



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**

City of Malolos, Bulacan  
Telefax No. (044) 794-7755; (044) 919-7800 local 1053

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## **INVITATION FOR NEGOTIATED PROCUREMENT** **BulSU Analytical Testing Laboratory Equipment - Lot 2** *(G-2016-12)*

1. In view of the two (2) failed public biddings, the Bulacan State University (BulSU) Bids and Awards Committee for Goods and Services (BAC2) invites interested suppliers to participate in the negotiation for the Project: **Negotiated Procurement of BulSU Analytical Testing Laboratory Equipment - Lot 2** 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 **One Million Ninety Five Thousand Three Hundred Twenty Pesos (PhP1,095,320.00)**.

2. The BulSU will hold a **Pre-Negotiation Conference** on **October 11, 2016 (Tuesday); 10:00 a.m.** at the 2nd Floor Alumni Office Function Room, Bulacan State University, Guinhawa, City of Malolos, Bulacan, which shall be open to all interested suppliers.

3. The following eligibility and technical documents, as well as the Financial Proposal Form and **Price Schedule (Form A)**, shall be submitted on or before **October 24, 2016 (Monday), 10:00 a.m.** at the BAC Secretariat for Goods and Services (BAC2), Bulacan State University, City of Malolos, Bulacan:

(a) Registration certificate from SEC, DTI for sole proprietorship, or CDA for Cooperatives, or any proof of such registration;

(b) Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located. Original copy of official receipt (OR) and application form if pending issuance of Mayor's Permit;

(c) Statement of all Government and Private contracts completed which are similar in nature and List of all Ongoing Government & Private contracts including contracts awarded but not yet started within the last two (2) years with the inclusion of the following information per contract: **(Form B)**;

(c.1) Name of Contract/Location/Project Cost

(c.2) Date of Contract

(c.3) Kinds of Contract

(c.4) Amount of Contract

(c.5) Value of Outstanding Contracts

(c.6) Date of Delivery

(c.7) End user's Acceptance or Official Receipt(s) Issued for the Contract, if completed

(c.8) Notice of Award or Notice to Proceed or Contract of P.O. with O.R. issued by the owner, for completed and ongoing projects; and

(c.9) Certificates of completion and owner's acceptance, if completed;

(d) Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, which should not be earlier than two (2) years from bid submission;

(e) NFCC Computation in accordance with Section 23.5.1.4 of the IRR of RA 9184;

(f) Tax Clearance as per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;

(g) If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements 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;

(h) Compliance with the Schedule of Requirements **(Form C)** and Technical Specifications **(Form D)**;

(i) Manufacturer Authorization Form;

(j) Brochure of items being offered;

(k) Omnibus Sworn Statement **(Form E)**;

(l) Authority of the Signatory; and

(m) Certification of PhilGEPS Registration.

**Bidder shall submit one original and two certified photocopies of the documentary requirements duly signed and sealed. They shall enclose the original technical component in one sealed envelope marked "ORIGINAL-TECHNICAL COMPONENT" and the original of their financial component in another sealed envelope marked "ORIGINAL-FINANCIAL COMPONENT," sealing them all in an outer envelope marked "ORIGINAL OFFER".**

**Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_ -TECHNICAL COMPONENT" and "COPY NO. \_\_ -FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.**

**The bidders are requested to submit a soft copy in compact disc (CD) of the bid prices and applicable Price Schedules using Microsoft Excel.**

4. The opening of the best and final offer will be on **October 24, 2016 (Monday), 10:00 a.m.** at the 2nd Floor Alumni Office Function Room, Bulacan State University, City of Malolos, Bulacan.

5. For further information, you may call the BAC Secretariat for Goods and Services (BAC2) at (044) 919-7800 loc. 1053 from 8:00 a.m. to 5:00 p.m.

