

**INVITATION FOR
 NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS
Improvement of Emergency Access of RRCY Dormitory Building and Repair and
 Replacement of Ceiling of Skills Training Building
 NPTFB 2024-DSWD-CAR-04**

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, **Improvement of Emergency Access of RRCY Dormitory Building and Repair and Replacement of Ceiling of Skills Training Building.**

The Approved Budget for the Contract (ABC) is **One Million One Hundred Ninety Eight Thousand Pesos (Php 1, 198, 000.00).**

Completion of the Works is required within **within ninety (90) calendar days upon receipt of Notice to Proceed. upon receipt of Notice to Proceed.** Bidders should have completed a contract similar to the Project **within two (2) years upon submission and receipt of bids.** For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: **Construction or Rehabilitation of vertical structures.**

The Procuring Entity has prescribed that:

A valid **PCAB License** is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. PCAB license should be **at least “small b” as to size range and/or at least C or D as to license category**

The key personnel must meet the required minimum years of experience set below:

Personnel	General Experience	Relevant Experience
Site Architect/Civil Engineer	Registered Architect/Civil Engineer with at least 2 years of experience	at least 2 years of relevant experience in supervision in building construction
Site Electrical Engineer	Registered Electrical Engineer with at least 2 years of experience in electrical engineering practice	at least 2 years of relevant experience in supervision of Electrical Works of building construction
Safety Officer	at least 2 years of experience in safety management	at least 2 years of experience as Safety Officer II in building construction
Project Foreman	at least 2 years of experience in building construction	at least 2 years of experience in building construction

Personnel	General Experience	Relevant Experience
Electrician	At least 2 years of experience with NC II Certificate	At least 2 years of relevant experience in building construction & must be TESDA Accredited
Carpenter	At least 2 years of experience with NC II Certificate	At least 2 years of relevant experience in building construction & must be TESDA Accredited
Welder	at least 2 years of experience in welding and hot works with NC II Certificate	at least 2 years of experience in welding/hot works & must be TESDA Accredited

Note: key personnel should be equipped with the appropriate license/s and/or documents.

The minimum major equipment requirements are the following:

Equipment	Capacity	Number of Units
Mini Dump Truck	at least 2.5 cubic meters	at least one (1)
Speed Cutter	at least 14 inches	at least two (2)
Welding Machine	at least 300 amps	at least one (1)
Drilling Machine	at least 450 watts	at least two (2)

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

- **Bill of Quantities**
- **General Specifications**
- **Plans/Drawings**
- **Material Specifications**



1. The schedule of procurement activities:

Activities	Date and Time
Availability of the Invitation for NP-Two Failed Biddings	05 September 2024 to 01:00 PM (PST) 16 September 2024
Negotiation Conference at DSWD premises and through video conferencing or Google Meet with meeting ID/Link as meet.google.com/rkt-wcup-fku	10:00 AM (PST) 10 September 2024
Issuance of Amendments / Clarifications / Addendum, if any	12 September 2024
Deadline for Submission of Bids	01:00 PM (PST) 16 September 2024
Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link meet.google.com/fqn-qvnb-syr	01:30 PM (PST) 16 September 2024

- **Cost of Bidding Documents: No fees will be collected**
2. 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.
 3. For further information, please refer to the following:

BAC SECRETARIAT

*Procurement Section, DSWD-CAR
40 North Drive, Baguio City
bacsec.car@dswd.gov.ph
(074) 661-0430 Local 25123
Mobile Numbers: Smart: 0969-572-9176*

RINA CLAIRE L. REYES 
Chairperson, Bids and Awards Committee 

THE ELIGIBILITY AND TECHNICAL DOCUMENTS WILL BE COMPOSED OF THE FOLLOWING:

I. TECHNICAL COMPONENT ENVELOPE

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing 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 (**Annex A**); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; (**Annex B**); **and**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration (**Annex C**); **and**
- (f) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid; (**Annex D**)
 - b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; (**Annex E**)
 - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; (**Annex F**) **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (**Annex G**)

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (**Annex H**);.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **(Annex I) and**

Other documentary requirements under RA No. 9184

- (j) Original of duly signed Bid Prices in the Bill of Quantities; **(Annex J) and**
- (k) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (l) Cash Flow by Quarter.

