

**BIDS AND AWARDS COMMITTEE**  
**INVITATION TO BID**  
**No. 015-2018**

The **METRO ROXAS WATER DISTRICT (MRWD)**, through its Bids and Awards Committee (BAC), invites Manufacturers/Suppliers/Distributors to apply for eligibility and to bid for the hereunder project:

**Name of Project:** CONTRACT FOR THE SUPPLY AND DELIVERY OF TWO (2) SETS ASSEMBLY MOTOR CONTROL SOFT STARTER (300HP CONTINUOUS DUTY) AND TWO (2) SETS 300HP VERTICAL HOLLOW SHAFT (VHS) ELECTRIC MOTOR INCLUDING INSTALLATION, TESTING AND COMMISSIONING

**Location:** MRWD WATER TREATMENT PLANT, SALOCON, PANITAN, CAPIZ

**Brief Description:** SUPPLY AND DELIVERY OF TWO (2) SETS ASSEMBLY MOTOR CONTROL SOFT STARTER (300HP CONTINUOUS DUTY) AND TWO (2) SETS 300HP VERTICAL HOLLOW SHAFT (VHS) ELECTRIC MOTOR INCLUDING INSTALLATION, TESTING AND COMMISSIONING

**Total Approved Budget for the Contract (ABC):** PhP 4,800,000.00

**Approved Budget for the Contract Lot 1:** P1,000,000.00 {Two (2) Sets Assembly Motor Control Soft Starter (300HP Continuous Duty)}

**Approved Budget for the Contract Lot 2:** P3,800,000.00 {Two (2) Sets 300HP Vertical Hollow Shaft (VHS) Electric Motor}

**Source of Funds:** MRWD CORPORATE BUDGET FOR FISCAL YEAR 2018

**Mode of Procurement:** PUBLIC BIDDING

**Contract Duration:** ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM RECEIPT OF CONTRACT AND NOTICE TO PROCEED

**Delivery of Goods:** WITHIN ONE HUNDRED TWENTY (120) CALENDAR DAYS FROM RECEIPT OF CONTRACT, PURCHASE ORDER, AND NOTICE TO PROCEED

The Eligibility Check/ Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Bid Evaluation and Post-qualification will also be conducted to determine the responsiveness of the Lowest Calculated Bidder (LCB).

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulations (IRR).

The schedule of activities is listed, as follows:

<i>Activities</i>	<i>Schedule</i>
1. Advertisement	March 6-12, 2018
2. Issuance of the Bidding Documents	March 6 until 8:45 AM of March 26, 2018
3. Pre-bid Conference	March 13, 2018 at 9:00 AM
4. Deadline for Submission and Opening of Bids	March 26, 2018 at 9:00 AM
5. Evaluation of Bids	March 27, 2018
6. Post-qualification of Bids	March 28 2018 to April 2, 2018

The Bid Documents will be available to prospective Bidders from the address stated below. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative. Annual accreditation fee of One Thousand Pesos (P1,000.00) is required from interested bidders, which amount is non-refundable.

Any prospective bidders may submit separate bids for lots 1 & 2 or all lots (lots 1 & 2). A bidder who intends to participate in all of the lots will pay the amount of Five Thousand Pesos (P5,000.00). While, a bidder who intends to participate in Lot 1 shall pay the amount of One Thousand Pesos (P1,000.00) and for Lot 2- Five Thousand Pesos (P5,000.00). Amount paid for the bid documents are non-refundable. The submitted bid by prospective bidders shall not exceed the ABC for each lot.

It is highly recommended that interested bidder/s should attend the Pre-bid Conference in order to avail all the necessary information of the bidding at hand and be guided with the preparation of the technical and financial components of the project.

*MRWD Bids and Awards Committee*

A bidder must have at least one (1) single largest contract equivalent to or at least fifty percent (50%) of the ABC for the last five (5) years which is similar in nature to the goods being offered.

The determination of the Lowest Calculated Bidder (LCB) and the contract award shall be on a per lot basis.

The MRWD assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The MRWD also reserves the right to accept or reject any bid, to declare the bidding a failure, not to award the contract, without thereby incurring any liability to the affected bidders. Furthermore, the MRWD reserves the right to waive any minor defects or informality and to accept the proposal most advantageous to the District.

All bidders are requested to download in the Philippine Government Electronic System (PhilGEPS) the invitation to bid and the bidding documents, in compliance with Section 37.1.6 of the Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184 for the posting of Notice of Award.



