



Republic of the Philippines
Department of Social Welfare and Development

FIELD OFFICE NCR
389 San Rafael Street corner Legarda Street, Manila
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NOTICE OF NEGOTIATED PROCUREMENT

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 following procurement activities:

| Bid Reference No. | Item/Description | Approved Budget for the Contract | Pre-Negotiation Conference | Bid Opening |
|-------------------|---|----------------------------------|---|--|
| 15-08-35 | Supply and Delivery of Labor and Materials for the Installation of Office System for Pantawid Pamilya Pilipino Program of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR) | Php1,681,332.84 | August 20, 2015 1:00 PM National Vocational Rehabilitation Center – J.P. Burgos Street, Project 4, Cubao, Quezon City | August 26, 2015 10:00 AM National Vocational Rehabilitation Center – J.P. Burgos Street, Project 4, Cubao, Quezon City |
| 15-08-36 | Supply and Delivery of Office Equipment for Pantawid Pamilya Pilipino Program of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR) | Php1,560,600.00 | August 20, 2015 2:00 PM National Vocational Rehabilitation Center – J.P. Burgos Street, Project 4, Cubao, Quezon City | August 26, 2015 11:00 AM National Vocational Rehabilitation Center – J.P. Burgos Street, Project 4, Cubao, Quezon City |

2. DSWD-NCR BAC now invites PhilGEPS registered CONTRACTOR/SUPPLIER/S to submit their sealed proposals on or before 26 August 2015. Opening of proposals will immediately follows at the above address.

The DSWD-NCR BAC will hold a pre-negotiation conference at the above address 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 requirement 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.
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 2013 & 2014)
 - Tax Clearance per EO 398, Series of 2005, **as finally reviewed and approved by the BIR**
 - The Bid Security shall be limited to the following:

| | FORM | Bid Reference No. 15-08-35 AMOUNT | Bid Reference No. 15-08-36 AMOUNT |
|---|---|--------------------------------------|--------------------------------------|
| A | Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, Irrevocable Letter of Credit (2% of ABC) | 33,626.66 | 31,212.00 |
| B | Bid Securing Declaration (Annex A) | n/a | n/a |

- Duly completed and signed conformity to Technical Specifications (Annex B)
- Duly completed and signed compliance to Schedule of Requirements (Annex C)
- Duly signed and notarized Omnibus Sworn Statement (Annex D)

- j. Duly completed and signed Price Proposal Form (Annex E)
- k. Duly Completed and signed Terms of Reference (Annex F)

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

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. Bidders may directly coordinate with the BAC-Secretariat in the address below

- 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 dswdncr_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 offer most advantageous to the Government.**

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

