



## INVITATION FOR NEGOTIATED PROCUREMENT

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to negotiate, as authorized by the Head of the Procuring Entity per BAC Resolution No. 20-02-16 dated 28 February 2020 of the **PROVISION OF JANITORIAL SERVICES, FIVE (5) JANITORIAL PERSONNEL WITH CLEANING SUPPLIES, MATERIALS AND EQUIPMENT (FEBRUARY 01, 2020 TO DECEMBER 31, 2020)** with a total Approved Budget for the Contract (ABC) of **ONE MILLION THREE HUNDRED SEVENTY FIVE THOUSAND PESOS ONLY (P1,375,000.00)**.

The procurement of the project will be conducted through Negotiated Procurement - Two Failed Biddings, an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

ACTIVITY	SCHEDULE
Pre-Negotiation Conference	20 April 2020, 1:30 PM (via Video Conferencing)
Deadline of Potential Bidder's Clarification	22 April 2020
Release of Supplemental Bulletin (If applicable)	24 April 2020
Deadline of Submission of Bid Offers	28 April 2020, 10:00 AM
Opening of Bid Offers	28 April 2020, 10:30 AM

The following eligibility, technical and financial documents must be submitted to the Procurement Management Section, G/F DOST-ASTI Bldg., CP Garcia Ave., UP Campus, Diliman, Quezon City:

### I. ELIGIBILITY AND TECHNICAL REQUIREMENTS

1. Valid and current platinum certificate of PhilGEPS Registration;
2. Duly notarized Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 IRR of RA No. 9184;
3. Statement of the Bidder's 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;
4. Statement of the Bidder's Single Largest Completed Contract similar to the contract to be bid and equivalent to at least fifty percent (50%) of the ABC. The statement shall be supported by the End-user's acceptance certificate or official/collection receipt(s) or its equivalent issued for the contract;
5. Net Financial Contracting Capacity Computation (NFCC) or a committed Line of Credit from a universal or commercial bank. The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started, coinciding with the contract to be bid.

6. If applicable, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.
7. Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 IRR of RA No. 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.
8. Bid Securing Declaration or any other form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the schedule provided for in Section 27.2 of the 2016 IRR of RA 9184, as follows:
  - a. Two percent (2%) of the ABC - Cash or cashier's/manager's check issued by a Universal or Commercial Bank;
  - b. Two percent (2%) of the ABC - 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; or
  - c. Five percent (5%) of the ABC - Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
9. Conformity/Compliance with Technical Specifications and Terms of Reference. Bidders must indicate "Comply" or "Not Comply" in each individual parameter of the technical specifications;
10. Conformity with Schedule of Requirements; and
11. The following documents which are required by existing laws and/or by the Procuring Entity:
  - a. Proof of Authority of the Bidder's authorized representatives;
  - b. Statement from the Prospective Bidder that it will provide customer support after deployment of janitorial personnel, which must include contact details of all personnel in charge of customer support such as, but not limited to:
    - Billing preparation/submission;
    - Premium remittances to Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth) and Pag-IBIG;
    - Delivery of supplies, materials and equipment; and
    - Contract management.
  - c. Department of Labor and Employment Registration Certificate;
  - d. Department of Trade and Industry/Securities and Exchange Commission Registration Certificate;
  - e. Valid Tax Clearance
  - f. Official Receipts/Proof of Payments covering at least the period of July-December 2019 from:
    - SSS
    - PhilHealth

- Pag-IBIG
- g. Customer Feedback form, with at least Very Satisfactory Rating, from one (1) government agency (except DOST-ASTI) or private corporation, with whom the janitorial service provider has a past or ongoing contract.

## **II. FINANCIAL DOCUMENTS**

1. Bid Form; and
2. Aside from Completed Price Schedule, the bidder/s must also submit the following:
  - Cost Distribution Matrix;
  - List of Cost of Supplies.

Bidders are required to submit one (1) original and one (1) copy of their Eligibility, Technical and Financial documents. The bidders shall separately bind their original Eligibility and Technical requirements in a folder and the original Financial proposal in a separate folder. All copies of Eligibility and Technical Documents (original and duplicate) shall be sealed in one (1) envelope marked "ELIGIBILITY AND TECHNICAL DOCUMENTS". Likewise, all copies of Financial Proposal (original and duplicate) shall be sealed in another envelope marked "FINANCIAL PROPOSAL". To facilitate the evaluation of bid offers, bidders are advised to follow the requirements in the abovementioned checklist when placed in the folder, with documents tabbed and labeled accordingly.

The DOST-ASTI reserves the right to accept or reject an offer, to annul the negotiation process, and to reject all offers/proposals at any time prior to contract award, without thereby incurring liability to affected Bidder/s.

For further information, you may refer to:

### **DOST-ASTI BAC Secretariat**

c/o Procurement Management Section  
G/F DOST-ASTI Bldg., CP Garcia Ave.  
UP Campus, Diliman, Quezon City  
Telephone No.: +63 2 426-9760 local 1206/1212  
Email: bac-sec@asti.dost.gov.ph  
Website: asti.dost.gov.ph

**PEDRITO B. MANGAHAS**  
*Chairperson, BAC-1*