <li>• Dynamic Contrast Ratio: 2,000,000:1</li> <li>• Brightness 500cd/m2</li> <li>• Response Time 6ms</li> <li>• Netflix &amp; Youtube ready</li> <li>• With HDMI &amp; USB port</li> <li>• With single arm wall bracket</li> </ul>		
5.	<b>WOODEN CABINET</b> <ul style="list-style-type: none"> <li>• 0.6m (W) x 0.6m (L) x 2.1m (H)</li> <li>• 3-layered cabinet</li> <li>• With soft closing door mechanism</li> <li>• Laminated marine plywood material</li> </ul>		
6.	<b>SOFA</b> <ul style="list-style-type: none"> <li>• 2 ft. (W) x 5ft. (L)</li> <li>• 3-seater</li> <li>• Made with fabric material</li> <li>• Light brown color</li> </ul>		

Item No.	Specifications	Statement of Compliance	Bidder's Remarks
7.	<p><b>WOODEN SIDE TABLE</b></p> <ul style="list-style-type: none"> <li>• 0.3m (W) x 0.5m (L) x 0.7m (H)</li> <li>• Metal frame must be painted in black finish</li> <li>• Wooden desk must be painted in stained finish</li> </ul>		
8.	<p><b>WATER DISPENSER</b></p> <ul style="list-style-type: none"> <li>• 12 in. (W) x 12in. (L) x 34.5in. (H)</li> <li>• Free standing</li> <li>• Hot and Cold</li> <li>• Compressor type cooling</li> <li>• With Mini Storage Cabinet</li> </ul>		
9.	<p><b>STAINLESS WASTE BIN</b></p> <ul style="list-style-type: none"> <li>• Chrome Pedal Stainless 304, steel waste bin</li> <li>• Fully enclosed design hides unsightly rubbish from view</li> <li>• Hands-free operation – pedal operated opening for ease of use and a more hygienic operation</li> <li>• With removable inner bucket with a carry handle – rubbish can be removed quickly and easily</li> <li>• Round-type</li> </ul>		
10.	<p><b>WALL MOUNTED AUTOMATIC HAND SANITIZER DISPENSER</b></p> <ul style="list-style-type: none"> <li>• Sensor Type</li> <li>• Battery Operated</li> <li>• At least 500ml capacity</li> </ul>		
11.	<p><b>HANDHELD RADIO</b></p> <ul style="list-style-type: none"> <li>• At least 400-470Hz Frequency Range</li> <li>• Operation Voltage: DC3.7V</li> <li>• 16 Channel Capacity</li> <li>• At least 5W power output</li> <li>• Two-way Walkie Talkie Radio</li> <li>• With NTC permit</li> </ul>		
12.	<p><b>EXHAUST FAN</b></p> <ul style="list-style-type: none"> <li>• 12in. x 12in. size</li> <li>• 230V, 60 Hz</li> <li>• At least 38W</li> <li>• 16.0 cu.m. per min. airflow</li> <li>• 54dB noise level</li> </ul>		

Item No.	Specifications	Statement of Compliance	Bidder's Remarks
13.	<b>FIRE EXTINGUISHER</b> <ul style="list-style-type: none"> <li>• 5 kgs. Capacity</li> <li>• Brand new</li> <li>• Color Red</li> <li>• Type A B C</li> </ul>		

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
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
<u>Government</u>						
<u>Private</u>						

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.
3. 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 Completed Contract	Date of Delivery

NOTE: This statement shall be supported with:

- i) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
- ii) 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

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REPUBLIC OF THE PHILIPPINES)

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

### BID SECURING DECLARATION

**Project Identification No.: ITB No. DSWD7-NP-2021-06**

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:
  - 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; and
  - c. 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)

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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];

2. *[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)];

3. [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;**

4. 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;

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

6. *[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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[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.

**10. 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 \_\_\_\_\_

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

- a. 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)	

- b. 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-2021-06**

**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 for the “Supply and Delivery of Furniture and Fixtures and Other Machinery Equipment”** 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:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. 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***  
***Project Identification No.: ITB No. DSWD7-NP-2021-06***

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 price per trip per destination from the point of origin:

<b>LOT - 1</b>					
<b>Item No.</b>	<b>Items/Descriptions</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Price</b>
1.	<b>OFFICE CHAIR</b>	UNIT	<b>40</b>		
2.	<b>OFFICE TABLE</b>	UNIT	<b>40</b>		
3.	<b>STEEL FILING CABINET</b>	UNIT	<b>18</b>		

***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



***Financial Proposal Sheet***  
***Project Identification No.: ITB No. DSWD7-NP-2021-06***

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 price per trip per destination from the point of origin:

<b>LOT - 2</b>					
<b>Item No.</b>	<b>Items/Descriptions</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Price</b>
1.	<b>STEEL FRAMED BED</b>	SETS	<b>15</b>		
2.	<b>STEEL FRAMED WOODEN DESK</b>	PIECES	<b>15</b>		
3.	<b>CHAIR</b>	PIECES	<b>45</b>		
4.	<b>24" SMART TV</b>	SETS	<b>15</b>		
5.	<b>WOODEN CABINET</b>	PIECES	<b>15</b>		
6.	<b>SOFA</b>	PIECES	<b>15</b>		
7.	<b>WOODEN SIDE TABLE</b>	PIECES	<b>15</b>		
8.	<b>WATER DISPENSER</b>	PIECES	<b>15</b>		
9.	<b>STAINLESS WASTE BIN</b>	PIECES	<b>15</b>		
10.	<b>WALL MOUNTED AUTOMATIC HAND SANITIZER DISPENSER</b>	PIECES	<b>15</b>		

Item No.	Items/Descriptions	Unit	Qty.	Unit Cost	Total Price
11.	<b>HAND HELF RADIO</b>	PIECES	<b>15</b>		
12.	<b>EXHAUST FAN</b>	PIECES	<b>15</b>		
13.	<b>FIRE EXTINGUISHER</b>	PIECES	<b>15</b>		
<b><i>BID PRICE (IN FIGURES)</i></b>					

***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

**SUPPLIER / SERVICE PROVIDER'S BANK INFORMATION**  
**(LANDBANK OF THE PHILIPPINES ACCOUNT)**

<b>Name of Bank</b>	
<b>Branch</b>	
<b>Bank Account Name</b>	
<b>Account No.</b>	
<b>TIN No.</b>	

***PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT***

**VAT**     

**NON-  
VAT**     

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

**Name of Authorized Representative:** \_\_\_\_\_

**Position:** \_\_\_\_\_