6. The BulSU 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 suppliers.

**AUDIE L. GERONIMO, Ph.D.**  
BAC Chairman

## Financial Proposal

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Date: \_\_\_\_\_  
Project Reference No: **G-16-12**

*To: The Bids and Awards Committee  
BULACAN STATE UNIVERSITY  
City of Malolos, Bulacan*

Gentlemen and/or Ladies:

Having examined the Documents for negotiations, 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 Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Offer.

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 Bidding Documents.

We agree that the Validity Period of our Proposal is 120 calendar days from September 6, 2016 and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal Contract is prepared and executed, this Proposal/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 Proposal/Offer you may receive.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

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

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

### For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_. Invitation to Bid<sup>1</sup> Number \_\_. Page \_\_ of \_\_\_\_.

[illegible]

Name of Agency \_\_\_\_\_

By:

Name and Signature of Authorized Representative

Position/Designation: \_\_\_\_\_

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

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

Name of the Procuring Entity  
Number

Standard Form Number: SF-GOOD-13a  
Revised on: July 28, 2004

Project Reference Number: G-2016-12

Name of Project : Negotiated Procurement of BulSU Analytical Testing Laboratory Equipment Lot 2

Location of the Project: Bulacan State University, City of Malolos, Bulacan

**Form B**

**List of All Ongoing Government & Private Contracts including Contracts Awarded But Not Yet Started**

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

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

Name of Contract/Location Project Cost	a. Date of the Contract	Kinds of Goods	Amount of Contact	Value of Outstanding Contracts	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract, if completed
<b>Government</b>						
<b>Private</b>						

Notes: This statement shall be supported with:

1. Notice of Award or Notice to Proceed or Contract or P.O.
2. All spaces should be filled up with correct information

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

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

Name of the Procuring Entity  
Number

Standard Form Number: SF-GOOD-13b

Revised on: July 28, 2004

Project Reference Number: G-2016-12

Name of Project : Negotiated Procurement of BulSU Analytical Testing Laboratory Equipment Lot 2

Location of the Project: Bulacan State University, City of Malolos, Bulacan

**Form B**

**Statement of All Government & Private Contracts completed within the last two (2) years which are similar in nature**

(Project equivalent to at least fifty percent (50%) of the ABC)

Business Name :

Business Address:

Name of Contract/Location Project Cost	a. Date of the Contract	Kinds of Goods	Amount of Contact	Value of Outstanding Contracts	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract, if completed
<b>Government</b>						
<b>Private</b>						

Notes: This statement shall be supported with:

1. Notice of Award or Notice to Proceed or Contract or P.O. with O.R. issued by the owner
2. Certificates of completion and owner's acceptance
3. All spaces should be filled up with correct information

Submitted by :

(Printed Name & Signature)

Designation :

## SEC. VI. SCHEDULE OF REQUIREMENTS

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

Item No.	Description	Qty.	Unit	Delivery Date
1	Water Activity Meter	1	unit	<i>Sixty (60) calendar days upon receipt of Notice to Proceed</i>
2	Stomacher	1	unit	

