

NEGOTIATED PROCUREMENT of
“Provision of Board and Lodging and Venue for Training of
Enumerators to Effectively Conduct the Listahanan 3
Implementation of Negros Oriental and Siquijor Province”
AFTER TWO-FAILED BIDDING

ITB No. DSWD7-NP-2019-07

1. The Department of Social Welfare and Development, Field Office VII (DSWD-FO VII), through the *authorized appropriations for Fiscal Year 2019 General Appropriations Act* intends to apply the sum of **Four Million Thirty Thousand Pesos (P4,030,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the bidding of the ***Negotiated Procurement of Provision of Board and Lodging and Venue for Training of Enumerators to Effectively Conduct the Listahanan 3 Implementation of Negros Oriental and Siquijor Province after Two-Failed Bidding.*** Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DSWD-FO VII through its BAC, now invites bids from ***PhilGEPS registered service providers.*** Delivery of goods and services is required in accordance with 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 or amounting to at least P2,015,000.00*** and must be supported with the following documents:
 - ***1st document*** is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and
 - ***2nd document*** is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice.
3. Negotiated Procurement 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”.

Negotiated Procurement 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. Interested bidders may obtain further information from *BAC Secretariat* during *office hours*.

5. Below is the schedule of negotiation activities:

| Activity | Schedule | Venue |
|---|------------------------------|---|
| Negotiation Conference | September 16, 2018, 10:00 AM | DSWD Field Office VII Conference Room |
| Deadline for Submission Requirements & Quotation | September 17, 2018, 9:45 AM | |
| Opening of Bids | September 17, 2018, 10:00 AM | DSWD Field Office VII – Pantawid South Cluster Office, Negros Oriental Convention Center, Dumaguete City |

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

I. Eligibility and Technical Documents

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR which must be valid at the time opening of bids;
2. 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 any proof of such registration as stated in the which must be valid at the time of opening of bids;
3. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located which must be valid at the time of opening of bids;
4. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR which should be valid at the time of opening of bids;
5. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
6. Statement of the Bidder's Single Largest Completed Contract similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS.
7. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
8. Net Financial Contracting Capacity (NFCC), or Credit Line Certificate (CLC) from a commercial bank equivalent to at least 10% of the ABC, and
9. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
10. Conformity with technical specifications, as enumerated and specified in ***Schedule of Requirements and Technical Specifications*** of the Bidding Documents; and
11. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed form – Omnibus Sworn Statement

II. Financial Documents

1. Bid Form using the prescribed form hereto attached; and
 2. Financial Proposal Sheet using the prescribed form hereto attached.
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:

MR. ANTONIO R. DOLAOTA, CPA, MPA

Head, BAC Secretariat

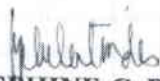
DSWD – F.O. VII

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

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

Email Add: bacsec.fo7@gmail.com

Website: www.fo7.dswd.gov.ph


JOSEPHINE C. BELOTINDOS

Chairperson, Bids & Awards Committee II

Section VI. Schedule of Requirements

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

| Batch No. | Quantity | Required Provisions | Particulars | Date of Activity |
|------------------|-----------------|---|---|---------------------------------------|
| 1 | 150 pax | Five (5) Days Live-in full board with meals and use of function room | <ul style="list-style-type: none"> • Use of one (1) function room for plenary for 150 pax from 7 AM to 7 PM on September 23, 2019 and from 6 AM to 12 NN on September 28, 2019. • Use of two (2) break-out function rooms that can accommodate 70 to 80 pax on September 24-27, 2019 from 6 AM to 7 PM. | September 23-28, 2019 |
| 2 | 128 pax | First meal provision on the first day on September 23, September 30 and October 7, 2019 is lunch | <ul style="list-style-type: none"> • Use of one (1) function room for plenary for 128 pax from 7 AM to 7 PM on September 30, 2019 and from 6 AM to 12 NN on October 5, 2019. • Use of two (2) break-out function rooms that can accommodate 60 to 70 pax on October 1-4, 2019 from 6 AM to 7 PM. | September 30 – October 5, 2019 |
| 3 | 125 pax | Last provision on the last day on September 28, October 5, and October 12, 2019 is AM Snack | <ul style="list-style-type: none"> • Use of one (1) function room for plenary for 125 pax from 7 AM to 7 PM on October 7, 2019 and from 6 AM to 12 NN on October 12, 2019. • Use of two (2) break-out function rooms that can accommodate 60 to 70 pax on October 8-11, 2019 from 6 AM to 7 PM. | October 7-12, 2019 |

