



TOURISM PROMOTIONS BOARD PHILIPPINES
4TH FLR. LEGASPI TOWERS 300, ROXAS BLVD., MANILA.

**BIDDING DOCUMENTS
FOR THE**

***Supply and
Delivery of Two
(2) Units of Sedan
Passenger Car***

ITB NO. 2017-023

November 2017

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Section I. Invitation to Bid

**INVITATION FOR NEGOTIATED PROCUREMENT
SUPPLY AND DELIVERY OF TWO (2) UNITS OF SEDAN
PASSENGER CAR**

ITB No. 2017-23

In view of the two (2) failed public biddings held on January 18, and March 8, 2017, the **Tourism Promotions Board (TPB)**, through its **Bids and Awards Committee (BAC)** invites PhilGEPS registered suppliers/dealers/distributors of motor vehicles to participate in the **NEGOTIATION** under the “**Negotiated Procurement**” for the project, Supply and Delivery of Two (2) units Sedan Passenger Cars with an Approved Budget for the Contract (ABC) of **One Million Eight Hundred Thousand Pesos (1,800,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurements Reform Act.”

The eligibility and technical documents as well as the Financial Proposal form shall be submitted on 1 December 2017. (Annex “A”)

For more details on this project, please refer to the Section VI. Schedule of Requirements (Annex “B”) and Section VII. Technical Specifications (Annex “C”).

The TPB-BAC will hold its Negotiation Conference on 1 December 2017: 2:00 p.m. at the PGSD-BAC Room, located at the 4th Floor Legaspi Towers 300, Roxas Boulevard, Manila

The deadline for the **Submission of the Best and Final Offer** (in a sealed envelope) shall be on 13 December 2017 on or before 2:30 p.m. at the PGSD-BAC Room, located at the 4th Floor Legaspi Towers 300, Roxas Boulevard, Manila. Opening of the sealed envelope shall be right after the deadline of the submission. Late submission shall not be accepted.

The winning bidder shall submit a performance security/bond within ten (10) calendar days from receipt of Notice of Award (NOA). Delivery Period shall be 15 days after the receipt of the Notice to Proceed (NTP).

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier’s/Manager’s Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Five percent (5%)</p>
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p>	

<p><i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>

The ***Tourism Promotions Board*** reserves the right to accept or reject any proposal offers, and negotiation, to annul the procurement process, at any time prior to contract award, without thereby incurring any liability to the affected Supplier or Suppliers.

For further information, please refer to:

BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 02-525-7312/02 525-9318 loc. 260
Email at bac@tpb.gov.ph / gsd@yahoo.com
Fax No. 02-526-59-71
www.tpb.gov.ph

LEAH MARIE C. SY
Chairperson
Bids and Awards Committee

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

Class “A” DOCUMENTS

I. LEGAL DOCUMENTS

- Certificate of PhilGEPS Registration (Platinum Membership)

II. TECHNICAL DOCUMENTS

- Statement of government and private contracts for the past 3 years, including ongoing contracts and contracts awarded but not yet started using GPPB Standard Forms No. SF-Good 13a (*Copy of Purchase Order or Contracts/ Notice of Award to be attached*).
- Statement of Single Largest Completed Contracts similar to the contract to be bid for the past 3 years using GPPB Standard Forms (*Copy of Purchase Order or Contracts/ Notice of Award to be attached*).

- i. The statement shall include, for each contract the following*
 - ii. Name of the contract*
 - iii. Date of the contract*
 - iv. Kinds of goods*
 - v. Amount of contract and value of outstanding contract*
 - vi. Date of delivery*
 - vii. End-user’s acceptance of official Receipt(s) issued for the contract, if completed*

- Bid Security in the prescribed form, amount, validity period
 - Notarized Bid Securing Declaration (**GPPB prescribe form**); or
 - Php36,000.00 (2% of ABC) in the form of cashier’s/manager’s check; or
 - Php90,000.00 (5% of the ABC) if bid security is in Surety Bond; or
- Specification and Schedule of Requirements – (signed by company representative)
- Omnibus Sworn Statement (Notarized)

III. FINANCIAL DOCUMENTS

- Y2016 Audited Financial Statements (**AFS**) stamped “received” by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total assets and liabilities.
- Net Financial Contracting Capacity (**NFCC**) computation must be at least equal to the ABC or Line of Credit.

