



BIDS AND AWARDS COMMITTEE

NOTICE OF RE-NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **GROUP LIFE TERM INSURANCE (GLTI) FOR PICC EMPLOYEES**. The total Approved Budget for Contract (ABC) for this requirement is **SIX HUNDRED THIRTY THOUSAND EIGHT HUNDRED PESOS (P630,800.00), VAT inclusive**.

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as "The Government Procurement Reform Act".

A complete set of documents may be obtained by interested bidders from September 5, 2023 to on or before 3:00 p.m. of September 12, 2023.

Submission of proposals will be on or before 3:00 p.m. of September 12, 2023, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.


MELPIN A. GONZAGA
Chairman

BIDS AND AWARDS COMMITTEE (BAC)

NEGOTIATED PROCUREMENT

Sir:

We wish to inform you that the procurement of the **GROUP LIFE TERM INSURANCE (GLTI) FOR PICC EMPLOYEES**, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The total Approved Budget for Contract (ABC) for this project is **SIX HUNDRED THIRTY THOUSAND EIGHT HUNDRED PESOS (P630,800.00), VAT Inclusive.**

Please submit your proposal on or before **3:00 p.m. of September 12, 2023** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.
2. Statement of all on-going 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;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Terms of Reference fully accomplished;
2. Notarized Omnibus Sworn Statement with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

C. OTHER DOCUMENTARY REQUIREMENTS:

1. Certified photocopy of the CY 2022 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Company Profile with Organizational Chart and sketch of office location;
3. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last three (3) years, if any.

Negotiation shall be made with the bidder who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached is the Terms of Reference and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,


MELPIN A. GONZAGA
Chairman

Date

The Chairman
Bids and Awards Committee (BAC)
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated _____, 2023, I wish to submit our offer for the **GROUP LIFE TERM INSURANCE (GLTI) FOR PICC EMPLOYEES:**

	Description/Benefits	Annual Premium per Employee	Number of Employees	Total Annual Premium
For 65 years old and below	LIFE		112	
	ADD & D		112	
	TPDI		112	
	BURIAL		112	
For 75 years old	LIFE		1	
	ADD & D		1	
	TPDI		1	
	BURIAL		1	
For 79 years old	LIFE		1	
	ADD & D		1	
	TPDI		1	
	BURIAL		1	

Very truly yours,

Signature of bidder over printed name

Address

Telephone/Fax No.

TERMS OF REFERENCE

Item No.	Article /Description	COMPLIANCE
1	<p>PROJECT: ONE (1) YEAR CONTRACT FOR GROUP LIFE TERM INSURANCE (GLTI) OF PICCI EMPLOYEES</p> <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Coverage for: <ul style="list-style-type: none"> · Life Insurance (LIFE) - ₱1-Million per employee · Accidental Death, Dismemberment & Disability or Personal Accident (ADD&D) - ₱1-Million per employee · Total & Permanent Disability Income (TPDI) - ₱1-Million per employee · Burial Assistance/Benefit (BURIAL) - ₱200,000.00 per employee • Additional benefits/coverage as may be offered by the contractor. <p>SCOPE OF SERVICES:</p> <ol style="list-style-type: none"> 1) One (1) year contract of GLTI for PICCI employees and dependents 2) Program shall include two (2) permanent employees over 65 years old. Annual premiums for these 2 employees may differ from the uniform premium quoted for employees 65 years old and below. 3) With option to enroll employee's qualified dependents such as spouse &/or parents (18 to 65 years of age) on voluntary basis with the same benefit package, subject to the underwriting / approval of the insurance company 	
<p>Statement of Compliance</p> <p>Offerors 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.</p>		

D. Performance Bond

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such	Thirty percent (30%)

security.	
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E. PAYMENT

- Payment of premiums is based on actual number of employees to be enrolled.
- Additional qualified or new permanent employee/s within the contract period will be enrolled and premium shall be on a pro-rated amount.
- The currency of payment shall be in Philippine pesos. The annual contract price shall be paid by PICCI to the GLTI Contractor subject to the following conditions:
 - 1.Submission of the signed/duly notarized Contract executed between PICC Management and the Contractor together with the attachments to the Contract;
 2. Photocopy of Performance Security posted by Contractor' and
 3. Contractor's Billing Statement.

F. Schedule of Requirements

Item No.	Description Delivered, Weeks/Months
1	One (1) Year Contract of Group Life Term Insurance (GLTI) to PICCI Employees for the period October 1, 2023 to September 30, 2024.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

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

LIST OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name: _____

Business Address: _____

Name of Project / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government:								

Submitted by: _____
 (Printed Name & Signature)
 Designation: _____
 Date: _____

SINGLE LARGEST COMPLETED CONTRACT
WHICH IS SIMILAR TO THE CONTRACT TO BE BID

Business Name:
Business Address:

Name of Contract	a. Owner' Name b. Address c. Telephone Nos.	Nature of Item/Service	a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion and Acceptance or Official Receipt/s or Sales Invoice issued for the contract

Note: The Single Largest Completed Contract shall be completed within the last five (5) years from the date of submission and receipt of bids, that is similar to the contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

Name of the Project: Supply of Labor and Materials for the Installation of Automated Parking Management System at the Philippine International Convention Center

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	
7.	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.

NFCC = P _____

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

Note:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

B. 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, 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 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 AUTH.
REPRESENTATIVE]*

*[Insert signatory's legal capacity]
Affiant*

[Jurat]

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