



## 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, **THE PROVISION OF SECURITY SERVICES, FIVE (5) SECURITY PERSONNEL WITH SUPPLIES, MATERIALS & EQUIPMENT FOR CY 2020 (OCTOBER 1, 2020 TO DECEMBER 31, 2020)** with a total Approved Budget for the Contract (ABC) of **SIX HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (P625,000.00)**.

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	15 September 2020, 1:30 PM (via videoconferencing)
Deadline of Potential Bidder's Clarification	16 September 2020
Release of Supplemental Bulletin (If applicable)	17 September 2020
Deadline of Submission of Bid Offers	18 September 2020, 12:00 NN
Opening of Bid Offers	18 September 2020, 01:30 PM

The Bids and Awards Committee (BAC) - 1 will hold a **Pre-Negotiation Conference** on **15 September 2020, 1:30 PM** which shall be opened to all prospective bidders through **videoconferencing**. The **Deadline of Submission of Offers** will be on **18 September 2020, 12:00 NN** and the **Opening of Offers will be held on the same day at 01:30 PM**. The following eligibility, technical and financial documents must be submitted to the BAC Secretariat, 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.

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.

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.

6. 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.
7. Conformity/Compliance with Technical Specifications and Terms of Reference (copy attached). Bidders must indicate "Comply" or "Not Comply" in each individual parameter of the technical specifications;
8. Conformity with Schedule of Requirements; and
9. 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 security 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 the Bidder's client, preferably the client with the Single Largest Completed Contract (except DOST-ASTI)

## **II. FINANCIAL DOCUMENTS**

1. Bid Form;
2. Completed Price Schedule;
3. Cost Distribution Matrix; and
4. List of Cost of Supplies.

The following requirements shall be submitted upon effectivity of the contract:

1. Clearances from the NBI, Police, Barangay and Court which must be valid as of the date of opening of bid and subject to renewal; and
2. Profile of Head Guard and security guards, which must be attested by its authorized signatory.

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