



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
NATIONAL TELECOMMUNICATIONS COMMISSION
Regional Office No. 5
Government Center, Rawis, Legazpi City, Albay

**BIDDING DOCUMENTS FOR THE NEGOTIATED
PROCUREMENT OF TWO (2) VEHICLES
FOR NATIONAL TELECOMMUNICATIONS
COMMISSION REGIONAL OFFICE 5 (NTPCR5)**

***Invitation for Negotiated
Procurement***



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
NATIONAL TELECOMMUNICATIONS COMMISSION
Regional Office No. 5
Government Center, Rawis, Legazpi City, Albay

Invitation for Negotiated Procurement of Two (2) Vehicles for National Telecommunications Commission Regional Office No. 5 (NTR5)

PUBLIC BIDDING NO. 2019-02-02

FUNDING SOURCE: GOVERNMENT OF THE PHILIPPINES THROUGH GENERAL APPROPRIATIONS ACT (GAA) OF 2019

1. In view of the two (2) failed public biddings, the National Telecommunications Commission Regional Office No. 5 (NTR5) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the Procurement of Two (2) Vehicles for National Telecommunications Commission Regional Office No. 5 (NTR5), in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.” NTC Regional Office 5, through the Continuing Appropriations (FY 2019 GAA) intends to apply the sum of Two Million Six Hundred Thousand Pesos (Php2,600,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Two (2) vehicles for National Telecommunications Commission Regional Office No. 5 (NTR5).

For more details on this project, please refer to attached Schedule of Requirements Annex A) and Technical Specifications (Annex B).

2. The NTR5 – BAC will hold a meeting/negotiation with all interested bidders on **February 19, 2019, 2:00 PM (PST)**, at the NTR5 Conference Room, NTC, Rawis, Legazpi City.
3. The following eligibility and technical documents as well as the Bidding Forms (Annex C to L) shall be submitted on or **February 19, 2019, 1:00 PM (PST)** at the NTR5, Rawis, Legazpi City, Albay.
 - a) PhilGEPS Certificate of Registration and Membership
 - b) Statement of all Ongoing Government and Private Contracts?
 - c) Statement of Single Largest Completed Contract (SLCC)
 - d) NFCC computation or CLC

- e) Bid security issued in favor of the National Telecommunications Commission Regional Office No. 5 shall be either in the following forms and amount:
- i. 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - ii. 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - iii. Bid Securing Declaration. Sample form is attached as Annex J.
- f) Compliance with the Schedule of Requirements (Annex A) and Technical Specifications (Annex B);
- g) Notarized Omnibus Sworn Statement (Form – Annex E);
- h) Authority of the Signatory;
4. Opening of the eligibility documents, technical documents and financial proposal will be on **February 19, 2019, 2:00 PM (PST)**.
5. The National Telecommunications Commission Regional Office No. 5 (NTR5) 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.
6. For further information, please refer to:

*NTR5 Bids and Awards Committee
National Telecommunications Commission Regional Office No. 5
Government Center, Rawis Legazpi City, Albay
Telephone Nos.: (052) 482 1039; (054) 482 0400
FAX. No. 052) 482 1039
Email: (ntcv_legazpi@yahoo.com)*


ENGR. JOSE VIRGILIO G. LACERNA
BAC Chairperson

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.

Item Number	Description	Quantity	Delivered, Weeks/Months
1	Procurement of Two (2) Vehicles for the National Telecommunications Commission Regional Office No. 5 (NTR5).	Two (2) Units	Delivered within Fifteen (15) calendar days upon receipt of notice to proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed
Name of Representative

Date

Technical Specifications

Bidders must state either “Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Technical Specification”.

Two (2) Vehicles for National Telecommunications Commission Regional Office No. 5 (NTR5)

Bidders must state either “Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Technical Specification”.

