



Office of the Regional Executive Director
Regional Field Office 10
Antonio Luna St., Cagayan de Oro City
PABX (Telefax) No. (088)231-3496; (088) 856-2753 to 55
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Website: www.cagayandeoro.da.gov.ph

INVITATION FOR NEGOTIATED PROCUREMENT

IB No. 2018 – 096/ACN

PROVISION OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF MINDANAO CPAR CONGRESS & TECHNOLOGY COMMERCIALIZATION FORUM AND PRODUCT EXHIBITS IN DAVAO CITY

1. In view of the two (2) failed public biddings conducted for the project, the *Department of Agriculture – Regional Field Office 10*, through its Bids and Awards Committee (BAC) intends to negotiate, as authorized by the Regional Executive Director per **BAC Resolution No. 044-2018F** dated November 6, 2018, in accordance with Section 53.1 Two Failed Biddings of the Revised IRR of RA 9184 (Government Procurement Reform Act) the total sum of **Two Million Two Hundred Forty-Six Thousand Four Hundred Pesos Only (Php2,246,400.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Provision of Food and Accommodation for the conduct of Mindanao CPAR Congress & Technology Commercialization Forum and Product Exhibits in Davao City**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Agriculture – Regional Field Office 10* now invites offers/proposals for Negotiated Procurement of the **Provision of Food and Accommodation for the conduct of Mindanao CPAR Congress & Technology Commercialization Forum and Product Exhibits in Davao City**. Delivery of the Goods/Services is required on **November 22-24, 2018**. Delivery site is within **Davao City**.
3. For more details of this project, please refer to Section VI. Schedule of Requirements and Section VII. Technical Specifications.
4. The following eligibility requirements & other documents shall be submitted on or before **November 15, 2018, 9:30am** at the Bids and Awards Committee Office (BAC Office), Department of Agriculture RFO 10, Antonio Luna St., Cagayan de Oro City.

I. Eligibility Requirements:

1. PhilGEPS Certificate of Registration and Membership;
 - a. Registration Certificate from Security and Exchange Commission (SEC) / Department of Trade and Industry (DTI) / Cooperative Development Authority (CDA);
 - b. Valid and current Mayor's Business Permit;
 - c. Valid Tax Clearance;

2. Latest Audited Financial Statements;
 3. Bid security in the form of Bid Securing Declaration (see attached prescribed form)
 4. Compliance with the Section V. Schedule of Requirements;
 5. Compliance with the Section VI. Technical Specification;
 6. Omnibus Sworn Statement;
 7. Financial Bid Form which includes bid prices and the bill of quantities and the applicable Price Schedules.
5. An initial meeting for the Negotiated Procurement with interested suppliers will be conducted on **November 12, 2018**.

The Opening of the Eligibility Requirements and Financial Requirements will be on **November 15, 2018, 10:00am** at the Bids and Awards Committee Office, DA RFO 10, Antonio Luna St., Cagayan de Oro City.

6. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
7. Interested bidders may obtain further information from ***Department of Agriculture – Regional Field Office 10*** and inspect the Bidding Documents at the address given below from **8:30 to 5:00 P.M., Monday to Friday**.
8. A complete set of Bidding Documents may be acquired by interested Bidders on November **8 - 15, 2018** from the address below.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

9. The ***Department of Agriculture – Regional Field Office 10*** reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to the contract award, without hereby incurring any liability to affected firms.
10. For further information, please refer to:

Department of Agriculture-Regional Field Office 10

APPLE CARYL C. NOVO

OIC, BAC A3 Secretariat

Department of Agriculture-Regional Field Office 10

Antonio Luna St., Cagayan de Oro City

Trunkline Nos.: (088) 856-2753 to 55 local 1001 / 1011

www.cagayandeoro.da.gov.ph

Email Address: agri10cdo@gmail.com

MA. TERESA B. ROA, DVM

Chair

Bids and Awards Committee A3 - Infra and Services

Section VI. 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 No.	Description	Quantity	UOM	Delivered Calendar days	
				Agency	Supplier
1.	Provision of Food and Accommodation for the conduct of Mindanao CPAR Congress & Technology Commercialization Forum and Product Exhibits in Davao City	416	pax	November 22-24, 2018	

1. Delivery Site is **within Davao City**.
2. The period for correction of defects in the warranty period is ***within the specified dates/schedule of the activity.***

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured.. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “or at least equivalent.”