- Valid joint venture agreement, if applicable

Schedule of Requirements

The delivery schedule expressed as day/weeks stipulated hereafter a delivery date which is the date of delivery to the projects site.

	PARTICULAR	Quantity	Delivery Date
1 Lot	Sedan Passenger Car	2 units	15 days upon receipt of Notice to Proceed

Conforme:

Name of Company (in print)

Name and Signature of Company Authorized Representative

Date

Technical Specifications

Bidders must state here either “Comply” or “Not Comply”

	Specification	Statement of Compliance
Lot 1	Two (2) units of Passenger Cars (Sedan) COLOR :Taffeta White	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	<u>ENGINE</u> Type Chain Drive 4 valves per CYL Fuel supply system Fuel Injection (Gasoline) Engine displacement(cc) 1,496 cc Transmission Continuously Variable Transmission Catalytic converter • Emission Rating EURO 4	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	<u>DIMENSIONS AND WEIGHT</u> Ground Clearance(mm) 150 – 170 mm Trunk Size(ltr) 536 – 550 ltr Seating Capacity(persons) 5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	<u>ECO ASSIST SYSTEM</u> Econ Mode • Eco-Coaching Ambient Meter Ambient Meter	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	<u>SUSPENSION</u> Front Independent McPherson Strut with Stabilizer Rear H-shaped torsion beam with Stabilizer	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	<u>BRAKE</u> Front Ventilated Discs Rear Drum Type	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
	<u>STEERING</u> Gear Type Rack & Pinion Power Steering Electric Power Steering (EPS)	<input type="checkbox"/> Comply

Steering Wheel Material	3-Spoke Leather with Garnish	<input type="checkbox"/> Not Comply
Audio Controls	Audio	
Steering Wheel Adjustment	Tilt & Telescopic	
Turning Radius(m)	5.3	
<u>INTERIOR</u>		<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
Console Panel	Gun Metallic with Soft Pad	
Audio System	Audio-Visual Navigation (AVN) System (7") Powered by Garmin	
Bluetooth Audio Streaming	•	
Bluetooth Hands Free Telephone (HFT)	•	
Speakers	8 (4 + 4 Tweeters)	
Connectivity	USB-in x 2, Bluetooth	
iPod Connectivity	•	
Fuel Economy Meter	•	
Tweeters	4	
Airconditioning System	Automatic Type with Touch Panel Controls	
Smart Entry with Push Start System	•	
Tachometer	•	
Speedometer	•	
Fuel Level	•	
Door Open Warning	•	
Engine Temperature	Light Type	
Fuel Consumption Meter	Instantaneous & Average	
Readout		
Range Computer	•	
Trip Meter	Digital	
Illumination Control	•	
Accessory Socket (12V)	Front x 1 & Rear x 2	
Map Light	•	
Dome Light	•	
Rear View Mirror	Day & Night	
Sun visors (Vanity Mirror & Lid)	Driver & Front Passenger	
Sun visors (Ticket Holder)	•	
Coin and Card Holder	•	
Grab Rail	3	
Inner Door Handles	Chrome	
Windshield Defogger	Front & Rear	
Power Windows	Driver Side - One Touch	
UP/DOWN Switch		
Power Door Locks	Driver Side - One Touch	
UP/DOWN Switch		
Power Side Mirrors	•	
Seat Material	Fabric	

