



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

# **BIDDING DOCUMENTS**

## **FOR THE**

**Supply and Delivery of 1 unit Brand New  
Vehicle with Diesel Engine Displacement of**

**2,755cc,**

**Transmission-5-Speed M/T**

***(3<sup>rd</sup> Negotiated Procurement:***

***Two-Failed Biddings)***

**CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION**

**BIDDERS SHALL SUBMIT TWO (2) SETS (ORIGINAL & PHOTOCOPY) OF ENVELOPE NO. 1.**

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**ENVELOPE No. 1 - ELIGIBILITY AND TECHNICAL REQUIREMENTS ENVELOPE**

**The following documents shall be submitted by the bidder to determine its technical, legal and financial capability:**

(To be filled-up by the MCWD Evaluator during the Opening of Bids)

	CONTENTS OF DOCUMENT	REMARKS
<b>I. ELIGIBILITY DOCUMENTS</b>		
<b>Class "A" Documents</b>		
1. Philippine Government Electronic Procurement System (PhilGEPS) Platinum Membership: <ul style="list-style-type: none"> <li><input type="checkbox"/> Current PhilGEPS Certificate of Registration - Platinum Membership (must be submitted before award); or/and</li> <li><input type="checkbox"/> Updated copies of the following documents:               <ul style="list-style-type: none"> <li>a. Registration Certificate (SEC; DTI; or CDA);</li> <li>b. Y2020 Mayor's/Business Permit;</li> <li>c. Current<sup>1</sup> Tax Clearance Certificate (TCC);<sup>2</sup> AND</li> <li>d. Y2018 Audited Financial Statement (AFS)</li> </ul> </li> </ul>		
<b>II. TECHNICAL DOCUMENTS</b>		
1. NFCC at least equal to the ABC 2. Statement of Single Largest Completed Contract, which is similar in nature, within five (5) years from the date of submission and receipt of bids supported by the End-User's Acceptance or Official Receipt or Sales Invoice (Use prescribed GPPB form);		

<sup>1</sup> The TCC must be valid or effective (not expired) on the date of the opening of bids and must be valid for BIDDING PURPOSES.

<sup>2</sup> The TCC refers to the clearance issued by the Accounts Receivable Monitoring Division (ARMD) or appropriate office of the Bureau of Internal Revenue, which is valid for bidding purposes, attesting that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account. As with other bidding requirements, the MCWD validates the TCC as against the BIR list of entities with validly issued TCCs.

	<b>CONTENTS OF DOCUMENT</b>	<b>REMARKS</b>
3. Compliance with Technical Specifications;		
4. Compliance with Terms and Conditions		
5. Omnibus Sworn Statement of the bidder containing the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Authority of the Designated Representative;</li> <li><input type="checkbox"/> b. Non-inclusion in the Blacklist;</li> <li><input type="checkbox"/> c. Authenticity of the Submitted Documents;</li> <li><input type="checkbox"/> d. Authority to Validate Submitted Documents;</li> <li><input type="checkbox"/> e. Disclosure of No Relationship;</li> <li><input type="checkbox"/> f. Compliance with Labor Laws and Regulations;</li> <li><input type="checkbox"/> g. Bidder's Responsibilities; and</li> <li><input type="checkbox"/> h. Compliance with GPPB Resolution No. 22-2013 in relation to "No Gift Policy"</li> </ul>		
6. Proof of Appointment of Bidder's Authorized Representative/s <ul style="list-style-type: none"> <li><input type="checkbox"/> NOTARIZED Certificate issued by the Corporate Secretary (for Corporation/Cooperative/Joint Venture) or issued by the Managing Partner or President (for Partnership), attesting the appointment of the bidder's representative/s; <b>OR</b></li> <li><input type="checkbox"/> NOTARIZED Special Power of Attorney, for Sole Proprietorship; <b>OR</b></li> <li><input type="checkbox"/> Certification issued by the dealer authorizing the sales agent to submit bid and sign the Bid Form.</li> </ul>		

**ENVELOPE No. 2 - FINANCIAL REQUIREMENTS ENVELOPE**

Duly accomplished BID FORM



REPUBLIC OF THE PHILIPPINES  
**METRO COTABATO WATER DISTRICT**  
GOVERNOR GUTIERREZ AVENUE, COTABATO CITY

## INVITATION FOR NEGOTIATIONS

1. The Metro Cotabato Water District (MCWD), The Government of the Philippines (GOP) through 2019 Corporate Budget by the MCWD approved by Board of Directors, intends to apply the sum of One Million Six Hundred Fifty-Five Thousand Nine Hundred Sixty Pesos (P1,655,960.00) being the Approved Budget for Contract (ABC) to payments under the contract for the Supply and Delivery of 1 unit Brand New Vehicle with Diesel Engine Displacement of 2,755cc, Transmission-5-Speed M/T, described below.

