



**Request for Quotation  
Negotiated Procurement: Two (2) Failed Bidding**

**Project: Supply and Delivery of Two (2) Units of Brand New Motor Vehicle for the Department of Tourism Regional Office IV-B (MIMAROPA)**

1. In view of the two (2) failed biddings, the Department of Tourism (DOT) Regional Office IV-B (MIMAROPA), through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the negotiation for the procurement of **Two (2) Units of Brand New Motor Vehicle for the Department of Tourism Regional Office IV-B (MIMAROPA)** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act.
2. The Approved Budget for the Contract (ABC), through the General Appropriations Act (GAA) Continuing Funds 2021 has a sum of **THREE MILLION SEVEN HUNDRED FIFTEEN THOUSAND PESOS (PHP 3,715,000.00)**, inclusive of applicable taxes, as follows:

<b>Lot No.</b>	<b>ITEMS</b>	<b>Approved Budget for the Contract (ABC) per Lot:</b>
1	One (1) unit of Brand New Multipurpose Passenger Vehicle (Van)	PhP 2, 650, 000.00
2	One (1) unit of Brand New Motor vehicle (hatchback)	PhP1,065,000.00
<b>TOTAL</b>		<b>PhP 3,715,000.00</b>

Bids received in excess of the ABC shall be **automatically rejected** at bid opening.

3. Prospective bidders may obtain further information from the **DOT-Regional Office IV-B (MIMAROPA)** Bids and Awards Committee (BAC) Secretariat through the contact details given below during office hours.
4. The schedule of bidding activities is as follows:

<b>Activities</b>	<b>Schedule</b>
Advertisement/ Posting of Request for Quotation	December 2 to 09, 2022 10:00am
Availability of Request for Quotation	Beginning December 2, 2022 (Friday)
Pre-Negotiation Conference	December 07, 2022 (Thursday), 5:00 pm via Zoom App:  Meeting ID: 876 789 3775 Passcode:855330
Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	On or before December 9, 2022 (Friday), 10:00 am

	2nd Floor DOT MIMAROPA, New DOT Building, Sen. Gil Puyat Avenue, Makati City
Opening of Quotations	December 9, 2022 (Friday), 05:00 pm  2nd Floor, New DOT Building, Sen. Gil Puyat Avenue, Makati City and via zoom:  Meeting ID: 852 3337 3179 Passcode: 058406

5. Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat (e-mail at [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)) not later than **4:00 in the afternoon of 07 December 2022** with the following details:

**Subject: Attendees to the Bid Opening of MVs**

Body:

- Name of Representative(s) (maximum of two): \_\_\_\_\_
- Company Name: \_\_\_\_\_
- Email Address(es): \_\_\_\_\_
- Contact No(s):. \_\_\_\_\_

6. Interested Bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement – Procurement of Two (2) Units Motor Vehicles. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.
7. The Checklist of Documents is as follows,
- A. Technical Component Envelope: Class “A” Documents
- Legal Documents
    - Valid PhilGEPS Registration Certificate (Platinum Membership) with all pages
  - Technical Documents
    - Original copy of Bid Security. If in the form of Surety Bond, submit a certification issued by the Insurance Commission, **or** an Original Copy of the Notarized Bid Securing Declaration, a proforma form is attached as Annex “**A**”; and
    - Conformity with the Schedule of Requirements (Annex “**B**”) and Technical Specifications (Annex “**C**”);
    - Original duly signed Omnibus Sworn Statement (OSS) (Annex “**D**”); **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.

B. Financial Envelope

- Original copy of the duly signed and accomplished Financial Bid Forms (Annexes “E” and “F” or “G, whichever is applicable)”

Bidder shall submit **one (1) original** and **one (1) duly certified photocopies** of the first and second components of its bid in sealed envelopes.

All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid.

