



## NOTICE OF NEGOTIATED PROCUREMENT

### Supply and Delivery of Prepaid Cards (Cellcards) of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR)

**Bid Reference No. 17-08-22**

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 **Supply and Delivery of Prepaid Cards (Cellcards) of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR)** with an approved budget for the contract of **TWO MILLION TWO HUNDRED SEVENTY TWO THOUSAND TWO HUNDRED PESOS 0/100 (Php2,272,200.00)**

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. DSWD-NCR BAC now invites PhilGEPS registered PREPAID CARD providers to submit their sealed proposals on or before 30 August 2017, 10:00 A.M. Opening of proposals will immediately follows at the RD's Conference Room, 389 San Rafael cor Legarda Street, Sampaloc, Manila.

The DSWD-NCR BAC will hold a pre-negotiation conference on 23 August 2017, 2:00 P.M at the mini-OSEC Conference Room 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 five (5) years prior to the date of bid opening and should have completed within the last three (3) years from the date of submission and receipt of bids at least one (1) contract of similar nature amounting to at least fifty percent (50%) of the ABC.  
***The complete set of Bidding Documents may be acquired by interested Bidders starting 23 August 2017, 1:00 p.m. to 5:00 p.m., from the address below.***
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:
  - a. PhilGEPS Certificate of Registration and Membership, that will upon verification by the BAC contain an updated file of the following documents:
    - i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
    - ii) Business/Mayor's permit for year 2017 issued by the city or municipality where the principal place of business of the bidder is located;
    - iii) Tax Clearance per EO 398, Series of 2005, **as finally reviewed and approved by the BIR;**
    - iv) Latest Audited Financial Statement which must include the following statements:
      - (1) Independent Auditor's Report;

- (2) Balance Sheet (Statement of Financial Position)
- (3) Income Statement

Each of the above statements in (1), (2) & (3) must be stamped received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

- b. A statement of all ongoing and completed government and private contracts which shall include all such contracts within the last three (3) years prior to the deadline for the submission and receipt of bids.

\*\*\***No attachments are required.**

\*\*\***See Annex II**

\*\*\***Non-conformity to Annex II shall be a ground for disqualification**

- c. Statement of Completed Single Largest Contract of similar nature within the last Three (3) years prior to the date of submission and receipt of bids, equivalent to at least FIFTY percent (50%) of the ABC of this project.

Any of the following supporting documents must be attached:

- (1) Certificate of Completion **or**
- (2) End-user's Acceptance **or**
- (3) Certificate of Satisfactory Performance

\*\*\***See Annex I**

\*\*\***Non-conformity to Annex I shall be a ground for disqualification**

- d. Duly signed NFCC computation, which must be at least equal to the ABC of this project;

- e. The bid security shall be limited to any of the following forms:

	<b>FORM</b>	<b>AMOUNT</b>
A	<b>Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit (2% of ABC)</b>	<b>45,444.00</b>
B	<b>Bid Securing Declaration (See Annex III)</b>	<b>N/A</b>

**Note:** The Cashier's/Manager's Check shall be issued in the name of  
**DSWD FO NCR MISCELLANEOUS TRUST ACCOUNT**

- f. Completed and signed conformity to **Schedule of Requirements**
- g. Conformity to **Technical Specifications**, completed and signed
- h. Proof of Authority of the designated representative/s for purposes of this bidding.
  - k.1. Duly signed and notarized Special Power of Attorney (SPA)** - For sole proprietorship if owner opts to designate representative/s; **or**
  - k.2. Duly signed and notarized Secretary's Certificate** evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.
- i. Duly signed and notarized **Omnibus Sworn Statements (See Annex IV)**;
- j. Company Profile with Organizational Chart and Office Location Map;
- k. Certificate of Distributorship / Re-sellership
- l. Bid Bulletin/s (if any)
- m. Completed and signed Bid Form
- n. Completed and signed Price Proposal Form. Must not exceed the total ABC, VAT Inclusive  
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 Mr. Mikhail O. Tizon at DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc Manila from 9:00

AM to 5:00 PM at tel. no. (02) 310-1434 email at [dswdncr\\_bac2011@yahoo.com.ph](mailto:dswdncr_bac2011@yahoo.com.ph) or dswdncr.bac@gmail.com.

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.**

(Original Signed)  
**ASUNCION M. FLORES**  
Chairperson  
Bids and Awards Committee  
DSWD-NCR

**Bid Form**

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Date: \_\_\_\_\_  
Negotiated Procurement No: 17-08-22

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**National Capital Region**  
**389 San Rafael cor Legarda Street, Manila**

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide goods for the project *the* **Supply and Delivery of Prepaid Cards (Cellcards) of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR)** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words]* *[total Bid amount in figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

I/We undertake, if my/our Bid is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

If my/our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

I/We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** 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 Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon me/us.