Name of Requirement/Brief Description	Approved Budget for the Contract (ABC), VAT inclusive
<b>Supply and Delivery of 1 unit Brand New Vehicle with Diesel Engine Displacement of 2,755cc, Transmission-5-Speed M/T (Negotiated Procurement), as per MCWD Technical Specifications</b>	<b>TOTAL ABC: Php 1,655,960.00</b> (Bids exceeding this amount shall be automatically rejected at bid opening.)

2. Pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, we invite legally, technically and financially capable suppliers to negotiate with the MCWD on subject requirement. Please submit your eligibility and technical documents (as per attached Checklist of Requirements for Bidders) in sealed envelopes marked “**BID DOCUMENTS FOR SUPPLY AND DELIVERY OF 1 UNIT BRAND NEW VEHICLE WITH DIESEL ENGINE DISPLACEMENT OF 2,755cc, TRANSMISSION-5-SPEED M/T (NEGOTIATED PROCUREMENT)**” time stamped not later than **10:00 A.M.** on **4 November 2020.**
3. Delivery of the Goods shall be in accordance with the Delivery Schedule under Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

5. Interested bidders may obtain further information from the MCWD-Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders from the address below, free of charge.

It may also be downloaded free of charge from the websites of the Metro Cotabato Water District ([www.metrocotabatowd.gov.ph](http://www.metrocotabatowd.gov.ph))

7. The MCWD will hold a Negotiation on **4 November 2020 @ 10:00 a.m.**, at Governor Gutierrez Avenue, Cotabato City, which shall be open to prospective bidders. To ensure completeness and compliance of bids, bidders are advised to send not more than two (2) technical and/or administrative representatives who prepares the bidding documents.
8. Final offers must be duly received by the BAC Secretariat at the address above-mentioned on or before **4 November 2020 @ 10:00 a.m.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **4 November 2020 @ 10:00 a.m.**, at the address above-mentioned. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

9. The MCWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders. It also assumes no responsibility whatsoever to compensate or indemnify any bidder for expenses incurred in the preparation of bid.
10. For further information, please refer to:

**MS. ROSALIE JUNGCO-DELA CRUZ**  
*BAC Secretariat Head*  
*Metro Cotabato Water District*  
*Governor Gutierrez, Avenue, Cotabato City*  
*TeleFax No. (064) 421-3009*  
*E-Mail Address: [mcwd\\_procurement@yahoo.com](mailto:mcwd_procurement@yahoo.com)*

**WINSTON L. SAPAL**  
**MCWD – BAC Chairperson**

# *Technical Specifications*

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

Item	Minimum Specifications	Bidder's Statement of Compliance
	<b><i>“Supply and Delivery of 1 unit Brand New Vehicle with Diesel Engine Displacement of 2,755cc, Transmission-5-Speed M/T – Negotiated Procurement”</i></b>	
	<b>Specifications:</b>	
	-Overall (LxWxH) : 4,735 x 1,830 x 1,795 (mm)	
	-Wheelbase : 2,750 (mm)	
	-Engine Type: Direct Injector Four-Stroke Common Rail Diesel, 2.8 Liter Diesel, 4-Cylinder, In-Line 16 Valve, Double Overhead Camshaft (Variable Nozzle Turbo Charger with Intercooler)	
	-Displacement: 2,755cc to 3,000cc	
	-Maximum Output: M/T 167hp / 3,400rpm	
	-Maximum Torque: 343 Nm / 1,200 – 3,400 rpm	
	-Fuel System: Direct Injection Common Rail	
	-Transmission: 5-Speed M/T	
	-Tires/Wheels: 205/65 R16, Alloy with Center Cap Color Keyed with Rear Reflector Bumper, Multi-Reflector Halogens Front Headlamp Color Keyed With Chrome Front	
	Exterior Features: Grill: Color with Side Turn Lamp, Retract, Welcome Lamp: Outside View Mirror, Chrome Grip Type: Outside Door Handle, Intermittent with Time Adjuster –Mist/With Wiper and Fin Type: Antenna Rack and Pinion with Power Steering (3-Spoke Leather + Wood + Silver Trim with Audio, Tel and MID Switch) Separate (Driver and Passenger) Reclining, Sliding and Vertical Height Adjuster Interior Features: (Driver) with Backpocket (Driver and Passenger) and Back Table (Driver and Passenger), 60:40 Fold, One- Touch Tumble, Slide, and Recline with Center Armrest / Fold, Tumble and Easy Space Up. SRS Airbags – Driver and Passenger, ABS-Anti Lock Braking System with EBD and Brake Assist, Seatbelts Safety Features: (Front: 3 Point ELR x 2-Rear: 3 Point ELR x 8). Child Lock Protection. Door Ajar Warning. High Mount Stop Lamp Adjustable Front).	

