

## INVITATION TO BID

### NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS for the “*Provision of Sanitization and Disinfection Services*”

**Project Identification No.: ITB No. DSWD7-NP-2022-01**

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 **Two Million One Hundred Forty Thousand Pesos Only (₱2,140,000.00)** as payment under the contract for the **NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS for the “Provision of Sanitization and Disinfection Services”**, consisting of three (3) lots, broken down below:

Lot No.	AREA	ABC
1	VISAYAS DISASTER RESOURCE CENTER (VDRC)	Php 720,000.00
2	DSWD FIELD OFFICE VII & CRISIS INTERVENTION SECTION (CIS)	Php 340,000.00
3	CENTERS AND RESIDENTIAL CARE FACILITIES (CRCF)	Php 1,080,000.00
<i>TOTAL</i>		<i>Php 2,140,000.00</i>

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 goods 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, **at least 50% of the ABC**. Details are as follows:

Lot No.	AREA	SLCC (50% of ABC)
1	VISAYAS DISASTER RESOURCE CENTER (VDRC)	Php 360,000.00
2	DSWD FIELD OFFICE VII & CRISIS INTERVENTIN SECTION (CIS)	Php 170,000.00
3	CENTERS AND RESIDENTIAL CARE FACILITIES (CRCF)	Php 540,000.00
<i>Total</i>		<i>Php 1,070,000.00</i>

The SLCC must be supported with the following documents:

- 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**.

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”.

4. 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.

5. 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*.

6. Below is the schedule of negotiation activities:

<b>Activity</b>	<b>Schedule</b>	<b>Venue</b>
Negotiation Conference	May 31, 2022, 10:30 AM	DSWD Field Office VII Conference Room
Deadline for Submission Bids	June 7, 2022, 10:15 AM	
Opening of Bids	June 7, 2022, 10:30 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.

7. 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**

**\*\*\* Official Receipt for renewal in the absence of Valid Mayor’s Permit for CY 2022 with attached Mayor’s Permit for CY 2021.**

***Note: CY 2022 Valid Mayor’s Permit must be available during the conduct of post-qualification. Pursuant to Section 23. Eligibility Requirements for the Procurement of Goods and Infrastructure Projects, paragraph ii states:***

“In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, *provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.*”

- (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**

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**.

(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:

- 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
- The amount of not less than *five percent (5%) of ABC*, if bid security is in Surety Bond.

Lot No.	2% of the ABC	5% of the ABC
<b>1</b>	<b>Php 14,400.00</b>	<b>Php 36,000.00</b>
<b>2</b>	<b>Php 6,800.00</b>	<b>Php 17,000.00</b>
<b>3</b>	<b>Php 21,600.00</b>	<b>Php 54,000.00</b>
<b>TOTAL</b>	<b>Php 42,800.00</b>	<b>Php 107,000.00</b>

**or**

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

(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)

8. 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.

9. As stated in Section 22.5.1 of the IRR of RA 9184, request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said

request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. 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) 233-8785 local **17140** or **17149***

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

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

***May 25, 2022***

***(SGD.) AILEEN G. CUEVAS***

*Chairperson, Bids and Awards Committee II*

# *Schedule of Requirements*

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

No.	Item Description	Unit	Qty.	Delivery Schedule
<b>LOT 1: VISAYAS DISASTER RESOURCE CENTER (VDRC)</b>				
1	<b>Provision of Sanitization and Disinfection Services</b>	Lot	1	Must be done at least twice a month, end user to update schedule to the winning bidder.

