



**INVITATION FOR NEGOTIATED PROCUREMENT  
 DUE TO TWO-FAILED BIDDINGS**

**ACQUISITION OF 1 UNIT PASSENGER VAN**

1. The **Southern Leyte State University-San Juan Campus** intends to procure **1 Unit Passenger Van** with the Approved Budget for the Contract (ABC) of **Two Million Pesos (₱2,000,000.00)**.
2. The Southern Leyte State University-San Juan Campus, through it Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the said motor vehicle.
3. The Southern Leyte State University-San Juan Campus requires that the passenger van be delivered within thirty (30) calendar days from receipt of the Notice to Proceed (NTP).
4. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”, including Annex H thereof.

The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective competition. **The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the minimum technical specifications required.**

5. The schedule of activities are as follows:

<b>Activities</b>	<b>Schedule</b>	<b>Venue</b>
Issuance and Availability of Negotiation Documents	November 15-21, 2024; 8:00 AM to 5:00 PM	SLSU-San Juan Campus San Jose, San Juan Southern Leyte
Conduct of Pre-negotiation Conference	November 20, 2024; 2:00 PM	Learning Resource Center SLSU-San Juan Campus San Jose, San Juan Southern Leyte
Deadline for the Submission of Negotiation Documents/Proposal	November 22, 2024; 1:30 PM	Learning Resource Center SLSU-San Juan Campus San Jose, San Juan Southern Leyte

Opening of Negotiation Documents/Proposal	November 22, 2024; 2:00 PM	Learning Resource Center SLSU-San Juan Campus San Jose, San Juan Southern Leyte
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6. Interested bidders may obtain further information from the BAC Secretariat at the address given below during office hours from 8:00 AM to 12:00 Noon and from 1:00 PM to 5:00 PM Mondays through Fridays and/or through online by contacting us through the details below:

**MERALIE G. EBUÑA / MELCA D. EVALDEZ**  
 Bids and Awards Committee Secretariat  
 Southern Leyte State University-San Juan Campus  
 San Juan, Southern Leyte  
 +63-961-0177-358  
[bac\\_sj@southernleytestateu.edu.ph](mailto:bac_sj@southernleytestateu.edu.ph)

7. The Southern Leyte State University-San Juan Campus waives the imposition of fee for the Negotiation Documents.
8. Three (3) copies of the proposals must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at SLSU-San Juan Campus, San Jose, San Juan, Southern Leyte on or before 1:30 PM of November 22, 2024. All copies shall be stamped as certified true copies of their original. Late submission shall not be accepted.
9. Interested bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement for Two-Failed Biddings”, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.

***A. Eligibility and Technical Documents***


- a) Valid PhilGEPS Registration Certificate (Platinum Membership), with Annex A of Class “A” eligibility documents:
- Registration Certificate (DTI Certificate or SEC Certificate)
  - Current and Valid Mayor’s/Business Permit
  - Tax Clearance
- b) Statement of all Ongoing Private and Government Contracts, including Contracts Awarded but not yet started, if any;
- c) Statement of Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid. Any of the following documents must be submitted corresponding to listed contracts:
- Copy of End-user’s Acceptance
  - Official Receipts
  - Sales Invoice

- d) Conformity with the Schedule of Requirements (**Annex I**);
- e) Conformity with the Technical Specifications (**Annex II**);
- f) Omnibus Sworn Statement using the form prescribed (**Annex III**);
- g) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:
  - In case of cash, manager's check, bank guarantee (2% of the ABC or **₱40,000.00**);
  - In case of Surety Bond (5% of the ABC or **₱100,000.00**), submit also a certification issued by the Insurance Commission;
  - Bid Securing Declaration (**Annex IV**);
- h) Duly signed Net Financial Contracting Capacity Computation (NFCC);
- i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***B. Financial Documents***

- a) Financial Bid Form (**Annex V**);
  - b) Price Schedule (**Annex VI**)
10. The Southern Leyte State University-San Juan Campus reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected supplier.

*Date of Issue: November 14, 2024*

  
**SANTIAGO P. ABREA, PhD**  
BAC Chair  
SLSU-San Juan Campus  
San Juan, Southern Leyte

## Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivery in Days
1	<b>ACQUISITION OF 1 UNIT PASSENGER VAN</b>	<b>1 UNIT</b>	Shall not exceed thirty (30) calendar days upon supplier's receipt of the Notice to Proceed (NTP).

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over printed name  
of representative

\_\_\_\_\_  
Date

## Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p><b>1</b></p>	<p><b>ACQUISITION OF 1 UNIT PASSENGER VAN</b></p> <p><b>ENGINE</b></p> <p><b>SPECIFICATIONS</b> : 4 cylinders, In-line type            Engine Technology Type : 16-valve DOHC            Displacement (cc) : not exceeding 3000 cc            Maximum Output (Ps/Rpm) : 176/3,400            Maximum Torque (Nm/Rpm) : 420/1,400-2,600            Bore &amp; Stroke (mm) : 92.0 x 103.6            Compression Ratio : 15.6.1            Fuel System : Common-rail type            Fuel Type : Diesel            Emission Standard : Euro 4</p> <p><b>Dimension and Weight</b>            Overall length x width x height (mm) : at least 5265 x 1950 x 1990</p>	

	<p>Wheelbase (mm) : at least 3,210  Tread front &amp; rear : at least 1,675 x 1,670  Ground clearance (mm) : at least 175  Minimum tire turning : at least 5.5  Radius (m)  Fuel tank capacity : at least 70 liters  Seating capacity : 15 pax</p> <p><b>Transmission &amp; Chassis</b>  Transmission : 6 speed, manual  Suspension front/rear : at least Rigid Axie, Leaf Spring  Brakes (front) : at least Ventilated Discs  (rear) : Drum  Steering System : Variable Power Steering  Tires : 215/70R16C  Wheels Exterior : 7J x 16" steel with full cap  Bumper (front/rear) : Black/black  Front Grille : Silver paint</p> <p><b>Safety</b>  ABS (Anti-lock Brake System)  SRS Airbag</p> <p><b>Seat Belts</b>  High Mount Stop Lamp</p> <p><b>Vehicle Security System-</b>  Alarm with Immobilizer</p> <p>LTO Registration : Three (3) years LTO Registration  TPL : Free  Warranty : Three (3) years warranty on service and parts or 100,000 kms. Mileage, whichever comes first  Delivery Period : Maximum 30 calendar days after receipt of Notice to Proceed (NTP)  After Sales Support : Service Center in region 8  Guaranteed availability of spare parts for at least ten (10) years after warranty period</p> <p>Inclusion : SLSU Logo with SLSU- San Juan Campus (nameplate), roof rail, step board, mag wheels, rain visor , window tint (medium tint), fire extinguisher (for vehicle) warning signs, seat cover, comprehensive insurance (one year), spare tire and floor matting</p>	
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I hereby certify to comply and deliver all the above technical specifications.

Name of Company	Signature over printed name of representative	Date
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**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.



*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Bid Form for the Procurement of Goods***[shall be submitted with the Bid]***BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

*To: [name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
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(if none, state "None") /

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_