

## NOTICE FOR NEGOTIATED PROCUREMENT

### NOTICE OF CONDUCT OF NEGOTIATED PROCUREMENT UNDER SECTION 53.1 (TWO FAILED BIDDINGS) FOR THE PROCUREMENT OF *COMMON AND NON-COMMON OFFICE SUPPLIES, EQUIPMENT AND PARAPHERNALIA FOR VARIOUS FOREIGN SERVICE POSTS (FSPS) FOR 2018*

1. The Department of Foreign Affairs (DFA), through its Bids and Awards Committee, will conduct a negotiated procurement, after two consecutive failed biddings, pursuant to Section 53.1 of the revised Implementing Rules and Regulations of Republic Act No. 9184, for the procurement of the ***Common and Non-Common Office Supplies, Equipment and Paraphernalia for Various Foreign Service Posts (FSPs) for 2018*** with the Approved Budget for the Contract (ABC) of ***Four Million One Hundred Forty-Six Thousand Seven Hundred Thirty Pesos (PhP 4,146,730.00) only***.
2. Interested/invited bidders may submit their **Best and Final Offers** for negotiation to the Bids and Awards Committee Secretariat at the 12<sup>th</sup> Floor, DFA Building, on or before **6 December 2018, at 12:00 n.n.** No Submissions shall be accepted after this hour. Offers should, in no case, exceed the ABC of ***Four Million One Hundred Forty-Six Thousand Seven Hundred Thirty Pesos (PhP 4,146,730.00)*** for the project.
3. The Best and Final Offer shall include the Statement of Compliance with the **Technical Specifications** in accordance with **Annex “A”**. The eligibility documents enumerated under **Annex “B”** shall be included in the submission of the bidder’s **Best and Final Offer**.
4. To facilitate the submission of the best and final offers, bidders are requested to submit their eligibility documents in the order indicated in Annex “B”. Bidders shall provide one (1) original and four (4) photocopies of the *Omnibus Sworn Statement, Statement of Ongoing Contracts, and Statement of Compliance (with the Technical Specifications)*. For all other eligibility documents, the bidders shall provide five (5) photocopies of each and shall present the originals for verification and validation.
5. The successful offer shall be selected on the basis of the compliance with the Technical Specifications and the Best and Final Offer.
6. The DFA reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without incurring any liability to the affected participants.
7. For further information, please refer to:

DFA-BAC Secretariat  
Department of Foreign Affairs  
12<sup>th</sup> Floor, DFA Main Building,  
2330 Roxas Boulevard, Pasay City 1300  
Tel. No. 834-4116; Fax no. 831-9584  
Email address: [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)

# Annex “A”

## Technical Specifications

<b>I.</b>	<b>Background:</b>		
	The Department intends to procure common and non-common office supplies, equipment and paraphernalia for use by various Foreign Service Posts for 2018.		
<b>II.</b>	<b>Objective:</b>		
	To procure, through public bidding, common and non-common office supplies, equipment and paraphernalia for various Foreign Service Posts for 2018.		
<b>III.</b>	<b>Contractor’s Obligations:</b>		<b>Statement of Compliance</b>
	<b>The Contractor shall:</b>		
	<b>1.</b>	Deliver to the Department the enumerated common and non-common office supplies, equipment and paraphernalia as stated in Annex A.	
	<b>2.</b>	Guarantee that it has the capacity to deliver common and non-common office supplies, equipment and paraphernalia required by the Department.	
	<b>3.</b>	Replace any defective items free-of-charge within five (5) working days.	
<b>IV.</b>	<b>Delivery:</b>		
	<b>1.</b>	All items shall be delivered within Fifteen (15) calendar days upon receipt of the Notice to Proceed (NTP).	
	<b>2.</b>	All deliveries shall be made with one (1) day prior notice to the Office of Asset Management and Support Services- Property, Procurement and Maintenance Division (OAMSS-PPMD) from Monday to Friday, 8:00 AM to 5:00PM.	
	<b>3.</b>	Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).	
<b>V.</b>	<b>Terms of Payment:</b>		
	<b>1.</b>	The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements audited by OFMS-FRMD. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP).	
		The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-	

		Financial Resource Management Division (OFMS-FRMD) upon signing of the contract.	
	<b>2.</b>	All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

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).