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 \_\_\_\_\_

## *Schedule of Requirements*

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

No.	Item Description	Unit	Qty.	Delivery Schedule
<b>LOT 2: DSWD FIELD OFFICE VII AND CRISIS INTERVENTION SECTION (CIS)</b>				
2	<b>Provision of Sanitization and Disinfection Services</b>	Lot	1	Must perform treatment at every <b>7 days interval</b> for a period of <b>9 months (40 weeks)</b>

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 \_\_\_\_\_



# *Schedule of Requirements*

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

No.	Item Description	Unit	Qty.	Delivery Schedule
<b>LOT 3: CENTER AND RESIDENTIAL CARE FACILITIES (CRCF)</b>				
3	<b>Provision of Sanitization and Disinfection Services</b>	Lot	1	Must perform treatment at every <b>7 days interval</b> for a period of <b>9 months (40 weeks)</b>

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” at the **Statement of Compliance** column against each of the individual parameters of each Specification.

<b>LOT 1: VISAYAS DISASTER RESOURCE CENTER (VDRC)</b>		
<b>No.</b>	<b>Item Description</b>	<b>Statement of Compliance</b>
1	<b>SCOPE OF WORK:</b>	
	<ul style="list-style-type: none"> <li>• Building and grounds – estimated floor area is ± <b>5,000 sq.m.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Must sanitize and disinfect all areas / concerns by misting or residual spraying</li> </ul>	
	<ul style="list-style-type: none"> <li>• Service Provider must be a Licensed Pest Control Operator issued by the National Committee on Urban Pest Control (NCUPC), accredited by the Philippine Federation of Pest Management Operators Association (PFPMOA) and recognized by Food and Drugs Administration (FDA)</li> </ul> <p><i>***Certificate or proof being a Licensed Pest Control Operator must be attached with Section VII. Technical Specifications.</i></p>	
	<ul style="list-style-type: none"> <li>• Must sanitize and disinfect all areas/corners of the compound by misting or residual spraying.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Must perform treatment in accordance with Center of Disease Control (CDC)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Perform inspection in the warehouse and provide recommendations</li> </ul>	
	<ul style="list-style-type: none"> <li>• Must submit periodic reports indication findings and recommendations</li> </ul>	
	<b>CHEMICALS:</b>	
	<ul style="list-style-type: none"> <li>• All chemicals to be used must 100% organic, multi-purpose solution that deodorizes, disinfects and removes grease from all types of surfaces</li> </ul>	
	<ul style="list-style-type: none"> <li>• Must be effective against disease-causing bacteria</li> </ul>	
	<ul style="list-style-type: none"> <li>• Must be colorless, odorless, non-corrosive and non-toxic</li> </ul>	

	<ul style="list-style-type: none"> <li>• Preferably any of the 2 of the following: <ul style="list-style-type: none"> <li>a. iSolve (Botanical Extract)</li> <li>b. Bestaquam (Didecyl dimethyl ammonium bromide)</li> <li>c. Mediclean (isopropyl Alcohol)</li> <li>d. Viralcyde (Glutaraldehyde, quaternary ammonium salt)</li> </ul> </li> </ul>	
	<p><b>LOCATION:</b></p> <ul style="list-style-type: none"> <li>• VDRC, Tingub, Mandaue City</li> </ul>	
	<p><b>PAYMENT:</b></p> <ul style="list-style-type: none"> <li>• Payment may be made every after submission of billing on a month interval or after all service conducted.</li> </ul>	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** 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: \_\_\_\_\_

