



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
PORT AREA, MANILA

**INVITATION FOR NEGOTIATED PROCUREMENT**

**Supply and Delivery of Drinking Water with Hot and Cold Dispenser CY  
2016**

1. In view of the two (2) failed public biddings, the Bureau of Customs (BOC) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiated procurement of Supply and Delivery of Drinking Water with Hot and Cold Dispenser for CY 2016 in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act."

The Bureau of Customs (BOC) through the authorized appropriations under the FY 2016 General Appropriations Act intends to apply the sum of **Five Hundred Ninety Five Thousand and Four Hundred Forty Pesos (Php 595,440.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Supply and Delivery of Drinking Water with Hot and Cold Dispenser for CY 2016.

For more details on this project, please refer to attached Schedule of Requirements and Technical Specifications.

2. Interested Bidders shall submit the following documents in three (3) copies, one (1) original and two (2) photocopies, on August 30, 2016, 10:00 A.M. at the GSD Conference Room, Ground Floor, OCOM Building, Gate 3, South Harbor, Port Area, Manila:

2.1	SEC Registration Certificate for corporation, or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives. For corporation/partnership, the following shall also be submitted: Latest general information sheet (GIS) duly received by Securities and Exchange Commission Articles of incorporation/partnership, by laws or amendments thereto, duly approved by the SEC
2.2	Valid mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
2.3	A statement of all its ongoing government and private contracts within two (2) years prior to the date of submission and receipt of bids, including contracts awarded but not yet started, if any. Sample form is attached.
2.4	A statement identifying the bidder's single largest completed contract (SLCC) within two (2) years prior to the date of submission and receipt of bids which is similar to the contract to be bid and whose value must be at least fifty percent (50%) of the ABC to be bid. Sample form is attached. Also, a photocopy of the SLCC shall be submitted.
2.5	CY 2015 Audited Financial Statement, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.
2.6	Computation of its Net Financial Contracting Capacity (NFCC).
2.7	Tax Clearance Certificate
2.8	Bid Security in the form of a Bid Securing Declaration or at least one (1) other form in accordance with the following schedule:

	<p><b>2% of the ABC</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p><b>5% of the ABC</b> if bid security is in Surety Bond accompanied with a certification from the Insurance Commission that insurance company is authorized to insure such security;</p> <p>Any combination of the foregoing proportionate to the share of form with respect to total amount of security</p> <p>The Bid Securing Declaration sample form is attached.</p>
2.9	Omnibus Sworn Statement.
2.10	Compliance with Section VI. Schedule of Requirements.
2.11	Compliance with Section VII. Technical Specifications.

3. For further information, please attend the meeting on August 23, 2016, 10:00 A.M. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila.
4. The BOC 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.
5. For further information, please refer to:

BOC-BAC Secretariat  
General Services Division  
OCOM Bldg., South Harbor, Gate 3, Port Area, Manila  
Telefax No. 527-9757  
Email address: bacsecretariat@customs.gov.ph

  
**ATTY. ARTURO M. LACHICA, CESO II**  
Deputy Commissioner  
Chairperson, BOC-BAC

## Section VI. Schedule of Requirements

The SUPPLIER shall provide the PROCURING ENTITY with the following:

Item No.	Description	QUANTITY (in five-Gallon round container)	Place of Delivery and/or Installation	Date/Period of delivery
1	Five-gallon round containers of Purified Drinking Water	315	GSD, Ground floor, OCOM Building, Port Area, Manila	Weekly Delivery (at least once a week)
		274	Administrative Division, 2 <sup>nd</sup> Floor, POM Building, Port Area, Manila	
		238	Administrative Division, 2 <sup>nd</sup> floor, MICP Building, North Harbor	
<b>Total:</b>		<b>827</b>		
	<b>Description</b>	<b>QUANTITY (units)</b>		
2	Hot and Cold Dispenser	36	GSD, Ground floor, OCOM Building, Port Area, Manila	fifteen (15) calendar days from the issuance/receipt of Notice to Proceed
		20	Administration Division, 2 <sup>nd</sup> Floor, POM Building, Port Area, Manila	
		17	Administration Division, 2 <sup>nd</sup> floor, MICP Building, North Harbor	
<b>Total:</b>		<b>73</b>		

Note: Delivery should be made directly to the divisions/offices concerned in coordination with the administrative division of each port and General Services Division for OCOM.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## Section VII. Technical Specifications

Bidders must state either "Comply" or "Not Comply" or any equivalent term 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".

ITEM NO.	QUANTITY	DESCRIPTION	STATEMENT OF COMPLIANCE
1	827 Five-gallon round containers	Purified drinking water	
2		Minimum of 24 stages of purification/filtration process	
3		Content: 5 gallons per container	
4		Shape and quality of bottle: Round and poly carbonated resin type (brand new)	
5		Provision for closed delivery van/truck	
6	73 units	Brand new hot and cold water dispensers with the following specifications: <input type="checkbox"/> Power source 220V/60Hz <input type="checkbox"/> Rated input power (heating): 500W <input type="checkbox"/> Rated input power (cooling): 80W <input type="checkbox"/> Refrigerant/pout: R12/42g	
7		Annual cleaning of brand new hot and cold water dispensers	
8		Monthly submission of Water Test Laboratory Certificate from DOH accredited water testing laboratory	
9		Sanitary Permits for the duration of the contract	

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

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature over Printed Name of Representative**

\_\_\_\_\_  
**Date**

# Section VIII. Bidding Forms

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## Bid Form

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

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the BOC, our services for the project, Supply and Delivery of Drinking Water with Hot and Cold Water Dispenser for May-December CY 2016., in conformity with the said Bidding Documents for the sum of Php \_\_\_\_\_ (in words and in figures).

Weekly Quantity Requirement (a)	4 Months Quantity Requirement (Weekly quantity x 18 weeks (4 months)) (b)	Unit Cost (c)	Total Contract Cost (VAT inclusive) (b x c)
827	14,886		
<b>Total (VAT Inclusive)</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 specified in **BDS** provision for **ITB** Clause 18.2 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 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: \_\_\_\_\_

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>	<b>End User's Acceptance or Official Receipt(s) Issued for the Contract</b>

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

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

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

Note: Cut-off date is December 28, 2016