



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

6 July 2021


Dear Sir/Madam:

This refers to the bidding for the **Procurement of Loyalty Pins and FALSA Medals and Pins**, where no participating bidder qualified during the *Opening of Bids*, held on 6 July 2021, resulting in a second failure of bidding.

In view of the foregoing, we wish to inform you that the Department would welcome your company's participation in the conduct of Negotiated Procurement for the same project. For detailed instructions, kindly refer to the **Notice of Conduct of Negotiated Procurement**, which can be viewed on the PhilGEPS and DFA websites starting 07 July 2021.

Thank you very much.

Very truly yours,
For the Bids and Awards Committee:



NARCISO T. CASTAÑEDA
Assistant Secretary and Chairperson

NOTICE OF NEGOTIATED PROCUREMENT
NOTICE OF CONDUCT OF NEGOTIATED PROCUREMENT UNDER SECTION 53.1
(TWO FAILED BIDDINGS) FOR THE PROCUREMENT OF
Loyalty Pins and FALSA Medals and Pins

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 ***Loyalty Pins and FALSA Medals and Pins*** with an Approved Budget for the Contract (ABC) of ***Six Million Three Hundred Fifty Thousand Pesos (PhP 6,350,000.00) only***.
2. Interested/invited bidders may submit their **Best and Final Offers** for negotiation to the Bids and Awards Committee Secretariat at the 12th Floor, DFA Building, on or before **14 July 2021, at 12:00 pm**. No Submissions shall be accepted after this hour. Offers should, in no case, exceed the ABC of ***Six Million Three Hundred Fifty Thousand Pesos (PhP 6,350,000.00) only*** 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 two (2) photocopies of the *Omnibus Sworn Statement, Statement of On-going Contracts, Statement of Compliance (with the Technical Specifications), and Financial Component*. For all other eligibility documents, the bidders shall provide two (2) 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
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 834-4823; Fax no. 831-9584
Email address: bac.secretariat@dfa.gov.ph

06 July, Pasay City.
NP-GS-02-2021


NARCISO T. CASTAÑEDA
Assistant Secretary and Chairperson

	<p>Font – Arno Pro Republika ng Pilipinas - 0.9 mm x 0.65 mm</p> <p>Font - Arial</p> <p>Pin Truck: 5mm spike soldered at the back of pin</p> <p>Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported</p> <p>Lock /gold plated</p> <p>Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box</p> <p><i>(With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)</i></p>		
	<div data-bbox="446 777 958 1008" data-label="Image"> </div> <p style="text-align: center;">Sterling Silver</p> <p>Item: Pin for 20-25 years of service</p> <p>Material: Sterling Silver</p> <p>Content: 92.5% Silver; 7.5% Copper</p> <p>Weight: 6-6.5 grams</p> <p>Diameter: 23 mm</p> <p>Engraving: 0.04 mm depth (deep engraving)</p> <p>Color: Black</p> <p>Letter: DFA Loyalty Award –1.8 mm Height x 1.7 mm width</p> <p>Font – Arno Pro Republika ng Pilipinas - 0.9 mm x 0.65 mm</p> <p>Font - Arial</p> <p>Pin Truck: 5 mm spike soldered at the back of the pin</p> <p>Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported</p> <p>Lock / silver plated</p> <p>Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box</p>	233	

(With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)




Bronze

Item: **Pin for 10-15 years of service**
 Material: Bronze
 Content: 90% Copper and 10% Zinc
 Weight: 6-6.5 grams
 Diameter: 23 mm
 Engraving: 0.04 mm depth (deep engraving)
 Color: Black
 Letter: DFA Loyalty Award –1.8 mm
 Height
 x 1.7 mm width
 Font – Arno Pro
 Republika ng Pilipinas -0.9 mm x .65
 mm
 Font - Arial
 Pin Truck: 5 mm spike soldered at the back of the pin
 Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported
 Lock/bronze plated
 Jewelry Box: 1.5" x 1.5" Transparent Acrylic Box
 (With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)