# *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.

<b>LOT 2: DSWD FIELD OFFICE VII AND CRISIS INTERVENTION SECTION (CIS)</b>		
<b>No.</b>	<b>Item Description</b>	<b>Statement of Compliance</b>
1	<b>SCOPE OF WORK:</b>	
	<ul style="list-style-type: none"> <li>Building and grounds (DSWD Main &amp; CIS Building/Facility) – estimated floor area is ± <b>4,400 sq.m.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>Including 15-units DSWD Vehicles</li> </ul>	
	<ul style="list-style-type: none"> <li>Service Provider must be a Licensed Pest Control Operator issued by the National Committee on Urban Pest Control (NCUPC), accredited by the Philippine Federation of Pest Management Operators Association (PFPMOA) and recognized by Food and Drugs Administration (FDA)</li> </ul> <p><b>***Certificate or proof being a Licensed Pest Control Operator must be attached with Section VII. Technical Specifications.</b></p>	
	<ul style="list-style-type: none"> <li>Must sanitize and disinfect all areas/corners of the compound by misting or residual spraying.</li> </ul>	
	<ul style="list-style-type: none"> <li>Perform inspections on strategic areas of the structure and provide recommendations to facilitate speedy control.</li> </ul>	
	<ul style="list-style-type: none"> <li>Must perform treatment in accordance with Center of Disease Control (CDC)</li> </ul>	
	<ul style="list-style-type: none"> <li>May submit periodic reports indicating the findings and recommendations for the structure contracted.</li> </ul>	
	<b>CHEMICALS:</b>	
	<ul style="list-style-type: none"> <li>All chemicals to be used must 100% organic, multi-purpose solution that deodorizes, disinfects and removes grease from all types of surfaces</li> </ul>	
	<ul style="list-style-type: none"> <li>Must be colorless, odorless, non-corrosive and non-toxic disinfectant</li> </ul>	

	<ul style="list-style-type: none"> <li>Chemicals that are preferably fit for the interior and exterior buildings/offices that can eliminate viruses and bacteria</li> </ul>	
	<ul style="list-style-type: none"> <li>Preferably any of the 2 of the following: <ul style="list-style-type: none"> <li>e. iSolve (Botanical Extract)</li> <li>f. Bestaquam (Didecyl dimethyl ammonium bromide)</li> <li>g. Mediclean (isopropyl Alcohol)</li> <li>h. Viralcycle (Glutaraldehyde, quaternary ammonium salt)</li> </ul> </li> </ul>	
	<p><b>LOCATION:</b></p> <ul style="list-style-type: none"> <li><b>DSWD FIELD OFFICE VII, M.J. CUENCO AVENUE CORNER GENERAL MAXILOM AVENUE, BRGY. CARRETA, CEBU CITY 6000</b></li> </ul>	
	<p><b>PAYMENT:</b></p> <ul style="list-style-type: none"> <li>Payment may be made every after submission of billing on a month interval or after all service conducted.</li> </ul>	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** 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: \_\_\_\_\_

# *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.

<b>LOT 3: CENTER AND RESIDENTIAL CARE FACILITIES (CRCF)</b>		
<b>No.</b>	<b>Item Description</b>	<b>Statement of Compliance</b>
	<b>SCOPE OF WORK:</b>	
	<ul style="list-style-type: none"> <li>● Building and grounds location &amp; area:               <ul style="list-style-type: none"> <li>✚ <b>HFG / RSCC Compound / Buildings = ±4,000 sq.m.</b> <ul style="list-style-type: none"> <li>- HFG Admin &amp; Infirmary Building, Old Dormitory, Kitchen, Dormitory &amp; Productivity Skills Building, Covered Court, Display Center, Guardhouse</li> <li>- RSCC Old and New Building with ramp, Guardhouse</li> </ul> </li> <li>✚ <b>AVRC Compound / Buildings = ±4,180 sq.m.</b> <ul style="list-style-type: none"> <li>- AVRC II Main Building (New/Old), Multi-purpose Building, Canteen, Guardhouse, Covered Court</li> </ul> </li> <li>✚ <b>Haven Compound / Buildings = ±1,250 sq.m.</b> <ul style="list-style-type: none"> <li>- RHW Old and New Building, Kitchen/Dining Area, Storage Room, Kiosk, Guardhouse</li> </ul> </li> <li>✚ <b>RRCY Compound / Buildings = ±3,350 sq.m.</b> <ul style="list-style-type: none"> <li>- Admin Building, School/Training Center, Kitchen, RDC Building, Guesthouse, Covered Court, Guardhouse</li> </ul> </li> <li>✚ <b>Regional Warehouse – Annex = ±950 sq.m.</b> <ul style="list-style-type: none"> <li>- Regional Warehouse Building with mezzanine</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>● Including 11-units DSWD Vehicles</li> </ul>	
1	<ul style="list-style-type: none"> <li>● Service Provider must be a Licensed Pest Control Operator issued by the National Committee on Urban Pest Control (NCUPC), accredited by the Philippine Federation of Pest Management Operators Association (PFPMOA) and recognized by Food and Drugs Administration (FDA)</li> </ul> <p style="margin-left: 20px;"><b>***Certificate or proof being a Licensed Pest Control Operator must be attached with Section VII. Technical Specifications.</b></p>	
	<ul style="list-style-type: none"> <li>● Must sanitize and disinfect all areas/corners of the compound by misting or residual spraying.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Perform inspections on strategic areas of the structure and provide recommendations to facilitate speedy control.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Must perform treatment in accordance with Center of Disease Control (CDC)</li> </ul>	
	<ul style="list-style-type: none"> <li>● May submit periodic reports indicating the findings and recommendations for the structure contracted.</li> </ul>	