Seats (Front) Sliding and Reclining with Adjustable Headrest Seats (Rear) Fixed type Seatback Pocket Driver & front Passenger Height Adjuster • (Driver only) Center Console • ** Glovebox • ** Bottle Holder 4 Cup Holder 2 Interior Color Black	
FREE ITEMS : 3M Tint, Floor mats, Seat Cover & 10 Liters of Unleaded Gas 1 Month/1000km PMS Check up Vanity Plate (Conduction Number) Set of tools and Jack Umbrella, Key Chain Leatherette Manual Booklet INCLUSION : LTO Registration for 3 years	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
TERMS AND CONDITIONS WARRANTY : 3 years or 100,000 kms (whichever comes first) MAINTENANCE: 10,000 kms or 6 months (whichever comes first) Note: • - Standard Features	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

Conforme:

Name of Company (in print)

Name and Signature of Company Authorized Representative

Date

Bid Form

Date: _____

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

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in the sum of *[total Bid amount in words and figures]*.

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

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

We agree that the Validity Period of our Proposal is 120 calendar days from _____ 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 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 or any Proposal you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Contract Agreement Form

THIS AGREEMENT made the _____ day of _____ 20____ between [*name of PROCURING ENTITY*] of the Philippines(hereinafter called “the Entity”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Entity’s Notification of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

Omnibus Sworn Statement

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 **TPB** 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 **TPB**, 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 **TPB**, 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 **TPB**, 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

[JURAT]

SUBSCRIBED AND SWORN to before me this ___day of _____2014

Doc No ____

Page No. ____

Book No. ____ Series of 2014

NOTARY PUBLIC

Name of the Procuring Entity: Tourism Promotions Board

Name of the Project: *Supply and Delivery of Sedan Passenger Car*

Statement of Single Largest Completed Contract Similar to the contract to be bid

Business Name : _____

Business Address : _____

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

- Note: This statement shall be supported with:
1. Notice of Award (for government projects)
 2. Contract

Submitted by:

Name of Representative of Bidder

Position

Date: _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)S.S

X-----X

BID-SECURING DECLARATION

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 maybe 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; 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 Section 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.**
 - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

 - (ii) Fail or refuse to accept the award and enter in to contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

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;

 - (a) 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;

 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

INWITNESSWHEREOF, I/We have here unto 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 met 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. I ____, [date issued], [place issued]

IBP No. ____, [date issued], [place issued]

