

13 November 2022

**BIDS AND AWARDS COMMITTEE
INVITATION FOR NEGOTIATION
(Negotiated Procurement)**

***Procurement of INFRASTRUCTURE PROJECT for the FABRICATION AND
INSTALLATION OF SIGNAGES IN THE JHSEZ
(PAP Code: INFRA-2)***

1. The John Hay Management Corporation (JHMC) Bids and Awards Committee (BAC) invites interested bidders to participate in the **Negotiated Procurement of INFRASTRUCTURE PROJECTS FOR THE FABRICATION AND INSTALLATION OF SIGNAGES IN THE JHSEZ** with the Approved Budget for the Contract (ABC) of **One Million Five Hundred Pesos (PhP 1,500,000.00)**.
2. The JHMC, through its Bids and Awards Committee (BAC) now invites technically, legally and financially capable bidders to negotiate with the JHMC on the said project.
3. The BAC will engage in negotiations with a sufficient number of bidders 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.

ACTIVITIES	SCHEDULE	DETAILS
1. Issuance of Bidding Documents	13 November 2023 to 29 November 2023 (9:00 AM to 4:00 PM)	JHMC Office Building, JHSEZ, Baguio City
2. Negotiation Meeting	16 November 2023, 10:00AM	Board Room, JHMC Office Building, JHSEZ, Baguio City <i>and/or through videoconferencing/webcasting via Google Meet</i>
3. Deadline of Submission of Best Offer	29 November 2023, 09:00AM	JHMC Office Building, JHSEZ, Baguio City
4. Opening of Best Offer	29 November 2023, 10:00AM	Board Room, JHMC Office Building, JHSEZ, Baguio City <i>and/or through videoconferencing/webcasting via Google Meet</i>

4. Prospective Bidders who opt for video conferencing must inform the BAC Secretariat of their intent through the electronic mail address listed below. The Negotiation Conference is open to prospective bidders but attendance shall not be mandatory.
5. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from 13 to 29 November 2023, Monday to Friday, at 9:00 AM to 5:00 PM.
6. Interested Bidders shall submit the following documents physically to the address given below or through electronic submission pursuant to Section 4.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020 dated 07 May 2020.
7. The **JHMC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

DARWIN C. PEREZ
Head, BAC Secretariat
John Hay Management Corporation
JHMC Office, Camp John Hay, Baguio City
Telephone Number (074) 422-4360
E-mail: bac@jhmc.com.ph

(SGD.) JANE THERESA G. TABALINGCOS
BAC Chairperson

Checklist of Requirements

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its 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; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- ☐ (g) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Project Requirements, which shall include the following:
 - ☐ a. Organizational chart for the contract to be bid;
 - ☐ b. List of contractor’s key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - ☐ c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (n) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (o) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (p) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (q) Cash Flow by Quarter.