

Negotiated Procurement for the Project: Supply and Delivery of Refurbished Golf Carts

1. Negotiated Procurement Documents Checklist

This Negotiated Procurement Documents Checklist is provided to guide the Supplier/Contractor in preparing his/her quotation. The checklist may be used by the Supplier/Contractor to verify if the Quotation includes all the prescribed documents.

The Supplier/Contractor, in submitting the required documents, must use the prescribed forms found in Negotiated Procurement Forms. However, should a supplier/contractor choose to use a different formatting style for a required document, the supplier/contractor must ensure that the substance in the form given in Negotiated Procurement Forms for that particular document is substantially captured in the equivalent document.

A. Eligibility and Technical Documents	
<input type="checkbox"/>	1. Photocopy of valid PhilGEPS Certificate of Registration
<input type="checkbox"/>	2. Photocopy of valid Certificate of Registration from SEC, DTI, or CDA, whichever is applicable
<input type="checkbox"/>	3. Photocopy of valid Mayor's/Business Permit
<input type="checkbox"/>	4. Photocopy of valid Tax Clearance
<input type="checkbox"/>	5. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any
<input type="checkbox"/>	6. Statement of Single Largest Completed Contract (SLCC), similar to the negotiated procurement project in accordance with ITB Clause 5.3
<input type="checkbox"/>	7. Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions
<input type="checkbox"/>	8. NFCC computation
<input type="checkbox"/>	9. <i>If applicable</i> , a valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential 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
<input type="checkbox"/>	10. Bid Securing Declaration or Bid Security in any of the following amount and form: a. 2 % of the ABC if in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. 5 % of the ABC in Surety Bond.
<input type="checkbox"/>	11. Supplier's/Contractor's Compliance to the Technical Specifications
<input type="checkbox"/>	12. Omnibus Sworn Statement, which shall be duly notarized
A. Financial Documents	
<input type="checkbox"/>	1. Financial Bid Form in the prescribed form
<input type="checkbox"/>	2. Schedule of Prices

2. Negotiated Procurement Forms

TABLE OF CONTENTS		
A. Eligibility and Technical Documents		
5.	Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any	3
6.	Statement of Single Largest Completed Contract (SLCC), similar to the negotiated procurement project	4
8.	NFCC computation	5
10.	Bid Securing Declaration	6
11.	Supplier's/Contractor's Compliance to the Technical Specifications	8
12.	Omnibus Sworn Statement, which shall be duly notarized	9
B. Financial Documents		
1.	Financial Bid Form	11
2.	Schedule of Prices	12

[Supplier's/Contractor's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

Statement of Single Largest Completed Contract Similar to the Negotiated Procurement Project

Row 1: Name of Contract Row 2: Location	Contract Price	Row 1: Procuring Entity Row 2: Address Row 3: Contact Person/Tel. No.	Description of Goods	Date of Award	Date Completed

Attached herewith are the following documents: Contract Agreement, Notice of Award, Notice to Proceed, Official Receipt/Invoice, Certificate of Final Inspection, and Certificate of Acceptance, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Supplier/Contractor Authorized Representative]
[Position or Title]

[Supplier's/Contractor's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

NET FINANCIAL CONTRACTING CAPACITY

Based on our Income Tax Return and Audited Financial Statement for the Fiscal Year [YEAR], duly submitted to the Bureau of Internal Revenue, and which form part of our Quotation, the summary of our firm's financial condition is as given below:

		Year [YEAR]
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Based on the aforementioned data and the Value of Outstanding Works from the Statement of All Ongoing Government and Private Contracts, which also form part of our Quotation, our Net Financial Contracting Capacity (NFCC) is:

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

NFCC =

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Supplier/Contractor or Authorized Representative]
[Position or Title]

Bid-Securing Declaration

Republic of the Philippines
City/Municipality Of _____) S.S.

x-----x

Invitation to Bid *[Insert reference number]*

To: **Tarlac State University**

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 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 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;
 - c. I am/we are declared as 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]*.

[Signature]
[Name of Supplier's/Contractor's Authorized Representative]
[Signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

[Name and Signature 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 ____.

[Supplier's/Contractor's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

Compliance to the Technical Specifications

Item No.	Description	Bidder's Compliance State "Comply" below <i>if your offer is complying with the specifications, otherwise state "We are offering the same goods with the following specifications [State the complete specifications of the alternative offer]</i>
1.	Refurbished Golf Cart Electric Powered with Good running condition Specifications: DIMENSION (L*W*H) 2950 x1250 x1,830 mm power motor: 48 VDC 3kw battery charger: 48 VDC cap. 1.6 kw	

Attached herewith are the manufacturer's product literature(s) and certification(s) that we are authorized to sell the goods.

We certify that the foregoing information and the supporting documents are true and correct.

[Signature]

[Name of Authorized Signatory]

[Position/Title of Authorized Signatory]

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:**

- b. *If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
- c. *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:**

- a. *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*;
 - b. *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:**

- a. *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;
- b. *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;

- c. *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.

10. In case advance payment was made or given, failure to perform or deliver any of 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 delivery 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.

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 _____

[Supplier's/Contractor's Letterhead]

[Date]

FINANCIAL BID FORM

To: Tarlac State University
Re: Invitation to Bid No.

Having examined the Bidding Documents [*insert if any or delete, if none: 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.

If our Bid is accepted, we commit 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 **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 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 [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 Tarlac State University*] [*for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the [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 Tarlac State University.*

We acknowledge that failure to sign each and every page of this Financial 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 _____

[Supplier's/Contractor's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

SCHEDULE OF PRICES

Item No	Description	Qty.	Unit	Unit Price	Total Price
1.	Refurbished Golf Cart Electric Powered with Good running condition Specifications: DIMENSION (L*W*H) 2950 x1250 x1,830 mm power motor: 48 VDC 3 kw battery charger: 48 VDC cap. 1.6 kw	11	pc		

[Signature]

[Name of Authorized Signatory]
[Position/Title of Authorized Signatory]

3. Sealing and Marking of Quotation

3.1. All eligibility, technical, and financial documents shall be bound in a folder and placed inside an envelope and the envelope must be properly sealed and labeled as shown below.

Name of Supplier/Contractor Address
Bids and Awards Committee GAD Building Tarlac State University Romulo Blvd., San Vicente Tarlac City 2300
Procurement Code

3.2. Suppliers/Contractors are requested to submit three copies of the required documents placed inside separate envelopes and the three envelopes shall all be placed inside one envelope. Submission of only one copy of the documents shall not be a ground for the disqualification of the supplier/contractor.

4. Deadline for the Submission of Quotation

Bids must be duly received by the BAC Secretariat at the address below on or before *[Date](Time)*. Late bids shall not be accepted.

BAC Secretariat
Gender and Development Building
Tarlac State University
Romulo Blvd., San Vicente, Tarlac City
Tel. No. (045) 606-8142
Email: bacsec@tsu.edu.ph

(SGD) DR. MURPHY P. MOHAMMED
Chairperson
Bids and Awards Committee