Doc. No. Page _____

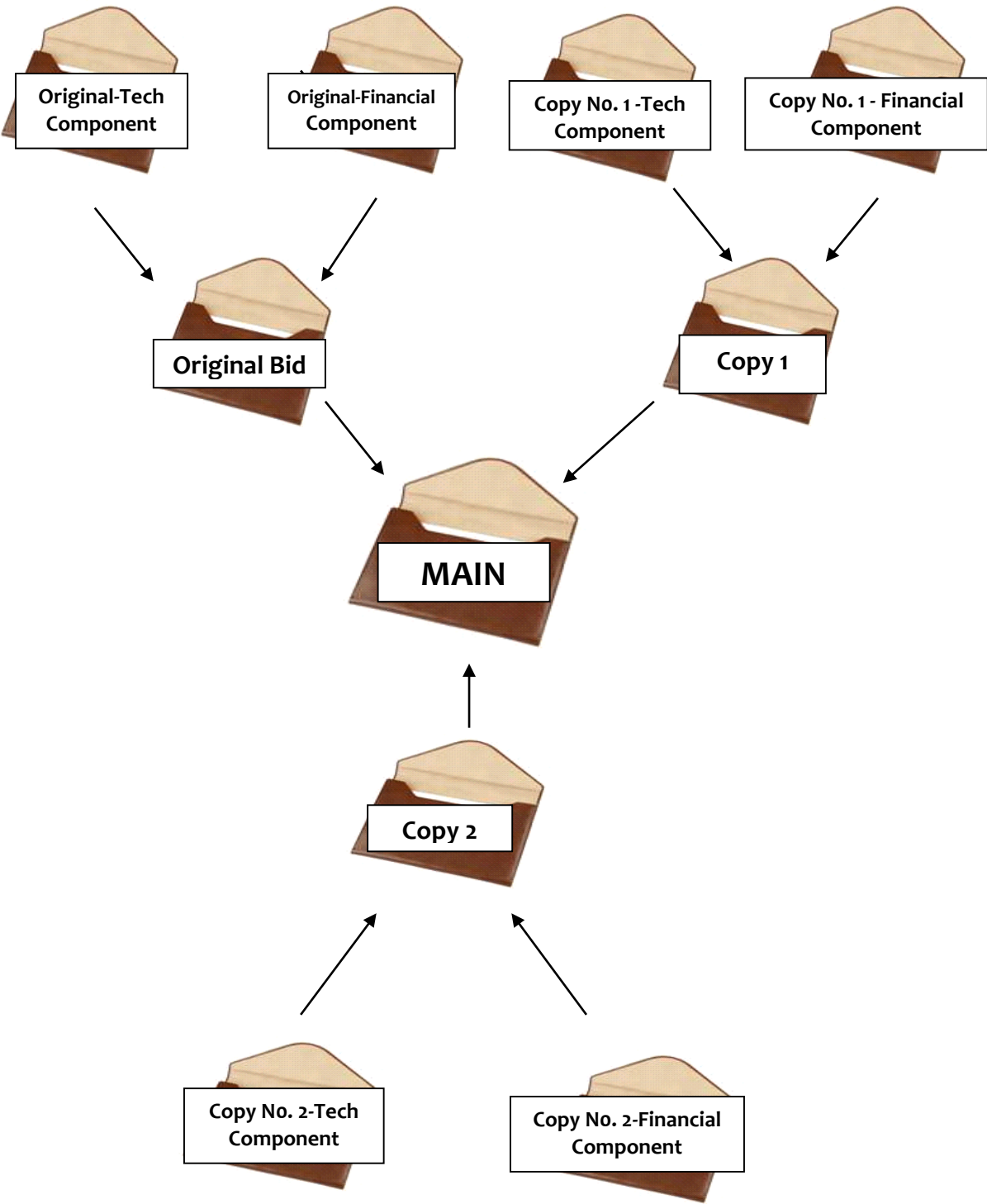
Book No. _____

Series of _____

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Sealing and Marking of Bids



SAMPLE FORMAT OF LABELED ENVELOPE:

Original Technical & Financial Component:

<u>ORIGINAL – TECHNICAL COMPONENT</u>
JANET W. CANOY Chairperson Bids and Awards Committee Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila
Project : <i>Janitorial Manpower Services</i>
Submitted by: BIDDER’S COMPANY NAME BIDDER’S CONTACT DETAILS
DO NOT OPEN BEFORE October , 2016 / 2:30 p.m

<u>ORIGINAL – FINANCIAL COMPONENT</u>
JANET W. CANOY Chairperson Bids and Awards Committee Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila
Project : <i>Janitorial Manpower Services</i>
Submitted by: BIDDER’S COMPANY NAME BIDDER’S CONTACT DETAILS
DO NOT OPEN BEFORE October , 2016 / 2:30 p.m

Outer Envelope:

<u>ORIGINAL BID</u>
JANET W. CANOY Chairperson Bids and Awards Committee Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila
Project : <i>Janitorial Manpower Services</i>
Submitted by: BIDDER'S COMPANY NAME BIDDER'S CONTACT DETAILS
DO NOT OPEN BEFORE October , 2016 / 2:30 p.m

Main Envelope:

<u>BIDDING DOCUMENTS</u>
JANET W. CANOY Chairperson Bids and Awards Committee Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila
Project : <i>Janitorial Manpower Services</i>
Submitted by: BIDDER'S COMPANY NAME BIDDER'S CONTACT DETAILS
DO NOT OPEN BEFORE October , 2016 / 2:30 p.m.

