

Local Government Unit of Irosin

Standard Form Number: SF-GOOD-06

Revised on: May 24, 2004

A. The Eligibility & Technical Envelope shall contain the following:

CLASS "A" DOCUMENTS

Legal Documents

- Registration Certificate from SEC, Department of Trade & Industry (DTI) for sole proprietorship or CDA for cooperatives
- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located
- Tax clearance per Executive Order No. 398 series of 2005 showing the current assets and current liabilities of the taxpayer

Technical documents

- Statement of the prospective bidder 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
- Statement ALL government & private contracts which are similar in nature. The statement shall include:
 - (a) Name of the contract
 - (b) Date of the contract
 - (c) Kinds of goods
 - (d) Amount of contract and value of outstanding contracts
 - (e) Date of delivery
 - (f) End-user's acceptance of official receipts issued for the contract
- Statement of single largest completed contract similar to the contract to be bid.

Financial statements

- Audited Financial Statements, showing among others, the 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
- Computation of Net Financial Contracting Capacity (NFCC)

CLASS "B" DOCUMENTS

- Valid Joint Venture Agreement (JVA), if applicable

B. Technical Requirements consist of the following::

- Bid Security in the form of:
 - Cash issued by a commercial or universal bank – 2%

- Bank draft/guarantee issued by a commercial or universal bank – 2%
 - Bid Securing Declaration
- Technical Specification
- Production/Delivery Schedule
- Manpower Requirements
- After-sales Service/Parts, if applicable
- Omnibus Sworn Statement

Local Government Unit of Irosin

Standard Form Number: SF-GOOD-26

Revised on: May 24, 2004

Checklist of Financial Envelope Requirements for Bidders

The Financial component shall contain the following:

- Bid Form
- Duly Signed Bid Prices in the Bill of quantities
- Recurring and Maintenance Costs, if applicable

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>Local Government Unit of Irosin.</i>
1.2	The lot(s) and reference is/are: <i>Supply & Delivery of One(1) Unit Brand New Passenger Van for LGU-Irosin</i>
2	The Funding Source is: The <i>Government of the Philippines (GOP)</i> through <i>General Fund</i> in the amount of <i>One Million Four Hundred Sixty Five Pesos (P 1,495,000.00)</i> The name of the Project is <i>Supply & Delivery of One(1) Unit Brand New Passenger Van for LGU-Irosin</i>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<i>For the procurement of Expendable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iii), a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.</i> <i>For the procurement of Non-expendable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</i> For this purpose, similar contracts shall refer to <i>Supply & Delivery of Hardware/Materials for the Repair of Various Government Facilities</i>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.

9.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on April 28, 2017, 9:00 AM at the Conference Room, Office of the Municipal Mayor, Municipal Compound, San Julian, Irosin, Sorsogon.</p> <p><i>During the submission of Letter of Intent(LOI) and buying of bid documents authorized representatives are required to bring a valid ID and a Special Power of Attorney(SPA) from the owner specific for this project.</i></p>
10.1	<p>The Procuring Entity's address is:</p> <p><i>Hon. ALFREDO J. CIELO, JR.</i> <i>Municipal Mayor</i> <i>Telefax: (056) 557-3043</i></p>
12.1(a)	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts <i>within the last two(2) years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.2	<p>The ABC is <i>One Million Four Hundred Sixty Five Pesos (P 1,495,000.00)</i></p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iii)	No incidental services are required.
15.4(b)	<p>Not applicable</p> <p>The price of the Goods shall be quoted DDP <i>Municipal Compound, San Julian, Irosin, Sorsogon, or the applicable INCOTERMS for this Project.</i></p> <p>No incidental services are required.</p>
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid until <i>One Hundred Twenty(120) days after the bid opening.</i>

18.1	<p>The bid security shall be in the following amount:</p> <ol style="list-style-type: none"> 1. <i>2% of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. Bid Securing Declaration
18.2	<p>The bid security shall be valid until <i>One Hundred Twenty(120) days after the bid opening.</i></p>
20.3	<p>Each Bidder shall submit one(1) original and two(2) copies of the first and second components of its bid.</p>
21	<p>The address for submission of bids is <i>Office of the Mayor, Municipal Compound, Irosin, Sorsogon.</i></p> <p>The deadline for submission of bids is <i>May 11, 2017, 8:59 AM.</i></p>
24.1	<p>The place of bid opening is <i>Conference Room, Office of the Mayor, Municipal Compound, San Julian, Irosin, Sorsogon.</i></p> <p>The date and time of bid opening is <i>May 11, 2017, 9:00 AM.</i></p>
24.2	<p>No further instructions.</p>
27.1	<p>No further instructions.</p>
28.3	<p>Grouping and Evaluation of Lots –</p> <p><i>Lots should be formed of similar items that are likely to attract the maximum competition. A lot is the quantity and number of items that will be included in a single contract. For example:</i></p> <p><i>Option 1 – Each item to be evaluated and compared with other Bids separately and recommended for contract award separately.</i></p> <p><i>Option 2 - All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</i></p> <p><i>Option 3 - Similar items, to be grouped together to form several lots that shall be evaluated and awarded as separate contracts.</i></p> <p>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
28.3(b)	<p><i>Bid modification is not allowed.</i></p>

28.4	No further instructions.
29.29a)	No further instructions.
29.2(b)	<p><i>Bidders have option to submit manually filed tax returns or tax returns filed through the Electronic Filing and Payments System (EFPS).</i></p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>
29.2(d)	<i>DTI Registration, BIR Registration</i>
32.4(g)	<i>Contract documents from previous transactions relevant to the Project.</i>

Bidding Forms

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Bid Form

Omnibus Sworn Statement

Bid Securing Declaration

Technical Specifications

Schedule of Requirements

Bid Form

Date: _____

IAEB¹ N°: _____

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered in item (d) below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

¹ If ADB, JICA and WB funded projects, use IFB.

(i) We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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: I am 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

* This form will not apply for WB funded projects.

REPUBLIC OF THE PHILIPPINES)
CITY OF SORSOGON) S.S.
X-----X

BID SECURING DECLARATION

I, the undersigned, declare that:

1. I 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 accept that: (a) I 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 will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, if I have committed any of the following actions:
 - (i) Withdrawn my Bid during the period of bid validity required in the Bidding Documents; or
 - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

3. I 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 declared ineligible or post disqualified upon receipt of your notice to such effect, and (i) I filed a waiver to avail of said right;
 - (c) I am declared as the Bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid, and I have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2016 at _____.

Proprietor,
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2016 at _____, Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rues on Notarial Practice(A.M. No. 02-8-13-C. Affiant exhibited to me his _____ with his photograph and signature appearing thereon, with no. _____ and his Community Tax Certificate No. _____ issued _____ on _____ at _____.

WITNESS MY HAND AND SEAL this _____.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of 2016.

TECHNICAL SPECIFICATIONS

Item	Statement of Compliance (Comply/Not Comply)
One(1) Unit Brand New Passenger Van	
Engine: 2400-2500cc 4-cylinder	
Fuel: diesel	
Transmission: 5-speed manual	
Capacity: 10-15-seater	
Sliding door: dual sliding	