ANNEX A

STATEMENT OF ALL ITS ON-GOING 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

Name of the contract or Title of the Project	Owners Name and Address	Nature of Work / Scope of Work	Contractor's Role and percentage of participation	Date of Contract	Total Contract Value at Award	Value of Outstanding Works	Contract Duration	Percentage (%) of Accomplishment		Estimated Time of Completion	
								Planned	Actual	Start	Completion
A) Government Contracts											
i. On-going											
ii. Awarded but not yet started											
B) Private Contracts											
i. On-going											
ii. Awarded but not yet started											

Name of Firm/Applicant _____

Authorized Signatory _____

Date: _____

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	Nature / Scope of Work	Contractor's Role (Whether sole Contractor, or partner in a JV)		Total Contract Value at Award	Date of Completion	Total contract value at completion	Percentage of Planned and Actual Accomplishments, if applicable	
					Description	Percentage of Participation (%)				Planned	Actual
<u>Government Contracts</u>											
<u>Private Contracts</u>											
Total Cost											

Submitted by _____
 (Printed Name & Signature)

 Designation _____
 Date _____

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
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

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

DSWD-CAR

Standard Form Number: SF-INFR-44
Revised on: August 11, 2004

Contractor's Organizational Chart for the Firm

Submit Copy of the Organizational Chart of the firm. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

(Name of Representative)
(Position)

(Name of Bidder)

Standard Form Number:
 SF-INFR-48 Revised on:
 August 11, 2004

Qualification of Key Personnel

Business Name : _____
 Business Address : _____

	(FOR EX.) Project Manager / Engineer					
1	Name					
2	Address					
3	Date of Birth					
4	Employed Since					
5	Experience					
6	Previous Employment					
7	Education					
8	PRC License					

Minimum Requirements :

:
 :
 :

Submitted by : _____ (Printed Name & Signature)
 Designation : _____
 Date : _____



KEY PERSONNEL (FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : _____ Year from _____(months)_____(year)
To _____(months)_____(year)
8. Years of Experience : _____
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : _____
2. Name and Address of Owner : _____
3. Name and Address of the Owner's Engineer (Consultant) : _____
4. Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project): _____
5. Contract Amount Expressed in Philippine Currency : _____
6. Position : _____
7. Structures for which the employee was responsible : _____
8. Assignment Period : from _____(months) _____(years)
to _____(months) _____(years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

Annex F

Standard Form Number: SF-INFR-18

Revised on: July 29, 2004

Statement of Availability of Key Personnel and Equipment

(Date)

DIR. MARIA A. CATBAGAN -APLATEN

Regional Director
DSWD-CAR
40 North Drive, Baguio City

Attention : The Chairperson
Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the DSWD-CAR BAC for the bidding of the (Name of the Contract), we certify that (Name of the Bidder) has in its employ key personnel, such as project managers, project engineers, materials engineers and foremen, who may be engaged for the construction of the said contract.

Further, we likewise certify the availability of equipment that (Name of the Bidder) owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative) (Position)
(Name of Bidder)

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **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;**

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 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]

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 FY2022 / 2023, 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 for this Project.

NFCC = P _____

I hereby certify that the computation of the above is based on the income tax return and audited financial statement for FY 2022/ 2023 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.

Bid Form for the Procurement of Infrastructure Projects
[shall be submitted with the Bid]

BID FORM

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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. 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 and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].