	-Audio System: 2-DIN Display Audio CD/ Tuner / MP3 / Navigation With USB and Auxiliary Input 6 Speakers	
	-Security System: Vehicle Security System (VSS) Electronic Door locks	
	-Color: Pearl White	
<b>Terms and Conditions:</b>		
1.	Vehicle shall be available at the Supplier's Showroom within sixty (60) calendar days after receipt of Purchase Order (PO)	
2.	Three (3) years LTO Registration (Government)	
3.	LTO Registration must be in Cotabato City.	
4.	Pick-up FOB at the Supplier's showroom after approval of the Comprehensive Insurance (GSIS) – to be shouldered by MCWD.	
5.	Warranty of Three (3) years or 100,00 kms. Whichever comes first. Note: The obligation of warranty shall be covered by at the Supplier's option either in an amount equivalent to at least five percent (5%) of every progress payment or a special bank guarantee to at least five percent (5%) of a contract price. The said shall only be released after the lapsed of warranty period.	
6.	Price quoted shall be VAT Inclusive.	
7.	Free labor service for the first 1,500 and 5,000 km. check-up.	
8.	Certification to be submitted: A Notarized Certification/Statement that the Bidder operated in the market within ten (10) years and has its own or Authorized Service Center in Davao City, Gensan City, Kidapawan City with available spare parts and Technician for the last five (5) years.	
9.	All communications during procurement period must be submitted through MCWD Procurement Section	
10.	Payment shall only be made thirty (30) calendar days after complete delivery.	

## Bid Form

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

For \_\_\_\_\_

We, the undersigned, declare that:

- a. We have examined the Bidding Documents including the issued Bid Bulletin/s, the receipt of which is/are hereby duly acknowledged;
- b. We, submit the following bid:

Description of Requirement/ Project	Quantity / Units	Model/ Variant to be Delivered	Total Bid Price, VAT inclusive (in Figures and in Words)
<p><b>Supply and Delivery of Brand New Vehicle with Diesel Engine Displacement of 2,755cc, Transmission-5-Speed M/T (Negotiated Procurement), as per MCWD Technical Specifications</b></p>	<p><b>1 unit</b></p>		<p>Php _____ (in figures)</p> <hr/> <hr/> <hr/> <p>(in words)</p>

- c. We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Bidding Documents;
- d. We undertake, if our Bid is accepted, to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents;
- e. We agree to abide by this Bid for the Bid Validity Period of One Hundred Twenty (120) calendar days from date of opening of bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period, without prejudice to the right of the MCWD to request extension of the validity period of our bid security;

\_\_\_\_\_  
*(Signature above Printed Name of Bidder's Duly Authorized Representative)*



- f. 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 us;
- g. We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive;
- h. We likewise certify/confirm that the undersigned is the duly authorized representative of the bidder and granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for herein project;
- i. We acknowledge that failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid;
- j. We understand that any communication sent by MCWD to the address/fax number/email address provided below shall be deemed to have been duly received by our firm, on the date and time shown in the transmittal. Any change in contact details shall be duly communicated to the Bids and Awards Committee – Head Office, through its BAC Secretariat.

