

Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
BIDS AND AWARDS COMMITTEE

**INVITATION FOR NEGOTIATED PROCUREMENT  
DUE TO TWO FAILED BIDDING**  
**Procurement Project: Supply and Delivery of One (1) unit Motor Vehicle**

1. The University of the Philippines Baguio (UP Baguio), intends to apply the sum of **One Million One Hundred Thousand Pesos (PhP 1,100,000.00)** being the Approved Budget for the Contract (ABC) to payments under the procurement project: **Supply and Delivery of One (1) unit Motor Vehicle**. Proposals received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The University of the Philippines Baguio, through its Bids and Awards Committee, now invites technically, legally and financially capable contractors for the mentioned project;
3. The procurement procedure for this requirement is Negotiated Procurement – Two Failed Bidding, an Alternative Mode of Procurement pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of the republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act,” including Annex H thereof.

The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective competition. The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the minimum technical specifications required.

4. Interested bidders may obtain further information from the BAC Secretariat at the address given below from February 9 to 15, 2021 at 8:00 a.m. to 4:30 p.m.

BAC Secretariat  
Office of the Vice Chancellor for Administration  
2<sup>nd</sup> floor Iskolar ng Bayan Building  
University of the Philippines Baguio  
Governor Pack Road, 2600 Baguio City

5. The schedule of procurement activities is herein stated below:

ACTIVITIES	SCHEDULE
Posting of Request for Submission of Price Quotations	February 9, 2021
Issuance and Availability of Request for Quotation and Other Procurement Documents	February 9-16, 2021
Submission of filled out Request for Quotation and Technical Requirements	February 16, 2021 @ 10:00 a.m. Board Room, UP Baguio
Opening of Request for Quotations	February 16, 2021 @ 10:30 a.m. Board Room, UP Baguio

6. Interested bidders shall submit the following eligibility, technical and financial documents along with your quotation, in sealed envelopes, labeled as “Negotiated Document”, with the title project name of the bidder, address of the bidder, and contact details of the bidder, addressed to the undersigned.

**I. ELIGIBILITY REQUIREMENTS**

1. PhilGEPS Certificate of Registration and Membership (Platinum Registration)

NOTE: Pursuant to GPPB Resolution No. 26-2017 dated 31 July 2017 and GPPB Circular 07-2017 of even date, bidders, in lieu of the PhilGEPS Certificate of Registration and Membership (Platinum Registration) pursuant TO Section 8.5.2, may submit their valid and current Class "A" Eligibility Documents, or a combination thereof:

- i) Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives;
- ii) Mayor's/Business permit issued by the city of municipality where the principal place of business of the prospective bidder is located, or the equivalent documents for Exclusive Economic Zones or Areas.

NOTE: In case of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.1 of the 2016 IRR of RA 9184.

- iii) Tax clearance per EO 398, s. 2005, as finally reviewed and approved by the BIR.

**II. TECHNICAL DOCUMENTS**

1. Submission of Bid Securing Declaration or any form of Bid Security which must be issued in favor of the Office of the Government Corporation Counsel in any of the allowable forms:

<b>Form of Bid Security</b>	<b>Amount of Bid Security (Not Less than the Percentage of the ABC)</b>
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
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.	
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.	Five percent (5%)

Bid Securing Declaration form is appended as Annex "A" hereof

2. Compliance with Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184. See Annex "B"
3. Compliance with the Technical Specifications and Schedule of Requirements. See Annexes "C" and Annex "D".

**III. FINANCIAL DOCUMENTS**

1. Duly accomplished Financial Proposal Form. See Annex "E"
2. Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
7. The UP Baguio reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected suppliers.
8. For your concerns or clarifications, please contact IRENE J. ENRIQUEZ, BAC Secretariat at Telephone No. 074 446 9973 or 074 442 3484 or email: bac.upbaguio@up.edu.ph.