	<p><b>CHEMICALS:</b></p> <ul style="list-style-type: none"> <li>• All chemicals to be used must 100% organic, multi-purpose solution that deodorizes, disinfects and removes grease from all types of surfaces</li> <li>• Must be colorless, odorless, non-corrosive and non-toxic disinfectant</li> <li>• Chemicals that are preferably fit for the interior and exterior buildings/offices that can eliminate viruses and bacteria</li> <li>• Preferably any of the 2 of the following: <ul style="list-style-type: none"> <li>i. iSolve (Botanical Extract)</li> <li>j. Bestaquam (Didecyl dimethyl ammonium bromide)</li> <li>k. Mediclean (isopropyl Alcohol)</li> <li>l. Viralcye (Glutaraldehyde, quaternary ammonium salt)</li> </ul> </li> </ul>	
	<p><b>LOCATION:</b></p> <ul style="list-style-type: none"> <li>• Home for Girls (HFG), Reception and Study Center for Children (RSCC), Area Vocational Rehabilitation Center II (AVRC II), Regional Haven for Women (RHW) and Regional Warehouse – Annex Buildings/Compounds at Camomot-Franza Road, Labangon, Cebu City</li> <li>• Regional Rehabilitation Center for Youth (RRCY) at Candabong, Argao, Cebu</li> </ul>	
	<p><b>PAYMENT:</b></p> <ul style="list-style-type: none"> <li>• Payment may be made every after submission of billing on a month interval or after all service conducted.</li> </ul>	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** 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-2022-01**

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. \_\_\_\_

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## 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]*

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## 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

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# BID FORM

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

Project Identification No. : **ITB No. DSWD7-NP-2022-01**

**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 “Provision of Sanitization and Disinfection Services”** 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-2022-01**  
**Lot 1**

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:

Item No.	Items/Descriptions	Unit	Qty.	Unit Cost	Total Price
<b>LOT 1 - VDRC</b>					
1.	<b>Provision of Sanitization and Disinfection Services</b>	<b>LOT</b>	1		
<b>BID PRICE (IN FIGURES)</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-2022-01**  
**Lot 2**

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:

Item No.	Items/Descriptions	Unit	Qty.	Unit Cost	Total Price
<b>LOT 2 – DSWD FIELD OFFICE VII &amp; CIS</b>					
1.	<b>Provision of Sanitization and Disinfection Services</b>	<b>LOT</b>	1		
<b>BID PRICE (IN FIGURES)</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-2022-01**  
**Lot 3**

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:

Item No.	Items/Descriptions	Unit	Qty.	Unit Cost	Total Price
<b>LOT 3 – CRCF</b>					
1.	<b>Provision of Sanitization and Disinfection Services</b>	<b>LOT</b>	1		
<b>BID PRICE (IN FIGURES)</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:** \_\_\_\_\_