

**INVITATION TO BID FOR THE NEGOTIATED PROCUREMENT of
 “Provision of Petroleum, Oil and Lubricants for CY 2019 using Fleet Card
 Facility” AFTER TWO-FAILED BIDDING**

ITB No. DSWD7-NP-2019-01

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 **Two Million One Hundred Sixty Thousand Pesos (₱2,160,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Provision of Petroleum, Oil and Lubricants for CY 2019 using Fleet Card Facility**.

2. The *DSWD-FO VII* now invites bids **PhilGEPS registered Suppliers**. Delivery of the goods and services shall be 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 25% of the ABC or amounting to at least ₱540,000.00** 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. 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. 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	December 10, 2018, 8:30 AM	DSWD Field Office VII Conference Room
Deadline for Submission Bids	December 27, 2018, 8:15 AM	
Opening of Bids	December 27, 2018, 8:30 AM	

6. Participating bidders 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 **BDS** 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; and *(Please refer to ITB Clause 12.1 (a)(i) of Section II)*;
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. *(Please Refer to ITB Clause 5.4 of Section III. Bid Data Sheet)*
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) computation *(Please Refer to ITB Clause 5.5 of Section II and NFCC Form)*, 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. **Bid security** which is any of the following forms:
 - ↳ **A Bid Securing Declaration** in accordance with Section 27.5 of the IRR of R.A. 9184 and using the form prescribed in *Section VIII. Bidding Forms*;
 - ↳ a **cash, cashier's/manager's check, bank draft/guarantee** equivalent to 2% of ABC or **₱43,200.00** or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank *(Please refer to ITB Clause 18.1 of Section III. Bid Data Sheet for the amount)*;
 - ↳ a **surety bond** equivalent to 5% of the ABC or **₱108,000.00**. It shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments ABC *(Please refer to ITB Clause 18.1 of Section III. Bid Data Sheet for the amount)*;
11. Conformity with technical specifications, as enumerated and specified in **Sections VI. Schedule of Requirements** and **VII. Technical Specifications** of the Bidding Documents; and

12. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII, Bidding Forms – 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. DOLAROTA, 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


GRACE I. YANA

Vice - Chairperson, Bids & Awards Committee I

Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Delivery Schedule
1.	Provision of electronic Fleet Cards system	26 pieces	Within 15 calendar days from receipt of the Notice to Proceed
2.	Maximum Provision of Supply of Petroleum: <ul style="list-style-type: none"> • Gasoline • Diesel 	1,920 liters 38,400 liters	As the need arises As the need arises
3.	Maximum Provision of Oil and Lubricants: <ul style="list-style-type: none"> • Motor/Engine Oil • Brake Fluid • ATF (Automatic Transmission Fluid) • Coolant 	182 liters 48 liters 48 liters 24 liters	As the need arises As the need arises As the need arises As the need arises
4.	Provision of other services needed within the contract duration		

Note:

The above stated quantities are only indicative numbers for bidding purposes. The procuring entity may increase or decrease the required quantities as may deem necessary and reserves the right to increase, decrease or limit the scope of services of the Contractor. If this occurs, any corresponding adjustment in the cost shall not exceed the contract price. If additional fleet cards are required, they shall be delivered within fifteen (15) calendars days from receipt of written request of the procuring entity.

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: _____

LIST OF SERVICE VEHICLES AND EQUIPMENT AND MONTHLY FUEL ALLOCATION

Item No.	Make/Model	Plate No.	Type of Fuel	Monthly Allocation
1.	Ford Ranger	SGZ 411	Diesel	160 liters
2.	Ford Ranger	SFK 795	Diesel	160 liters
3.	Isuzu Dmax	CM 5026	Diesel	160 liters
4.	Isuzu Truck Van	SKV 186	Diesel	160 liters
5.	JMC Pick Up	SKL 917	Diesel	160 liters
6.	Mitsubishi Montero	SKT 487	Diesel	160 liters
7.	Mitsubishi Montero	NL 7419	Diesel	160 liters
8.	Mitsubishi Montero	NL 7580	Diesel	160 liters
9.	Mitsubishi Strada	SKP 659	Diesel	160 liters
10.	Mitsubishi L300	SFR 563	Diesel	160 liters
11.	Toyota Hilux	SEK 167	Diesel	160 liters
12.	Toyota Hilux	SAA 3611	Diesel	160 liters
13.	Toyota Hilux	UQM 490	Diesel	160 liters
14.	Toyota Hilux	UQM 291	Diesel	160 liters
15.	Toyota Grandia	SJW 836	Diesel	160 liters
16.	Toyota Grandia	SDY 889	Diesel	160 liters
17.	Forklift (4)	N/A	Diesel	80 liters
18.	Generator (4)	N/A	Diesel	80 liters
19.	Suzuki Multicab	SEY 239	Gasoline	80 liters
20.	Suzuki Multicab	SHC 852	Gasoline	80 liters

