



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

August 23, 2019

Ms. Crystal Marie Revilla
Geschaft Equipment Corporation
16th floor, West Trade Center
132 West Avenue, Quezon City

BIDS AND AWARDS COMMITTEE (BAC-Primary)
INVITATION FOR NEGOTIATED PROCUREMENT FOR THE LEASE
AGREEMENT OF FIFTY-FIVE (55) UNITS OF DIGITAL
PHOTOCOPYING MACHINES
Reference No. INP-19-08

Dear Mr. Revilla:

1. The Department of Agrarian Reform (DAR) invites PhilGEPS-registered suppliers to participate in the negotiation for the Procurement of Lease Agreement for fifty-five (55) units of digital photocopying machines with an Approved Budget for the Contract (ABC) of Philippine Pesos Seven Hundred Thirty-One Thousand Eight Hundred Fifty only (PhP731,850.00), inclusive of taxes, for a period of three (3) months for the DAR Central Office for CY 2019, in accordance with Section 53.1 of the Implementing Rules and Regulations of R.A. 9184, otherwise known as the Government Procurement Reform Act.
2. For more details on this procurement activity, please refer to the attached Schedule of Requirements (Annex "A") and Technical Specifications {Annex "B"}. A Negotiation Conference shall be held on *September 2, 2019 at 2:00 p.m.* at the FAPsO Conference Room, Ground Floor, FAPsO Building, DAR Compound, Elliptical Road, Diliman, Quezon City.
3. The following Eligibility and Technical Documents, as well as the Financial Proposal Form (Annex "C") shall be submitted on or before *September 2, 2019 at 1:00 p.m.* at the Procurement Division, DAR Central Office, Ground floor, DAR Compound, Elliptical Road, Diliman, Quezon City.

ELIGIBILITY DOCUMENTS:

- A. Bidders may submit their valid PhilGEPS Platinum Membership Certificate or valid **Class "A"** documents (refer to GPPB Circular 07-2017 dated 31 July 2017) such as:
 - A.1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole

proprietorship, or Cooperative Development Authority (CDA) for cooperative

- A.2. Mayor's/ Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas
- A.3. Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- A.4. Audited Financial Statements showing among others, the prospective bidder's total and current assets and liabilities, stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission

If the PhilGEPS Platinum Membership Certificate is valid but the Class "A" documents that have been uploaded/reflected are for 2018, the said certificate should be accompanied by the bidder's updated/valid Class "A" documents (as enumerated in items A.1-A.4 above)

- A.5. Statement of all Ongoing Government and Private Contracts, including contracts awarded but not yet started (Annex "D"), if any, whether similar or not similar in nature and complexity to the contract to be bid, and Statement of the Bidder's Single Largest Completed Contract (SLCC-Annex "E") similar to the contract to be bid except under conditions provided for in Section 23.4.1.3 of the IRR:

The above statements shall include for each contract, the following:

- (i) Name of the contract
- (ii) Date of the contract
- (iii) Contract duration
- (iv) Owner's name and address
- (v) Kinds of goods/nature of contract
- (vi) For Statement of Ongoing Contracts – amount of contract/s and value of outstanding contract/s
- (vii) For Statement of SLCC – amount of completed contract/s adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement
- (viii) Date of delivery
- (ix) End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements

- B. Computation of Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts,

including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

- C. **Class "B" Document:** If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.

TECHNICAL DOCUMENTS:

- D. Bid Security issued in favor of the DAR shall be either in the following forms and amounts:

- D.1. Bid Securing Declaration in accordance with the prescribed form which is attached as Annex "F"

- D.2. 2% of the ABC, if in the form of cash or cashier's/manager's check issued by a Universal or Commercial Bank, or a bank draft/guarantee, or an irrevocable letter of credit issued by a foreign bank which shall be accompanied by a confirmation from a Universal or Commercial Bank

- D.3. 5% of the ABC, if in the form of a surety bond, which shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments

- E. Conformity with Schedule of Requirements (Annex "A")

- F. Conformity with Technical Specifications (Annex "B")

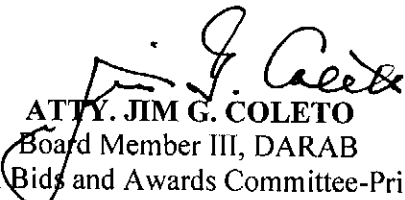
- G. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of R.A. 9184 (Annex "G")

- 4. Delivery of the Goods is required, thirty (30) calendar days upon receipt of Notice to Proceed (NTP).

Bidders should have completed a contract similar to the Project, within three (3) years from the date of submission and receipt of bids.

5. Opening of the Eligibility and Technical Documents and Financial Proposal will be conducted on *September 2, 2019 at 2:00 p.m.* at the FAPsO Conference Room, Ground floor, FAPsO Bldg., DAR Compound, Elliptical Road, Diliman, Quezon City.
6. Interested bidders may obtain further information from the DAR-BAC Secretariat through the following contact information:

Telephone Numbers: 453-8300/455-5849/928-1011
Email addresses: darbacsec.primary2019@gmail.com
procurementdivision.darco2013@gmail.com
7. The Department of Agrarian Reform reserves the right to reject any and all bids, declare a failure of negotiations, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


ATTY. JIM G. COLETO
Board Member III, DARAB
Chair, Bids and Awards Committee-Primary