



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT-
TWO FAILED PUBLIC BIDDINGS
NP-2FB-ECC-2024-01**

**PROCUREMENT OF TWO (2) UNITS PASSENGER VAN
(ONE LOT)**

1. In view of the two (2) failed biddings, the **Employees' Compensation Commission (ECC)**, through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the Negotiation for the Procurement of **Two (2) Units Passenger Van (One Lot)** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".
2. The Approved Budget for the Contract is **Four Million Eight Hundred Thousand Pesos (PhP4,800,000.00)** inclusive of all applicable taxes, to wit:

Lot No.	Qty.	Item Description	ABC
Lot 1	2 Units	Passenger Van 12-seater	₱4,800,000.00

3. Interested Bidders may obtain further information from the ECC BAC-Secretariat at the address and contact numbers given below from September 26 to October 3, 2024, 8:00 A.M. to 3:30 P.M.
4. The schedule of the negotiated procurement activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	Starting September 26, 2024
Pre-Negotiation Conference	October 1, 2024 (Tuesday), 10:00 A.M. 4 th Floor DED Conference Room
Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	October 4, 2024 (Friday), 1:00 P.M. 4 th Floor DED Conference Room

Opening of Quotations	October 4, 2024 (Friday), 1:30 P.M. 4 th Floor DED Conference Room
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- Interested Bidders shall submit the documents listed in Annex A – Checklist of Documents, in sealed envelopes, labeled as **Negotiated Procurement – Procurement of Two (2) Units Passenger Van (One Lot)**. The envelope labels should also contain the name, address and contact details of the bidder:
- The ECC reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

SGD
ATTY. EVELYN R. RAMOS
Chairperson, ECC-BAC

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); in accordance with Section 8.5.2 of the IRR;

Technical Documents

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration;
- Conformity with the Schedule of Requirements;
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Schedule of Requirements

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

Lot No.	Qty.	Item Description	Delivered, Weeks/Months
Lot 1	2 Units	Passenger Van 12-seater	90 days upon receipt of NTP

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Technical Specifications

1. The project is for the **Procurement of Two (2) units Passenger Van.**
2. The scope of the project is not limited to the provision of manpower support services since it involves other incidental services.
3. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
LOT 1			
2 Units	Passenger Van		
	Seating Capacity:	12	
	Engine:		
	Engine Size:	Not exceeding 3.0 L	
	Displacement:	Not exceeding 3000 cc	
	Number of Cylinders:	4	
	Number of Valves:	16	
	Transmission Category:	6-Speed Automatic (A/T) Dash Mounted	
	Performance:		
	Drivetrain:	Rear-Wheel Drive	
	Max Output HP (range):	150 hp @ 3400 rpm to 174 hp @ 4000 rpm	
	Max Torque (NM)	330 Nm / 1600 rpm to 450 Nm / 2400 rpm	
	Economy and Environment:		
	Fuel Type:	Diesel	
	Fuel Capacity:	at least 70L	

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
	Safety and Security		
	Driver's Airbag	Equipped	
	Front Passenger's Airbag	Equipped	
	Anti-Lock Brake System With Brake Assist	Equipped	
	Immobilizer	Equipped	
	Security Alarm	Equipped	
	Stability Control	Equipped	
	Electronic Door Locks	Equipped	
	Features		
	Cruise Control	Equipped	
	Rear Parking Sensors	Equipped	
	Wheel Size	16"	
	Wheels Metal Type	Alloy	
	Airconditioning System	Dual with Front Manual Controls	
	Entertainment System	8-inch Display Audio with Speakers	
	Connectivity	Apple Carplay + Android Auto / Tuner / USB / Bluetooth	
	Power Steering	Equipped	
	Power Windows	Equipped	
	Power Outlet	Equipped	
	Steering Wheel Audio Control	Equipped	
	Warranty & Registration		
	Warranty	3 years (100,000 km)	
	LTO Registration	3 years (Red Plate) Free	
	TPL-GSIS	1 year Free	
	Comprehensive Insurance – GSIS	1 year Free	

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Proposal Form for the Procurement of Two (2) Units Passenger Van

Date : _____
Ref. No: NP-2FB-2024-01

To: **The BAC Chairperson**
Employees' Compensation Commission
4th & 5th Floors, ECC Building
355 Sen. Gil Puyat Avenue
Makati City

Having examined the **Invitation for Negotiated Procurement for the Supply and Delivery of Two (2) Units Passenger Van (1 Lot) per RPQ No. NP-2FB-2024-01** including the Amendments or Modifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply and deliver the following for the SUM/S specified hereunder:**

DESCRIPTION	QTY	BID OFFER	
		Unit Cost	Total Cost
Lot 1			
Passenger Van, 12-seater	2 Units		
Total Bid Amount in Words			

or the total calculated price quote, as evaluated and corrected for computational errors, and other modifications in accordance with the Price Schedules attached herewith and made part of this Quote. The total price quote includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Quote/ Offer is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the Invitation;
- c. to abide by the Bid Validity Period specified and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Proposal, 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 Calculated Price Quote or any Price Quote you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to this Invi

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Price Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
Lot 1	Passenger Van, 12-seater 2 Units								

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

**NFCC COMPUTATION FOR ELIGIBILITY CHECK
FOR CY 2023**

	Amount
I. CURRENT ASSETS	
II. LESS: CURRENT LIABILITIES	
III. NET WORKING CAPITAL (I – II)	
IV. NET WORKING CAPITAL x 15	
V. LESS: VALUE OF ALL OUTSTANDING OR UNCOMPLETED PORTIONS OF THE PROJECTS UNDER ONGOING CONTRACTS, INCLUDING AWARDED CONTRACTS YET TO BE STARTED, COINCIDING WITH THE CONTRACT TO BE BID	
VI. NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The values of the domestic bidder's current assets and current liabilities shall be based on **the latest Audited Financial Statements** submitted to the BIR (with stamp received by BIR).

Submitted by:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Tel. No./Cellphone No./Email Address: _____

Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has the following completed contracts within the period **CY 2021** and up to the day before the deadline for submission of bids to the project – **Public Bidding for the Supply and Delivery of Two (2) Units Passenger Van (1 Lot)**:

Date of the Contract	Contracting Party		Name of Contract	Kind of Goods Sold	Amount of Contact	Date of Delivery/ End- User's Acceptance	Date of Official Receipt	Bidder is A. Manufacturer B. Supplier C. Distributor
	Business Name Contact Person Contact No. Email Address							

**Printed Name and Signature of
 Authorized Representative**

Date

***Instructions:**

- a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.
- b) In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.
- c) "Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: "Supply and Delivery of Generator Set"

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ has the following ongoing contracts and awarded but not yet started contracts:

Date of the Contract	Contracting Party		Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A. Manufacturer B. Supplier C. Distributor
	Business Name Contact Person Contact No. Email Address						
	Business Name Contact Person Contact No. Email Address						
	Business Name Contact Person Contact No. Email Address						

**Printed Name and Signature of
 Authorized Representative**

Date

***Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of: **i. The day before the deadline of submission of bids.**
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) 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.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Generator Set"

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

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

I/We, 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 procurement 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 No. 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; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, 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 OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

Format shall be based on the latest Rules on Notarial Practice

