

Republic of the Philippines  
CITY OF BAIS  
BIDS AND AWARDS COMMITTEE

**NOTICE FOR NEGOTIATED PROCUREMENT (53.9)  
(SMALL VALUE PROCUREMENT)**

The City Government of Bais invites interested suppliers to apply for small value procurement for the supply and delivery of the following items, viz:

**ITEM**

**APPROVED BUDGET  
FOR THE CONTRACT  
(ABC)**

**JSOR 135-18** – Catering services of snacks and meals during the Gender Sensitivity Training/Orientation on the Magna Carta of Women and Gender Planning and Budgeting Workshop for Barangay Captains, Barangay Treasurers and VAW Desk Officers on Sept. 18-20 and Sept. 25-27, 2018 at S4K Building, Bais City, viz:

6 meals for 70 persons @ Php120.00 for 6 days	<b>Php 75,600.00</b>
12 snacks AM/PM for 70 persons @ Php30.00 for 6 Days	


The City thru the Bids and Awards Committee (BAC) passed Resolution No. 727A. Duly approved by the Head of Procuring Entity which provides that the city shall opt to procure the foregoing request/project thru Small Value Procurement.

In view thereof, you are hereby advised to submit the following documents on **SEPTEMBER 13, 2018** at 1:30 in the afternoon at the City Budget Office, City Hall Annex Building, Bais City at which date, time and place, the said documents will be opened and evaluated, viz:

1. Request for Quotation
2. Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
3. Valid and current Mayor's Permit where the principal place of business of the bidder is located.
4. Tax Clearance.
5. Certificate of Product Registration (CPR) from Food and Drug Administration (FDA). **(for Medicine Only)**
6. 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)**
7. License To Operate (BFAD). **(For Medicine Only)**
8. PCA - for Coco Lumber; DENR Certificate - for Good Lumber **(for Construction Materials Only)**
9. 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) Affidavit of 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
10. Certificate of PhilGEPS Registration

Please be guided accordingly.

Very truly yours,

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