

## INVITATION FOR NEGOTIATED PROCUREMENT

### PROCUREMENT OF PACKAGING SUPPLIES AND MATERIALS WITH PRINTING SERVICES FOR THE PROJECT “PRODUCTION AND PACKAGE ENHANCEMENT FOR QUALITY IMPROVEMENT OF COMPLEMENTARY FOOD PRODUCTS”

1. In view of the two (2) failed public biddings, the Department of Science and Technology Region VI (DOST VI) Bids and Awards Committee (BAC) invites suppliers to participate in the negotiation for the **PROCUREMENT OF PACKAGING SUPPLIES AND MATERIALS WITH PRINTING SERVICES FOR THE PROJECT “PRODUCTION AND PACKAGE ENHANCEMENT FOR QUALITY IMPROVEMENT OF COMPLEMENTARY FOOD PRODUCTS”** in accordance with Section 53.1 of the 2016 Revised IRR of the Republic Act 9184, otherwise known as the “Government Procurement Reform Act”. The Approved Budget for the Contract (ABC) is **Seven Hundred Seventy-Five Thousand Pesos (PhP775,000.00)**.
2. The following eligibility and technical documents, as well as the Financial Proposal Form (**Annex A**), shall be submitted on January 4, 2017 at 10:00AM (PST) at the DOST VI Conference Room, Magsaysay Village, La Paz, Iloilo City:
  - (a) Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;
  - (b) Mayor's Permit issued by the city or municipality where the principal place of business is located;
  - (c) Statement of all ongoing and completed government and private contracts similar to the project within 5 years prior to January 4, 2017, including contracts awarded but not yet started, if any (**Annex B**);
  - (d) Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from January 4, 2017;
  - (e) NFCC computation, at least equal to the ABC;
  - (f) Tax Clearance;
  - (g) Bid Securing Declaration, or any form of Bid Security in accordance with Section 27.2 of the 2016 Revised IRR of the RA 9184;
  - (h) Compliance with the Schedule of Requirements (**Annex C**) and Technical Specifications (**Annex D**);
  - (i) Omnibus Sworn Statement (**Annex E**); and
  - (j) Authority of the Signatory.

The supplier whose submission will be determined as the best and final offer will be required to submit the following documents:

- (a) Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment system (EFPS); and
- (b) Certificate of PhilGEPS registration.

3. An initial meeting for the negotiated procurement with interested suppliers will be conducted on December 27, 2016, 10:00AM (PST) at the DOST VI Conference Room, Magsaysay Village, La Paz, Iloilo City. Submission of the best and final offer using the form attached as **Annex A** will be on January 4, 2017 at 10:00AM (PST) at the DOST VI Conference Room, Magsaysay Village, La Paz, Iloilo City.
4. For further information, you may call the DOST VI BAC Secretariat at telephone/fax no. (033) 320-0908 from 8:00AM to 5:00PM.
5. The DOST VI 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 thereby incurring any liability to the affected firms.

**REMY C. SUNIO**  
BAC Chairperson

Financial Proposal Form

Date: \_\_\_\_\_

**REMY C. SUNIO**

Chairperson  
Bids and Awards Committee  
Department of Science and Technology Region VI  
Magsaysay Village, La Paz, Iloilo City

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the technical specifications and schedule of requirements for the sum of *[total Bid amount in words and figures]*.

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Offer is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

We agree to abide by this Offer for one hundred twenty (120) calendar days 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 Offer, 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 or any Offer you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the Invitation for Negotiated Procurement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS**

**BUSINESS NAME:**

**BUSINESS ADDRESS:**

| <b>Name of Contract</b> | <b>Date of the Contract</b> | <b>Kinds of Goods</b> | <b>Amount of Contract</b> | <b>Date of Delivery</b> | <b>End User's Acceptance or Official Receipt/s Issued for the Contract</b> |
|-------------------------|-----------------------------|-----------------------|---------------------------|-------------------------|--|
| <b>Government</b>       |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
| <b>Private</b>          |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |
|                         |                             |                       |                           |                         |  |

Submitted by: \_\_\_\_\_

Printed Name and Signature

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING  
CONTRACTS AWARDED BUT NOT YET STARTED**

**BUSINESS NAME:**

**BUSINESS ADDRESS:**

| <b>Name of Contract</b> | <b>Date of the Contract</b> | <b>Kinds of Goods</b> | <b>Value of Outstanding Contracts</b> | <b>Date of Delivery</b> |
|-------------------------|-----------------------------|-----------------------|---------------------------------------|-------------------------|
| <b>Government</b>       |                             |                       |                                       |                         |
|                         |                             |                       |                                       |                         |
|                         |                             |                       |                                       |                         |
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|                         |                             |                       |                                       |                         |
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| <b>Private</b>          |                             |                       |                                       |                         |
|                         |                             |                       |                                       |                         |
|                         |                             |                       |                                       |                         |
|                         |                             |                       |                                       |                         |
|                         |                             |                       |                                       |                         |