**Name:** *(Signature above Printed Name of Bidder's Duly Authorized Representative)*

**Duly authorized to sign  
Bid for and on behalf of:**

*(Name of Bidder)*

**Date:**

**Address:**

<i>No. &amp; Street</i>	<i>Building/Barangay</i>
<i>City/Town//Province</i>	<i>Postal/Zip Code</i>

**Telephone No.**

**Fax No.**

**Email Address:**

**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	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) or Sales Invoice Issued for the Contract

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

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

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 or authorized representative 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, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

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:* The owner or sole proprietor is 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; 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 \_\_\_\_, 20 \_\_ 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. \_\_\_\_\_ and his/her Community Tax Certificate 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 \_\_\_\_\_

## TERMS AND CONDITIONS

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM THE DATE OF OPENING OF BIDS.**
2. The winning bidder is required, within **ten (10) calendar days** from receipt of the Notice of Award<sup>3</sup>, to submit its Performance Security in any of the following acceptable forms:

Form of Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)	Validity Period
Cash or Cashier's/Manager's Check issued by a Universal Bank or Commercial Bank .	Five Percent (5%)	NA
Bank draft/guarantee or irrevocable letter of credit issued by a UB or KB: Provided, however, that it shall be confirmed or authenticated by a UB or KB, if issued by a foreign bank.		Sixty (60) calendar days from the date of issuance of performance security, which must be valid until issuance of Certificate of Final Acceptance by the end-user within seven (7) calendar days from delivery.
Surety Bond callable upon demand issued by a surety or insurance company authorized by the Insurance Commission to issue such security.	Thirty Percent (30%)	

- a. "That the amount of liability of the surety under this bond is limited to the actual loss or damage sustained and duly proven by the obligee"; or
- b. "It is hereby further agreed and understood that no action at law or equity shall be brought against the Surety under this Bond unless the same is brought before a competent Court within one year from the date said written notice of any existing obligation is received by the Surety, as herein stipulated".

**Conforme:**

\_\_\_\_\_  
**Signature over printed name of the bidder's authorized signing official**

<sup>3</sup> *Important Notice: Section 37.2.1. of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 requires the winning bidder to post the Performance Security and enter into a contract with the procuring entity within ten (10) calendar days from receipt by the winning bidder of the Notice of Award. It also requires the procuring entity to enter into contract with the winning bidder within the same ten (10) day period, provided that all the documentary requirements are complied with. **To enable the winning bidder and MCWD to enter into contract within the ten (10) day period, the winning bidder is requested to post the Performance Security not later than five (5) days from receipt thereof.** The remaining five (5) days shall be allotted for the execution of the Purchase Order/Job Order/Contract.*

**The contract awardee agrees that, for its own account, the MCWD may cause the extension of the validity of the performance security prior to its expiration when the implementation of the awarded contract has not yet been completed.**

3. Delivery Period: Shall be available within 60 calendar days after receipt of Purchase Order (PO) and shall be pick-up FOB at the Supplier's Showroom after approval of the Comprehensive Insurance (GSIS).

**4. Warranty: Three (3) years warranty or 100,000 kms. Whichever comes first.**

The obligation shall be covered at the Supplier's option, either by Retention Money in an amount equivalent to at least one percent (1%) of the total Contract Price, or a Special Bank Guarantee issued by a Universal or Commercial Bank equivalent to at least one percent (1%) of the total Contract Price. The said amount shall only be released after the lapse of the warranty period: Provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under the Contract have been fully met.

The Special Bank Guarantee shall reflect information such as but not limited to the following:

- a. Issuing Bank's machine validation of bank name and amount of guarantee;
- b. Purpose which is to assure that manufacturing defects shall be corrected by the supplier/manufacturer/ distributor after delivery;
- c. Details of the purchase contract/agreement subject of guarantee; and
- d. Maturity/expiration period of the guarantee.

Replacement of form of warranty from retention money to special bank guarantee shall be allowed only subject to approval by the official authorizing the covering purchase contract/agreement and prior to payment. No substitution of form of warranty shall be allowed after payments have been made. (Section 62.1 of the 2016 IRR).

5. All bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the MCWD in accordance with Section 61 of the 2016 Revised IRR.
6. All transactions are subject to withholding of creditable Value-Added Tax (VAT) per Revenue Regulation No. 10-93.

**Conforme:**

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**Signature over printed name of the bidder's authorized signing official**