



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office No. I  
San Fernando, La Union  
Email address: bidsandawardscom1\_dole@yahoo.com



## INSTRUCTIONS TO BIDDERS

The Department of Labor and Employment, Regional Office No. I (DOLE RO1) through its Bids and Awards Committee (BAC), invites individuals/companies to apply for eligibility and to bid for the hereunder project:

Name of Project : **SUPPLY AND DELIVERY OF FIFTY(50) UNITS NEGOSYO SA KARITON (NEGO KART) PROJECT FOR THE AMBULANT VENDORS OF MANGALDAN, PANGASINAN**

Location : DOLE Regional Office, San Fernando City, La Union

Approved Budget Contract: **ONE MILLION PESOS ONLY (P1,000,000.00)**

The complete schedule of activities is listed, as follows:

<u>Activities</u>	<u>Schedule</u>
1. Posting of Invitation to Apply for Eligibility and to Bid	March 6, 2021 to March 13, 2021
2. Issuance of Bid documents	March 6, 2021 to March 27, 2021
3. Purchase or Sale of Bid docs	March 6, 2021 to March 27, 2021
4. Pre-bid conference	March 15, 2021 – 10: 00 A.M.
5. Submission of Eligibility Papers, Technical Envelope and Bids	March 29, 2021 – 8:00 A.M.- 9:30 A.M.
6. Opening of Bids	March 29, 2021- 10:00 A.M. Venue: Parammata Bldg. B, Biday, San Fernando City, La Union

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines, with a local office located in the Philippines.

### Eligibility Check

The determination of eligibility shall be based on the submission of the documents listed in Annex A, using non-discretionary “pass/fail” criteria, and shall be determined as either “eligible” or “ineligible”.

### Submission and Receipt of Bids

Eligible bidders shall submit their bids through their authorized office representative (i) in the prescribed form, including its annexes, as specified, (ii) on the specified deadline and (iii) in two (2) separate sealed bid envelopes, the first containing the technical component of the bid, and the second containing the financial component of the bid, with the

name of the contract to be bid and the name of the bidder in capital letters, addressed to the DOLE ROI, Bids and Awards Committee. The bidder shall mark the two envelopes: **“Do not open before March 29, 2021 at 10:00 A.M.”** These envelope shall be sealed in another envelope and again marked **“Do not open before March 29, 2021 at 10:00 A.M.”**

**Eligibility requirement and bids** submitted after the deadline shall not be accepted by the BAC.

**The first envelope (Technical Proposal)** shall contain the following technical information/documents:

A. The Bid Security as to form, amount and validity period.

<i>Item</i>	<i>Description</i>	<i>Approved Budget for the Contract</i>
1	Supply and delivery of fifty(50) units Negosyo Sa Kariton (Nego Kart) Project for the ambulant vendors of Mangaldan, Pangasinan	<b>P1,000.000.00</b>

All bids must be accompanied by a Bid Security in any of the following forms in an amount equal to a percentage with the following schedule:

<b><u>FORM OF BID SECURITY</u></b>	<b><u>Amount of Bid Security</u></b> <b>(Equal to Percentage of the ABC)</b>
1. Cash, Certified check, Cashier’s check, Manager’s Check, Bank draft /guarantee confirmed by a Universal or Commercial Bank	(2%)
2. 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	(2%)
3. Surety Bond callable upon demand issued by a Surety or insurance company duly certified by the Insurance Commission as authorized to issue such Security	(5%)
4. Bid Securing Declaration	No percentage required.

Validity of Bid Securities shall not exceed **one hundred twenty (120) calendar days** from the date of the opening of bids.

B . Authority of the Signing Official (Annex B)

C. Commitment from the bank to extend to the bidder a credit line if awarded the contract to be bid in an amount which shall be at least ten percent (10%) of the approved budget for the contract to be bid. If the bidder previously submitted this document as an eligibility requirement, the said previously submitted document shall suffice.

D. Duly signed statement attesting to have complied with responsibilities listed in GPRA – IRR – A Section 17.7.1 (Annex C)