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: _____

Section VII. 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.

| Item No. | Specification | Statement of Compliance |
|----------|---|-------------------------|
| 1. | Location of Venue: Dumaguete City | |
| 2. | <p data-bbox="309 618 528 651">Meal Provisions:</p> <ul style="list-style-type: none"> <li data-bbox="363 663 1086 797">• Buffet Breakfast: Rice, egg (sunny side-up/ scrambled / omelet), 3 main dishes (choice of fish, chicken, pork, or beef); 1 dessert (preferably fresh fruits), and chocolate milk drink and/or drinks (natural juices) <li data-bbox="363 819 1086 954">• Buffet Lunch/Dinner: Appetizer, Rice, Soup, 3 main dishes (choice of fish, chicken, pork, or beef), vegetables; 1 dessert (choice of fresh fruits, fruit salad, pastries like cake), and drinks (natural juices) <li data-bbox="363 976 1086 1043">• AM/PM Snacks: Sandwich, Pasta, Empanada, Meat or Ube Roll, etc. and drinks (natural juices) <p data-bbox="309 1077 400 1111">Others:</p> <ul style="list-style-type: none"> <li data-bbox="363 1122 1086 1189">• Flowing coffee / hot chocolate; Purified Drinking Water in each function rooms. <p data-bbox="309 1223 368 1256">Note:</p> <ul style="list-style-type: none"> <li data-bbox="363 1267 879 1301">• Strictly NO serving of cream dory (fish) <li data-bbox="363 1301 791 1335">• Strictly NO serving of softdrinks <li data-bbox="363 1335 1070 1402">• Natural Juices (Lemon Grass, Calamansi, Pineapple, Buko, Orange, Mango, Watermelon or Cucumber) <li data-bbox="363 1402 935 1435">• Food must be enough for all the participants. <li data-bbox="363 1435 1070 1514">• Participating bidder must attach in their bidding documents at least 10 sets of menu choices. <li data-bbox="363 1514 799 1727">• Meal Schedule: Breakfast – 6:00 AM to 7:30 AM AM Snacks – 10:00 AM Lunch – 12:00 NN to 1:00 PM PM Snacks – 3:00 PM Dinner – 6:30 PM to 8:00 PM | |
| 3. | <p data-bbox="288 1749 715 1783">Conference Room Requirement:</p> <ul style="list-style-type: none"> <li data-bbox="336 1816 1070 1984">• All the function rooms shall have enough space for movement and buffet table; no middle obstructing post/object; with wide space, enough for structured learning activities such as dancing, exercise, workshop, gallery walk, small groupings, etc. | |