References to brand names cannot be used when the Funding Source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance	
		<p>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 Error! Reference source not found. and/or GCC Clause Error! Reference source not found.</p>	
	DESCRIPTION	QTY (pax)	STATEMENT OF COMPLIANCE
Provision of Food and Accommodation for the conduct of Mindanao CPAR Congress & Technology Commercialization Forum and Product Exhibits			
1.	<p><u>November 22, 2018</u></p> <p><u>BREAKFAST</u> Ground beef with potato and carrots Fried talong Garlic Rice Fresh Fruits Coffee, Juice, Iced Tea</p> <p><u>AM SNACKS</u> Chicken, ham and cheese</p>	<p>416</p> <p>416</p>	<p>() Comply () Not Comply</p> <p>() Comply () Not Comply</p>

	Canned juice		
	<u>LUNCH</u> Cream of chicken soup Sweet and sour pork spare ribs Grilled hite marlin with native sauce Ginataang sitaw at kalabasa Plain rice Fruit gelatin	416	() Comply () Not Comply
	<u>PM SNACKS</u> Chicken Roll Iced Tea	416	() Comply () Not Comply
	<u>DINNER</u> Cream of pumpkin soup Chicken cordon bleu Pork casserole Buttered mixed vegetable Plain rice Pandan cake	416	() Comply () Not Comply
	<u>ACCOMMODATION</u>	416	() Comply () Not Comply
2	<u>November 23, 2018</u>		
	<u>BREAKFAST</u> Paksiw na Bangus Scrambled egg with tomato and onion Garlic rice Fresh fruits Coffee, juice, iced tea	416	() Comply () Not Comply
	<u>AM SNACKS</u> Ube ensaymada Canned juice	416	() Comply () Not Comply
	<u>LUNCH</u> Seaweeds with green mango /ear drop soup Roasted chicken w/ lemon grass fried Fish fillet in coconut milk sauce Bihon guisado Pandan rice Pineapple and banana	416	() Comply () Not Comply
	<u>PM SNACKS</u> Cinnamon bread and nuts and raisins Iced tea	416	() Comply () Not Comply
	<u>DINNER</u>	416	() Comply () Not Comply

	- With free fast wifi access		() Comply () Not Comply
4	- with stage and rostrum		() Comply () Not Comply
	- Backdrop of the activity		() Comply () Not Comply
	- with entrance and display of dry agricultural commodities and products		() Comply () Not Comply
	- Philippine Flag		() Comply () Not Comply
	- With display space for center setting and space for 12 booths (size: 2mx3m)		() Comply () Not Comply
5	EQUIPMENT		() Comply () Not Comply
	- Free use of 2 units projectors and 2 wide projector screens		() Comply () Not Comply
	- Sound system, Microphones with stand		() Comply () Not Comply
6	With wide parking area		() Comply () Not Comply
7	With free use of secretariat's room/area near plenary hall		() Comply () Not Comply
8	With free-flowing coffee for the whole duration of the activity		() Comply () Not Comply
9	With free fast internet wifi connection in the rooms		() Comply () Not Comply
10	With van transfers from Davao Airport to venue and vice versa		() Comply () Not Comply

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Section VIII. Bidding Forms

Bid Form

Date: _____
Invitation to Bid¹ N°: _____

To: CARLENE C. COLLADO, CPA
OIC-Regional Executive Director
Department of Agriculture RFO 10

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 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 on March 15, 2019 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:²

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.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid³ Number __. 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 Insurance 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 delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

³ If ADB, JICA and WB funded projects, use IFB.

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 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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

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 _____

* This form will not apply for WB funded projects.

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION **Invitation to Bid:** *[Insert Reference number]*

To: **CARLENE C. COLLADO, CPA**
OIC-Regional Executive Director
Department of Agriculture RFO 10

I/We⁴, 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 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.
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;

⁴ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

- (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'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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

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 _____