

**DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT FIELD OFFICE XII**

PUROK BUMANAAG, BRGY. ZONE III, KORONADAL CITY, 9506

**INVITATION FOR
NEGOTIATED PROCUREMENT TWO-FAILED BIDDING
PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE
FURNITURE TO BE USED BY AICS STAFF**

Reference Number: **NP-2FB-DSWD12-2024-CIS-005**

1. The **Department of Social Welfare and Development Field Office XII (DSWD FO XII)**, through its Bids and Awards Committee (BAC) intend to procure **NP-2FB-DSWD12-2024-CIS-005 NEGOTIATED PROCUREMENT TWO-FAILED BIDDING PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE TO BE USED BY AICS STAFF** with an Approved Budget for the Contract amounting to **One Million, One Hundred Thirteen Thousand and Seven Hundred Thirty-nine Pesos Only (₱1,113,739.00)** inclusive of all applicable taxes.
2. The DSWD FO XII BAC now invites technically, legally, and financially capable suppliers for the said project.
3. The Procurement procedure for this requirement is Negotiated Procurement for two-failed Bidding pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from **September 24, 2024 to October 07, 2024, 8:00 AM to 5:00 PM.**
5. The DSWD FO 12 will hold a **Negotiation Meeting on 30 September 2024 at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY**, which shall be open to prospective bidders.
6. The schedule of the bidding activities are as follows:

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ACTIVITIES	SCHEDULE
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	September 24, 2024 to October 7, 2024, 8:00 AM to 5:00 PM.
Negotiation Meeting	30 September 2024 at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	On or before 08 October 2024, 9:00 A.M.
Opening of Quotations	08 October 2024, 11:30 A.M.
Tentative Schedule for Post-qualification	10 October 2024

- Two (2) copies of the proposals (one original and one copy) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before 9:00 AM of 08 October 2024. Late submission shall not be accepted.
- Bid opening and evaluation shall be on **08 October 2024, 11:30 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- Interested bidders shall submit the following documents in sealed envelopes, labelled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, and the contact details of the bidder, addressed to the BAC.

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Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- a. Valid PhilGEPS Registration Certificate (Platinum Membership)(all pages)

Technical Documents

- a. Statement of Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to Internet Service Providers which shall be completed within the last 2 years prior to the date of submission of the best and final offer.
- b. Original Copy of Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:
 - i. The amount of not less than ₱22,274.78 or the amount equivalent to two percent (2%) of ABC if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or
 - ii. The amount of not less than ₱55,686.95 or the amount equivalent to five percent (5%) of ABC if bid security is in Surety Bond; and
 - iii. Bid Securing Declaration (notarized)
- c. Conformity with the Schedule of Requirements and Technical Specifications (please see Annex A and B)
- d. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary’s Certificate in case of 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
- e. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential

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joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- a. Original of duly signed and accomplished Financial Bid Form;
- b. Price Schedule

10. The **DSWD FO XII** reserves the right to accept or reject any bid/proposal, annul the bidding process, and 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

DSWD 12- BAC Secretariat Head
Administrative Division- Procurement Section
DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506
procurement.fo12@dswd.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:
<https://fo12.dswd.gov.ph/bid-bulletin/>
<https://www.philgeps.gov.ph>

Issued this 23rd day of September 2024


JACKIYA A. LAO
Chairperson, DSWD FOXII BAC

Technical Specifications

1. The project is for **NEGOTIATED PROCUREMENT TWO-FAILED BIDDING PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE TO BE USED BY AICS STAFF with NP-2FB-DSWD12-2024-CIS-005** as Reference Number.
2. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/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 unamended 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 applicable laws and issuances.

Item	Specification	Statement of Compliance
1	<p>VERTICAL FILING CABINET -20 units Standard, durable vertical filing cabinet for file folders and documents.</p> <p>Dimensions: 52”H x 18-1/2”W x 22”D Finish: Enamel Steel thickness: 0.6mm (0.7mm)</p> <p>Features: 4 Drawers with lock Full extension ball bearing drawer Slides Built-in cardholders Built-in handles 1 Steel divider per drawer</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>	
2	<p>Premium Mobile Pedestal Cabinet (Legal Size) -30 units</p> <p>Premium quality mobile pedestal cabinets for files and documents, designed to fit under regular size desks.</p> <p>Dimensions: 25-1/4”H x 18.5”W x 22”D Finish: Powder Coated Steel thickness: 0.6mm (0.7mm)</p> <p>Features: 2 small drawers & legal sized drawer</p>	

	<p>with lock 1 Steel divider per legal sized drawer Full extension ball bearing drawer Slides</p> <p>3 Twin casters without brake 2 Twin casters with brake</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>	
3	<p>Premium Sliding Steel Door Storage Cabinet -11 units</p> <p>Premium quality storage cabinets with full steel sliding doors for various Storage needs.</p> <p>Dimensions: 69"H x 39-3/8"W x 18"D Finish: Powder Coated Steel thickness: 0.7mm (0.8mm)</p> <p>Features: Sliding steel doors with lock 1 – 7 Adjustable shelves Provision for hanger rod</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>	
4	<p>SAFETY VAULT -8 units Fire and Burglary Resistant Safe Outside: H620xW440xD497mm Inside: H426xw310xD310mm Weight: ±90kgs Capacity: at least 40L Color: Light Gray</p>	
	<p>Note: The Supplier should attach a sample brochure or catalogue of the items' brand or model to be offered</p> <p>Delivery Term: One Time Delivery and within Twenty (20) Working days upon the receipt of the Purchase Order</p> <p>Place of Delivery / Venue: DSWD FIELD OFFICE XII</p> <p>Payment Term: Payment shall be 'One-time' since the items shall also be delivered one time in full.</p>	
	<p>General Requirements:</p> <p>The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in</p>	

	disqualification in accordance with the RDC Resolution	
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I hereby certify to comply with all the above requirements.