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.	Specifications	Statement of Compliance
1.	Provision of electronic fleet cards system with the following features: <ul style="list-style-type: none"> • Vehicle Card with Office Name and plate number printed on each card. • Lead time of fifteen (15) calendar days to produce, deliver and use the cards. • Cards for the existing 18 vehicles and 8 equipment (forklift and generators) 	
2.	Product Restriction <ul style="list-style-type: none"> • All fuels (gasoline and diesel). • Oil and oil filter with basic change oil services. • Lubricants (motor/engine oil, brake fluid, ATF and coolant. 	
3.	Purchase Limit: <ul style="list-style-type: none"> • The fuel card service provider shall be responsible to dispense and make available at all times and at all branches of its stations with the contract period under the terms and conditions most advantageous to the government. 	
4.	Other services/features: <ul style="list-style-type: none"> • Provision of reports including detailed transaction reports. • With odometer checking with each fuel purchase to calculate fuel consumption and monitoring. • If the monthly allocation of a particular vehicle will be fully consumed before the end of the month, the procuring entity thru its General Services can request for additional allotment for the month to avoid delays during wee hours and Saturdays/Sundays/Holidays. • If a particular vehicle will not be able to consume fully its monthly allocation, the contractor shall only bill the actual quantity of POL consumed for the month. 	
5.	Membership Fee: <ul style="list-style-type: none"> • Free membership and other fees for new members with the same terms and conditions. 	
6.	Payment System: <ul style="list-style-type: none"> • Actual fuel consumption for the month will be paid within thirty (30) calendar days from receipt of billing statement supported with detailed Sales Invoice. • Allows deduction of applicable taxes from monthly billing statement. 	
7.	Contract Period: <ul style="list-style-type: none"> • The contract period is twelve (12) months from the effectivity of the Notice to Proceed. 	

8.	<p>Security Features:</p> <ul style="list-style-type: none"> • To protect the procuring entity from possible fraud or unauthorized use of fleet cards, the contractor shall put security features on the fleet cards, such as PIN system, odometer checking and the like. Each fleet card shall have a printed plate number of the assigned vehicle. • For every gas up of driver/s, approved trip ticket/s shall be required by the contractor. • The contractor shall provide to DSWD driver/s a receipt/proof of transaction for every withdrawal of fuel/lubricants. • If a fleet card is lost, the contractor shall deactivate it immediately upon advice by the procuring entity thru its General Services. • Replacement of a lost fleet card shall be available within fifteen (15) calendar days upon receipt of report and request from the procuring entity. • A mother/admin card shall also be provided to the General Services of DSWD Field Office VII to ensure that the vehicle with a lost card can still gas up during the period the replacement card is not yet available. • In case the vehicle card is lost during travel outside Cebu City, Talisay City, Mandaue City or Lapu-lapu City and the vehicle needs to be gassed up, the driver shall pay in cash the fuel expenses subject to reimbursement. 	
9.	<p>Fuel Prices:</p> <ul style="list-style-type: none"> • Subject to pump prices 	
10.	<p>Other Conditions:</p> <ul style="list-style-type: none"> • Once the contract price will be fully consumed, the contract will end. 	

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: _____

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-PB-2019-12:**

Item No.	Descriptions	Item Breakdown	Quantity (Approximate)	Unit Price
1.	Provision of Petroleum, Oil and Lubricants for CY 2019 using Fleet Facility. <i>Note: Fuel prices shall be subjected to pump prices.</i>	Gasoline Diesel Motor/Engine Oil Brake Fluid ATF Coolant	1,920 liters 38,400 liters 182 liters 48 liters 48 liters 24 liters	
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