



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Unit No. 9  
Zamboanga Peninsula  
Tel. No. (062) 991-3188

INVITATION TO BID  
ITB NO. 09-003-16

The Department of Agriculture Regional Field Unit No. 9, through its Bids and Awards Committee (BAC) invites interested suppliers to bid for the 4 wheel vehicle as stated below:

**TOTAL ABC: P 1,000,000.00**

ITEM NO.	QTY	UNIT OF ISSUANCE	ITEM DESCRIPTION
1	1	unit	<b>Motor Vehicle (4 wheels)</b> Body Type: AUV Transmission: Manual Length: 4,320 mm Width: 1,650 mm Height: 1,800 mm Wheelbase: 2,620 mm Turning Circle: 10.4 m Ground Clearance: 180 mm Number of Doors: 5 Number of Seats: 5  <b>Delivey Site: DA-PRRI, Sanito, Ipil, Zamboanga Sibugay</b> *****

#### **LIST OF PRE-QUALIFICATION REQUIREMENTS**

##### **Legal Documents**

1. DTI Certificate of Registration of Business Name  
(Current year- Authenticated photocopy)
2. Mayor's/Business Permit (Current Authenticated photocopy)
3. BIR Certificate of Registration (Authenticated photocopy)
4. IncomeTax Return (ITR) (Authenticated photocopy)
5. Tax Clearance
6. Certificate of Philgeps Registration
7. Audited Financial Statement for the preceeding year, showing among others, the prospective total and current assets and liabilities , stamped "received" by the BIR or duly accredited and authorized institutions.
8. Statement of the prospective bidder that he is not "blacklisted" or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs including the non-inclusion in the consolidated Blacklisting Report issued by the GPPB.
9. Letter authorizing the BAC or its duly authorized representative/s to verify any of all documents submitted for the eligibility check.

##### **Technical Documents**

1. Records of sales, similar in nature made to government and private within 5-years from the submission of bids including contracts awarded but not yet delivered.
2. Authority of the signing official; managing officer or duly authorized representative
3. Computation of Net Financing Contracting Capacity (NFCC) which shall be in accordance with Section 23.11 of R.A. 9184 or written commitment from the contractor's bank to extend to it a credit line if awarded the contract to be Bid, or a cash deposit certificate specifically committed to the contract or project, if awarded, in an amount not lower than that set in the BDS;
4. A sworn affidavit of compliance with the Disclosure Provision under Sec. 47 of the Act in relation to the provisions of R.A. 9184 and other related pertinent documents.
5. Bid security as to form, amount, and validity period.

##### **Financial Proposal**

1. Bid prices in the prescribed Bid form

#### **SEALING AND MARKING OF BIDS**

1. The Bidder shall enclose the original of the Technical Proposal in one sealed envelope marked as "ORIGINAL- TECHNICAL PROPOSAL"; whereas, the original of the Financial Proposal shall be enclosed in another sealed envelope marked as "ORIGINAL- FINANCIAL PROPOSAL".
2. Each copy of the Technical Proposal and Financial Proposal, shall be similarly sealed duly marked as "COPY NO. 1- TECHNICAL PROPOSAL" and "COPY NO. 1- FINANCIAL PROPOSAL" respectively and the outer envelope as "COPY NO. 1". These envelopes containing the original and the copies shall then be enclosed in one single envelope that shall bear:

- a) Name of the Contract to be Bid;
- b) bear the name and address of the Bidder;
- c) be addressed to DA-RFO IX, the PROCURING ENTITY in accordance with ITB
- d) bear the specific identification of this bidding process indicated in the BIDS; and
- e) bear a warning "DO NOT OPEN BEFORE..." the time and date for the opening of Bids, in accordance with ITB

3. If the envelopes are not sealed and marked as required, the PROCURING ENTITY will assume no responsibility for the misplacement or premature opening of the Bid.

**4. Deadline for Submission of Bids**

Bids must be received by the BAC of the PROCURING ENTITY at the address and on or before

**5. Late Bids**

Any Bid submitted after the deadline for submission and receipt of Bids prescribed by the PROCURING ENTITY, pursuant to ITB, shall be declared "Late" and shall not be accepted.

**FAILURE TO FOLLOW AND SUBMIT ANY OF THE REQUIREMENTS ENUMERATED SHALL RENDER THE BIDDER INELIGIBLE TO BID/DISQUALIFICATION**

If already pre-qualified and a Certificate of Eligibility has been issued by this office, the same must be submitted by the Bidder (Authenticated Xeroxed copy).

Bidding will be conducted through open competitive bidding procedures as specified in the IRR of the R.A. 9184. Only Bids from eligible bidders will be opened and will be awarded to the lowest and responsive bidder/s that will be determined as such after comprehensive evaluation conducted by the Technical Working Group (TWG).

**SCHEDULE OF ACTIVITIES:**

ACTIVITIES	DATE	VENUE
Publication, Issuance of BID Documents	September 30-October 24, 2016	Department of Agriculture RSO-IX, Zamboanga City
Pre-Bid Conference	October 10, 2016 (9:30am)	Department of Agriculture RSO-IX, Zamboanga City
Opening of Bids	October 24, 2016 (9:30am)	Department of Agriculture RSO-IX, Zamboanga City

Interested Suppliers/Dealers may submit their letter of intent, current pre-qualification documents and business credentials (Legal, Technical & Financial documents). Bidding documents (prescribed bid Form) will be issued at the office of the Secretariat Bids & Awards Committee, DA-RSO-IX, Zamboanga City during office hours. Upon payment of non-refundable amount of one thousand pesos (P1,000.00).

Bid Security is required and bidders shall submit their Technical and financial proposals in two (2) separate envelopes to the BAC Secretariat on or before the schedule date stated above.

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Cash or cashier's/managers check issued by a Universal or Commercial Bank 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.	Two percent (2%)
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%)
d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
e) Bid Securing Declaration	Notarised

The DA-RFU-9, reserves the right to reject any or all bid proposals, to waive any required formality or defect therein and may accept the bid/s which is deemed most advantageous to the government, without incurring any liability to the affected bidder or bidders.

FERDINAND D. GAMOROT  
BAC Chairman for Goods