The two (2) units brand new motor vehicle with the following specifications:

- I. Van that will carry the Multiband Network Scanning Receiver And Post Processing Tool For National Telecommunications Commission Regional Office 5 (NTR5)

Specifications	Statement of Compliance
15-PASSENGER VAN , complies with the following minimum requirements:	
Engine Type: Diesel, Four (4)-cylinder, 16-Valve, Common Rail Direct Injection (CRDi), DOHC Variable Turbo with Intercooler	
Engine Displacement: Not exceeding 3.0 liters	
Transmission Type: Manual, Five (5) Speed or more	
Suspension System: Manufacturer's Standard	
Brake, Front: Ventilated Disc Type	
Brake, Rear: Drum Type	
Emission Standards: Euro IV Compliant or higher	
Fuel Tank Capacity: 65 liters or higher	
Steering System: with Power Assist	
Tires and Wheels: 195/70 R15 Steel Rim w/ Full cup cover, with Manufacturer's Standard Spare Tire	
Air-Conditioning System: With Manual Controls	
Audio System: Manufacturer's Standard with at least four (4) speakers	
Seating Capacity: at least Fifteen (15) persons including driver	
Seat Material: Fabric or Leather	
Seatbelts: Front: 3 point ELR Pretensioner x2; Rear: 3 Point ELR x2 & 2 Point NR x1	
Color of the Unit: White or Silver	
Other Features:	
* Power Features: Windows. Rear View Mirror Adjust	
* Two Airbags	
* Window Visor	

Inclusions:	
* Warranty: Three (3) years or 100,000km whichever comes first.	
* Three (3) years LTO Registration with Third Party Liability (TPL) and Insurance Coverage (1 year)	
* Unit shall be registered under the name of : "National Telecommunications Commission"	
* Complete Manufacturer's Standard Tools with Tire Wrench	
* Early Warning Device	
* Hydraulic jack	
* Floor Matting	
* Seat Cover: Corduroy or any fabric	
* Regular Tint	
* With Halogen Head Lamps	
Number of Doors: Four (4)	
Vehicle Model: 2017 or newer	

- II. Passenger Pick-up Vehicle to be utilized for monitoring, inspection, investigation and validation of the telecommunications and broadband facilities including CMTS providers.

Specifications	Statement of Compliance
5-PASSENGER PICK-UP VEHICLE , complies with the following minimum requirements:	
Engine Type: Diesel, Four (4)-cylinder, 16-Valve, Common Rail Direct Injection (CRDi), DOHC Variable Turbo with Intercooler	
Engine Displacement: Not exceeding 2.5 liters	
Transmission Type: Manual, Five (5) Speed or more	
Suspension System: Manufacturer's Standard	
Brake, Front: Ventilated Disc Type	
Brake, Rear: Drum Type	
Emission Standards: Euro IV Compliant or higher	
Fuel Tank Capacity: 80 liters	
Steering System: with Power Assist	
Tires and Wheels: 255/70 R16 or larger, Steel or Alloy Rim, with Manufacturer's Standard Spare Tire	
Air-Conditioning System: With Manual Controls	
Audio System: Manufacturer's Standard with at least four (4) speakers	
Seating Capacity: Five (5) persons including driver	
Seat Material: Fabric	
Seatbelts: Front: 3 point ELR Pretensioner x2; Rear: 3 Point ELR x2 & 2 Point NR x1	
Color of the Unit: White or Silver	
Other Features:	

* Power Features: Windows. Rear View Mirror Adjust	
* Two Airbags	
* OEM Rear Bumper Steel	
* OEM Side Step Boards (Left and Right Sides)	
* Window Visor	
Inclusions:	
* Warranty: Three (3) years or 100,000km whichever comes first.	
* Three(3) years LTO Registration with Third Party Liability (TPL) and Insurance Coverage (1 year)	
* Unit shall be registered under the name of : "National Telecommunications Commission"	
* Complete Manufacturer's Standard Tools with Tire Wrench	
* Early Warning Device	
* Hydraulic jack	
* Floor Matting	
* Seat Cover: Corduroy or any fabric	
* Regular Tint	
* With Halogen Head Lamps	
Number of Side Doors: Four (4) with Pockets	
Vehicle Model: 2017 or newer	

** 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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)*

Financial Bid Form

Date: _____
 Invitation to Bid No: _____

To : NTCR5, Government Center, Rawis, Legazpi City, Albay

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words]* and Php *[figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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
(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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

BID PRICE SCHEDULE

Name of Bidder _____ . Invitation to **NTC-PB-2019-02-02**. Page __ of __.

