

**Republic of the Philippines  
CITY OF BAIS  
BIDS AND AWARDS COMMITTEE**

**INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

The City Government of Bais invites interested bidders to apply for eligibility and to bid for use in the operation & maintenance of various vehicle and equipments at the City motorpool, Bais City, viz:

	<b>ITEM</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>
<b>PR NO. 430-18</b>		
1	14,000 Itrs. Diesel	<b>Php 940,000.00</b>
2	4,000 Itrs. Gasoline	

The approved budget for the contract is to be taken from the Fuel, Oil and Lubricants (5-02-03-090). Partial bids are allowed, however, bids received in excess of the ABC shall be automatically rejected at bid opening.

In order to qualify, bidders should conform to the eligibility criteria as prescribed under Sec. 23 and 25 of the Revised IRR-A of R.A. 9184.

Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criteria as specified in the revised IRR-A of R.A. 9184. As such non-submission of any of the required documents will result in the disqualification of the bidder.

**The following documents are required for submission:**

**A. ELIGIBILITY DOCUMENTS INCLUDING TECHNICAL DOCUMENTS (1<sup>ST</sup> ENVELOPE):**

1. Registration Certificate from DTI for Sole Proprietorship, SEC for Corporation or CDA for Cooperative.
2. Valid and current Mayor's Permit where the principal place of business of the bidder is located.
3. BIR Registration Certificate with Taxpayer's Identification Number.
4. Statement of the bidder of all its ongoing and completed 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, within the relevant period where applicable. The statement shall be supported with a copy of the contracts/Purchase or Job Orders; and end-users acceptance or delivery receipt duly acknowledged.

The bidder must have completed within a period of five (5) years from the date of submission and receipt of bids, a single contract that is similar to the contract to be bid whose value must be at least fifty (50%) percent of the ABC.

However, in the case of Expendable Supplies, said single contract must be at least twenty five (25%) percent of the ABC, or;

The bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above.

5. Certificate of Product Registration (CPR) from Food and Drug Administration (FDA). **(for Medicine Only)**
6. Certificate of Good Manufacturing Practice from FDA. **(For Medicine Only)**
7. Batch Release Certificate from FDA. **(For Medicine Only)**
8. If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the product(s)/item(s). **(For Medicine Only)**
9. License To Operate (FDA). **(For Medicine Only)**
10. Certificate of Accreditation from Bureau of Local Government Finance (BLGF) **(For Accountable Forms Only)**
11. Audited financial statements, showing, among others, the bidder's 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.
12. The bidder's computation for its Net Financial Contracting Capacity (NFCC) must at least be equal to the ABC to be bid, or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the bidder if awarded the contract to be bid (CL) must at least be equal to ten percent (10%) of the ABC to be bid.
13. Valid Joint Venture Agreement (JVA), in case venture is already in existence.
14. The bid security shall be in an amount equal to a percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security
a) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee confirmed by a Universal or Commercial Bank.	Two Percent (2%)
b) Irrevocable Letter of Credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Commercial or Universal Bank'; if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%)
d) Bid Securing Declaration	

Prospective bidder may also submit bid securities in the form of Cashier's/Manager's Check, Bank Draft/Guarantee, or Irrevocable Letter of Credit from other banks certified by the BSP as authorized to issue financial statement. Bids and bid securities shall be valid for a reasonable period as determined by the head of the procuring entity, but in no case shall exceed 120 calendar days from the date of the opening of bids.

15. Production/Delivery Schedule.

16. Manpower Requirements

17. After-Sales Service/Parts (if applicable)

18. SWORN STATEMENT by the prospective bidder or its duly authorized representative as to the following:

(a) It is not blacklisted or barred from bidding by the GOP or any of its agencies; office corporations, or LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;

(b) Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statement and information provided therein are true and correct;

(c) It is authorizing the Head of Procuring Entity or the duly authorized representative/s to verify all documents submitted;

(d) Authority of the signatory;

(e) Disclosure of no relationship;

(f) Certification on bidder's responsibilities;

(g) It comply with existing labor laws and standards, in the case of procurement of services;

(h) It 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 activity, and

19. Technical Specifications (with brochures, if applicable).

20. Certificate of PhilGEPS Registration

21. Tax Clearance

22. Latest Income and Business Tax Returns

## B. FINANCIAL DOCUMENTS: (2<sup>nd</sup> ENVELOPE)

(a) Bid prices in the Bill of Quantities

Failure to submit the above requirements on time or a finding against the veracity of such shall be ground for the forfeiture of the bid security and disqualify the bidder for award.

Performance security and warranty shall be governed by the provisions of Secs. 39 and 62, respectively, of the revised IRR-A of R.A. 9184.

Bid documents can be obtained upon payment of non-refundable fee equivalent to the total amount of the ABC of the items in which interested bidders intend to bid, in accordance with the Guidelines on the Sale of Bidding Documents, Appendix 25 of the Revised IRR of R.A. 9184:

Approved Budget for the Contract (ABC)	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and Below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

Bid documents can be obtained at the BAC Secretariat, Office of the Bids and Awards Committee, this city, Tel. No. (035) 402-8047, anytime during office hours; and can also be inquired for further information or

particulars.

All other particulars relative to the procurement process shall be governed by the Revised Implementing Rules and Regulations of R.A. 9184 otherwise known as the Government Procurement Reform Act.

Eligibility requirements including Technical Documents and Financial documents shall be submitted together each in separate sealed envelopes duly marked as such on **August 23, 2018** at the City Budget Office, 2<sup>nd</sup> Floor, City Hall Annex Building, this city, at 1:30 PM at which date, place, and time said envelopes shall be opened in the presence of the members of the BAC, the attending bidders, the observers, or their duly authorized representative. Late and unsealed bids shall not be accepted.

The City Government of Bais reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at anytime prior to contract award, without thereby incurring any liability to the affected bidder or bidders.



**ARSENIO C. ADANA, SR.**  
(City Budget Officer I)  
BAC Chairman