



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**

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**THE BIDS AND AWARDS COMMITTEE**

**INVITATION FOR NEGOTIATED PROCUREMENT DUE TO TWO-FAILED  
BIDDINGS**

**SUPPLY & DELIVERY OF MATERIALS FOR THE IMPROVEMENT OF  
MUNICIPAL BUILDING – PHASE III**

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In view of the two (2) failed biddings, the Bids and Awards Committee of the Municipal Government of Santa Fe, Romblon invite PhilGEPS registered suppliers to participate in the Negotiation for the project **“Supply & Delivery of Materials for the Improvement of Municipal Building – Phase III”** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”. The Approved Budget for the Contract is **Two Hundred Two Thousand Two Hundred Seventy Seven Pesos (P 202,277.00)**.

The schedules of activities are listed below:

<b>Activities</b>	<b>Schedule</b>
Posting and Availability of Request for Quotation	September 10, 2024 to September 17, 2024
Deadline for Submission of Quotations	September 17/1:30 P.M.
Opening and Reading of Quotations	September 17, 2024/1:30 P.M.

Opening and reading of quotations shall be on **September 17, 2024, 1:30 in the afternoon** at the **Office of the Bids and Awards Committee, Municipal Hall, Poblacion, Santa Fe, Romblon**.

Interested suppliers may submit their quotations on or before September 17, 2024, 1:30 in the afternoon at the Office of the Bids and Awards Committee together with the following eligibility documents:

## **I. TECHNICAL COMPONENT ENVELOPE (1<sup>ST</sup> ENVELOPE)**

### **Legal Documents:**

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

### **Technical Documents:**

2. 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
3. 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
4. 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
5. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable
6. 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:**

7. 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.

## **II. FINANCIAL COMPONENT ENVELOPE (2<sup>ND</sup> ENVELOPE)**

8. Request for Quotation

### III. POST QUALIFICATION REQUIREMENTS

9. Certificate of Registration issued the BIR
10. Latest Income Tax and Business Tax Return

The Municipal Government of Santa Fe, Romblon reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**ENGR. REYNALD T. SOLANOY**  
*Municipal Assessor/LGU-BAC Chairperson*  
*Municipality of Santa Fe*  
*Province of Romblon*  
Telephone No. **0917-154-2647**  
Email Address: **stafebac2023@gmail.com**



**REYNALD T. SOLANOY**  
BAC Chairperson

Received by:

\_\_\_\_\_  
Signature over printed name

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



Name of the Procuring Entity:

**MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON**

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Project Reference Number:

Name of Project: **Supply & Delivery of Materials for the Improvement of Municipal Building – Phase III**

Location of Project: **Santa Fe, Romblon**

Standard Form Title: **Request for Quotation**

## REQUEST FOR QUOTATION

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

Quotation No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **September 17, 2024, 1:30 in the afternoon** at the **Office of the Bids and Awards Committee, Municipal Hall, Poblacion, Santa Fe, Romblon**. The Approved Budget for the Contract (ABC) is **Two Hundred Two Thousand Two Hundred Seventy Seven Pesos (P 202,277.00)**.

  
**REYNALD T. SOLANOY**  
Municipal Assessor/BAC Chairperson

Item No.	Unit	Particulars	Quantity	Unit Price	Total Amount
1	Bags	Portland Cement type I	50		
2	cu.m.	Sand	11		
3	pcs	10mmdia.x6.0m RSB	15		
4	kls.	No. 16 Tying wire	3		
5	kls.	C.W Nails Asstd. 4,3,	2		
6	pcs.	CHB 4"	300		
7	pcs.	Metal Furring, 0.80	18		
8	pcs.	Wall Angle 0.80	6		
9	bags	Blind rivets 5/32 x 3/8	2		
10	pcs	Drillbit 1/8	4		
11	sets	Panel Door 0.80x2.10m w/ jamb	3		
12	pcs	Sliding Window w/ alum frame, 1.35x1.35 w/ grills installation	1		
13	pcs	Floor tiles 0.40mx0.40m	215		
14	pcs	Floor Tiles 0.30mx0.30m	60		
15	pcs	Wall Tiles 0.30mx0.60m	120		
16	bags	Tile Adhesive	8		
17	kls	Tile Grout	6		
18	pcs	Door Knob (kwikset)	3		
19	pairs	Hunges 3x3	4		
20	pails	Nalcrete gloss white	2		

