



## REGIONAL BIDS AND AWARDS COMMITTEE

### Invitation for Negotiated Procurement

#### Procurement of Gasoline, Diesel, Oil & Lubricants

1. In view of the two (2) failed public biddings, the Department of Environment and Natural Resources – National Capital Region (DENR-NCR) Regional Bids and Awards Committee (RBAC) invites suppliers to participate in the negotiation for the “**Procurement of Gasoline, Diesel, Oil & Lubricants**” in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.” The Approved Budget for the Contract is *Two Million Six Hundred Four Thousand Pesos (PhP2,604,000.00)*.
2. The DENR-NCR now invites all interested Phil-GEPS registered contractors, manufacturers, suppliers, dealers, authorized franchised dealers to bid for the following project, to wit:

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Approved Budget for the Contract (ABC)</i>
1	Gasoline – unleaded/regular	10,800 liters	PhP2,604,000.00
2	Diesel	51,600 liters	
3	Motor/Engine Oil	192 liters	
4	Brake Fluid	96 liters	
5	ATF	96 liters	
6	Coolant	64 liters	
7	Engine Wash and Under Chassis Wash	64 times (16 cars every quarter)	
8	Fleet Card	16 pieces	
	<b>TOTAL</b>		<b>PhP2,604,000.00</b>

3. The DENR-NCR will hold a negotiation meeting with the interested supplier on **February 27, 2019, 11:00 A.M. onwards**, at the Conference Room, 4th Floor, DENR-NCR Building, National Ecology Center, East Avenue, Diliman, Quezon City, which shall be open to all interested parties. The meeting shall include discussion of any requirements, guidelines, documents, clarifications, or other information relative to the negotiations, including technical and financial requirements of the project, to enable the interested suppliers to submit a responsive proposal.
4. The following eligibility and technical documents, as well as the best and final offer (Annex A), shall be submitted on or before **March 11, 2019, 10:00 A.M.** at the RBAC Secretariat/Procurement Section, 3<sup>rd</sup> Floor, DENR-NCR Bldg., National Ecology Center, East Avenue, Diliman, Quezon City:

- (a) CY 2019 Mayor's/Business Permit;
  - (b) PhilGEPS Registration Certificate;
  - (c) Audited Financial Statements for the preceding calendar year stamped received by the Bureau of Internal Revenue;
  - (d) Statement of Single Largest Completed Contract which is Similar in Nature (Annex B);
  - (e) Compliance with the Schedule of Requirements (Annex C) and Technical Specifications (Annex D);
  - (f) Omnibus Sworn Statement (Annex E);
  - (g) Bid Securing Declaration (Annex F); and
  - (h) Authority of the Signatory (Annex G)
5. The opening of the best and final offer will be on **March 11, 2019, 10:30 A.M.** onwards, at the Conference Room, 4th Floor, DENR-NCR Building, National Ecology Center, East Avenue, Diliman, Quezon City.
6. For further information, you may call the RBAC Secretariat/Procurement Section at Tel No. *932-13-71* from 9:00 a.m. to 4:00 p.m.
7. The DENR-NCR, reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected firms.

February 14, 2019

**GWENDOLYN C. BAMBALAN**  
Chairperson, Regional Bids and Awards Committee  
DENR-NCR

## BEST AND FINAL OFFER

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

**The Chairperson**

Regional Bids and Awards Committee  
 Department of Environment and Natural Resources –  
 National Capital Region  
 National Ecology Center, East Avenue, Diliman,  
 Quezon City

Gentlemen and/or Ladies:

We, the undersigned, offer to Supply **Gasoline, Diesel, Oil & Lubricants** in conformity with the technical specifications and schedule of requirements for the sum of [total Bid amount in words and figures], as follows:

<i>Item No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Approved Budget for the Contract (ABC)</i>
1	Gasoline – unleaded/regular	10,800 liters	PhP2,604,000.00
2	Diesel	51,600 liters	
3	Motor/Engine Oil	192 liters	
4	Brake Fluid	96 liters	
5	ATF	96 liters	
6	Coolant	64 liters	
7	Engine Wash and Under Chassis Wash	64 times (16 cars every quarter)	
8	Fleet Card	16 pieces	
	<b>TOTAL</b>		<b>PhP2,604,000.00</b>

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Offer is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Implementing Rules and Regulations of Republic Act No. 9184.

We agree to abide by this Offer for one hundred twenty (120) calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Offer, 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 or any Offer you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the Invitation for Negotiated Procurement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_.

