

**RFQ NO. 21-02**  
**INVITATION FOR NEGOTIATED PROCUREMENT DUE TO**  
**TWO-FAILED BIDDINGS**

**SUPPLY AND DELIVERY OF BRAND NEW MOTOR**  
**VEHICLE**

1. The Cooperative Development Authority – Region 02 Extension Office intends to procure **one (1) BRAND NEW MOTOR VEHICLE** with the Approved Budget for Contract (ABC) of **ONE MILLION TWO HUNDRED FORTY-NINE THOUSAND SEVEN HUNDRED FOURTEEN PESOS AND 80/100 (P1,249,714.80)**.
2. The CDA - Region 02 EO, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the said motor vehicle.
3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act," including Annex H thereof.

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 the specified date shown below, and which would meet the minimum technical specifications required.

4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from June 18 to July 13, 2021 at 8:00am to 5:00pm.
5. The schedule of bidding activities is herein stated below:

<b>Activities</b>	<b>Schedule</b>
Posting of Request for Submission of Price Quotations	June 18, 2021
Issuance and Availability of Request for Quotation and Other Procurement Documents	June 18-July 13, 2021
Preliminary Conference/clarification/Issuance of Amendments	July 1, 2021 @ 9am, CDA-Region 02 EO
Submission of filled Out Request for Quotation and Technical Requirements	July 14, 2021 @ 11:00am, CDA-R2 EO
Opening of Request for Quotations	July 14, 2021 @ 1:00pm, CDA-R2 EO

6. Interested bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Document”, with the title project name of the bidder, address of the Bidder, and contact details of the bidder, addressed to the undersigned:

## ELIGIBILITY REQUIREMENTS

### *Class “A” Documents*

- a. PhilGEPS Certificate of Registration with Annex A or Class “A” eligibility documents:
- b. Statement of all On-going Private and Government Contracts, including Contracts Awarded but not yet started, if any (**Annex I**)
- c. Statement of Single Largest Completed Contract, which is similar in nature within (20 years from the date of submission and receipt of bids (**Annex II**), Any of the following documents must be submitted corresponding to listed contracts per submitted Annex II:
  - Copy of End-user’s Acceptance;
  - Official Receipts; or
  - Sales Invoice
- d. Compliance with Schedule of Requirements (**Annex III**);
- e. Compliance with Technical Specifications (**Annex IV**);
- f. Omnibus Sworn Statement using the form prescribed (**Annex V**)
- g. Compliance with Technical Bid Form (**Annex VI**);
- h. Bid Securing Declaration in any of the following forms:
  - Cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
  - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
  - Bid Securing Declaration (**Annex VII**);
- i. Duly signed Net financial Contracting Capacity Computation (NFCC); and
- j. Authority of the Signator

### *Class “B” Documents*

- a. Copy of Joint Venture Agreement or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable
7. The LCP reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected suppliers



**ARTEMIO N. GUZMAN**  
Chairman

Bids and Awards Committee

Annex I

**STATEMENT OF ALL ONGOING CONTRACTS**

(including contracts awarded but not yet started, if any)

Name of Client	Name of Contract	Date and status of the Contract	Kinds of Goods	Amount of Contracts	Value of Outstanding Contracts	Date of Delivery

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position Title**

\_\_\_\_\_  
**Date**

**Instructions:**

1. State of all on-going contracts including those awarded but not yet started which may be similar to the project called for bidding as of the day before the deadline of submission of bids.
2. If there is **NO** on-going contract awarded but not yet started as of the abovementioned period, state **NONE** or **NOT APPLICABLE**.
3. The total amount of the on-going but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC).

**Annex II**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

(within two (20) years from the date of submission and receipt of bids)

Name of Client	Name of Contract	Date of the Contract	Kinds of Goods	Value of Contracts	Date of Completion	Official Receipt No. & Date of OR and End User's Acceptance Date

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position Title

**Instructions:**

1. Name of Contract column indicates the Nature/Scope of the contract for the LCP to determine the relevance of the entry with the Procurement at hand.
2. Any of the following documents **MUST BE SUBMITTED** corresponding to listed contracts per submitted Annex II:
  - a. Copy of End-user's Acceptance;
  - b. Official Receipts; or
  - c. Sales Invoice

