



REPUBLIC OF THE PHILIPPINES  
METRO COTABATO WATER DISTRICT  
Governor Gutierrez Avenue  
Cotabato City

### ***Invitation for Negotiated Procurement***

## **Supply and Delivery of Two (2) Units Asian Utility Vehicle (AUV), Close Type, Non-Air-Conditioned, with Diesel Engine Displacement of 2400CC to 2500CC (PB-0006-2017)**

1. In view of the two (2) failed biddings, the Metro Cotabato Water District (MCWD) and Bids and Awards Committee (BAC) invites suppliers to participate in the negotiation for the Supply and Delivery of Two (2) Units Asian Utility Vehicle (AUV), Close Type, Non-Air-conditioned, with Diesel Engine Displacement of 2400CC to 2500CC, in accordance with Section 53.0 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act." The Approved Budget for the Contract is One Million Eight Hundred Thousand Pesos & 00/100 (Php1,800,000.00).
2. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted and opened on August 22, 2017, 10:00 a.m. at the MCWD Boardroom, Metro Cotabato Water District, Governor Gutierrez Avenue, Cotabato City:
  - a) Registration Certificate from SEC, DTI and CDA with updated General Information Sheet
  - b) CY 2017 Mayor's Permit;
  - c) Statement of:
    - c.1.) Single Largest Completed Contract (SLCC) which is similar in nature (Annex B.1), supported with Contract or Purchase Order, and corresponding proof of completion such as Certificate of Final Acceptance from the bidder's client ; or Official Receipt issued by the Bidder;
    - c.2.) All On-Going Government & Private Construction Contracts including contracts awarded but not yet started (Annex B.2), supported with Notice of Award, Contract and Notice to Proceed
  - d) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue (BIR);
  - e) NFCC computation in accordance with the revised IRR;
  - f) Bid security issued in favor of the MCWD shall be either in the following forms and amount;

- (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank.
- (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
- (iii) Bid Securing Declaration. Sample form is attached as Annex F.
- g) Current and Valid Tax Clearance per Executive Order 398, series of 2005, as finally reviewed, approved, and issued by the BIR;
- 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 bidder whose submission will be determined as the best and final offer will be required to submit the following documents:

- (a) 2016 Income and Business Tax Returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS), consisting of the following:
    - ✓ 2016 Income Tax Return with proof of payment
    - ✓ VAT returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from January 2017 to June 2017.
  - (b) PhilGEPS Registration Certificate.
3. For further information, you may call the MCWD-BAC Secretariat Head, Ms. Margarita F. Roales at (064) 421-3009 from 8:00 a.m. to 5:00 p.m.
4. The MCWD 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 suppliers.

**VENANCIO E. VILLARMA, JR.**

*Department Manager – Engineering Operations  
Chairperson – MCWD-BAC*

## Financial Proposal

To: *[name and address of Procuring Entity]*

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

Ladies and/or Gentlemen:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers, if there is any]*, the receipt of which is hereby duly acknowledged, we the undersigned, offer to MCWD, our services for the project, "Supply and Delivery of Two (2) Units Asian Utility Vehicle (AUV), Close Type, Non-Air-conditioned, with Diesel Engine Displacement of 2400CC to 2500CC," in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]*.

Particulars	Unit	Unit Cost	Total Cost
Supply and Delivery of Two Asian Utility Vehicle (AUV), Close Type, Non-Air-conditioned, with Diesel Engine Displacement of 2400CC to 2500CC	2 Units		
<b>Total (inclusive of VAT)</b>			

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

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

We agree to abide by this Bid for the Bid Validity Period of one hundred twenty (120) calendar days (**ITB** Clause 17.1) and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal Contract or Purchase Order is prepared and executed, this Bid, 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 Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

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

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

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

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

*Statement of Single Largest Completed Contract  
which is Similar in Nature*

(indicate only one)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client	Date of the Contract	Title of Project	Amount of Contract	Date of Delivery	Please Submit/Attach Purchase Order and End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by: \_\_\_\_\_  
(Printed Name & Signature)

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

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

Note: Cut-off date \_\_\_\_\_.

***List of all Ongoing Government & Private Contracts including  
Contracts awarded but not yet started***

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client	Date of the Contract	Title of the Project in the Contract	Contract Amount	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>					
<u>Private</u>					

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

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

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

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to MCWD Compound.

<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
Supply and Delivery of Two (2) Units Asian Utility Vehicle (AUV), Close Type, Non-Air-conditioned, with Diesel Engine Displacement of 2400CC to 2500CC	2 units	Delivery at MCWD Compound, Gov. Gutierrez Avenue, Cotabato City. Within <b>90 Calendar Days</b> upon receipt of the approved purchase order.

