



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**

**PURCHASE OF GLASS BULLETIN BOARD WITH STAND (FURNITURE &
FIXTURES)**

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 "**Purchase of Glass Bulletin Board with Stand (Furniture & Fixtures)**" 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 **One Hundred Fifty Thousand Pesos (P150,000.00)**.

The schedules of activities are listed below:

Activities	Schedule
Posting and Availability of Request for Quotation	February 17, 2025 to March 3, 2025
Deadline for Submission of Quotations	March 3, 2025/1:30 P.M.
Opening and Reading of Quotations	March 3, 2025/1:30 P.M.

Opening and reading of quotations shall be on **March 3, 2025, 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 March 3, 2025/1:30 in the afternoon at the Office of the Bids and Awards Committee together with the following eligibility documents:

I. TECHNICAL COMPONENT ENVELOPE (1ST 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 (2ND 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

Standard Form Title: **REQUEST FOR QUOTATION**

Project Reference Number:

Name of the Project: **Purchase of Glass Bulletin Board with Stand (Furniture & Fixtures)**

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

RFQ No. 2025-0009

Date: **February 17, 2025**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **March 3, 2025 at 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 **One Hundred Fifty Thousand Pesos (P150,000.00)**.


REYNALD T. SOLANOY
BAC Chairperson

ITEM NO.	UNIT OF ISSUE	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	unit	2.0m x 2.4m x 6mm thk. Glass Bulletin Board on Aluminum Frame w/ Header and heavy duty lock including all accessories	3		

Total Amount in Words: _____

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

Printed Name/Signature

Address

Date

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	Kinds 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: _____

- 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 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 of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

- Note: This statement shall be supported with:**
1. **Contract Agreement (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: _____

Bid Securing Declaration Form

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

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

PURCHASE OF GLASS BULLETIN BOARD WITH STAND (FURNITURE & FIXTURES)

Project Identification No.: ITB No. 2025-0009

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 _____ 2025. 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 _____, 2025 at _____, Philippines.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.

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	Total	Delivered, Weeks/Months
1	2.0m x 2.4m x 6mm thk. Glass Bulletin Board on Aluminum Frame w/ Header and heavy duty lock including all accessories	3	units	Within 30 working days after supplier's receipt of Notice to Proceed

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	Specification	Statement of Compliance
1	2.0m x 2.4m x 6mm thk. Glass Bulletin Board on Aluminum Frame w/ Header and heavy duty lock including all accessories	

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

Name of Company/Bidder

Signature over printed name

Date

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 **Purchase of Glass Bulletin Board with Stand (Furniture & Fixtures)** 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 _____, 2025 at _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____, day of _____, 2025. Affiant exhibited to me his/her _____, with his/her Community Tax Certificate No. _____ issued on _____, 2025 at _____, Philippines.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 2025.

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.