**ATTY. DANTE A. ARCANGELES**  
Chairperson

Address: **Metro Roxas Water District**  
MRWD Bldg., Km. 1, Roxas City, Capiz

Contact Person: **Marjorie A. Dela Cruz**  
Head, BAC Secretariat  
Tel. No. (036) 6210-737 or 6210-044 Local No. 122  
TeleFax No. (036) 6217-492; 6217-382

Place(s) of Publication: PhilGEPS and MRWD Websites (<http://metroroxaswd.gov.ph>), and BAC Bulletin Board

*MRWD Bids and Awards Committee*



## BIDS & AWARDS COMMITTEE

### Checklist of Requirements for Bidders

#### ELIGIBILITY & TECHNICAL REQUIREMENTS (TECHNICAL ENVELOPE), AND FINANCIAL REQUIREMENTS (FINANCIAL ENVELOPE) FOR THE PROCUREMENT OF GOODS IN ACCORDANCE TO THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF R. A. 9184

Name of Project: **Contract for the Supply and Delivery of Two (2) Sets Assembly Motor Control Soft Starter (300Hp Continuous Duty) and Two (2) Sets 300HP Vertical Hollow Shaft (VHS) Electric Motor including Installation, Testing and Commissioning**

Total Approved Budget for the Contract: **P 4,800,000.00**

ABC for Lot 1= **P 1,000,000.00 {Two (2) Sets Assembly Motor Control Soft Starter (300hp continuous duty)}**

ABC for Lot 2= **P3,800,000.00 {Two (2) Sets 300hp Vertical Hollow Shaft (VHS) Electric Motor}**

Pre-bid Conference: **March 13, 2018 at 9:00 A.M.**

Deadline for the Submission and Opening of Bids: **March 26, 2018 at 9:00 A.M. (MRWD Bundy Clock)**

Delivery Period: **Within 120 Calendar Days from receipt of the Contract, Purchase Order and Notice to Proceed**

Payment Period: **30 – 45 Calendar Days after Inspection and Final Acceptance**

Note:

*All Goods are grouped in lots. Bidders shall have the option of submitting a proposal on any or all lots. The evaluation and contract award shall be undertaken on a per lot basis. The determination of the Lowest Calculated Bidder (LCB) shall be on the total bid price per lot. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award*

## First Envelope (Technical Proposal)

### ELIGIBILITY REQUIREMENTS:

1. Valid Registration Certificate from Security and Exchange Commission (SEC) for corporation and partnership, Department of Trade and Industry (DTI) for sole proprietorship; Cooperative Development Authority (CDA) for cooperatives; or any proof of registration with Articles of Incorporation, Partnership, whichever is applicable and appropriate including amendments thereto, under existing laws of the Philippines;
2. Valid Mayor's Permit/Municipal License issued by the city or municipality where the principal place of business of prospective bidder is located;
3. Valid BIR Registration Certification which contains the Taxpayer's Identification Number;



4. Statement 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: and

Statement of the Bidder's single largest completed contract (SLCC) similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**. A bidder must have at least one (1) single largest contract equivalent to or at least fifty percent (50%) of the ABC for the last five (5) years which is similar in nature to the goods being offered:

The statement shall include, for each contract, the following:

- (1) name of the contract;
- (2) date of the contract;
- (3) contract duration;
- (4) owner's name and address;
- (5) kinds of Goods;
- (6) For Statement of Ongoing Contract – amount of contract and value of outstanding contracts;
- (7) For Statement of SLCC – amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- (8) date of delivery; and
- (9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

For the procurement of goods, a contract shall be considered "similar" to the contract to be bid if it involves Goods of the same nature and complexity as those, which are the subject of the public bidding concerned.

5. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, showing, among others, the prospective bidder's total and current assets and liabilities for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
6. Net Financial Contracting Capacity (NFCC) computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank;
7. Valid Tax clearance per E.O. 398, s.2005, as finally reviewed and approved by the BIR (GPPB Res.21-203, 30 July 2013);
8. Valid PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
9. If applicable, the 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 Requirements:

10. Valid ISO-9001 Quality Management System Accreditation Certificate;



11. Bid Security in accordance with ITB Clause 18. Bidders shall submit a **Bid Securing Declaration (BSD)** or any Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Two percent (2%) All Lots =P96,000.00 Lot 1=P20,000.00 Lot 2=P76,000.00
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;	
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%) All Lots =240,000.00 Lot 1=P50,000.00 Lot 2=P190,000.00

12. Conformity with the technical specification as enumerated and Specified in Sections VI (Schedule of Requirements) and VII (Technical Specifications) of the bidding documents;
13. Duly Notarized Omnibus Sworn Statement with Section 25.3 of the Revised IRR of RA 9184 and using the form prescribed in Section VIII (Bidding Forms);
14. Duly Notarized Authority of the Signatory:
- For Sole Proprietorship- "Special Power of Attorney" issued by the proprietor granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand; or
  - For Corporation, Partnership, Cooperative, or Joint Venture- "Secretary Certificate" accompanied by a Board Resolution issued by the Governing Board granting full power and authority to do, execute and perform any all acts necessary for the bidding at hand;
15. Duly signed Production/ Delivery schedule indicating its commitment to deliver the Goods within 120 calendar days from receipt of Contract, Purchase Order and Notice to Proceed;
16. Duly signed Technical Specifications/Technical Offer with the following complete data: item number, unit, item description, quantity, remarks (Complying or non-complying), reference/brand/manufacturer's name of the goods offered, printed name and signature of the authorized signatory and its designation;
17. In case of Dealer/Distributor, Dealership/ Distributorship Certificate issued by the Manufacturer of the Goods being offered with contact number and contact person written in English;
18. **For Lot 1:** Assembly Motor Control Soft Starter (300HP continuous duty)- Brochures or Shop Drawings, Schematic Diagram all written in English;  
**For Lot 2:** 300HP Vertical Hollow Shaft (VHS) Electric Motor- Brochures or Shop

