



**SUPPLEMENTAL/BID BULLETIN**  
**ADDENDUM NO. 02: NP 2022-DSWD-CAR-04**  
**17 May 2022**

This Addendum No. 01 is issued to modify, amend and clarify items in the Bid Documents issued for the **Purchase and Delivery of Crossover Utility Vehicle for DSWD-CAR**. This shall form an integral part of the Bid Documents.

<b>Particulars</b>	<b>From</b>	<b>To</b>
<b>Technical Specifications (Terms and Conditions)</b>	6. Provision of one (1) year GSIS Comprehensive Insurance Policy	<b>For deletion</b>

For guidance and reference.

  
**ENRIQUE H. GASCON JR.**  
BAC Chairperson/ARDA

## INVITATION FOR NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS

### Purchase and Delivery of Crossover Utility Vehicle for DSWD-CAR

In view of the two (2) failed public biddings and in accordance with Section 53.1 of the revised Implementing Rules and Regulations of the Republic Act 9184, otherwise known as the “Government Procurement Reform Act”, the **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)**, through its **Bids and Awards Committee (BAC)** now invites PhilGEPS registered and interested suppliers to participate in the negotiation for the procurement of the project, **Purchase and Delivery of Crossover Utility Vehicle for DSWD-CAR (NP-DSWD-CAR-2022-04)**. The Approved Budget for the Contract (ABC) is *One Million Four Hundred Eighty Thousand Pesos (Php 1,480,000.00)*.

For more details of this project, please refer to the following:

- **Schedule of Requirements (Annex A)**
- **Technical Specifications (Annex B)**

1. The schedule of procurement activities:

<i>Activities</i>	<i>Date and Time</i>
Posting and availability of the Request for Proposals	12 May 2022
Negotiation Conference at DSWD premises and through <b>video conferencing or Google Meet with meeting ID/Link as <a href="https://meet.google.com/gxt-ofib-byi">https://meet.google.com/gxt-ofib-byi</a></b>	16 May 2022 at 2:30 PM
Issuance of Amendments / Clarifications / Addendum, if any	16 May 2022
Deadline for Submission of Bids	19 May 2022 09:30 AM
Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link <a href="https://meet.google.com/cgc-vodx-qrc">https://meet.google.com/cgc-vodx-qrc</a>	19 May 2022 10:00 AM

The Eligibility and Technical Documents will be composed of the following:

- Valid PhilGEPS Registration Certificate (Platinum Membership), **ALL** pages in accordance with Section 8.5.2 of the IRR;
- Schedule of Requirements (**Annex A**)
- Technical Specifications (**Annex B**)
- The statement of all ongoing government and private contracts, including the contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**Annex C**);
- Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (**Annex D**);

- vi. The prospective bidder's computation of Net Financial Contracting capacity (NFCC) or A Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC Computation (**Annex E**);
- vii. Joint Venture Agreement, if applicable;
- viii. Original duly signed Omnibus Sworn Statement (**Annex F**);
- ix. Bid Securing Declaration (**Annex G**)

**Note: Other eligibility/Legal documents will be validated during the post-qualification stage.**

The Financial Proposal:

- i. Price Proposal Form (**Annex H**)
  - ii. Bid Form (**Annex I**)
2. The address for submission of eligibility, technical, and financial components of the bid:

**DSWD-CAR Bids and Awards Committee**

C/O BAC Secretariat

DSWD-CAR, 40 North Drive, Baguio City

E-Mail: bacsec.car@dswd.gov.ph

Tel. no. (074) 661-0430 local 25025

3. The **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
4. For further information, please refer to the following:

**THE BAC SECRETARIAT**

DSWD-CAR, 40 North Drive, Baguio City

E-Mail: bacsec.car@dswd.gov.ph

Tel. No. (074) 661-0430 local 25025

Mobile Numbers:

Globe: 0915-151-9259

Smart: 0963-610-9340

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**ENRIQUE H. GASCON JR.**  
Chairperson, Bids and Awards Committee

**Annex A**  
**SCHEDULE OF REQUIREMENTS**

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

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Place</b>	<b>Delivered, Weeks/ Months</b>
1	Crossover Utility Vehicle, brand new model 2022, front-wheel enclosed vehicle having dual side doors and a fifth rear door or lift-up tailgate.	1 unit	DSWD-CAR, 40 North Drive, Baguio City or pick-up at the Showroom	Within 10 working days upon receipt of Notice to Proceed

<b>Specifications</b>		
<b>1.</b>	<b>Overall Length/Width/Height</b>	Manufacturer's Standard
<b>2.</b>	<b>Seating Capacity/Seat Configuration</b>	Manufacturer's Specification
<b>3.</b>	<b>Diesel Engine</b>	
	<b>Displacement:</b>	Not exceeding 2,300 cc for gasoline and not exceeding 2,800 cc for diesel engine
<b>4.</b>	<b>Transmission</b>	At least 6 speed, manual or automatic transmission
<b>5.</b>	<b>Steering</b>	Power assisted; Left-hand drive
<b>6.</b>	<b>Suspension</b>	Manufacturer's Specifications
<b>7.</b>	<b>Brakes (Front/Rear)</b>	Manufacturer's Specifications
<b>8.</b>	<b>Tires and Rims</b>	Manufacturer's Specifications; Must be Alloy Wheels
<b>9.</b>	<b>Audio System</b>	With at least 6.5" Capacitive Touchscreen; MP3/Tuner/USB Port/AUX/Bluetooth Connectivity
<b>10.</b>	<b>Windows</b>	Power windows with central locking system
<b>11.</b>	<b>Additional Provisions</b>	Vehicle Manual  One (1) kit of standard tools, early warning device (EWD) and wheel equipment
<b>12.</b>	<b>Camera</b>	Equipped with front dash camera and rear camera (Vehicle DVR with 32GB storage)

