

## NOTICE OF NEGOTIATED PROCUREMENT

### Lease of Hotel, Lodging, and Meeting Facilities for the Conduct of Training for the 2<sup>nd</sup> Round Enumeration of NHTU of the Department of Social Welfare and Development-National Capital Region (DSWD-NCR)

Bid Reference No. 15-04-05

1. The Department of Social Welfare and Development – National Capital Region (DSWD-NCR), through the Bids & Awards Committee (BAC), is conducting a Negotiated Procurement for the **Lease of Hotel, Lodging, and Meeting Facilities for the Conduct of Training for the 2<sup>nd</sup> Round Enumeration of NHTU of the Department of Social Welfare and Development-National Capital Region (DSWD-NCR)** with an Approved Budget for the Contract of **EIGHTEEN MILLION NINE HUNDRED TWO THOUSAND TWO HUNDRED PESOS (Php18,902,200.00)**.

2. DSWD-NCR BAC now invites PhilGEPS registered HOTEL providers to submit their sealed proposals on or before 15 April 2015, 9:00 A.M. Opening of proposals will immediately follows at the OSEC Mini Conference Room, 389 San Rafael cor Legarda Street, Sampaloc, Manila.

The DSWD-NCR BAC will hold a pre-negotiation conference on 10 April 2015, 9:00 A.M which shall be open to all interested bidders. Bidders are encouraged to send their authorized technical representative or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

3. The process for the negotiated procurement and awarding of contract shall be governed by Republic Act 9184 and its Implementing Rules and Regulations, pursuant to Section 53.1.

4. A prospective bidder should have been in a business with dealings similar to this project for a period of at least ten (10) years prior to the date of bid opening.

5. The bidding is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

6. Bidders shall submit two (2) sets of CERTIFIED TRUE COPIES of the following documents in properly SEALED and MARKED envelope:

- Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade of Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives.
- Business/Mayor's Permit for year 2015 issued by the city or municipality where the principal place of business of the bidder is located
- Certificate of PhiGEPS Registration
- Audited Financial Statement for calendar year 2014 which must include the (1) Independent Auditor's Report;(2) Balance Sheet (Statement of Financial Position); (3) Income Statement (Comparative Statement of Comprehensive Income 2012 & 2013)
- Tax Clearance per EO 398, Series of 2005, **as finally reviewed and approved by the BIR**

f. The Bid Security shall be limited to the following:

	FORM	AMOUNT
A	Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit (2% of ABC)	Based on the total ABC of the LOTS which a bidder opts to bid

B	<b>Bid Securing Declaration (Annex A)</b>	
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- g. Duly completed and signed conformity to Technical Specifications (Annex B)
- h. Duly completed and signed compliance to Schedule of Requirements (Annex C)
- i. Duly signed and notarized Omnibus Sworn Statement (Annex D)
- j. Duly completed and signed Price Proposal Form (Annex E)

Bidders shall use the prescribed forms as annexed to this notice. Non-conformity shall be ground for disqualification.

- 7. Interested Bidders/Contractors may obtain further information from the **BAC Secretariat, c/o Ms. Mary Ann D. Yulas at DSWD-NCR 389 San Rafael cor. Legarda Street, Sampaloc Manila from 9:00 AM to 5:00 PM at tel. no. (02) 310-1434 / 733-0010 to 18 loc 209 or email at dswdnrc\_bac2011@yahoo.com.ph.**
- 8. **DSWD-NCR reserves the right to accept or reject any bid/quotation, to annul the bidding/procurement process, and to reject all bids/quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder/s and/or Contractor/s.**
- 9. **DSWD-NCR likewise reserves the right to accept the office most advantageous to the Government.**

(signed)  
**MANUELA M. LOZA**  
Chairperson  
Bids and Awards Committee  
DSWD-NCR

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
X-----X

**BID-SECURING DECLARATION**

**Invitation to Bid:** [Insert reference number]

To: [Insert name and address of the Procuring Entity]

I/We<sup>1</sup>, 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, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
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 and Responsive Bid/Highest Rated and Responsive Bid<sup>2</sup>, 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'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant**

\_\_\_\_\_

<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

<sup>2</sup> Select one and delete the other.