1	2	3	4	5	6	7
Item	Description	Qty.	Unit Price per item	Cost per item of incidental services	Sale and other taxes payable per item if Contract is awarded	Total Price delivered to final destination (4+5+6)
1	15-PASSENGER VAN	1 Lot				
2	Insurance (Van)	1 Year				
3	Three(3) years LTO Registration with TPL (Van)	1 Lot				
4	5-PASSENGER PICK-UP VEHICLE	1 Lot				
5	Insurance (Pick-up)	1 Year				
6	Three(3) years LTO Registration with TPL(Pick-up)	1 Lot				
TOTAL IN FIGURES:						
TOTAL IN WORDS:						

Signature over Printed Name of Bidder/
Authorized Signatory

(Date)

Omnibus Sworn Statement

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 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:**

1. *If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **(Project Name)** of the **NTCR5-Legazpi City**.

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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: I am 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 following responsibilities as a Bidder:

1. Carefully examine all of the Bidding Documents;
2. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
3. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
4. Inquire or secure Supplemental/Bid Bulletin(s) issued for the **(Project Name)**

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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2019 at _____, Philippines.

Bidder's Representative/Authorized Signatory

Bank Guarantee Form for Advance Payment

To: *National Telecommunication Commission Regional Office No. 5
NTC R5, Government Center, Rawis, Legazpi City, Albay
Procurement of Two (2) Vehicles for National Telecommunications Commission Regional
Office No. 5 (NTR5)*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10. of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance of its obligations under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

CHECKLIST OF ELIGIBILITY & TECHNICAL ENVELOPE REQUIREMENTS

Documents Comprising the Bid: Eligibility and Technical Components		
No.	Documents	Page No.
Eligibility Documents		
<ul style="list-style-type: none"> • Class “A” Documents 		
1.	PhilGEPS Certificate of Registration and Membership	
2a.	Statement of all its ongoing government and/or private contracts	
2.b	Statement of the Bidder’s Single Largest Completed Contract (SLCC)	
3.	NFCC computation or CLC	
<ul style="list-style-type: none"> • Class “B” Document 		
1.	Joint Venture Agreement (JVA) if applicable	
Technical Documents		
1.	Bid Security in any of the following forms: <ul style="list-style-type: none"> • Bid Securing Declaration; or • Cash or cashier’s/manager’s check; or • Bank draft/guarantee or irrevocable letter of credit; or • Surety bond 	
2.	Conformity Forms with <ul style="list-style-type: none"> • Section VI. Schedule of Requirements; and • Section VII. Technical Specifications 	
3.	Omnibus Sworn Statement	

Checklist of Financial Envelope Requirements

Documents Comprising the Bid: Financial Component		
No.	Documents	Page No.
1.	Financial Bid Form	
2.	Price Schedule Form	

Checklist of Post-Qualification Requirements

Documents Comprising the Bid: Post-Qualification Component		
No.	Documents	Page No.
1.	Latest Income Tax Return (2017)	
2.	Business Permit / Mayor’s Permit (2018)	
3.	Audited Financial Statement which should not be earlier than two (2) years from the date of bid submission.	
4.	BIR Registration Certification, which contains the Taxpayer’s Identification Number (TIN)	

BID-SECURING DECLARATION

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

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.:[Insert reference number]

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

I/We, the undersigned, declare that:

- I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the proforma Bid-Securing Declaration.
- I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 9184; without prejudice to other legal action the government may undertake. (GPPB Resolution No. 15-2014, dated 20 June 2014)
- 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;
 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and 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’S 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. ____ issued on _____ at _____.

Doc. No. ____
Page No. ____
Book No. ____
Series of 2018.

NOTARY PUBLIC

Statement of Single Largest Completed Contract Similar to the Contract to be Bid

This is to certify that _____ (company) _____ has the following completed contracts for the period CY 2012-2018.

Name of Contract	a. Date of the Contract b. Date Started c. Date of Completion	a. Owner’s Name b. Address c. Telephone Nos.	Kinds of Goods Sold	Amount of Completed Contracts	Date of Delivery	End-user’s Acceptance/ Official Receipt/Sales Invoice issued

Name and Signature of Authorized Representative

Date

Instructions:

- a) Cut-off date as of:
 - i. **Up to the day before the deadline of** submission of bids.
- b) Largest Contracts to be submitted must be a part of the list.
- c) **In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.**
- d) **“Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”**

LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name :
 Business Address :

Name of Contract/Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Note: This statement shall be supported with:
 1. Notice of Award and/or Contract
 2. Notice to Proceed issued by the owner
 3. Certificate of Accomplishments signed by the owner or authorized representative

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