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

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.

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Stock No.	List of Food Items	Unit	Quantity	Delivered, Weeks/Months
1	VERTICAL FILING CABINET Standard, durable vertical filing cabinet for file folders and documents. Dimensions: 52"H x 18-1/2"W x 22"D Finish: Enamel Steel thickness: 0.6mm (0.7mm) Features: 4 Drawers with lock Full extension ball bearing drawer Slides Built-in cardholders Built-in handles 1 Steel divider per drawer Color Requirement: Plain Enamel Beige or Light Gray	Units	20	Delivery of the Goods is required to be delivered One Time Delivery and within Twenty (20) Working days upon the receipt of the Purchase Order

2	<p>Premium Mobile Pedestal Cabinet (Legal Size)</p> <p>Premium quality mobile pedestal cabinets for files and documents, designed to fit under regular size desks.</p> <p>Dimensions: 25-1/4"H x 18.5"W x 22"D Finish: Powder Coated Steel thickness: 0.6mm (0.7mm)</p> <p>Features: 2 small drawers & legal sized drawer with lock 1 Steel divider per legal sized drawer Full extension ball bearing drawer Slides</p> <p>3 Twin casters without brake 2 Twin casters with brake</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>	Units	30	
3	<p>Premium Sliding Steel Door Storage Cabinet</p> <p>Premium quality storage cabinets with full steel sliding doors for various Storage needs.</p> <p>Dimensions: 69"H x 39-3/8"W x 18"D Finish: Powder Coated Steel thickness: 0.7mm (0.8mm)</p>	Units	11	

	<p>Features: Sliding steel doors with lock 1 – 7 Adjustable shelves Provision for hanger rod</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>			
4	<p>SAFETY VAULT Fire and Burglary Resistant Safe Outside: H620xW440xD497mm Inside: H426xw310xD310mm Weight: ±90kgs Capacity: at least 40L Color: Light Gray</p>	Units	8	
	<p>Note: The Supplier should attach a sample brochure or catalogue of the items' brand or model to be offered</p> <p>Delivery Term: One Time Delivery and within Twenty (20) Working days upon the receipt of the Purchase Order</p> <p>Place of Delivery / Venue: DSWD FIELD OFFICE XII</p> <p>Payment Term: Payment shall be 'One-time' since the items shall also be delivered one time in full.</p>			
	<p>General Requirements:</p> <p>The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution</p>			

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

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

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date

Price Schedule for Goods Offered from within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item Total Price, per unit (col 5+6+7+ 8)	Total Price, per unit (col 5+6+7+ 8)	Total Price delivered Final Destination (col 9) x (col 4)
1	<p>VERTICAL FILING CABINET Standard, durable vertical filing cabinet for file folders and documents.</p> <p>Dimensions: 52"H x 18-1/2"W x 22"D Finish: Enamel Steel thickness: 0.6mm (0.7mm)</p> <p>Features: 4 Drawers with lock Full extension ball bearing drawer Slides Built-in cardholders Built-in handles</p>		20 Units						

	<p>1 Steel divider per drawer</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>								
2	<p>Premium Mobile Pedestal Cabinet (Legal Size)</p> <p>Premium quality mobile pedestal cabinets for files and documents, designed to fit under regular size desks.</p> <p>Dimensions: 25-1/4"H x 18.5"W x 22"D Finish: Powder Coated Steel thickness: 0.6mm (0.7mm)</p> <p>Features: 2 small drawers & legal sized drawer with lock 1 Steel divider per legal sized drawer Full extension ball bearing drawer Slides</p> <p>3 Twin casters without brake 2 Twin casters with brake</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>		30 Units						
3	<p>Premium Sliding Steel Door Storage Cabinet</p> <p>Premium quality storage cabinets with full steel sliding doors for various Storage needs.</p> <p>Dimensions: 69"H x 39-3/8"W x 18"D</p>		11 Units						

	<p>Finish: Powder Coated Steel thickness: 0.7mm (0.8mm)</p> <p>Features: Sliding steel doors with lock 1 – 7 Adjustable shelves Provision for hanger rod</p> <p>Color Requirement: Plain Enamel Beige or Light Gray</p>								
4	<p>SAFETY VAULT Fire and Burglary Resistant Safe Outside: H620xW440xD497mm Inside: H426xw310xD310mm Weight: ±90kgs Capacity: at least 40L Color: Light Gray</p>		8 Units						
	<p>Note: The Supplier should attach a sample brochure or catalogue of the items' brand or model to be offered</p> <p>Delivery Term: One Time Delivery and within Twenty (20) Working days upon the receipt of the Purchase Order</p> <p>Place of Delivery / Venue: DSWD FIELD OFFICE XII</p> <p>Payment Term: Payment shall be 'One-time' since the items shall also be delivered one time in full.</p>								
	<p>General Requirements:</p> <p>The supplier must attach a certification of satisfactory performance for all its completed government projects for the</p>								

	last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution								
	General Requirements: The supplier must attach a certification of satisfactory performance for all its completed government projects for the last year. Any unsatisfactory performance will result in disqualification in accordance with the RDC Resolution								

Name: _____

Legal Capacity: _____

Signature: _____

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

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. I am the sole proprietor or authorized representative of _____ [Name of Bidder] with _____ office address at _____ [address of Bidder];
2. 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, as shown in the attached duly notarized Special Power of Attorney;
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. 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;

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 **NP-2FB-DSWD12-2024-CIS-005 NEGOTIATED PROCUREMENT TWO-FAILED BIDDING PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE TO BE USED BY AICS STAFF**
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 Form for the Procurement of Goods
[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, 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 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: _____