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

**Annex 1.**

<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
ream	Paper, multi-copy, with individual letterhead for the FSPs, A4 size, 80gsm	408	
pack	Invitation card with PH seal, 120gsm min, white, 100pcs/pack	107	
piece	Treaty folder, with PH logo and print, leather black, A4 size	213	
piece	Treaty folder, with PH logo and print, leather black, legal size	208	
piece	Guest book, with PH logo, A4 size, hardbound, black	150	

roll	Satin red ribbon, ¼"x50 yards, color MG16 (red)	4468	
piece	Embassy/Consulate dry seal (made of Metal)	83	
case	Eyelets No. 5 ( 250pcs), color gold	1058	
piece	Sealing wax, 12"x ½", brown	183	
piece	Wet seal for Ink (rubber stamp)	42	
piece	Wet seal for sealing wax (for pouch), metal	27	
box	Notarial gold seal, 40pcs (No. 24), 2-1/8"	3302	
box	Folder expanding, A4 size, (Kraft board), white/green, 100's	548	
box	Folder expanding, legal size, (Kraft board), white/green,100's	576	
box	Envelope, expanding, A4 size, (Kraft board) w/ rubber string, 100's	63	
box	Envelope, expanding, legal size, (Kraft board) w/ rubber string,100's	99	
pack	Loose leaf cover, A4 size, 50's	19	
pack	Loose leaf cover, legal size, 50's	26	

# ANNEX “B”

## DEPARTMENT OF FOREIGN AFFAIRS Bids and Awards Committee

### CHECKLIST OF ELIGIBILITY DOCUMENTS FOR NEGOTIATED PROCUREMENT (AFTER TWO FAILED BIDDINGS) (FOR GOODS OR GENERAL SUPPORT SERVICES)

	ELIGIBILITY AND TECHNICAL DOCUMENTS	TAB/LABEL
1	<p><b>OMNIBUS SWORN STATEMENT</b> (in the prescribed form, duly notarized in accordance with the 2004 Rules on Notarial Practice).</p> <p>In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a <b>notarized Secretary’s Certificate (Authority of the Signatory)</b>.</p>	<p><b>A</b></p> <p><b>A.1</b></p>
2	<p><i>(any of the following)</i></p> <ul style="list-style-type: none"> <li>• <b>SEC Certificate of Registration</b> (for corporation or partnership)</li> <li style="text-align: center;">or</li> <li>• <b>DTI Certificate of Business Name Registration</b> (for sole proprietorship)</li> <li style="text-align: center;">or</li> <li>• <b>Registration Certificate from the Cooperative Development Authority</b> (for cooperatives)</li> </ul>	<b>B</b>
3	<b>Valid and current mayor’s permit</b> issued by the city/municipality where the principal place of business of the prospective bidder is located.	<b>C</b>
4	<b>Current and Valid TAX Clearance</b> (reviewed and approved by the BIR)	<b>D</b>
5	<b>Statement of all its ongoing government and private contracts</b> within the prescribed number of years, as indicated in the Invitation to Bid, including contracts awarded but not yet started, if any, as required in the Bidding Documents.	<b>E</b>
6	Copy of the <b>SINGLE LARGEST COMPLETED CONTRACT (SLCC)</b> together with <u>Certificate of Final Acceptance/Completion</u> of the project from the bidder’s client (for government contracts) OR <u>official receipt(s)</u> of the bidder for the contract (for private contracts), as described and required in the Bidding Documents	<b>F</b>
7	<b>Audited Financial Statements</b> for the preceding calendar year, which should not be earlier than two (2) years from bid submissions; Stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.	<b>G</b>
8	<b>STATEMENT OF COMPLIANCE</b> with all the <u>Technical Specifications /Terms of Reference</u> , as described, as well as the <u>Schedule of Requirements</u> . (As enumerated and specified in Sections VI and VII, respectively, of the Bidding Documents)	<b>H</b>
9	<b>Proof of PhilGEPS Registration</b> (PhilGEPS Registration Number or Certificate of PhilGEPS Registration)	<b>I</b>
10	<b>Latest Income Tax Return (ITR)</b>	<b>J</b>