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

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Name of Company/Bidder

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Signature over Printed Name of  
Authorized Representative

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Date

## **Section VII. Technical Specifications**

Bidders must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

<b>Specification</b>	<b>Bidder's Statement of Compliance</b>
Supply and Delivery of Two (2) Units Asian Utility Vehicle (AUV), Close Type, Non-Air-conditioned, with Diesel Engine Displacement of 2400CC to 2500CC	
<b>SPECIFICATIONS:</b>	
<b>DIMENSION/ WEIGHT</b>	
<b>Wheel Base:</b> 2,200-2,350 mm	
<b>Tread:</b> <b>Front:</b> 1,440mm <b>Rear:</b> 1,380 mm	
<b>Ground Clearance:</b> 195 mm	
<b>Gross Vehicle Weight:</b> 2200-2345 kg	
<b>Engine:</b> 4 In-line SOHC Diesel	
<b>Emission Compliance:</b> Euro II or latest	
<b>Bore &amp; Stroke:</b> 91.1x95mm	
<b>Displacement:</b> 2400-2500cc	
<b>Maximum Output (PS/rpm):</b> 71PS/4200rpm	
<b>Torque (N-m/rpm):</b> 140/2500	
<b>Transmission:</b> 5 Speed Manual	
<b>Fuel Tank Capacity:</b> 55-60 Liters	
<b>SUSPENSION</b> <b>Front:</b> Independent Wishbone and Coil springs with stabilizers <b>Rear:</b> Semi-Elliptic Leaf Spring	
<b>BREAKS</b> <b>Front:</b> 10" Ventilated Disc <b>Rear:</b> 10" Leading and Trailing Drums <b>Break Booster:</b> 9" Master Vacuum	
<b>STEERING:</b> Ball and Nut Gear Type with Power Steering	
<b>WHEELS &amp; TIRES</b> <b>Wheels:</b> 14" x 5.0J Steel Rims <b>Tire:</b> 185R 14C 8 PR	
<b>BODY:</b> Rounded roof corners and corner posts, gutter less roof, recessed sliding windows, re-contoured side panels, spray-on rhino lining on side and	

flooring, moulded plastic trims on front panel and backdoor, door lock mechanism for rear door, color – white.	
<p><b>BODY MARKINGS:</b></p> <ul style="list-style-type: none"> <li>• MCWD Logo (Sticker) size 9”x9”, “FOR OFFICIAL USE ONLY” (Sticker) to be placed below the logo at the Driver’s and Passenger’s side door (left &amp; right)</li> <li>• Markings Capacity (Stickers) at body (left and right side)</li> <li>• All markings should be in color blue</li> </ul>	
<p><b>OTHERS:</b></p> <ul style="list-style-type: none"> <li>- Top Load Carrier with climbing ladder inclusive of Carrier Rope with lock hook.</li> <li>- Upholstered seat, floor mat (front), seat cover ( front)</li> <li>- Standard tools, jack, tire wrench, spare tire and rim</li> <li>- Spare tire and rim to be secured with chain and padlock</li> <li>- Standard early warning device (LTO approved)</li> <li>- Trailer hook</li> <li>- Standard seatbelt at the driver and passenger’s front seat</li> <li>- Manual and parts catalog</li> </ul>	
<b>TERMS AND CONDITIONS:</b>	
Delivery period shall be within (90) calendar days after receipt of approved Purchase Order/Notice to Proceed.	
Three (3) years LTO registration (government) including top load carrier fee.	
LTO registration must be in Cotabato City	
Comprehensive Insurance (GSIS)	
Glass tinting (light gray)	
With three (3) years warranty or 100,000 kms. whichever comes first.	
Price quoted shall be VAT inclusive.	
<p>Certification to be submitted:</p> <ul style="list-style-type: none"> <li>• Certification of Statement of Availability of its own or any authorized Service Center and Technician near Cotabato City.</li> <li>• Manufacturer’s Warranty Certificate.</li> </ul>	
Free labor on service for the first 1,500 and 5,000 km check up	
All communications during procurement period must be submitted through MCWD Procurement Section.	

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

_____	_____	_____
Name of Company/Bidder	Signature over Printed Name of Authorized Representative	Date



## 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:* 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].

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

**SUBSCRIBED AND SWORN TO** before me, this \_\_\_\_ day of \_\_\_\_\_, 2015 in the City of \_\_\_\_\_, affiant exhibiting to me his/her ID No. \_\_\_\_\_ issued by \_\_\_\_\_ valid thru \_\_\_\_\_.

Doc. No.:  
Page No.:  
Book No.:  
Series of 2015

Notary Public

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

x-----x

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.<sup>1</sup>: [Insert reference number]**

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

I/We<sup>2</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; (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;
  - (b) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

<sup>1</sup>Select one and delete the other.

<sup>2</sup>Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>3</sup>Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

**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**

**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. \_\_\_\_ and his/her \_\_\_\_\_ 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 \_\_\_\_