Item No.	Unit	Particulars	Quantity	Unit Price	Total Amount
21	pails	Latex flat white	2		
22	gals	Chocolate brown	2		
23	cans	Acry color raw siena 1/4ltr	6		
24	gal	Paint thinner	1		
25	bags	Skimcoat	6		
26	pcs	Paleta	4		
27	pcs	Sanding Paper #100	2		
28	pcs	Roller brush w/ tray 6"	2		
29	pcs	Brush 4"	2		
30	box	THHN wire#14	1		
31	roll	Flexible hose 1/2" dia.,50m	1		
32	pcs	Utility box Orange	3		
33	pcs	Plastic Molding 3/4	6		
34	pcs	One gang plate switch	3		
35	pcs	Receptacle big	3		
36	pcs	LED bulb 18W	3		
37	pc	Electrical Tape big	1		
38	set	Watercloset including (1) one piece water closet, pedestal lavatory, faucet, soap holder, tissue holder w/ fittings & access.	1		
39	pc	Stainless floor drain 4x4	1		
40	pcs	PVC Pipe 1/2" dia.	3		
41	pcs	PVC tee 1/2" dia.	4		
42	pcs	Solvent cement 100ml	2		
43	pc	Tapelone	1		
44	pcs	Corner grab bar, 1/2 dia. Stainless 304	2		
45	set	Concealed mounting screw 300lbs	1		

**Total P** \_\_\_\_\_

Amount in Words: \_\_\_\_\_

After carefully read and accepted your General Conditions, I/We quote you on the item at prices quoted above.

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date



## 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.

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
1	Portland Cement type I	50	Bags	30 Working Days
2	Sand	11	cu.m.	30 Working Days
3	10mmdia.x6.0m RSB	15	pcs	30 Working Days
4	No. 16 Tying wire	3	kls.	30 Working Days
5	C.W Nails Asstd. 4,3,	2	kls.	30 Working Days
6	CHB 4"	300	pcs.	30 Working Days
7	Metal Furring, 0.80	18	pcs.	30 Working Days
8	Wall Angle 0.80	6	pcs.	30 Working Days
9	Blind rivets 5/32 x 3/8	2	bags	30 Working Days
10	Drillbit 1/8	4	pcs	30 Working Days
11	Panel Door 0.80x2.10m w/ jamb	3	sets	30 Working Days
12	Sliding Window w/ alum frame, 1.35x1.35 w/ grills installation	1	pcs	30 Working Days
13	Floor tiles 0.40mx0.40m	215	pcs	30 Working Days
14	Floor Tiles 0.30mx0.30m	60	pcs	30 Working Days
15	Wall Tiles 0.30mx0.60m	120	pcs	30 Working Days
16	Tile Adhesive	8	bags	30 Working Days
17	Tile Grout	6	kls	30 Working Days
18	Door Knob (kwikset)	3	pcs	30 Working Days
19	Hunges 3x3	4	pairs	30 Working Days
20	Nalcrete gloss white	2	pails	30 Working Days
21	Latex flat white	2	pails	30 Working Days
22	Chocolate brown	2	gals	30 Working Days
23	Acry color raw siena 1/4ltr	6	cans	30 Working Days
24	Paint thinner	1	gal	30 Working Days
25	Skimcoat	6	bags	30 Working Days
26	Paleta	4	pcs	30 Working Days
27	Sanding Paper #100	2	pcs	30 Working Days
28	Roller brush w/ tray 6"	2	pcs	30 Working Days
29	Brush 4"	2	pcs	30 Working Days
30	THHN wire#14	1	box	30 Working Days
31	Flexible hose 1/2" dia.,50m	1	roll	30 Working Days
32	Utility box Orange	3	pcs	30 Working Days
33	Plastic Molding 3/4	6	pcs	30 Working Days