¹ currently based on GPPB Resolution No. 09-2020

- I. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

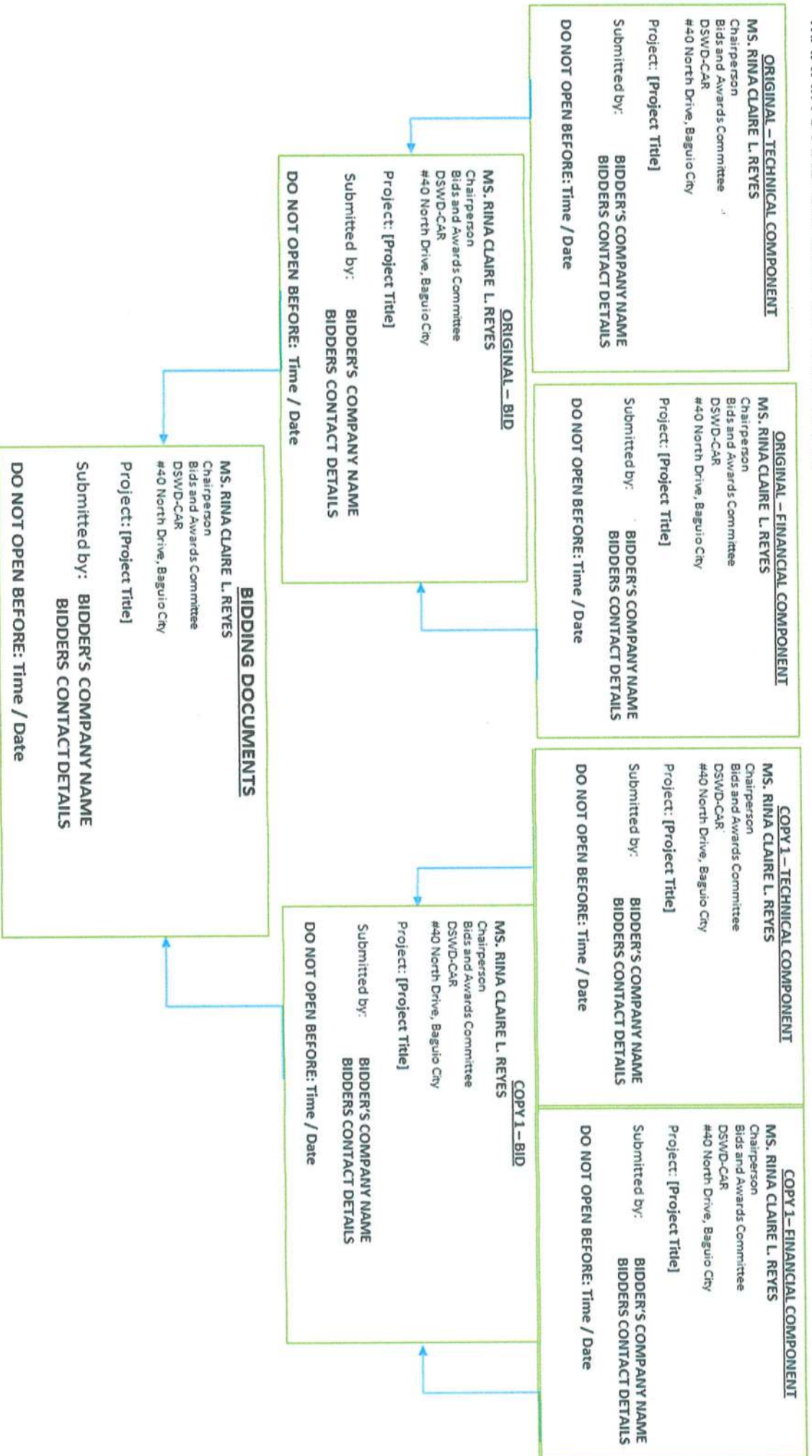
Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

MARKING AND SEALING OF ENVELOPE:



Note: The technical and financial documents must be submitted in two (2) copies (Original Copy and Copy 1). The Original Technical Component envelope and Original Financial Component envelope must be sealed in one envelope marked "ORIGINAL BID". The Copy 1 Technical Component envelope and Copy 1 Financial Component Envelope must also be sealed in another envelope marked "Copy 1 Bid". These envelopes containing the Original Copy and Copy 1 must be enclosed in one single envelope marked "BIDDING DOCUMENTS". The technical and financial documents must be properly tabbed and signed.