655

B. FIFTEEN (15) FELIPE AGONCILLO LIFETIME SERVICE AWARD (complete set box - medal with matching pin)

Item/Description	
Material	Brass (medal and matching pin)

	<p>Design</p>		
	Finish	Silver Plated with Grosgrain Ribbon	
	Packaging	Narra wood with velvet lining	
	Material	Stainless metal sheet mounted on the Narra box	
	Text	<p>“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial / 4”x1”</p>	
V.	<p>CONTRACTOR’S OBLIGATIONS</p> <ul style="list-style-type: none"> • The Contractor shall ensure that the design of the loyalty pins and FALSA medals and pins, particularly the logo/seal, shall conform to actual design provided by the DFA. (See <i>photos provided</i>) • The Contractor shall present a sample of the Loyalty pins and FALSA medals and pins during the post qualification process which shall be approved by the End-User. • The Contractor shall supply and deliver the approved samples of the Loyalty pins and FALSA medals and pins not later than three (3) days after the issuance of the Notice to Proceed • The Contractor shall submit all the documentary requirements to facilitate the payment for the procured goods. 		
VI.	<p>CONTRACTOR’S QUALIFICATIONS</p> <p>The Contractor warrants that it meets the following minimum qualifications:</p> <ol style="list-style-type: none"> (1) Must have at least three (3) years of continuous business operations (in producing pins and medals); and (2) That it has the capacity to produce and deliver 300 pins/medals/gold ring/markers to DFA by presenting proof of similar contracts with other agencies. 		
VII.	<p>INTELLECTUAL PROPERTY RIGHTS</p> <p>The designs and the molds of the medals, pins and metal sheets stated in the technical specifications of this Terms of Reference</p>		

	(TOR) are the sole property of the Department of Foreign Affairs (DFA) and may not be reproduced or displayed by the Contractor unless with expressed written permission of the Department.	
VIII.	<p>WARRANTY</p> <p>The Contractor shall issue a Certificate of Authenticity for each pin / medal stating, among others, the specification/standard used for the materials, the origin of the material, and lifetime warranty, particularly the gold and silver loyalty pins.</p>	
IX.	<p>DELIVERY</p> <p>The complete delivery of the Loyalty pins and FALSA medals and pins shall be within twenty-five (25) calendar days from the receipt by the Contractor of the Notice to Proceed.</p>	
X.	<p>PAYMENT</p> <ol style="list-style-type: none"> 1. Payment shall be made within sixty (60) working days upon the Contractor’s submission of the sales invoice and complete supporting documents, and audited by Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 2. All payments shall be inclusive of all applicable taxes 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 to 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on 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 a 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 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 Bidder's Authorized Representative/s]

[Position]

[Date]

ANNEX "B"

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

	ELIGIBILITY AND TECHNICAL DOCUMENTS	TAB/LABEL
1	OMNIBUS SWORN STATEMENT (in the prescribed form, duly notarized in accordance with the 2004 Rules on Notarial Practice).	A
	In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a notarized Secretary's Certificate (Authority of the Signatory) .	A.1
2	<p><i>(any of the following)</i></p> <ul style="list-style-type: none"> • SEC Certificate of Registration (for corporation or partnership) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • DTI Certificate of Business Name Registration (for sole proprietorship) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Registration Certificate from the Cooperative Development Authority (for cooperatives) 	B
3	Valid and current mayor's permit issued by the city/municipality where the principal place of business of the prospective bidder is located.	C
4	Current and Valid TAX Clearance (reviewed and approved by the BIR)	D
5	Statement of all its ongoing government and private contracts 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.	E
6	Copy of the SINGLE LARGEST COMPLETED CONTRACT (SLCC) 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	F
7	Audited Financial Statements 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.	G
8	STATEMENT OF COMPLIANCE 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)	H
9	Proof of PhilGEPS Registration (PhilGEPS Registration Number or Certificate of PhilGEPS Registration)	I
10	Latest Income Tax Return (ITR)	J
11	Financial Component Financial Bid Form (indicating the bidder's bid price) Price Schedule or Breakdown of Bidder's Financial Bid	K