34	One gang plate switch	3	pcs	30 Working Days
35	Receptacle big	3	pcs	30 Working Days
36	LED bulb 18W	3	pcs	30 Working Days
37	Electrical Tape big	1	pc	30 Working Days
38	Watercloset including (1) one piece water closet, pedestal lavatory, faucet, soap holder, tissue holder w/ fittings & access.	1	set	30 Working Days
39	Stainless floor drain 4x4	1	pc	30 Working Days
40	PVC Pipe ½" dia.	3	pcs	30 Working Days
41	PVC tee ½" dia.	4	pcs	30 Working Days
42	Solvent cement 100ml	2	pcs	30 Working Days
43	Tapelone	1	pc	30 Working Days
44	Corner grab bar, ½ dia. Stainless 304	2	pcs	30 Working Days
45	Concealed mounting screw 300lbs	1	set	30 Working Days

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

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

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

## Technical Specifications

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Item No.	Specification	Statement of Compliance
1	Portland Cement type I	
2	Sand	
3	10mmdia.x6.0m RSB	
4	No. 16 Tying wire	
5	C.W Nails Asstd. 4,3,	
6	CHB 4"	
7	Metal Furring, 0.80	
8	Wall Angle 0.80	
9	Blind rivets 5/32 x 3/8	
10	Drillbit 1/8	
11	Panel Door 0.80x2.10m w/ jamb	
12	Sliding Window w/ alum frame, 1.35x1.35 w/ grills installation	
13	Floor tiles 0.40mx0.40m	
14	Floor Tiles 0.30mx0.30m	
15	Wall Tiles 0.30mx0.60m	
16	Tile Adhesive	
17	Tile Grout	
18	Door Knob (kwikset)	
19	Hunges 3x3	
20	Nalcrete gloss white	
21	Latex flat white	
22	Chocolate brown	
23	Acry color raw siena 1/4ltr	
24	Paint thinner	
25	Skimcoat	
26	Paleta	
27	Sanding Paper #100	
28	Roller brush w/ tray 6"	
29	Brush 4"	
30	THHN wire#14	
31	Flexible hose ½" dia.,50m	



32	Utility box Orange	
33	Plastic Molding ¾	
34	One gang plate switch	
35	Receptacle big	
36	LED bulb 18W	
37	Electrical Tape big	
38	Watercloset including (1) one piece water closet, pedestal lavatory, faucet, soap holder, tissue holder w/ fittings & access.	
39	Stainless floor drain 4x4	
40	PVC Pipe ½" dia.	
41	PVC tee ½" dia.	
42	Solvent cement 100ml	
43	Tapelone	
44	Corner grab bar, ½ dia. Stainless 304	
45	Concealed mounting screw 300lbs	

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

_____	_____	_____
Name of Company/Bidder	Signature over printed name	Date

## **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**  
**SUPPLY & DELIVERY OF MATERIALS FOR THE IMPROVEMENT OF**  
**MUNICIPAL BUILDING – PHASE III**  
**Project Identification No.: *RFQ No. 2024-0086***

To: \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_ 2024. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024.



**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year _____
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Worth Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current Assets minus Current Liabilities) (15)] minus value of all outstanding works under ongoing contracts, including awarded contracts yet to be started.

NFCC = P \_\_\_\_\_

NFCC must be at least equal to the ABC

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

\_\_\_\_\_  
 Name of Supplier / Distributor / Manufacturer  
 Signature of Authorized Representative

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

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, \_\_\_\_\_, of legal age, married/single, Filipino, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of \_\_\_\_\_, 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 \_\_\_\_\_ of the Municipal Government of Santa Fe, Romblon, as shown in the attached duly notarized Special Power of Attorney;
3. \_\_\_\_\_ 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. \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. 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;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ 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 \_\_\_\_\_.

9. \_\_\_\_\_ 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 \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_ 2024. Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

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Book No. \_\_\_\_\_  
Series of 2024.



**Statement of all 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**

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>GOVERNMENT:</u>							
<u>PRIVATE:</u>							

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

- Instructions:**
- i. 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 being bidded)
  - ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
  - iii. 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).
  - iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)

**Statement of Single Largest Completed Contract which is Similar in Nature**  
(indicate only one)

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

Name and Location of Project	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

**Note: This statement shall be supported with:**

1. Contract (Purchase Order)
2. Notice of Award and/or Notice to Proceed
3. End user's acceptance or O.R. issued for the contract

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