

BIDS AND AWARDS COMMITTEE  
INVITATION FOR NEGOTIATED PROCUREMENT  
**SUPPLY AND DELIVERY OF ONE (1) PASSENGER VAN**  
**Invitation to Bid (ITB) No.: 2018-006**

1. In view of the two (2) failed public biddings, the Tourism Promotions Board (TPB) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the Supply and Delivery of One (1) Unit of Passenger Van with an Approved Budget for the Contract (ABC) of One Million Four Hundred Thousand Pesos (Php 1,400,000.00) in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."

For more details on this project, please refer to attached Schedule of Requirements (Annex A) and Technical Specifications (Annex B).

2. The following eligibility and technical documents as well as the Financial Proposal Form (Annex C) shall be submitted on or before March 15, 2018, 10:30 a.m. at the TPB-Boardroom, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Boulevard, Manila:
  - a. PhilGEPS Membership Certificate (Platinum) or in the absence of PhilGEPS Certificate, bidder may opt to submit the following:
    - i. DTI business name registration or SEC Registration certificate or Cooperative Development Authority (CDA)
    - ii. Valid and Current Mayor's Permit/License to Operate
    - iii. Tax Clearance per Executive Order 398, Series of 2005 as finally, reviewed and approved by the BIR
    - iv. Audited Financial Statements
  - b. Statement of all Ongoing Government and Private Contracts'
  - c. Statement of Single Largest Completed Contract (SLCC)
  - d. Bid security issued in favor of the TPB shall be either in the following forms and amount:
    - (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
    - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
    - (iv) Bid Securing Declaration. Sample form is attached as Annex D.
  - e. Compliance with the Schedule of Requirements (Annex A) and Technical Specifications (Annex B);
  - f. Notarized Omnibus Sworn Statement (Form – Annex E);
  - g. Authority of the Signatory;
3. Opening of the eligibility documents, technical documents and financial proposal will be on March 15, 2018, 11:00 a.m.

4. For further information, you may call the TPB-BAC Secretariat at (632) 525-9318 loc. 217 from 9:00 a.m. to 5:00 p.m.
5. The TPB reserves the right to accept or reject any offer, to annul the registration process and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.

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**MS. LEAH MARIE C. SY**  
BAC Chairperson

**“ANNEX A”**

## Schedule of Requirements

The delivery schedule expressed as days/weeks stipulates hereafter a delivery date which is the date of delivery to the project site.

Particulars		Quantity	Delivery Date
Item 1	Passenger Van	1 unit	Not later than 15 calendar days upon receipt of Notice to Proceed

**I hereby certify to comply and deliver all the above requirements.**

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

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date

## “ANNEX B”

### Technical Specifications –Passenger Van

<b>Technical Specifications</b>		Bidders’ Statement of Compliance
<b>ENGINE</b>	Gasoline, in-line 4 cylinder Chain Drive Single Over-Head Cam (SOHC), 16 valve	
Displacement	1,497 -1,500 cc	
Transmission	Automatic / Continuous Variable Transmission	
Max Output	Manufacturer’s standard	
Max Torque	Manufacturer’s standard	
<b>CHASSIS</b>		
Seating Capacity	5 persons	
Steering Type	Electronic Power Steering	
Suspension		
Front	Manufacturer’s standard	
Rear	Manufacturer’s standard	
<b>Brakes</b>		
Front	Ventilated Discs	
Rear	Drum Type	
<b>Wheels (rim)</b>	Aluminum Alloy	
<b>Tires</b>	175/65 R15	
<b>Fuel Tank Capacity</b>	40 L	
<b>Color of Unit</b>	White	
<b>ACCESSORIES</b>		
Audio System	7” Touchscreen, USB-in, Bluetooth Hands free telephone and Audio streaming	
Air Conditioning System	Manual with rotary controls	
Safety and Security	Front airbags, Anti-Lock Brake System (ABS), Electronic Brake Force Distribution (EBD), Child Safety Lock, Keyless entry system	
<b>WARRANTY</b>	3 years or 100,000 kilometers whichever comes first	
<b>Inclusions</b>	3 years LTO registration (Red plate)	
	Rear view cam with dash cam, Trunk Tray, Door visor	
<b>Freebies</b>	3M car tint, Floor matting, Seat cover, Set of car tools and jack, Umbrella, Key chain, Free 1k check up and 10L of fuel, Vanity Plate, Tire Valve caps	

**I hereby certify to comply and deliver all the above requirements.**

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

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date

# “ANNEX C”

## Financial Proposal

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

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

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in the sum of *[total Bid amount in words and figures]*.

Particulars	Quantity	Unit Price	Total (inclusive of VAT)
Passenger Van	1 unit		
<b>Total (inclusive of VAT)</b>			
Less: Discounts			
<b>Other offers:</b> Specify freebies, if any			

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

If our Proposal is accepted, we undertake to provide a performance security in the form and amounts specified under Section 39.1 of the Implementing Rules and Regulation of Republic Act No. 9184.

We agree that the Validity Period of our proposal is 120 calendar days from February \_\_, 2018 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Proposal, 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 or any Proposal you may receive. We certify/confirm that we comply with the eligibility requirements as specified in the Invitation for Negotiated Procurement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Proposal for and on behalf of \_\_\_\_\_

**BID SECURING DECLARATION FORM**

**REPUBLIC OF THE PHILIPPINES)**

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

X-----X

**BID SECURING DECLARATION**

**Invitation to Bid:**

To: Tourism Promotions Board (TPB)

I/We<sup>1</sup>, 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].

\_\_\_\_\_

<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

*[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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# “ANNEX E”

## 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 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;

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 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

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]

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