

**FIELD OFFICE VII**

**INVITATION TO BID FOR NEGOTIATED PROCUREMENT**

**Negotiation on the Provision of Skills Training to SLP Beneficiaries particularly on Skills Training on Shielded Metal Arc Welding NC II**

*Negotiated Procurement due to Two-Failed Biddings*

**ITB No. DSWD7-NP-2017-03**

1. The Department of Social Welfare & Development – Field Office VII (DSWD-FO VII) through the authorized appropriations of Fiscal Year 2017 General Appropriations Act (GAA No.) intends to apply the sum of One Million One Hundred Thousand Pesos (₱1,100,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the **Provision of Skills Training to SLP Beneficiaries particularly on Skills Training on Shielded Metal Arc Welding NC II**.

2. DSWD-FO VII now invites technically, legally and financially capable service providers for the above project.

3. The procurement procedure to be adopted is Negotiated Procurement pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.

4. Interested suppliers are invited to attend the **negotiation conference** on **May 30, 2017 10:30 AM** at **DSWD VII Conference Room**. Deadline for the submission quotations/proposals will be on **June 2, 2017 10:15 AM** to be followed with bid opening on the same day at **10:30 AM** at **DSWD VII Conference Room**.

5. Participating bidders shall submit two (2) copies of the following eligibility, technical and financial documents properly sealed in an envelope during the opening of bids, viz:

**Technical Documents:**

1. PhilGEPS Certificate of Registration (Platinum Membership)
2. SEC, DTI or CDA Registration
3. Mayor’s Permit or Business License
4. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR)
5. Audited Financial Statements, 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
6. List of all Ongoing Government & Private Contracts including contracts awarded but not yet started, if any. (Please use the prescribed form hereto attached)
7. For the Statement of the bidder’s Single Largest Completed Contract (SLCC), bidders should have contracts within three (3) years from the date of submission and receipt of bids, at least two (2) similar aggregate contracts to the Project equivalent to at least 25% of the ABC, provided however that the largest of the similar contracts must be equivalent to at least half of the 25% of the ABC. It must be supported with the following documents:

1. Contract, Purchase Order or Quality Map;

2. Certificate of Acceptance/Completion or Official Receipt/Sales Invoice

(Please use the prescribed form hereto attached)

1. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (Please use the prescribed form hereto attached)
2. Valid joint venture agreement (JVA), if applicable. JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.
3. Omnibus Sworn Statement (Please use the prescribed form hereto attached)
4. Bid Security or Bid Securing Declaration
5. Conformity with the Schedule of Requirements and Technical Specifications
6. Performance Security

**Financial Documents:**

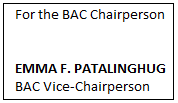
a) Bid Form with Financial Proposal Submission Sheet

6. Interested bidders may obtain further information from the BAC Secretariat at **telephone nos. (032) 412-9908; 233-8785 local 127** and contact **Ms. Patricia R. Megalbio,** BAC Secretariat Head during office hours or you may e-mail to [bacsec.fo7@gmail.com](mailto:bacsec.fo7@gmail.com).

7. The DSWD-FO VII reserves the right to accept or reject any proposal, to annul the procurement process at any time prior to contract award, without thereby incurring any liability to the affected suppliers.

**MS. JOSEPHINE C. BELOTINDOS**

Chairperson, Bids & Awards Committee



# *Schedule of Requirements*

The delivery schedule expressed as specific month period stipulates hereafter a delivery date which is the date of delivery of services to the procuring entity.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | No. of Beneficiaries | Training Schedule |
| 1 | Skills Training on Shielded Metal Arc Welding NC II | 55 | 2nd week of June to 2nd week of August 2017 |

I hereby certify to comply and deliver the Schedule of Requirements upon receipt of Notice to Proceed.

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

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

Bidder’s Signature over Printed Name

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

***Technical Specifications***

**Skills Training on Shielded Metal Arc Welding NC II**

It was clarified that Bidders must state either **“Comply” or “Not Comply”** in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. **Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable.** **A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**  **No.** | **Specification** | **Statement of Compliance** | **Bidder’s Remarks** |
| 1. | Inclusion of Tuition Fee, ID, Graduation Fee & Insurance Fee |  |  |
| 2. | Inclusion of Uniform (with Logo of Training Center) at least (2) as prescribed |  |  |
| 3. | Inclusion of Personal Protective Equipment (Provision of goggles, apron, gloves, dust mask; Shoes if needed & welding mask can be borrowed from service provider) |  |  |
| 4. | Inclusion of Training Materials and Hand-outs |  |  |
| 5. | Inclusion of Food & Lodging (Dormitory) for 35 to 39 days including Sundays. If necessary, food and lodging will be extended for a maximum of one week. |  |  |
| 6. | Inclusion of Assessment Fee for NC II |  |  |
| 7. | A Training Institution and an Assessment Center duly registered by Technical Education and Skills Development Authority (TESDA). |  |  |
| 8. | Has course duration of 268 hours/equivalent to 34 days of training and with 25 participants per batch based on the minimum requirements set by TESDA. |  |  |
| 9. | Has the capacity to provide 2-3 classes per batch. |  |  |
| 10. | Designate a staff in-charge in monitoring the progress of the project and the beneficiaries. |  |  |
| 11. | Provide 80-100% guaranteed employment through their partner industries (duly registered & accreditedby appropriate government agencies) within three months. |  |  |
| 12. | Maintain feedback mechanism and coordination with DSWD. DSWD to provide the template. |  |  |
| 13. | Trainee/s who will be absent for seven (7) consecutive days will be dropped-out and be replaced. The replaced trainee/s will undergo tutorial to make-up classes not attended. |  |  |
| 14. | For those students who drop classes after the seven (7) days full payment of the bid price will be required except the food and lodging proportion of actual number of days, and for those less than seven days will have to pay the actual cost/expenses. |  |  |
| 15. | In consultation with DSWD, the service provider can drop the trainee/s from the roll if hardheaded and manifested some behavioral problems, but a due process shall be observed. |  |  |
| 16. | Issue a Certificate of Training to the participants who completed the training. |  |  |
| 17. | Furnish DSWD 2 Quarterly Narrative Report and/or Progress Report on the company where the program participants are employed within 6 months after the training. |  |  |