**JESSICA K. CARIÑO**  
Chairman

**ANNEX A**

**Bid Securing Declaration Form**

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

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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]*

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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, **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]*

**TECHNICAL SPECIFICATIONS**  
**ONE (1) UNIT BRAND NEW MOTOR VEHICLE FOR UP BAGUIO**  
**APPROVED BUDGET FOR THE CONTRACT (ABC) = 1,100,000.00**

INSTRUCTIONS:		
1. Please indicate "COMPLY" per line under the Statement of Compliance if supplier can meet the technical specifications and project requirements.		
2. Please do not leave any blank. A "YES" or "NO" entry will not be accepted.		
3. Do not alter the contents of this form in any way.		
4. The technical specifications indicated herein are considered "minimum".		
<b>MINIMUM SPECIFICATIONS</b>		<b>STATEMENT OF COMPLIANCE</b>
<b>ENGINE</b>		
ENGINE DISPLACEMENT	NOT EXCEEDING 2500cc for diesel OR NOT EXCEEDING 2000cc for gasoline	
NUMBER OF CYLINDERS	4	
NUMBER OF VALVES	16	
TRANSMISSION CATEGORY	MANUAL OR AUTOMATIC	
<b>DIMENSION</b>		
GROUND CLEARANCE	AT LEAST 200mm	
NUMBER OF DOORS	5 (DUAL SIDE DOORS AND A FIFTH REAR DOOR)	
SEATING CAPACITY	SEVEN (7) TO TEN (10) SEATING CAPACITY including driver	
	TWO ROWS OF FRONT SEATS AND FOLDABLE REAR SEAT	
PASSENGER SEAT TYPE	ALL FORWARD FACING CAR SEATS, ALL SEATS IN ALL ROWS COMPLETE WITH SEATBELTS	
<b>SAFETY AND SECURITY</b>		
DRIVER'S AIRBAG	YES	
FRONT PASSENGER'S AIRBAG	YES	
KNEE AIRBAG	YES	
ELECTRONIC BRAKE DISTRIBUTION	YES	
ANTI-LOCK BRAKE SYSTEM (ABS)	YES	
ELECTRONIC DOOR LOCKS	YES	
<b>FEATURES</b>		
COLOR	RED/RED MICA METALLICA	
BODY TYPE	SUV	
WHEEL METAL TYPE	ALLOY	
AIRCONDITIONING SYSTEM	MANUAL AIR CONDITIONING	
ENTERTAINMENT SYSTEM	2-DIN CD/Tuner/MP3 through 6 Speakers	
CONNECTIVITY	USB/Aux	
POWER STEERING	YES	
POWER WINDOWS	YES	
WARRANTY	THREE (3) YEARS (100,000KM)	

## SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site:

DESCRIPTION	QUANTITY	Delivered Weeks/Months	DELIVERY PLACE
Supply and Delivery of one (1) unit Motor Vehicle for the University of the Philippines Baguio	One (1) unit	Complete the Supply and Delivery of one (1) unit Motor Vehicle within THIRTY (30) days from the receipt of the Notice to Proceed (NTP)	University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City

I hereby commit to deliver the above requirements within the specified day and to comply with the additional conditions if any.

Name of Agency/Bidder : \_\_\_\_\_

Signature over Printed Name of Bidder: \_\_\_\_\_

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



## FINANCIAL PROPOSAL FORM

After having carefully read and accepted the Terms and Conditions and Technical Specifications, I/We submit our quotations for the item as follows:

DESCRIPTION	QUANTITY	ABC PRICE (PhP)	FINANCIAL BID PRICE (PhP)
Supply and Delivery of one (1) unit Motor Vehicle for the University of the Philippines Baguio	One (1) unit	1,100,000.00	
<b>TOTAL BID PRICE (AMOUNT IN WORDS):</b>			
<b>Note:</b>			
<ol style="list-style-type: none"> <li>1. The Financial bid is inclusive of all taxes, duties, transportation cost, delivery charges and all costs relative to the project requirements including installation, testing, and training</li> </ol>			
<b>BIDDER'S UNDERTAKING:</b>			
<ol style="list-style-type: none"> <li>1. I/We, the undersigned bidder, having examined the technical specifications, as applicable hereby OFFER to (SUPPLY/DELIVER/PERFORM) the above described items.</li> <li>2. I/We, if our bid is accepted, to deliver the items in accordance with the terms and conditions contained in the technical documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.</li> <li>3. Until a formal contract is prepared and signed, this Bid is binding on us.</li> </ol>			

Name of Company: \_\_\_\_\_

Printed name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_