I/We understand that you are not bound to accept the lowest or any Bid you may receive.

I/We certify/confirm that I/We comply with the eligibility requirements per **ITB** Clause **Error! Reference source not found.** of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
*[Signature]*

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

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

**Price Proposal Form**

<b>Item No.</b>	<b>Quantity</b>	<b>UOM</b>	<b>Item Description</b>	<b>ABC</b>	<b>TOTAL BID PRICE</b>
<b>1</b>	<b>3756</b>	<b>Piece</b>	SMART 300	<b>Php1,126,800.00</b>	
<b>2</b>	<b>1878</b>	Piece	GLOBE 300	<b>Php563,400.00</b>	
<b>3</b>	<b>618</b>	Piece	SUN 300	<b>Php185,400.00</b>	
<b>4</b>	<b>696</b>	Piece	TNT 300	<b>Php208,800.00</b>	
<b>5</b>	<b>132</b>	Piece	TM 300	<b>Php39,600.00</b>	
<b>6</b>	<b>822</b>	Piece	SMART 100	<b>Php82,200.00</b>	
<b>7</b>	<b>438</b>	Piece	GLOBE 100	<b>Php43,800.00</b>	
<b>8</b>	<b>216</b>	Piece	SUN 100	<b>Php21,600.00</b>	
<b>9</b>	<b>6</b>	Piece	TM 100	<b>Php600.00</b>	
			<b>TOTAL</b>	<b>Php2,272,200.00</b>	

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

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

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

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

<p><b>PLEASE USE THIS BID FORM</b> <b>NON-CONFORMITY WILL BE A GROUND FOR DISQUALIFICATION</b></p>
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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:

1. **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)]*;

2. *[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;
3. 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;
4. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

5. **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;**

6. *[Name of Bidder]* complies with existing labor laws and standards; and
7. *[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]*.

**8. *[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 \_\_\_\_\_, 2016 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]

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of 2017.

**Important Note:**

Section 12. Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:

*At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, **Passport, Driver's License, Professional Regulations Commission ID, National Bureau of Investigation (NBI) Clearance, Police Clearance, Postal ID, Voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth Card, Senior Citizen Card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, Seaman's Book, Alien Certificate of Registration/Immigrant Certificate of Registration, Government Office ID, certification from the National Council for Disability Affairs(NCDA),, Department of Social Welfare and Development (DSWD) Certification;***

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
NATIONAL CAPITAL REGION**

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

Project : **Supply and Delivery of Prepaid Cards (Cellcards) of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR)**

Bid Ref No. : NP 17-08-22

Approved Budget for the Contract (ABC): **(Php2,272,200.00)**

<b>ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS COPY 1 AND COPY 2</b>											
<b>A</b>	PhilGEPS Certificate of Registration and Membership.										
<b>B</b>	Statement of all its ongoing contracts and completed contracts within the last three (3) years including contracts awarded but not yet started, if any (NO ATTACHMENTS REQUIRED)										
<b>C</b>	Statement of Completed Single Largest Contract of similar nature within the last three (3) years prior to the date of submission and receipt of bids, equivalent to at least fifty percent (50%) of the ABC of this project.  Any of the following supporting documents must be attached: (1) Certificate of Completion <b>or</b> (2) End-user's Acceptance <b>or</b> (3) Certificate of Satisfactory Performance										
<b>D</b>	Duly signed NFCC computation, which must be at least equal to the ABC										
<b>TECHNICAL DOCUMENTS</b>											
<b>E</b>	<p>The bid security shall be limited to ANY of the following forms:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">FORM</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit (2% of ABC)</td> <td style="text-align: center;">45,444.00</td> </tr> <tr> <td style="text-align: center;">B</td> <td>BID SECURING DECLARATION</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table> <p><b>Note:</b> The Cashier's/Manager's Check shall be issued in the name of <b>DSWD FO NCR MISCELLANEOUS TRUST ACCOUNT</b></p>		FORM	AMOUNT	A	Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit (2% of ABC)	45,444.00	B	BID SECURING DECLARATION	N/A	
	FORM	AMOUNT									
A	Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit (2% of ABC)	45,444.00									
B	BID SECURING DECLARATION	N/A									
<b>F</b>	Completed and signed <b>Schedule of Requirements</b>										
<b>G</b>	Conformity to <b>Technical Specifications</b> , completed and signed										
<b>H</b>	Proof of Authority of the designated representative/s for purposes of this bidding.  <b>(a) Duly notarized Special Power of Attorney (SPA)</b> - For sole proprietorship if owner opts to designate representative/s; <b>or</b> <b>(b) Duly notarized Secretary's Certificate</b> evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.										
<b>I</b>	Duly notarized Omnibus Sworn Statements										
<b>J</b>	Company Profile with Organizational Chart and Office Location Map										
<b>K</b>	Certificate of Distributorship / Re-sellership										