I hereby commit to comply with all the above requirements and agree with the terms and conditions specified under Section VII.

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

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

Bidder’s Signature over Printed Name

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

#### Bid Form

Date:

Invitation to Bid No.: ITB No. DSWD7-NP-2017-03

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

Department of Social Welfare & Development, Field Office VII

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver/perform the ***Provision of Skills Training to SLP Beneficiaries particularly on Skills Training on Shielded Metal Arc Welding NC II*** 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](#bds21_2)provision for **ITB** Clause **Error! Reference source not found.** 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]](#footnote-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 **Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert:* 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 ***Provision of Skills Training to SLP Beneficiaries particularly on Skills Training on Shielded Metal Arc Welding NC II*** of the ***Department of Social Welfare & Development, Field Office VII*** *[for partnerships, corporations, cooperatives, or joint ventures, insert:* 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 ***Provision of Skills Training to SLP Beneficiaries particularly on Skills Training on Shielded Metal Arc Welding NC II*** of the ***Department of Social Welfare & Development, Field Office VII.***

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 Submission 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 ***Provision of Skills Training to SLP Beneficiaries particularly on Skills Training on Shielded Metal Arc Welding NC II,* viz:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Skills Training** | **No. of Beneficiaries** | **Training Schedule** | **Bid Price** |
| 1 | Skills Training on Shielded Metal Arc Welding NC II | 55 | 2nd week of June to 2nd week of August 2017 |  |

***TOTAL BID PRICE (In Figures)......................................................*****P** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**(Amount 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

#### *List of all Ongoing Government & Private Contracts including Contracts awarded but not yet started*

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

Business Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Contract/Project Cost | a. Owner’s Name  b. Address  c. Tel. Nos. | Nature of Work | Bidder’s Role | | a. Date Awarded  b. Date Started  c. Date of Completion | % of Accomplishment | | Value of Outstanding Works/ Undelivered Portion |
| Description | % | Planned | Actual |
| Government |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Private |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Submitted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Instructions:

State all ongoing contracts including those awarded but not yet started.

If there is no ongoing contract including contract awarded but not yet started; state **none** or equivalent term.

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*

(Indicate Only One)

Per GPPB Resolution No. 29-2012 dated 23 November 2012

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

Business Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Contract | a. Owner’s Name  b. Address  c. Tel. Nos. | Nature of Work | Bidder’s Role | | a. Amount at Award  b. Amount at Completion  c. Duration | a. Date Awarded  b. Contract Effectivity  c. Date Completed |
| Description | % |
|  |  |  |  |  |  |  |

NOTE: This statement shall be supported with:

Contract, Purchase Order or Quality Map;

Certificate of Acceptance/Completion or Official Receipt/Sales Invoice

Submitted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

#### Net Financial Contracting Capacity (NFCC) Form

* + - * 1. Summary of the Bidder-Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached audited financial statements, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of bid submission.

|  |  |  |
| --- | --- | --- |
|  |  | Year 20\_\_ |
| 1. | Total Assets |  |
| 2. | Current Assets |  |
| 3. | Total Liabilities |  |
| 4. | Current Liabilities |  |
| 5. | Net Worth (1-3) |  |
| 6. | Net Working Capital (2-4) |  |

* + - * 1. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders’ NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

Herewith attached is a certified true copy of the audited financial statement: stamped “RECEIVED” by the 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.

Submitted by:

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

Signature over Printed Name of Authorized Representative

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

Business Name of Bidder

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

**BID SECURING DECLARATION FORM**

**REPUBLIC OF THE PHILIPPINES)**

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

x------------------------------------------------------x

**BID SECURING DECLARATION**

**Invitation to Bid:** *[Insert Reference number]*

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

I/We[[2]](#footnote-2), 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 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 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;

(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/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month] [year]* at *[place of execution]*.

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

1. [↑](#footnote-ref-1)
2. Select one and delete the other. Adopt the same instruction for similar terms throughout the document. [↑](#footnote-ref-2)