



University of Southeastern Philippines
BIDS AND AWARDS COMMITTEE (BAC)

ITB No. 2018-27/Negotiated

**Invitation for Alternative Method of Procurement
(Negotiated Procurement-Two Failed Competitive Public
Biddings)**

**REQUEST FOR QUOTATION FOR THE PROCUREMENT OF VARIOUS
TITLES OF PRINT JOURNALS**

USEP-ULRC, Obrero Campus, Davao City

In view of the two (2) failed public biddings, the University of Southeastern Philippines (USEP) Bids and Awards Committee (BAC) invites suppliers to PhilGEPS registered supplier to apply for eligibility and to participate in the negotiation for the **PROCUREMENT OF VARIOUS TITLES OF PRINT Journals**, in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Act."

The Approved Budget for the Contract is One Million Eight Hundred Fifteen Thousand Four Hundred Fourteen Pesos (PhP 1,815,414.00).

The schedule of bidding activities are as follows:

Procurement Activities	Schedule		
	Time	Date	Venue
Date Publication		September 28, 2018	
1. Period of availability/issuance of Request for Quotation		Starting September 28, 2018	USEP-BAC Office, <i>Trade & Crafts Training & Production Building, Obrero Campus, D.C</i>
2. Preliminary Conference	10:30 am	October 03, 2018	USEP, Dormitory Conference Room
3. Issuance of Amendments/Clarification	10:30 am	October 03, 2018	USEP, Dormitory Conference Room
4. Submission of Eligibility, Technical Components & Financial Documents/Opening and Examination of Bids	11:00 am	October 08, 2018	USEP, Dormitory Conference Room

Address: University of Southeastern Philippines
Ifigo St., Bo. Obrero, Davao City
Philippines 8000

Telephone: (082) 227-8192 local 264 to 265 **WE BUILD DREAMS WITHOUT LIMITS**
Website: www.usep.edu.ph
E-mail: bac@usep.edu.ph

Copies of the following eligibility, technical and financial documents are also required to be submitted along with your quotation/proposal:

A. ELIGIBILITY DOCUMENTS:

1. Class "A" Documents:

- a) PhilGEPS Certificate of Registration and Membership under Platinum category;
- b) Statement of all 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 (Annex I);
- c) Statement of Completed Single Largest Contract from January 2015 up to the day before the deadline for the submission bids of similar in nature equivalent to at least fifty percent (50%) of the ABC. Similar in nature shall mean "Various Titles of Print Journals". Any of the following documents must be submitted corresponding to listed contracts per submitted, Copy of End User's Acceptance; Official Receipts; Sales Invoice;
- d) Duly signed Net Financial Contracting Capacity Computation (NFCC) per Annex II or a committed line of credit from a universal or commercial

2. Class "B" Documents: (For Joint Venture)

- a. Copy of the **JOINT VENTURE AGREEMENT (JVA)** in case the joint venture is already in existence; OR
- b. Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by 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.

For Joint Venture Between Two (2) Local Companies, Each partner should submit: - PhilGEPS Certificate of Registration and Membership under Platinum Category

B. TECHNICAL DOCUMENTS:

1. Proof of Authority of the Bidder's authorized representative/s:

- a. **FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):** Duly notarized Special Power of Attorney;
- b. **FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:** Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.

c. **IN THE CASE OF UNINCORPORATED JOINT VENTURE:** Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.

2. Omnibus Sworn Statements using the form prescribed.
3. Compliance with the Schedule of Requirements.
4. Compliance with the Technical Specifications.
5. Compliance with the Technical Bid Form.
6. Company Profile (Company printed brochure may be included)
7. Vicinity / Location of Bidder's principal place of business. *In case of Joint Venture, both partners must submit copy of above items 7 & 8.
8. Certificate of Performance Evaluation showing a rating of at least Satisfactory issued by the Bidder's Single Largest Completed Contract Client stated in the submitted.
9. Valid and Current Certificate of Distributorship/Dealership/Resellership or equivalent document of the following product being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification / document linking bidder to the manufacturer.

C. FINANCIAL DOCUMENTS:

1. Completed and signed Financial Proposal Form
2. Completed and signed Detailed Financial Breakdown
3. Completed and signed form "For Goods Offered from Abroad" and/or form "For Goods Offered from within the Philippines", whichever is applicable.
4. Latest Income Tax Returns or tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission; (including VAT Returns and its corresponding proof of payment)

For any clarification, you may contact Olivia D. Estremos, Head, BAC Secretariat at telephone no. 227-8192 local 264 to 265 or email address at bac@usep.edu.ph

USEP 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.

Sincerely,


MARLYN D. BITON
Chairman, Bids and Awards Committee

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Philippines 8000

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