<b>L</b>	Bid Bulletin/s, if any	
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<b>ENVELOPE 2: FINANCIAL COMPONENT COPY 1 AND COPY 2</b>	
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<b>A</b>	Completed and signed Bid Form	
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<b>B</b>	Completed and signed Price Proposal Form. Must not exceed the <b>ABC</b> VAT Inclusive	
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**Important Note:**

The CHECKLIST only serves as a guide in the preparation of the bidding documents/requirements. In case of discrepancy between the requirements indicated in the BID DATA SHEET and the CHECKLIST, the BID DATA SHEET shall prevail.

**Statement of Single Largest Completed Contract of Similar Nature Within the Last Three (3) Years Prior to the Date of Submission and Receipt of Bids, equivalent to at least fifty percent (50%) of the ABC of this Project**

<b>Name of Client and Complete Address</b>	<b>Name of the Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Duration of Contract</b>

Any of the following documents must be attached:

- a. End-user’s Acceptance **or**
- b. Certificate of Completion **or**
- c. Certificate of Satisfactory Performance

Certified Correct:

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

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

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

<p><b>PLEASE USE THE PRESCRIBED FORMAT IN THIS BID FORM NON-CONFORMITY WILL BE A GROUND FOR DISQUALIFICATION</b></p>
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**Statement of All Ongoing and Completed Contracts  
Within the Last Three (3) Years**

1. All on-going contracts (including contracts awarded but not yet started, if any)

<b>Name of Client and Complete Address</b>	<b>Name of the Contract</b>	<b>Date and Status of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Goods</b>	<b>Value of Outstanding Contracts</b>	<b>Purchase Order No./ or Date of Contracts</b>	<b>Duration of Contract</b>

2. Completed Contracts (at least three [3] completed contracts, one for each year-2015, 2014 and 2013, if applicable)

<b>Name of Client and Complete Address</b>	<b>Name of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Goods</b>	<b>Purchase Order No./ or Date of Contracts</b>	<b>Duration of Contract</b>

Certified Correct:

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

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

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

\*\*No attachments required\*\*

<p><b>PLEASE USE THE PRESCRIBED FORMAT IN THIS BID FORM NON-CONFORMITY WILL BE A GROUND FOR DISQUALIFICATION</b></p>
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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.

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, **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 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;
- (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**

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<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. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of 2017

***Important Note:***

Section 12. Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:

*At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, **Passport, Driver’s License, Professional Regulations Commission ID, National Bureau of Investigation (NBI) Clearance, Police Clearance, Postal ID, Voter’s ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth Card, Senior Citizen Card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, Seaman’s Book, Alien Certificate of Registration/Immigrant Certificate of Registration, Government Office ID, certification from the National Council for Disability Affairs(NCDA), Department of Social Welfare and Development (DSWD) Certification;***

# Annex IV-A

**COPY 1 TECHNICAL COMPONENT**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DSVVD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : **Php** \_\_\_\_\_

DO NOT OPEN BEFORE: Date & Time of Bid Opening

**COPY 2 TECHNICAL COMPONENT**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DSVVD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : **Php** \_\_\_\_\_

DO NOT OPEN BEFORE: Date & Time of Bid Opening

**TECHNICAL COMPONENT ENVELOPE**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DSWD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

