

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. 002-2018**

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 THIRTY-SIX THOUSAND (36,000) KILOGRAMS LIQUEFIED GAS CHLORINE WITH 99.5% CHLORINE CONTENT

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

Brief Description: SUPPLY AND DELIVERY THIRTY-SIX THOUSAND (36,000)

KILOGRAM LIQUEFIED GAS CHLORINE WITH 99.5% CHLORINE CONTENT

Approved Budget for The Contract (ABC): Php2,340,000.00

Source of Funds: MRWD CORPORATE BUDGET FOR FISCAL YEAR 2018

Mode of Procurement: PUBLIC BIDDING

Contract Duration: FIFTEEN (15) CALENDAR DAYS FROM RECEIPT OF CONTRACT AND NOTICE TO PROCEED

Delivery of Goods: 1st Delivery – Twelve Thousand (12,000) Kilograms– Fifteen (15) days after receipt of Contract, Purchase Order and Notice to Proceed
2nd Delivery –Twelve Thousand (12,000) Kilograms–One (1) month after 1st delivery-strictly as scheduled herein
3rd Delivery –Twelve Thousand (12,000) Kilograms–One (1) month after 2nd delivery-strictly as scheduled herein

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	January 16-22, 2018
2. Issuance of the Bidding Documents	January 16 – until 8:45 AM of February 7, 2018
3. Pre-bid Conference	January 25, 2018 at 9:00 A.M.
4. Deadline for the Submission and Opening of Bids	February 7, 2018 at 9:00 A.M.
5. Evaluation of Bids	February 8, 2018
6. Post-qualification of Bids	February 9-12, 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 (Php1,000.00).

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.

MRWD Bids and Awards Committee

Statement identifying the bidder's single largest completed contract similar to the contract to be bid. A bidder must have at least one (1) single largest contract equivalent to or at least twenty-five percent (25%) of the ABC for the last two (2) 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 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 Website (<http://metroroxaswd.gov.ph>) and BAC Bulletin Board**

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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 Thirty-Six Thousand (36,000) Kilograms Liquefied Gas Chlorine with 99.5% Chlorine Content**

Approved Budget for the Contract: **Php2,340,000.00**

Pre-Bid Conference: **January 25, 2018 at 9:00 A.M.**

Deadline for the Submission and Opening of Bids: **February 7, 2018 at 9:00A.M.**

Delivery Period: **1st Delivery** - Twelve Thousand (12,000) Kilograms - Fifteen (15) days after receipt of Contract, Purchase Order and Notice to Proceed.

2nd Delivery - Twelve Thousand (12,000) Kilograms - One (1) month after 1st delivery. (strictly as scheduled herein)

3rd Delivery - Twelve Thousand (12,000) Kilograms - One (1) month after 2nd delivery. (strictly as scheduled herein)

Payment Terms: **30 – 45 Calendar Days after inspection and acceptance of full delivery.**

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 twenty-five percent (25%) of the ABC for the last (two) 2 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. 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%) = Php46,800.00
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%) = Php117,000.00

11. Conformity with the technical specification as enumerated and Specified in Section VI (Schedule of Requirements) and Section VII (Technical Specifications) of the bidding documents;
12. Duly Notarized Omnibus Sworn Statement in accordance 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"** in a form of **Special Power of Attorney**, in case of **sole-proprietorship**, issued by the proprietor- bidder, granting full power and authority to do, execute and perform any and all acts necessary in the bidding or **"Duly Notarized Secretary's Certificate"** attesting to such fact, in case of **corporation, partnership, cooperative, or joint venture**; the **Secretary's Certificate must be accompanied by a Board Resolution issued specifically for the bidding at hand**;
14. Duly signed Production/ Delivery schedule indicating its commitment to deliver the Goods within 15 calendar days from receipt of Contract, Purchase Order and Notice to Proceed; *in 30 calendar days*
State the delivery period -
15. 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;
16. Product Information & Material Safety Data sheet written in English;
17. Manufacturer's Certificate of Analysis written in English;
18. Permit to Operate as Manufacturer or in case of supplier/distributor, a direct import certificate from abroad appointing as distributor of its manufacturer with contact number and contact person written in English;
19. Certificate of one (1) day intensive training for the safety and proper handling of Liquefied Gas Chlorine (LGC);
20. 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 for each of the required documents.*

For the information and guidance of all concerned.

Approved by:

ATTY. DANTE A. ARCANGELES
Chairperson
Bids and Awards Committee

PR No. 18-01010

Date: 4-Jan-18

SHAMMAH B. VITO 11/9/18
SUPERVISING PROCUREMENT OFFICER

Account #:	765-P3-A Chemicals and Filtering Materials	GLA	PFRS Act. 5 02 03 130
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Signature:				
Name:	<u>ROUEL B. BAES</u>	<u>ZALDY A. LACSON</u>	<u>MANUEL B. SALAZAR</u>	<u>GONZALO GLEN B. DELGADO</u>
Designation:	SWUMO	Division Manager B	Acting Department Manager	General Manager