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT  
WHICH IS SIMILAR IN NATURE  
(COVERING YEARS 2013-2018)  
(Indicate only one)**

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

Business Address: \_\_\_\_\_

<b>Name of Client</b>	<b>Date of Contract</b>	<b>Kinds of Goods</b>	<b>Date of Delivery</b>	<b>End User's Acceptance or Official Receipt(s) Issued for the Contract</b>

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

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

**Instructions:**

- i) Cut of date is the Pre-bid Conference
- ii) Similar contract shall refer to supply and delivery of potting media, seeds and fertilizers

### STATEMENT OF REQUIREMENTS

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

Provide the period when delivery of the items are to be made by the winning bidder. Starting seven (7) calendar days from receipt of the Notice to Proceed.

<b>Item number</b>	<b>Description</b>	<b>Quantity*</b>	<b>Total</b>	<b>Delivered, Week/Months</b>
1	Gasoline	900 liters/mo.	10,800 liters/year	Starting seven (7) calendar days from receipt of the Notice to Proceed
2	Diesel	4,300 liters/mo.	51,600 liters/year	Starting seven (7) calendar days from receipt of the Notice to Proceed
3	Motor / Engine Oil		192 liters/year	Monthly starting seven (7) calendar days from receipt of the Notice to Proceed
4	Brake Fluid		96 liters/year	Every 2 months starting seven (7) calendar days from receipt of the Notice to Proceed
5	ATF		96 liters/year	Every 2 months starting seven (7) calendar days from receipt of the Notice to Proceed
6	Coolant		64 liters/year	Every quarter starting seven (7) calendar days from receipt of the Notice to Proceed
7	Engine Wash and Under Chassis Wash		64 times in a year	Every quarter starting seven (7) calendar days from receipt of the Notice to Proceed
8	Fleet Card		16 pcs.	Within seven (7) calendar days from receipt of Notice to Proceed

\*Indicative number and for bidding purposes only. The end-user may increase or decrease the required quantities for any reason, and in such event, there shall be a corresponding downward or

upward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the ABC.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Representative

\_\_\_\_\_  
Date

### TECHNICAL SPECIFICATIONS

Bidders must write “Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”

Items	Specifications	Statement of Compliance
1	<p>Estimated one-year supply of the petroleum:</p> <p>a. Gasoline: 10,800 liters more or less</p> <p>b. Diesel :51,600 liters more or less</p>	
2	<p>Estimated one-year supply of Lubricants:</p> <p>a. Motor/Engine Oil: 192 liters</p> <p>b. Brake Fluid: 96 liters</p> <p>c. ATF: 96 liters</p> <p>d. Coolant: 64 liters</p>	
3	<p>Other Services:</p> <p>a. Free 24- hour Towing Service and Roadside Assistance nationwide to all service vehicles enrolled in the Fleet Card Program whenever required.</p> <p>b. Engine Wash/ Under Chassis Wash – every quarter</p>	
4	<p>Fleet Card Service/Program</p> <p>a. Fleet Card Service Provider shall provide the fuel, lubricants and other service requirements of the DENR – NCR Office using the fleet card technology. It must ensure that the fleet card technology is protected from duplication or hacking.</p> <p>b. The Fleet Card Provider must:</p> <p>i Have a wide service station network nationwide and all of its branches are available at all times to dispense the fuel, lubricants and other service requirements to DENR – NCR Office service vehicles following the terms and conditions set in the contract;</p>	



	<p>ii. Have a web – based program for data tracking or monitoring reflecting the monthly purchases.</p> <p>c. The Fleet Card Service Provider shall provide the DENR – NCR Office service vehicles a vehicle-specific fleet card to contain the following:</p> <p>i. Card number;</p> <p>ii Office name;</p> <p>iii Vehicle details ( type of vehicle and vehicle plate number);</p> <p>iv Product restriction ( type of fuel, lubricant, other services; allocation and frequency of services ); and</p> <p>v. Expiry date</p>	
5	<p>Payment System:</p> <p>a. Monthly basis</p>	
6	Others:	

OMNIBUS SWORN STATEMENT

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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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

*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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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;

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:* I am not related to the Head of the Procuring Entity, 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, 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, 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 following responsibilities as a Bidder:
  1. Carefully examine all of the Bidding Documents;
  2. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  3. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  4. Inquire or secure 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.

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

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Bidder's Representative/Authorized Signatory

[JURAT]

**BID SECURING DECLARATION FORM**

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

X-----X

**BID SECURING DECLARATION**  
**Invitation to Bid: [Insert Reference number]**

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

I/We<sup>1</sup>, 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 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 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;
  - (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'S AUTHORIZED*

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<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

**REPRESENTATIVE]**  
*[Insert Signatory's Legal Capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**AUTHORITY OF THE SIGNATORY**

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***

***[Insert signatory's legal capacity]***

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

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Series of \_\_\_\_.