BID REF NO.: \_\_\_\_\_

ABC : **Php** \_\_\_\_\_

DO NOT OPEN BEFORE: Date & Time of Bid Opening

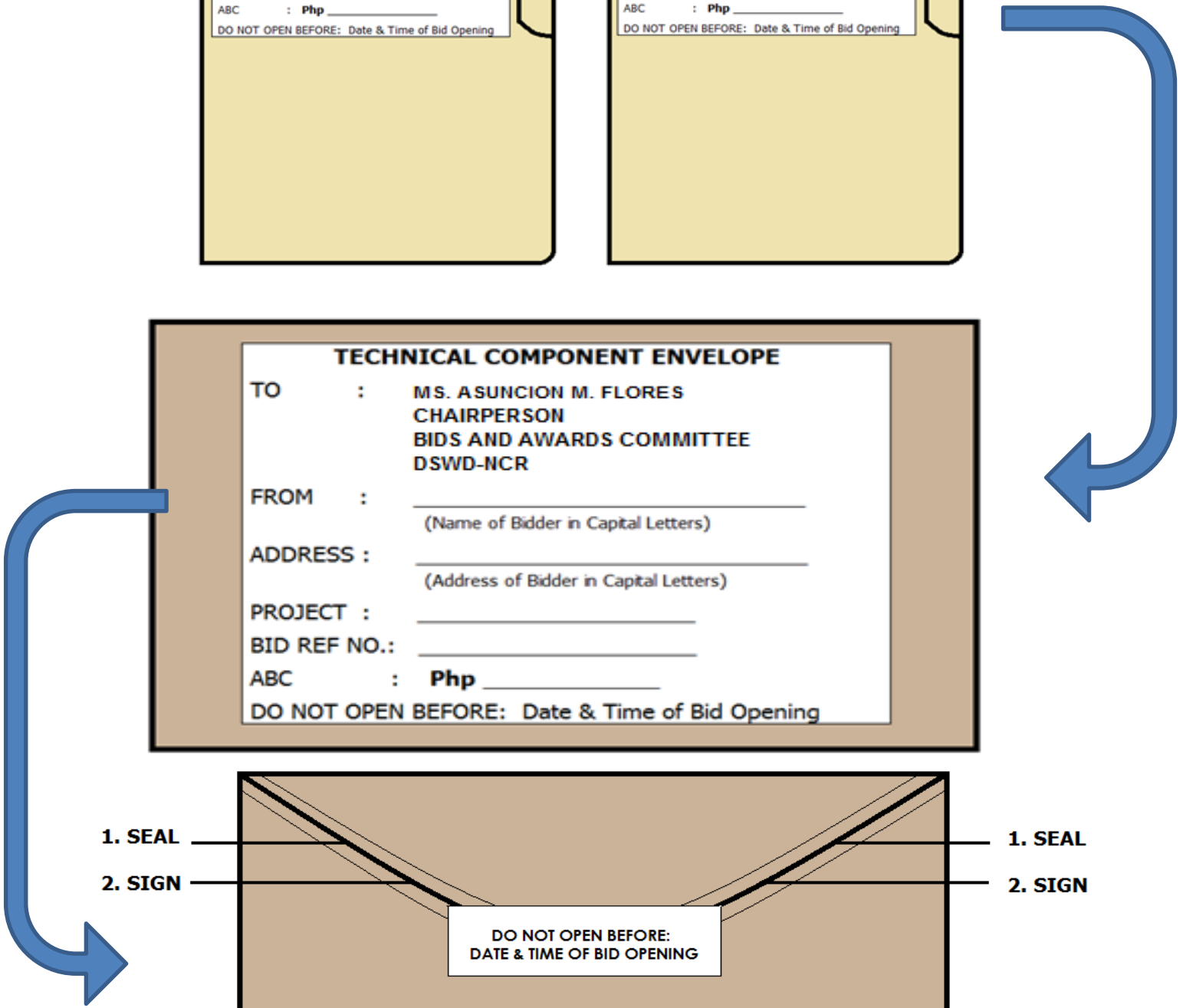
1. SEAL

2. SIGN

1. SEAL

2. SIGN

DO NOT OPEN BEFORE:  
DATE & TIME OF BID OPENING



**COPY 1 . FINANCIAL COMPONENT**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DSWD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : **Php** \_\_\_\_\_

DO NOT OPEN BEFORE: Date & Time of Bid Opening

**COPY 2 FINANCIAL COMPONENT**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS  
COMMITTEE  
DSWD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : **Php** \_\_\_\_\_

DO NOT OPEN BEFORE: Date & Time of Bid Opening

**FINANCIAL COMPONENT ENVELOPE**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DSWD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

BID REF NO.: \_\_\_\_\_

ABC : **Php** \_\_\_\_\_

DO NOT OPEN BEFORE: Date & Time of Bid Opening



**FINANCIAL COMPONENT ENVELOPE**

TO : MS. ASUNCION M. FLORES

FROM

ADDR

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**TECHNICAL COMPONENT ENVELOPE**

TO : MS. ASUNCION M. FLORES  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DSWD-NCR

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT : \_\_\_\_\_

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DO NOT OPEN BEFORE: Date & Time of Bid Opening

1. SEAL

2. SIGN

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