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

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

**Technical Specifications**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1 unit	Crossover Utility Vehicle, brand new model 2022, front-wheel enclosed vehicle having dual side doors and a fifth rear door or lift-up tailgate.	
	<b>Terms and Conditions:</b>	
1	Can comply with the Schedule of Requirements	

2	Provision of complete manufacturer's standard tools to include tire wrench, early warning device and wheel equipment. Also to provide seat cover, matting and medium tint	
3	Offered vehicle should have readily available spare parts within Baguio City and La Trinidad, Benguet	
4	Availability of authorized service center within Baguio City, La Trinidad, Benguet and nearby regions	
5	Provision of three (3) years <b>LTO government (security plate)</b> registration under the name of DSWD Field Office CAR	
6	Warranty: Three (3) years of Service warranty or 100,000 km whichever comes first	
7	Standard Factory Finish: Preferably black or any available color except white	
8	Manufacturer must be 35 years in the industry and must have accredited service centers in the Philippines	
9	Payment Terms: One-time payment, within twenty (20) working days from completion of supporting documents for payment, including submission of LTO Registration	

**NOTES:**

1. For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item (indicate brand and specifications). **Attachment of photo or brochures is mandatory.**

Example:

<b>Specification</b>	<b>Statement of Compliance</b>
Crossover Utility Vehicle, brand new model 2022, front-wheel enclosed vehicle having dual side doors and a fifth rear door or lift-up tailgate.	Comply, brand x, photo

2. The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed “Terms and Conditions”. Statement of compliance with the “Terms and Conditions” will be verified during the post-qualification stage.

Example:

<b>Terms and Conditions</b>	<b>Statement of Compliance</b>
Provision of complete manufacturer’s standard tools to include tire wrench, early warning device and Wheel Equipment. Also to provide seat cover, matting and medium tint	<b>Comply</b>

**Statement of ALL On-going Government & Private Contracts including contracts awarded but not yet started,  
whether Similar or Not Similar in Nature**

Name of Contract/ Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Contract	Value of Outstanding Contracts/ Undelivered Portion	Date of Completion/ Delivery
<b>Government Contracts</b>							
i. On-going							
ii. Awarded but not yet started							
<b>Private Contracts</b>							
i. On-going							
ii. Awarded but not yet started							
<b>Total Cost</b>							

**Note: This statement shall be supported with the following:**

- 1. Notice of Award and/or Contract/Purchase Order*
- 2. Notice to Proceed (for government transactions only outside DSWD-CAR under Public Bidding)*

Submitted by \_\_\_\_\_  
 (Printed Name & Signature)  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_



## Annex D

### STATEMENT OF SINGLE LARGEST SIMILAR COMPLETED CONTRACT

**Business Name:** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

Name of Contract/ Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Completed Contract	Date of Completion/ Delivery
<u>Government Contracts</u>						
<u>Private Contracts</u>						
<b>Total Cost</b>						

**Note: This statement shall be supported with End-user's Acceptance or Official Receipts<sup>1</sup> or Sales Invoice**

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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

<sup>1</sup> Official Receipt or its equivalent document for payment of goods and services per BIR Revenue Regulations No. 18-2012 "Regulations in the Processing Authority to Print (ATP) Official Receipts, Sales Invoice, and other Commercial Invoices using the On-line ATP System and Providing for the Additional Requirements in the Printing Thereof".

## FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the income tax return and audited financial statement for FY2021, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- b. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P \_\_\_\_\_

or

*Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.*

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

I hereby certify that the computation of the above is based on the income tax return and audited financial statement for FY2021 stamped “RECEIVED” by the BIR or BIR authorized collecting agent.

Submitted by:

\_\_\_\_\_  
Name of Firm / Contractor

\_\_\_\_\_  
Signature of Authorized Representative

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

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

# Omnibus Sworn Statement

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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)];

- [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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
- 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Bid-Securing Declaration

**(REPUBLIC OF THE PHILIPPINES)**

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

**x-----x**

**Project Identification No.: [Insert number]**

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

I/We, 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 procurement 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 No. 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; and
  - 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]*.

*[Insert NAME OF BIDDER OR ITS 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. \_\_\_\_\_.

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]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_ Book No. \_\_\_\_\_

\_\_\_\_\_  
Series of \_\_\_\_\_.

# PRICE PROPOSAL FORM

Project No: NP-DSWD-CAR-2022-04

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

	ITEM DESCRIPTION	QUANTITY	UNIT OR MEASURE	UNIT PRICE	TOTAL
1	Crossover Utility Vehicle, brand new model 2022, front-wheel enclosed vehicle having dual side doors and a fifth rear door or lift-up tailgate.	1	unit		
<b>TOTAL:</b>					

**Total Quotation in Words:**

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Name of Bidder: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

# Bid Form

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

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
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_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.



The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**MARKING AND SEALING OF ENVELOPE:**

