

Republic of the Philippines
Department of Social Welfare and Development
DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis,
City of San Fernando Pampanga, Philippines 2000
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INVITATION FOR NEGOTIATED PROCUREMENT TWO-FAILED BIDDING (SECTION 53.1)

“Purchase of Office and Consumable Supplies for Two (2) Months Use of Programs / Offices CY 2022 – Lot II” (DSWD FO III-BAC NP-2022-01)

In view of two (2) consecutive failed public biddings, the **Department of Social Welfare and Development - Field Office III** through the funds under **CRCF – Centrally Managed Fund** intends to apply the sum of **ONE MILLION TWO HUNDRED TWELVE THOUSAND SEVEN HUNDRED SIX PESOS (PHP 1,212,706.00)**, being the Approved Budget for the Contract (ABC) and thus:

1. The DSWD – FO III, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the mentioned goods and services.
2. The procurement procedure for this procurement project is Negotiated Procurement due to two (2) failed biddings pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", including Annex "H" thereof.
3. Bidding will be conducted through open competitive bidding procedures via electronic or online using non- discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The procurement is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights to privileges to Filipino citizens, pursuant to Republic Act 5183 (RA 5183) and subject to Commonwealth Act 138 (CA 138).

4. 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 a specified date, which could meet the DSWD – FO III minimum technical specifications.**
5. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from Monday to Friday at 8:00 a.m. to 5:00 p.m.

6. The schedule of bidding activities is herein stated below:

| Activities | Schedule |
|--|--|
| Issuance and availability of Bidding Documents | Starting May 30, 2022 (Monday) from 9:00 AM to 5:00 PM only |
| Pre-Bid Conference | May 31, 2022 (Tuesday); 2:00 PM through videoconferencing or webcasting <i>via google meet</i> which shall be open to prospective bidders |
| Submission and Opening of Eligibility Documents (Legal, Technical and Financial) | June 7, 2022 (Tuesday); 9:00 AM through online or electronic submission in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned DSWD BAC Resolution No. 2021-10-01 relative to the Implementation of Electronic Submission and Receipt of Bids and the Bidder's Kit on Guidelines to Bidders in Adopting Electronic Submission of Bids. |
| Opening of Bidding Documents (Best Offer) | June 7, 2022 (Tuesday); 9:00 AM via google meet video conferencing. Late bids shall not be accepted. |

7. A complete set of Bidding Documents may be acquired by interested bidders from the given website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 5,000.00.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or via electronic mail*

For downloading of Negotiation Documents:

ps-philgeps.gov.ph - Website of the Philippine Government Electronic Procurement System (PhilGEPS)

www.fo3.dswd.gov.ph – Website of the DSWD Field Office III

8. Bids shall be submitted in as provided herein below, through online or electronic submission in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned DSWD BAC Resolution No. 2021-10-01 relative to the Implementation of Electronic Submission and Receipt of Bids and the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of Bids.**

9. Prospective bidders are requested to organize and submit their Bids electronically as provided under the Bidder's Kit on **Guidelines to Bidders in Adopting Electronic Submission of**

Bids. and suppliers are hereby reminded, as follows:

- a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in PDF file with password-protected RAR archive file format;
- b) Scan the original copy of the **Legal and Technical Requirements** and save as PDF, after scanning the original copy of the **Legal and Technical Requirements**, place the scanned files in one folder with file name “**Legal and Technical Documents**” and compress the folder using **WinRAR Extractor Application** with file name “**Folder 1 – Legal and Technical Documents**”, place/set a password on the file;
- c) Scan the original copy of the **Financial Requirements** and save as PDF, after scanning the original copy of the **Financial Requirements**, place the scanned files in one folder with file name “**Financial Requirements**” and compress the folder using **WinRAR Extractor Application** with file name “**Folder 2 - Financial Documents**”, place/set a password on the file;
- d) After encrypting the **Legal and Technical, and Financial Requirements**, compress the two (2) encrypted files using **WinRAR Extractor Application** with file name “**DSWD-FOIII-BAC NP No._ - (Name of Bidder)**”, and set a strong password;

In case of modification of bids by the bidder, the bidder shall use the file name for the main file “**DSWD-FOIII-BAC NP No._ - (Name of Bidder) - Modification**”

The original bid submitted shall not be retrieved but a modified bid shall be submitted to the BAC Secretariat official uploading site provided that it is equally secured by password, properly identified, and submitted on or before the set deadline. The bidder shall use the following file names:

- For Legal and Technical Requirements: “**Folder 1 - Legal and Technical Documents – Modification**”
- For Financial Requirements: “**Folder 2 - Financial Documents - Modification**”

Important: Passwords shall bear a unique combination for each file. Same passwords for all files are **strictly not allowed**. Please see attached **ANNEX** for your guidance.

- e) Submit/Upload your bids thru this link: <https://tinyurl.com/dswdfo3ebid> on or before the set deadline;
- f) After submission of your bids, wait for an acknowledgement of BAC via email for the confirmation of your submitted bids indicating the Date and Time of your submission, and also the link for the Opening of Bids will be sent to your registered email upon submission of the copy of the Acknowledgement Receipt of Bid and proof of payment of the bidding document to the BAC Secretariat as stated in item no.6 hereof.

Important: All bids submitted after the deadline will **NOT** be considered in the bid opening.

10. It is the responsibility of the bidders who submitted their bids electronically to monitor receipt of an auto-generated bid receipt acknowledging their bid submission. Failure to receive a bid receipt means the submission was not successful.
11. In case the bidder fails to submit any or all of the folders containing the documentary requirements in unique password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as "FAILED" and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.
12. After the opening and evaluation of bids, the BAC, its staff and personnel, Secretariat and Technical Working Group (TWG), as well as Observers are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until issuance of Notice of Award (NOA). However, the BAC, through its Secretariat, may ask in writing the bidder for clarification of its request in writing. All responses to requests for clarification shall be in writing.
13. The DSWD 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 the 2016 revised Implementing Rules and Regulations (IRR) of RANo.9184, without thereby incurring any liability to the affected bidder or bidders.
14. For further information, please refer to:

THE CHAIRPERSON

Bids and awards Committee c/o BAC Secretariat
DSWD Field Office III, Diosdado Macapagal Government Center,
Maimpis, City of San Fernando, Pampanga, Philippines
Tel: (045) 961 – 2143

You may visit the following websites:

For downloading of Bidding Documents:

ps-philgeps.gov.ph - Website of the Philippine Government Electronic Procurement System (PhilGEPS)

www.fo3.dswd.gov.ph – Website of the DSWD Field Office III

Prospective bidders are required to pay for the purchase of the project's Philippine Bidding Documents either through over-the-counter cash deposit made via Landbank of the Philippines (LBP) or via Bank Transfer.

Only payments made through LBP shall be accepted and recognized. Again, after payment, bidders must immediately send a clear scanned copy of their deposit slip or screenshot of the Bank Transfer to the official email address of the BAC Secretariat

(secretariatbac.fo3@gmail.com) as mentioned in item 6 hereof.

Bank details are as follows:

Account Name:

DSWD FO III MISCELLANEOUS TRUST

Account Number: 3772-1013-16


VENUS F. REBULDELA
Bids and Awards Committee Chairperson