



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. I
San Fernando, La Union
Email address: bac.ro1_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 ONE HUNDRED TWENTY FIVE (125) UNITS NEGOKARTS FOR THE FIVE(5) MUNICIPALITIES OF 4TH DISTRICT OF PANGASINAN**

Location : DOLE Central Pangasinan Field Office
Dagupan City, Pangasinan

Approved Budget for the Contract: **TWO MILLION FIVE HUNDRED THOUSAND PESOS ONLY (P2,500,000.00)**

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

The complete schedule of activities is listed, as follows:

<u>Activities</u>	<u>Schedule & Venue</u>
1. Posting of Invitation to Apply for Eligibility and to Bid	August 27, 2021 to September 3, 2021
2. Issuance of Bid documents	August 27, 2021 to September 21, 2021
3. Purchase or Sale of Bid docs	August 27, 2021 to September 21, 2021
4. Pre-bid conference	September 9, 2021 – 10: 00 A.M.
5. Submission of Eligibility Papers, Technical Envelope and Bids	September 22, 2021 – 8:00 A.M.- 9:30 A.M.
6. Opening of Bids	September 22, 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 September 22, 2021 at 10:00 A.M.”** These envelope shall be sealed in another envelope and again marked **“Do not open before September 22, 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 ONE HUNDRED TWENTY FIVE (125) UNITS NEGOKARTS FOR THE FIVE(5) MUNICIPALITIES OF 4TH DISTRICT OF PANGASINAN	P2,500,000.00

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:

<u>FORM OF BID SECURITY</u>	<u>Amount of Bid Security (Equal to Percentage of the ABC)</u>
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)

The Second envelope (Financial Proposal) shall contain the bid price in the prescribed Bid Form (Annex D)

The BAC shall open the first bid envelopes (Technical Proposals) (see Annex D for sample envelope) of eligible bidders in public to determine each bidder's compliance with the documents required to be submitted for the first component of the bid. The BAC shall forthwith open the second bid envelope (Financial Proposal) of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day.

Only bids that are determined to contain all the bid documents for both components shall be rated "passed" and shall immediately be considered for evaluation.

Within seven (7) calendar days from the determination of the Lowest Calculated Bid (LCB) and its reasonableness computed, the BAC shall conduct and accomplish a post-qualification of the bidder to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions for eligibility, the bidding of the contract, as specified in the bidding documents, in which case the bidder's bid shall be considered and declared as the "Lowest Calculated Responsive Bid" (LCRB)".

Immediately after the determination of the LCRB, the BAC shall recommend to the Head of the DOLE ROI, the award of contract to such bidder.

For further inquiries and/or information, pls. refer to:

BAC Secretariat at Tel no. (072) 888-0302
DOLE – Regional Office No. I,
Parammata Bldg. B, Brgy. Biday,
City of San Fernando, La Union

APPROVED BY:


ATTY. AMADO C. GASMIN
Chairman, Bids and Awards Committee

August 25, 2021