

**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 Christmas Festival 2018 in connection with Tourism Development & Promotion, viz:

<b>ITEM</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>
<b>PR NO. 706-18</b>	
I. Lumber:	Php 38,650.00
1 60 pcs. 2x4x12' G. Melina	
2 75 pcs. 2x3x12' G. Melina	
3 120 pcs. 2x2x12' G. Melina	
4 40 pcs. 2x2x10' G. Melina	
II. Hardware	527,945.00
1 35 shts 6mmx1.20mx2.40m Ord. Plywood	
2 12 shts 12mmx1.20mx2.40m Mar. Plywood	
3 35 kls Common Wire Nails #4	
4 25 kls Common Wire Nails #3	
5 20 kls Common Wire Nails # 2 1/2	
6 20 kls Common Wire Nails #2	
7 5 kls Common Wire Nails #1	
8 30 kls Common Wire Nails #1 1/2	
9 20 shts 18mmx1.20mx2.40m Mar. Plywood	
10 15 length G.I Pipe 1 1/2"x20' (S-40)	
11 20 length G.I Pipe 1"x20' (S-40)	
12 20 kls G.I Tie Wire #16	
13 20 kls G.I Tie Wire #18	
14 3 rolls G.I Tie Wire # 10,35 kgs/roll	
15 2 rolls G.I Tie Wire # 12,35 kgs/roll	
16 400 length 10mmx6.0m. Def, Bar	
17 250 length 12mmx6.0m. Def, Bar	
18 300 length 8mmx6.0m. Def, Bar	
19 12 length Angle bar 1 1/2'x20'x3/16' thick	
20 10 length Angle Bar 2'x20'x3/16' thick	
21 15 length Angle bar 1'x20'x3/16' thick	
22 5 mtrs. White Satin silk cloth	
23 5 mtrs. Ocean blue, satin silk cloth	
24 5 mtrs. Dark green, satin silk cloth	
25 5 mtrs. Gold satin silk cloth	
26 5 mtrs. Red satin silk cloth	
27 5 mtrs. Dark blue, satin silk cloth	
28 5 mtrs. Emerald green, satin silk cloth	
29 100 mtrs. Double width, catcha cloth	
30 25 kls Corn Starch	
31 100 kls Old news print	
32 20 packs 4" cable tie, 100pcs/pack	
33 2 rolls Metallic foil 200mtrs/roll (green)	
34 3 rolls Metallic foil 200mtrs/roll (silver)	
35 2 rolls Metallic foil 200mtrs/roll (gold)	
36 2 set Glue gun, Big	
37 3 kls Glitter Dust (yellow)	
38 3 kls Glitter Dust (green)	
39 3 kls Glitter Dust (Blue)	
40 3 kls Glitter Dust (red)	
41 100 pcs Glue stick, Large/big	

42	15	shts	Styrofor 1'x4'x8'
43	10	shts	Styrofor 2'x4'x8'
44	10	shts	Styrofor 3,4'x8'
45	3	rolls	Charol 500m/roll (white) plastic
46	2	rolls	Charol 500m/roll (yellow) plastic
47	2	rolls	Charol 500m/roll (green) plastic
48	2	rolls	Charol 500m/roll (blue) plastic
49	2	rolls	Charol 500m/roll (red) plastic
50	10	gals	Rubber Cement
51	5	boxes	Welding electrodes E 6013
52	30	pcs	Hacksaw Blade 18T
53	2	tanks	Oxygen (Content Only)
54	3	tanks	Acetylene (Content Only)
55	3	cls	Glitter Dust, Pearl white
56	10	gal	Acrylic water base, epoxy paint green
57	12	gal	Flat wall latex paint, good quality
58	12	gal	Semi gloss latex paint, rich gold
59	4	ltr.	Gold chromatone paint, rich gold
60	4	ltrs.	Hanza yellow, latex tinting
61	4	ltrs.	Permanent red, latex tinting
62	4	itrs.	Neon paint, orange
63	4	ltrs.	Neon paint, yellow
64	4	ltrs.	Thalo blue, Latex tinting
65	4	ltrs.	Thalo green, latex tinting
66	4	ltrs.	Lamp black, latex tinting
67	4	ltrs.	International red, Enamel
68	4	gal	Paint thinner
69	2	gal	Lacquer thinner
70	20	cans	Fluorescent spray paint, assorted color 400cc
71	2	gal	Gypsum putty
72	1	roll	Tarpaulin white, class A good qty. (6ft. X 50m)
73	4	sachet	Spangle, 1' dia assorted color, 100/sachet
74	25	mts.	Metallic sequence, big size, assorted color
75	25	pads	Pins (dinagom)
76	1	roll	Insulation foam, 10mm thick (single)
77	100	mts.	Jakard silk cloth or equivalent (thick)
78	150	pcs.	Curtain ring, 1' dia metal
79	20	gals	White flat wall enamel, Class A
80	20	gals	White semi gloss enamel, class A
81	4	ltr.	Bright red, enamel paint
82	4	ltr.	Lemon yellow, enamel paint
83	4	ltr.	Ocean blue, enamel paint
84	4	ltr.	Emerald green, enamel paint
85	4	ltr.	Black, enamel paint
86	4	ltr.	Hanza yellow, latex tinting
87	4	ltr.	Permanent red, latex tinting
88	4	ltr.	Thalo green, latex tinting
89	4	ltr.	Thalo blue, Latex tinting
90	4	ltr.	Black latex tinting
91	12	gals	White semi gloss, latex
92	5	gals	Paint thinner, 3 ltrs/gal
93	6	pcs.	Paint roller, 7' w/handle
94	5	pcs.	Paint brush #4'
95	5	pcs.	Paint brush 2 1/2'
96	5	pcs.	Paint brush 1'

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Php 566,595.00

The approved budget for the contract is to be taken from Gen. Fund 2018. 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 (monthly or quarterly)

**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 **September 4, 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