**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. \_\_\_\_\_ **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. \_\_\_\_

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Book No. \_\_\_\_

Series of 2015

### Technical Specifications/Requirements

<b>CATEGORY</b>	<b>ITEM DESCRIPTIONS</b>	<b><u>STATEMENT OF COMPLIANCE</u></b>  (Write "COMPLY" OR "NOT COMPLY" only. Any other statement of compliance is not acceptable and shall be a ground for disqualification)
<b>FOOD</b>	<ol style="list-style-type: none"> <li>1. Inclusive of meals (AM/PM Snacks), Managed Buffet Lunch &amp; Dinner with three (3) viands (fish, meat &amp; vegetables) exclusive of appetizer/soup and dessert.  First Provision: AM Snack  Last Provision: PM Snack</li> <li>2. Buffet Breakfast with additional choices of cereals, bread, egg dishes, fresh fruits and coffee/tea/choco drinks</li> <li>3. Provision of Socials (to be arranged)  (For AC and AS on the 2<sup>nd</sup> night while Enumerators on the 3<sup>rd</sup> night)</li> <li>4. Flowing coffee/tea, mints or nuts</li> <li>5. Halal Food (with muslim participants)</li> <li>6. With 3-4 standby waiters per conference room</li> </ol>	
<b>ROOM ACCOMMODATION</b>	<ol style="list-style-type: none"> <li>1. Triple/Quadruple Sharing (single bed per participants), airconditioned, complete room accessories (TV, cabinets, bath &amp; hand towels), Toiletries (toothbrush, toothpaste, shampoo, bath gel, soap)</li> <li>2. Coffee/tea, water in the room to be replenished everyday</li> <li>3. Room for training secretariat should have a working space and table</li> <li>4. Check-in at 12:00 noon on the first day of every batch and check-out at 2:00PM on the last day of every batch</li> </ol>	

<b>CONFERENCE ROOM</b>	<ol style="list-style-type: none"> <li>1. Use of four (4) airconditioned conference room, good for 80 pax per conference room, complete with audio-visual equipment (white screen for projector, LCD Projector, whiteboard, sound system (with fully functional microphone), wire connection from Laptop to sound system per conference room), no additional charge for extension of use of conference room up to 9:00PM for meetings</li> <li>2. Strong WIFI internet connection</li> <li>3. Use of conference room starts at 7:00AM on the first day of every batch and ends at 6:00PM on the last day of every batch.</li> </ol>	
<b>OTHERS</b>	<ol style="list-style-type: none"> <li>1. Free use of Hotel social and recreational facilities (swimming pool, gym, etc.)</li> <li>2. With available emergency first aid kit and vehicle for emergency purposes</li> <li>3. With welcome streamer outside the hotel/lobby and in function room</li> <li>4. On the last day of the activity, there will be a simultaneous activity at the area with provision of vehicle</li> <li>5. Provision of polo shirt for the participants with NHTU and DSWD logo (lay-out print – CD supplied)</li> </ol>	