## Annex III

### 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.

Description	Quantity	Delivery Schedule
Supply and Delivery of ASIAN UTILITY VEHICLE, 2.8 LTR. DIESEL FED ENGINE, MANUAL TRANSMISSION	One (1) unit	Within one twenty calendar (120) calendar days upon receipt of the Notice to Proceed

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over printed name  
of representative

\_\_\_\_\_  
Date

**TECHNICAL SPECIFICATIONS**

**TECHNICAL SPECIFICATION**

Specification	<p><u>Statement of Compliance</u></p> <p>Bidders must state here 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 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 Bidders 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 provisions of <b>ITB Clause Error! Reference source not found.</b> and/or <b>GCC Clause 2.1(a)(ii).</b></p>
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SPECIFICATIONS	BIDDER’S STATEMENT OF COMPLIANCE
Supply and Delivery of Brand New Motor Vehicles shall conform with the following minimum specifications:	

<b>1. ASIAN UTILITY VEHICLE, ONE (1) UNIT, MANUAL TRANSMISSION</b>	
<b>ENGINE</b>	Type: 2.8 Liter, 4 cylinder in-line 16 Valve, DOHC EURO 4 COMPLIANT
Displacement	2,755 cc to 2,800 cc
Maximum Output	167hp / 3,400 Rpm
Maximum Torque	343 Nm / 3,400 Rpm
<b>TRANSMISSION</b>	5-SPEED Manual
<b>DRIVE TRAIN</b>	4 x 2
<b>SEATING CAPACITY</b>	7-8 persons or manufacturer's standard
<b>SUSPENSION</b>	
<b>Front</b>	Independent Coil spring Double Wishbone with stabilizer
<b>Rear</b>	4-link, Coil Spring
<b>DIMENSIONS</b>	Length: 4,735 mm    Width: 1,830 mm Height: 1,795 mm    Wheelbase: 2,750 mm Ground Clearance: Manufacturer's standard
<b>BRAKE SYSTEM</b>	WITH Anti-lock Brake System
<b>Front</b>	Ventilated Discs
<b>Rear</b>	Leading-Trailing Drum
<b>TIRES/WHEEL</b>	205/65 R-16, Rim-Manufacturer's standard
<b>INTERIOR FEATURES</b>	Manufacturer's standard
<b>EXTERIOR FEATURES</b>	Manufacturer's standard
<b>SAFETY FEATURES</b>	SRS AIRBAGS: Front and Passenger, Seatbelts (3pt ELR x 8), High mount stop lamp (Led type), Child lock Protection Side Door Impact beams
<b>AIR CONDITIONING SYSTEM</b>	Dual, Manual
<b>FUNCTIONS</b>	Power Windows and Power Door locks Power steering and other Manufacturer's standard
<b>AUDIO SYSTEM</b>	2-DIN CD/MP3/TUNER/AUX with 4 speakers
<b>FUEL TANK CAPACITY</b>	45 LITERS
<b>OTHER ACCESSORIES</b>	Code alarm, Seat cover, Reverse sensor (2 eye), Door Visors, Floor matting, Tint(Full front windshield 3M) Early Warning Device and standard tools
<b>COLOR OF UNIT</b>	To be determined upon the issuance of Purchase Order
<b>WARRANTY</b>	Three (3) years or 100,000 km. whichever comes first (Materials used, Workmanship And Roadworthiness)
<b>INCLUSIONS</b>	Three (3) years LTO Registration (Red Plate) All units shall be registered under the name of the COOPERATIVE DEVELOPMENT AUTHORITY

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<b>TRACK RECORD OF BIDDER:</b>	<b><u>Statement of Compliance</u></b>
a) With at least five (5) years track record in the supply and delivery of brand new motor vehicle  b) With at least a very Satisfactory Rating from all its clients for the past five (5) years	



**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 Infrastructure Projects**  
*[shall be submitted with the Bid]*

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**BID FORM**

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

Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

1. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
2. We offer to execute the Works for this Contract in accordance with the PBDs;
3. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
4. The discounts offered and the methodology for their application are: *[insert information]*;
5. 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 and reflected in the detailed estimates,
6. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
7. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>1</sup> for this purpose;
8. We are not participating, as Bidders, in more than one Bid in this

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<sup>1</sup> currently based on GPPB Resolution No. 09-2020

bidding process, other than alternative offers in accordance with the Bidding Documents;

9. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
10. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
11. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].
12. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, 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: \_\_\_\_\_

**Annex VII**

**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**  
**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understands 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]*