Drawings, Operation and Maintenance Manual, Connection Diagram (Motor Winding Block Diagram), Motor Winding Size of Wire and Test Report all written in English;

19. Twelve (12) months Warranty Certificate for Assembly Motor Control Soft Starter and Eighteen (18) months Warranty Certificate for 300hp Vertical Hollow Shaft Electric Motor from the Date of Final Acceptance of the Contract. The Certificate shall be issued by the licensed Dealer/Distributor of the Manufacturer of the Goods being offered;
20. Certificate of after-sales service and availability of spare parts within five (5) Years from the Date of Final Acceptance of the Contract. The Certificate shall be issued by the licensed Dealer/Distributor of the Manufacturer of the Goods being offered;
21. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

## **Second Envelope (Financial Proposal)**

1. Duly signed Financial Proposal Form with the following data:

1. Supplier's/ Company's name;
2. Address of the company or office address;
3. Date;
4. Unit Price for each item;
5. Total Price per item;
6. Total Bid Proposal in figure;
7. Amount in words of the Total Bid Financial Proposal;
8. Supplier's name
9. Supplier's signature over printed name
10. Designation in the company of the signatory;
11. Tax Identification Number (TIN)
12. Date signed; and Telephone or Fax No.

2. Duly signed Bid Form.

### **Note:**

1. *The Checklist of Requirements for Bidders shall form part of the bidding documents. Any discrepancy among the list of requirements indicated in Section II of the bidding documents and the Checklist of Requirements for Bidder's, the latter shall prevail.*
2. *Participating bidders are required to use/follow the prescribed forms issued upon purchase of the bidding documents.*
3. *Bidders must submit one (1) original copy and three (3) signed copies by the bidder or its duly authorized representative/s for each of the required documents.*
4. ***The submitted bid financial proposal shall be on a per lot basis. Each lot is required to have separate financial bid proposal.***

For the information and guidance of all concerned.

**ATTY. DANTE A. ARCANGELES**

Chairperson  
Bids and Awards Committee

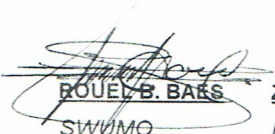
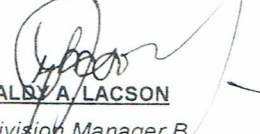
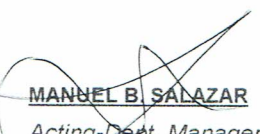
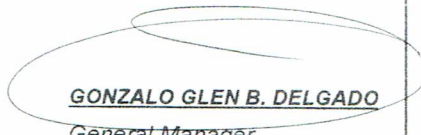


PURCHASE REQUEST  
METRO ROXAS WATER DISTRICT

Department: PRODUCTION PR No. 18-01-024  
Section: \_\_\_\_\_ Date: 9-Jan-18

Stock Number	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
1	Set	300HP VERTICAL HOLLOW SHAFT ELECTRIC MOTOR (Preferably-US)	2	1,900,000.00	3,800,000.00
		SPECIFICATION:			
		Phase: 3			
		Volts: 460			
		HP: 300			
		RPM: 1,800			
		Hz: 60			
		Duty: Continuous			
		Insulation Class: F			
		Nominal Efficiency: 95.4%			
		Service Factor: 1.15			
		Maximum 40 degrees ambient: 3,300 ft. altitude with none reverse ratchet			
		Weather Protected Type: 1 (WP-1)			
		REQUIRED SUBMITTAL UPON ELECTRIC MOTOR SHIPMENT			
		a) Operation and Maintenance Manual			
		b) Connection Diagram (motor winding block diagram)			
		c) Motor Winding size of wire			
		d) Test Reports as Specified			
		e) Installation, Testing and commissioning			
				TOTAL	3,800,000.00

Purpose: Upgrading of Water Treatment Plant facilities of Salocon, Panitan  
Account #: Capex 254.II.C | PPRS Arch. 1 OG 03 110 E

	Prepared by:	Recommending Approval:	Noted By:	Approved by:
Signature:				
Name:	<u>ROUEL B. BAES</u>	<u>ZALDY A. LACSON</u>	<u>MANUEL B. SALAZAR</u>	<u>GONZALO GLEN B. DELGADO</u>
Designation:	<u>SWUMO</u>	<u>Division Manager B</u>	<u>Acting-Dept. Manager</u>	<u>General Manager</u>

THIS IS TO CERTIFY THAT THE  
ITEMS STATED ABOVE ARE INCLUDED  
IN THE APP 20/805 - IS OFFICE.

  
SHALIMAR B. VITO  
SUPERVISING PROCUREMENT OFFICER