| | | |
|----|--|--|
| 4. | Space Requirement: <ul style="list-style-type: none"> Classroom type with 5-6 chairs per table; 2 registration / working tables for secretariat at the back, small table near projector for Resource Person in each function rooms. | |
| 5. | Audio Visual Requirement: <ul style="list-style-type: none"> Each function room must have one (1) LCD Projector with one (1) laptop for presentation and must have complete functional Audio Visual (good quality sound system) with at least 3 wireless microphones, with back-up microphones and batteries. There must be a standby operator to assist in the AV needs. Audio Visual must be ready for use at least 1 hour before the activity. | |
| | Facility Requirement: <ul style="list-style-type: none"> Use of WIFI connection for each function room (solely for the training team) for the downloading, playing of the presentation materials and videos required of the training, backdrop, welcome streamer (4 x 8 feet) and lobby posting; end-user to provide the lay-out a week before the activity; no electrical charge for the use of own equipment, whiteboard, extension cords and Philippine Flag in each function rooms. | |
| | Room Requirement <ul style="list-style-type: none"> Triple accommodation for participants /RPs/ secretariat with three (3) separate beds. Additional bed should be level with others not just a mattress on the floor. With daily provision of complimentary basic toiletries (soap, shampoo, toothbrush, toothpaste, tissue and bottled water) and must have available purified drinking water accessible by the participants or upon request. | |
| | Other Requirements: <ol style="list-style-type: none"> One (1) on-call medical personnel and availability of medical / first-aid kit in case of emergency and at least 3 stand-by waiters. <i>*Service provider must attach supporting document on the availability of on-call medical personnel*</i> Guaranteed pax on first day and based on actual number of pax on the succeeding days. Statement of Account (SOA), rooming list and menu must be available on the last day of the activity. Hotel must be smoke free zone in compliance to RA 9211 (Tobacco Regulation Act of 2003) Hotel to provide vehicle service for secretariat on the first and last day of the activity. | |

| | | |
|--|---|--|
| | <p>Note:</p> <p>Renting facility must not offer short-term lodging services (e.g. motels); must not be situated beside or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like.</p> | |
|--|---|--|

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: _____

Bid Form

Date: _____
Invitation to Bid N^o: ITB No. DSWD7-NP-2019-07

To: **The Bids and Awards Committee**
Department of Social Welfare & Development, Field Office VII
Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the second **NEGOTIATED PROCUREMENT** of *“Provision of Board and Lodging and Venue for Training of Enumerators to Effectively Conduct the Listahanan 3 Implementation of Negros Oriental and Siquijor Province”* **AFTER TWO-FAILED BIDDING** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:¹

| Name and address of agent | Amount and Currency | Purpose of Commission or gratuity |
|---------------------------|---------------------|-----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| (if none, state “None”) | | |

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Select one, delete the other:

If a sole proprietorship: We likewise certify/confirm that the undersigned, [insert name of signatory]: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the second **NEGOTIATED PROCUREMENT of "Provision of Board and Lodging and Venue for Training of Enumerators to Effectively Conduct the Listahanan 3 Implementation of Negros Oriental and Siquijor Province" AFTER TWO-FAILED BIDDING.**

If partnerships, corporations, cooperatives, or joint ventures: We likewise certify/confirm that the undersigned [insert name of signatory] is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the second **NEGOTIATED PROCUREMENT of "Provision of Board and Lodging and Venue for Training of Enumerators to Effectively Conduct the Listahanan 3 Implementation of Negros Oriental and Siquijor Province" AFTER TWO-FAILED BIDDING.**

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Financial Proposal Sheet

Date: _____

The Bids and Awards Committee
DSWD-Field Office VII
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for **ITB No. DSWD7-NP-2019-07**:

| Batch No. | Quantity | Required Provisions | Date of Activity | Bid Price / Pax |
|--------------------------------------|----------|--|--------------------------------|-----------------|
| 1 | 150 pax | Five (5) Days Live-in full board with meals and use of function room | September 23-28, 2019 | |
| 2 | 128 pax | Five (5) Days Live-in full board with meals and use of function room | September 30 – October 5, 2019 | |
| 3 | 125 pax | Five (5) Days Live-in full board with meals and use of function room | October 7-12, 2019 | |
| TOTAL BID PRICE (In Figures) | | | | |

TOTAL BID PRICE (In Words) _____

Note: The above quoted price/s is/are VAT inclusive and delivery cost.

Very truly yours,

Name of Company / Bidder

Name/Signature of Authorized Representative