8. The **DOT-Regional Office IV-B (MIMAROPA)** 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 Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**MS. SHEILA O. PINEDA**

BAC Secretariat

Department of Tourism- MIMAROPA

351 Senator Gil Puyat Avenue, Makati

City

Email Address: [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)

Telephone: (02) 8459-5200 loc. 210

01 December 2022

**MA. ELIZABETH VIRAY**

BAC Chairperson

**Bid Securing Declaration Form**

*[shall be submitted with the Bid if the 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]*



## Schedule of Requirements

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

LOT	DESCRIPTION	QTY	TOTAL	DELIVERED
1	One (1) unit of Brand New Multipurpose Passenger Vehicle (Van)	1	PhP2,650, 000.00	One-time delivery in December 2022
2	One (1) unit of Brand New Motor vehicle (hatchback)	1	PhP1,065,000.00	One-time delivery in December 2022

The project site shall be at the Department of Tourism MIMAROPA located at #351 DOT Bldg., Sen. Gil Puyat Avenue, Makati City

The more detailed service requirements and technical specifications are found under the **Technical Specifications (Annex "B")**.

Conforme:

\_\_\_\_\_  
Signature Over Printed Name of Bidder's/Representative

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



## Technical Specifications

**INSTRUCTION:** Bidders must state under the Statement of Compliance either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the 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 the 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 Bidder’s 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
1	One (1) unit of Brand New Multipurpose Passenger Vehicle (Van		
	<b>Body Type</b>	Van (MPV)	
	<b>Model</b>	2022	
	<b>Seating Capacity</b>	10 persons	
	<b>Fuel Type</b>	Gasoline	
	<b>Transmission</b>	Automatic	
	<b>Steering</b>	Power Steering	
	<b>Airbag</b>	Driver and Front Passenger	
	<b>ISOFIX</b>	Available	
	<b>Engine Displacement</b>	Not exceeding 2,500 cc	
	<b>Engine Type</b>	4 Cylinders L Type, 2755 cc 16valve DOHC	
	<b>Color</b>	Silver or Black	
2	One (1) unit of Brand New Motor vehicle (hatchback)		
	<b>Body Type</b>	Van	
	<b>Model</b>	2022	
	<b>Seating Capacity</b>	10 persons	
	<b>Fuel Type</b>	Gasoline	
	<b>Transmission</b>	Automatic	
	<b>Steering</b>	Power Steering	
	<b>Airbag</b>	Driver and Front Passenger	

	<b>ISOFIX</b>	Available	
	<b>Engine Displacement</b>	Not exceeding 2,500 cc	
	<b>Engine Type</b>	4 Cylinders L Type, 2755 cc 16valve DOHC	
	<b>Color</b>	Silver or Black	
3	<b>Warranty:</b> 3 years or 100,000 km (whichever comes earlier)		
4	LTO Registration: 3 Years FREE, (RED Plate)		
5	TPL- GSIS: 1 Year FREE		

Conforme:

Name of Bidder's/Representative:

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Signature:

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Date:

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**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]*

**Bid Form for the Procurement of Goods**  
**[shall be submitted with the Bid]**

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**BID FORM**

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

Project Identification No. : DOT-IV-B IB-2022-001

To: The BAC Chairperson  
DOT IV-B- MIMAROPA  
2nd Floor New DOT Building  
351 Sen. Gil Puyat Avenue,  
Makati City

Having examined the Invitation for Negotiated Procurement: Two Failed Bidding including the amendments or modifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the specified motor vehicle or vehicles for the following sums:

<b>Lot No.</b>	<b>ITEMS</b>	<b>Price Offer</b> (in words and figures)
1	One (1) unit of Brand New Multipurpose Passenger Vehicle (Van)	
2	One (1) unit of Brand New Motor vehicle (hatchback)	
<b>TOTAL</b>		

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price 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 Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Request for Quotation (RFQ);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the RFQ;
- 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 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the Request for Quotation.

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 Bid 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]*

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**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)

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]*

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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: \_\_\_\_\_