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

**PLEASE USE THIS BID FORM  
NON-CONFORMITY WILL BE A GROUND FOR  
DISQUALIFICATION**

### Technical Specifications

	<b>Activity</b>	<b>Date of Training</b>	<b>Area / Location</b>	<b>Number of Pax</b>	<b>STATEMENT OF COMPLIANCE</b>  (Write "COMPLY" OR "NOT COMPLY" only. Any other statement of compliance is not acceptable and shall be a ground for disqualification)
<b>LOT 1</b>	Training for Area Coordinators/Area Supervisors	April 20-23, 2015	Hotel within Quezon City -Simulation Area: Tatalon Quezon City	319	
<b>LOT 2</b>	Training for Area Coordinators/Area Supervisors	April 24-27, 2015	Hotel within Quezon City -Simulation Area: Brgy. Bahay Toro, Quezon City	319	
<b>LOT 3</b>	Training for Enumerators	April 28 – May 2, 2015	Hotel within Manila City -Simulation Area: Parola, Tondo, Manila	300	
<b>LOT 4</b>	Training for Enumerators	May 3-7, 2015	Hotel within Pasay City -Simulation Area: Maricaban, Pasay City	300	
<b>LOT 5</b>	Training for Enumerators	May 8-12, 2015	Hotel within Quezon City -Simulation Area: Brgy. Commonwealth, Quezon City	300	
<b>LOT 6</b>	Training for Enumerators	May 13-17, 2015	Hotel within Manila City -Simulation Area: Brgy. Velasquez, Tondo, Manila	300	
<b>LOT 7</b>	Training for Enumerators	May 18-22, 2015	Hotel within Pasay City -Simulation Area: Brgy. Malibay, Pasay City	300	
<b>LOT 8</b>	Training for Enumerators	May 23-27, 2015	Hotel within Manila City -Simulation Area: Balic-Balic, Sampaloc, Manila	300	
<b>LOT 9</b>	Training for Enumerators	May 28 – June 01, 2015	Hotel within Quezon City -Simulation Area: Brgy. Holy Spirit, Quezon City	300	
<b>LOT 10</b>	Training for Enumerators	June 2-6, 2015	Hotel within Pasay City -Simulation Area: Brgy. 51 (Tramo), Pasay City	300	
<b>LOT 11</b>	Training for Enumerators	June 7-11, 2015	Hotel with Quezon City -Simulation Area: Brgy. Dona Mariana, Quezon City	240	

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

**PLEASE USE THIS BID FORM  
NON-CONFORMITY WILL BE A GROUND FOR  
DISQUALIFICATION**

## Schedule of Requirements

	<b>Activity</b>	<b>Date of Training</b>	<b>Area / Location</b>
<b>LOT 1</b>	Training for Area Coordinators/Area Supervisors	April 20-23, 2015	Hotel within Quezon City -Simulation Area: Tatalon Quezon City
<b>LOT 2</b>	Training for Area Coordinators/Area Supervisors	April 24-27, 2015	Hotel within Quezon City -Simulation Area: Brgy. Bahay Toro, Quezon City
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Conforme:

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 Name of Company

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 Signature of Bidder or Authorized Representative

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 Name and Designation

<b>PLEASE USE THIS BID FORM NON-CONFORMITY WILL BE A GROUND FOR DISQUALIFICATION</b>
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**Omnibus Sworn Statement**

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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:

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, the project consultants and **any of the participating bidders and/or contractors/suppliers with existing contract with DSWD-NCR 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, the project consultants and **any of the participating bidders and/or contractors/suppliers with existing contract with DSWD-NCR 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, the project consultants and **any of the**

**participating bidders and/or contractors/suppliers with existing contract with DSWD-NCR 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.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2015 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. \_\_\_\_\_ **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]

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Series of 2015.

## Price Proposal Form

Item No.	Quantity	UOM	Item Description	ABC	TOTAL PRICE
LOT 1	319	pax	Training for Area Coordinators/Area Supervisors	1,531,200.00	
LOT 2	319	pax	Training for Area Coordinators/Area Supervisors	1,531,200.00	
LOT 3	300	pax	Training for Enumerators	1,800,000.00	
LOT 4	300	pax	Training for Enumerators	1,800,000.00	
LOT 5	300	pax	Training for Enumerators	1,800,000.00	
LOT 6	300	pax	Training for Enumerators	1,800,000.00	
LOT 7	300	pax	Training for Enumerators	1,800,000.00	
LOT 8	300	pax	Training for Enumerators	1,800,000.00	
LOT 9	300	pax	Training for Enumerators	1,800,000.00	
LOT 10	300	pax	Training for Enumerators	1,800,000.00	
LOT 11	240	pax	Training for Enumerators	1,440,000.00	
			<b>GRAND TOTAL</b>	<b>18,902,400.00</b>	

**TOTAL BID PRICE (Amount in Words):**


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 Name of Company

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 Signature of Bidder or Authorized Representative

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 Name and Designation

<b>NOTE: In case of discrepancy between price in words and price in figures, the price in words will prevail.</b>
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