

Republic of the Philippines  
**Metro Roxas Water District**  
MRWD Bldg., Km. 1, Roxas City 5800, Philippines  
Tel. # (036) 6210-737/ 6210-044/ 6215-474  
Telefax # (036) 6217-492

**BIDS AND AWARDS COMMITTEE**  
**INVITATION TO BID**  
**No. 002-2019**

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 ONE (1) UNIT FORKLIFT TRUCK 5 TONNER**

Location: **MRWD WATER TREATMENT PLANT, BRGY. SALOCON PANIT- AN CAPIZ**

Brief Description: **SUPPLY AND DELIVERY OF ONE (1) UNIT FORK LIFT TRUCK 5 TONNER**

Approved Budget for the Contract (ABC): **Php3,000,000.00**

Source of Funds: **MRWD CORPORATE BUDGET FOR FISCAL YEAR 2019**

Mode of Procurement: **PUBLIC BIDDING**

Contract Duration: **ONE HUNDRED FIFTY (150) CALENDAR DAYS FROM RECEIPT OF CONTRACT AND NOTICE TO PROCEED**

Delivery of Goods: **WITHIN ONE HUNDRED FIFTY (150) 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                                   | November 22-29, 2018                            |
| 2. Issuance of the Bidding Documents               | November 22- until 8:45 AM of December 17, 2018 |
| 3. Pre-bid Conference                              | December 3, 2018 at 2:00 P.M.                   |
| 4. Deadline for the Submission and Opening of Bids | December 17, 2018 at 2:00 P.M.                  |
| 5. Evaluation of Bids                              | December 18, 2018                               |
| 6. Post-qualification of Bids                      | December 19-20, 2018                            |

The Bid Documents will be available to prospective Bidders from the address stated below only upon payment of a non-refundable amount of Five Thousand Pesos (Php5,000.00). The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative. Accreditation fee is required to interested bidder of a non-refundable amount of One Thousand Pesos (Php 1,000.00).

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.

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 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 Procurement 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. 125  
TeleFax No. (036) 6217-492, 6217-382  
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Place(s) of Publication: PhilGEPS and MRWD Websites (<http://metroroxaswd.gov.ph>), and BAC Bulletin Board

## **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 One (1) Unit Fork Lift 5 Tonner**

Approved Budget for the Contract: **P 3,000,000.00**

Pre-bid Conference: **December 3, 2018 at 2:00 P.M.**

Deadline for the Submission and Opening of Bids: **December 17, 2018 at 2:00 P.M.**  
**(MRWD Bundy Clock)**

Delivery Period: **Within 150 Calendar Days from receipt of the Contract, Purchase Order and Notice to Proceed**

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

## **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 which must be at least equal to the Approved Budget for the Contract (ABC) in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank which must be at least equal to ten percent (10%) of the ABC;
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. 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<br>(Equal to Percentage of the ABC) |
|--|--|
| Cash or cashier's/manager's check issued by a Universal or Commercial Bank;  | Two percent (2%) = Php60,000.00                            |
| 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; | Two percent (5%) = Php150,000.00 |

11. Conformity with the technical specification as enumerated and Specified in Sections VI (Schedule of Requirements) and VII (Technical Specifications) of the bidding documents;
12. 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);
13. Duly Notarized Authority of the Signatory:
  - a.) 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;
  - b.) For Corporation, Cooperative, or Joint Venture- "Secretary's Certificate" issued by the Corporate Secretary indicating the Board Resolution No., if any, granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand; or
  - c.) For Partnership – a "Joint Special Power of Attorney (SPA)" issued by concerned Partners granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand.
14. Duly signed Production/ Delivery schedule indicating its commitment to deliver the Goods within 150 calendar days from receipt of Contract, Purchase Order and Notice to Proceed;
15. Duly signed 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;
16. Brochures/Shop Drawings of the offered goods written in English;
17. One (1) year Warranty Certificate for engine and body;
18. Certificate of after-sales service and availability of spare parts.
19. Permit to operate as Manufacturer of the Goods being offered or 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;
20. Certificate indicating the bidders commitment to provide standard tools, accessories, and freebies such as:
  - a.) Tools (Jack, Early Warning Device, Tire Wrench, Pliers, and Screw Driver)
  - b.) At least 10 liters fuel.
21. Certification of one (1) day intensive training for the users/operators who will be involved in the operation and maintenance on subjects such as safety, preventive maintenance and proper operation.

22. Certification from the bidder stating the fact that it has no delinquent delivery from Metro Roxas Water District.
23. 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) certified copies by the bidder or its duly authorized representative/s for each of the required documents.*

For the information and guidance of all concerned.

**ATTY. DANTE A. ARCANGELES**

Chairperson

Bids and Awards Committee

Date: 12-Nov-18

BUDGET 2019  
BOARD RESO # 87  
10/30/18

General Manager