Submitted by: \_\_\_\_\_

Printed Name and Signature

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 Number | Description  | Quantity           | Total       | Delivered, Weeks/Months                                   |
|-------------|--|--------------------|-------------|---|
| 1           | <p>Provision packaging supplies and materials with printing services:</p> <p>PET/PE (preformed, primary packaging) with direct print on plastic for Rice Mongo Crunchies/Rice Mongo Curls (Morise)</p> <p>Size: 6" X6 ", 72 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs.</p> <p>Refer to attached drawing for details</p> | <b>50,000 pcs.</b> | P166,000.00 | Within 60 calendar days upon receipt of Notice to Proceed |
| 2           | <p>Provision packaging supplies and materials with printing services:</p> <p>PET/PE (preformed, primary packaging) with direct print on plastic for Rice Mongo Crunchies/Rice Mongo Curls(Monrice)</p> <p>Size: 5" X 7", 72 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs</p> <p>Refer to attached drawing for details</p>  | <b>50,000 pcs.</b> | P166,000.00 | Within 60 calendar days upon receipt of Notice to Proceed |
| 3           | <p>Provision packaging supplies and materials with printing services:</p> <p>Claycote #10 (preformed, secondary packaging) with direct print on labels for Rice Mongo Sesame Blend (Morise)</p> <p>Size: 13.2 in X15. 4 in</p> <p>Color: 2 color printing with</p>   | <b>50,000 pcs.</b> | P159,000.00 | Within 60 calendar days upon receipt of Notice to Proceed |

|   |   |                    |             |   |
|---|---|--------------------|-------------|---|
|   | <p>lamination</p> <p>Volume: 50,000 pcs</p> <p>Refer to attached drawing for details</p>  |                    |             |   |
| 4 | <p>Provision packaging supplies and materials with printing services:</p> <p>OPPCPP(preformed, secondary packaging) with direct print on plastic for Rice Mongo Blend (Monrice)</p> <p>Size: 4"X 9.5", 70 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs</p> <p>Refer to attached drawing for details</p> | <b>50,000 pcs.</b> | P159,000.00 | Within 60 calendar days upon receipt of Notice to Proceed |
| 5 | <p>Provision packaging supplies and materials with printing services:</p> <p>PET/PE (preformed, primary packaging) with direct print on plastic for Rice Mongo Blend (Monrice)</p> <p>Size: 3"X3", 72 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs.</p> <p>Refer to attached drawing for details</p>    | <b>50,000 pcs.</b> | P125,000.00 | Within 60 calendar days upon receipt of Notice to Proceed |

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

**ANNEX D**

## Section VII. Technical Specifications

| Item | Specification  | Statement of Compliance   |
|------|--|---|
| 1    | <p>Provision packaging supplies and materials with printing services:</p> <p>PET/PE (preformed, primary packaging) with direct print on plastic for Rice Mongo Crunchies/Rice Mongo Curls (Morise)</p> <p>Size: 6" X6 ", 72 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs.</p> <p>ABC: P166,000.00</p> <p>Refer to attached drawing for details</p> | <p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification.</p> |
| 2    | <p>Provision packaging supplies and materials with printing services:</p> <p>PET/PE (preformed, primary packaging) with direct print on plastic for Rice Mongo Crunchies/Rice Mongo Curls(Monrice)</p> <p>Size: 5" X 7", 72 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs</p> <p>ABC: P166,000.00</p> <p>Refer to attached drawing for details</p>  |   |
| 3    | <p>Provision packaging supplies and materials with printing services:</p> <p>Claycote #10 (preformed, secondary packaging) with direct print on labels for Rice Mongo Sesame Blend (Morise)</p> <p>Size: 13.2 in X15. 4 in</p>   |   |



|   |   |  |
|---|---|--|
|   | <p>Color: 2 color printing with lamination</p> <p>Volume: 50,000 pcs</p> <p>ABC: P159,000.00</p> <p>Refer to attached drawing for details</p>   |  |
| 4 | <p>Provision packaging supplies and materials with printing services:</p> <p>OPPCPP(preformed, secondary packaging) with direct print on plastic for Rice Mongo Blend (Monrice)</p> <p>Size: 4"X 9.5", 70 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs</p> <p>ABC: P159,000.00</p> <p>Refer to attached drawing for details</p> |  |
| 5 | <p>Provision packaging supplies and materials with printing services:</p> <p>PET/PE (preformed, primary packaging) with direct print on plastic for Rice Mongo Blend (Monrice)</p> <p>Size: 3"X3",72 microns</p> <p>Color: Three (3) colors</p> <p>Volume: 50,000 pcs.</p> <p>ABC: P125,000.00</p> <p>Refer to attached drawing for details</p>     |  |

**I hereby certify to comply with all the above Technical Specifications.**

|                        |   |      |
|------------------------|---|------|
|                        |   |      |
| Name of Company/Bidder | Signature over Printed Name of Representative | Date |

**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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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:* I am 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;

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]*; and

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]*  
*[JURAT]*