**MS. MARIA JENINA A. TONGOL**  
End-User

**MS. MARICHU B. RAQUENO**  
Technical Working Group

## SEC VII. TECHNICAL SPECIFICATIONS

ITEM	Description	Quantity	Statement of Compliance
1	<p><b>WATER ACTIVITY METER</b>  <b>Description:</b> used in determining amount of the available water of samples.</p> <p><b>Specification:</b>  Water Activity Range = 0.003-1.0 Aw  Water Activity Accuracy = <math>\pm 0.003</math> minimum (4TE Dew Point Mode) and <math>\pm 0.015</math> (4TEV Capacitance Mode)  Water Activity Resolution = 0.0001 maximum  Read Time = <math>\leq 5</math>  Sample Temperature Range = 0 to 50°C  Sample Temperature Accuracy = <math>\pm 0.2^\circ\text{C}</math>  Sample Temperature Resolution = <math>0.01^\circ\text{C}</math>  Sample Temperature Increments = <math>0.1^\circ\text{C}</math>  Sample Dish Capacity = 15mL Full  Operating Environment = 4 to 50°C; 0 to 90% Relative Humidity = 0-100%RH  Case Material = POLYLAC PA-765 or equivalent (ABS) with fire retardant  Display = 64 x 128 graphical  Data Communications = USB &amp; RS 232 A SERIAL 9600 to 1150200i3aud  Power supply = 9V batt or 9V power supply via mini USB 2 probe inputs for interchangeable HC2 probes  Memory capture mode = 8 x 250 values  Logging mode = 10, 000 values  All psychometric calculations available in two sample cup sizes.</p>	1	<p>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 Bidder’s 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 provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii)</p>
2	<p><b>STOMACHER</b>  <b>Description:</b> used to homogenize (solid and semi-solid) samples for analysis</p> <p><b>Specification:</b>  Supply Voltage = 220V  Supply Frequency = 50-60 Hz  Main Inlet Fuses = 12.0A 250V x 20mm, breaking capacity = 100A@250V  PCB Fuse = F 2.5A 250V 5 x 20mm, breaking capacity = 100A@250V  Insulation = Class 1 (Earthed)  Installation = over Voltage Category II  Pollution = Pollution Degree 2  Duty Cycle = Continuous  Rated Load = 55w  Disposable Bag Size = preferably 152mm x 101mm</p>	1	



<p>Maximum Recommended Sample Temperature = 60°C  Recommended operating Ambient Temperature Range = 10-35°C  Fixed Timer Settings = 30 secs (±5%)  60 secs (±5%)  120 secs (±5%)  No. of load Paddle Speeds (@Nominal 20°C) = 230 rpm (±5%) Low  = 265 rpm (±5%) Normal  = 300 rpm (±5%) High  Paddle Clearance = 0-10mmS  Minimum Recommended Capacity = approx. 5mL  Maximum Recommended Capacity = approx. 80mL  Recommended Operating Relative Humidity Range = 10-89°C  With Stomachers bags (all range available)</p> <p><b>Compliance (for all items):</b></p> <ul style="list-style-type: none"> <li>- With installation</li> </ul> <p><b><u>During the Opening of Bids:</u></b></p> <ul style="list-style-type: none"> <li>- 3 years warranty on parts and service (Need certificate attached to technical envelope)</li> <li>- Provide actual/original brochure/ catalogue attached on bid documents</li> <li>- Supplier must have certification from manufacturer as Authorized Distributor/Re-seller</li> </ul> <p><b><u>During Post-Qualification:</u></b></p> <ul style="list-style-type: none"> <li>- Actual equipment inspection from previous delivery</li> </ul> <p><b><u>During Delivery:</u></b></p> <ul style="list-style-type: none"> <li>- Supplier must provide equipment orientation/demonstration/training.</li> <li>- One-time free calibration before delivery</li> </ul> <p><b><u>Within the Warranty Period:</u></b></p> <ul style="list-style-type: none"> <li>- Monitoring of equipment every 4 months</li> <li>- At least once a year free calibration of equipment (with Certification of Calibration)</li> <li>- Training Certification of Service Engineers</li> </ul>		
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**MS. MARIA JENINA A. TONGOL**  
End-User

**MS. MARICHU B. RAQUENO**  
Technical Working Group

## 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:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) 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\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*

\* This form will not apply for WB funded projects.

## REQUEST FOR CLARIFICATION

Date of Letter

**DR. AUDIE L. GERONIMO**

BAC Chairman

Bulacan State University

City of Malolos, Bulacan

Dear Sir:

In relation to the Section \_\_\_\_\_ of Page \_\_\_\_\_ of the Bidding Documents for (Name of the Project), to wit:

“ \_\_\_\_\_ (quote unclear provision) \_\_\_\_\_ ”

We would appreciate it if you could provide further explanation or clarification on the above.  
Thank you very much.

Very truly yours,

Name of Representative of the Bidder

Name of the Bidder