



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

REQUEST FOR QUOTATION
INVITATION FOR NEGOTIATED PROCUREMENT
Negotiated Procurement – Three Failed Biddings

Dear Sir/Madame:

In view of the three (3) failed biddings, the Philippine National Volunteer Service Coordinating Agency Bids and Awards Committee (PNVSCA BAC) invites interested bidders to participate in the Negotiated Procurement for the **Procurement of One (1) Passenger Van** with an Approved Budget for the Contract (ABC) of **Two Million Six Hundred Fifty Thousand Pesos (2,650,000.00)** in accordance with Section 53.1 Two Failed Biddings as specified in the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act.

The schedule of Procurement Activities of the project are as follows:

Activities	Schedule/Place
1) Posting of Request for Quotation/ Issuance and availability of Negotiation Documents	November 14-18, 2022 (8:00 AM to 5:00 PM) at the PNVSCA, North Avenue, Quezon City
2) Negotiation with Prospective Bidders	November 21, 2022 (10:00AM) via Zoom Video Communications
3) Deadline for the Submission of the Best and Final Offer, and Opening of Negotiation Documents (in sealed envelope)	November 23, 2022 (10:00AM) at the PNVSCA, North Avenue, Quezon City

Please submit the copies of the following eligibility, technical and financial documents during the Submission of the Best and Final Offer:

I. ELIGIBILITY DOCUMENTS

1. PhilGEPS Certificate of Registration (Platinum Membership)

II. TECHNICAL DOCUMENTS

1. **Bid Securing Declaration or any form of Bid Security** which must be issued in favor of the Philippine National Volunteer Service Coordinating Agency in any of the allowable forms:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

Bid Securing Declaration form is appended as **Annex "A"** hereof

2. **Omnibus Sworn Statement** in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184. See **Annex "B"**
3. **Technical Specifications (Annex "C")** and **Schedule of Requirements (Annex "D")**

III. FINANCIAL DOCUMENTS

1. Duly accomplished Financial Documents. See **Annex "E"**
2. Duly accomplished Price Proposal Form for the Procurement of one (1) Brand New Passenger Van. See **Annex "F"**
3. Duly accomplished Price Schedule. See **Annex "G"**

Interested Bidders may obtain further information from the PNVSCA-BAC Secretariat, **MS. TREXIE T. BAUTISTA**, at Telephone No. 34548797 or email address at tbautista@pnvsca.gov.ph from November 14, 2022 to November 18, 2022, 8:00AM to 5:00PM.

Respectfully,


ELA VICTORIA F. SARMAGO
Chief Volunteer Service Officer/BAC Chairperson

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION
Project Identification No.: [Insert number]

To: Philippine National Volunteer Service Coordinating Agency
G/F Sugar Center Building, North Avenue
Quezon City

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

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 _____

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 _____, 2022 at _____, Philippines.

[Insert NAME OF BIDDER OR ITS
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

Technical Specifications

1. The project is for the Procurement of One (1) unit Brand New Passenger Van.
2. The scope of the project is not limited to the provision of manpower support services since it involves other incidental services.
3. 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 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 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 the 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.

Lot	Specification	Supplier's Specifications/ Performance Parameter Offer	Statement of Compliance <i>(Bidders must state here either "Comply" or "Not Comply")</i>
1	ENGINE Displacement: Max 3,000 cc Fuel Tank Capacity: At least 65 liters		
	EMISSION Euro IV Compliance		
	TRANSMISSION 5-6 Speed Automatic Transmission		
	WHEELS AND TIRES At least 15 inches, steel rims and 195R15 tires		
	DIMENSIONS Length: at least 5150 mm Width: at least 1880 mm Height: at least 1950 mm		
	Seating Capacity At least 12 including the driver		
	Safety and Security Equipped with SRS airbags for both driver and front		
	Features 1. Air-conditioning System: Manufacturer's standard 2. Audio/Entertainment System: Manufacturer's standard		

	Color White or Silver		
	Warranty Minimum of three (3) years or 100,000 km, whichever comes first		
	Inclusions 1. Set of standard tool kit, spare tire, tint, floor matting, EWD 2. Three (3) years LTO registration 3. One (1) year Comprehensive and Third Party Liability (TPL) insurance coverage from GSIS as insurer		
	With Accessories Rubber Matting, Multiple USB Port, Dash Camera Front and Rear, Backing Sensor, Portable Compressor, Tire Gauge, Car Cover, 2 Sets of Seat Cover, Leather Cover for Steering Wheel, Dashboard Cover and Side Visor		

CONFORME:

Name: _____

Legal Capacity: _____

Signature: _____

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

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.

Item No.	Description	Quantity	Total	Delivery Date
1	Procurement of Brand New Passenger Van	1 unit	₱2,650,000.00	Within 30 calendar days from receipt of the Notice to Proceed (NTP).

CONFORME:

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Financial Documents

ITEM NO.	DOCUMENTS	PRESCRIBED FORM
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Financial Documents		
1	The Bidder's audited financial statements , showing, among others, the its total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	-
2	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	-
Class "B" Documents		
3	If applicable, a duly signed 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.	-
Other documentary requirements under RA No. 9184 (as applicable)		
4	<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
5	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity	

ANNEX F

PRICE PROPOSAL FORM FOR THE PROCUREMENT OF ONE (1) UNIT BRAND NEW PASSENGER VAN

Date: _____

To: The BAC Chairperson
Philippine National Volunteer Service Coordinating Agency
G/F Phil. Sugar Center Bldg., North Avenue,
Diliman, Quezon City

Having examined the Invitation for Negotiated Procurement including the Amendments or Modifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver One (1) unit Brand New Passenger Van for the sum of Two Million Six Hundred Fifty Thousand Pesos (2,650,000.00) or the total calculated price quote, as evaluated and corrected for computational errors, and other modifications in accordance with the Price Schedules attached herewith and made part of this Quote. The total price quote 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 Quote/Offer is accepted, we undertake:

- a. To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements;
- b. To provide a performance security in the form, amounts, and within the times prescribed in the Invitation;
- c. To abide by the Bid Validity Period specified and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Proposal, 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 Price Quote or any Price Quote you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to this Invitation.

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 Price Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

CONFORME:

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

ANNEX G

PRICE SCHEDULE

Procurement of a Brand New Passenger Van

Item No.	Particular	Quantity	Brand and Model (as applicable)	Unit Price	Total Price
1	Brand New Passenger Van	1			
				Total	

Note

The Bidder shall provide the total bid amount, inclusive of all applicable government taxes, service charges and incidental expenses, as applicable.

Name:

Legal capacity:

Signature:

Duly authorized to sign the Bid for and behalf of:

Date: