

**INVITATION FOR NEGOTIATED PROCUREMENT  
DUE TO TWO FAILED BIDDINGS**

**PROCUREMENT OF PETROLEUM, OIL, AND LUBRICANTS (POL) PRODUCTS OF  
DA-BAR FOR CY 2024**

1. The **Bureau of Agricultural Research** intends to procure **Petroleum, Oil, and Lubricants and Provision of Fuel Fleet Cards for DA-BAR for CY 2024** with the Approved Budget for the Contract (ABC) of **Six Hundred Fifty-Five Thousand Pesos (P655,000.00)**.
2. The Bureau of Agricultural Research, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the said motor vehicle.
3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act", including Annex H thereof.
4. Interested Bidders may obtain further information from the BAC Secretariat at the address below from July 11, 2024 – August 5, 2024 Monday to Friday, at 8:00 AM to 5:00 PM.
5. The schedule of bidding activities is herein stated below:

<b>Activities</b>	<b>Date/Schedule</b>	<b>Venue</b>
1. Advertisement and Posting of Invitation to Bid	July 11, 2024	Bureau of Agricultural Research – RDMIC Bldg., Visayas Avenue, Diliman, Quezon City
2. Issuance and Availability of Bid Documents	July 11, 2024 – August 7, 2024	
3. Pre-Bid Conference/ Negotiation	July 23, 2024 –1:30-2:30 PM meet.google.com/grf-wqvv-rib	
4. Deadline for Submission of Quotations	August 5, 2024	
5. Opening of Quotations	August 5, 2024 – 1:30-2:30 PM meet.google.com/dhg-qtqo-bfg	

1. Interested bidders shall submit the following documents in sealed envelopes, labeled as "**Negotiated Documents**", with the title of the procurement project, name of the bidder, address of the Bidder, and contact details of the bidder, addressed to the undersigned:

RDMIC Bldg., Visayas Avenue, Diliman, Quezon City  
BAR Website: <https://bar.gov.ph>

## CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

### PROCUREMENT OF PETROLEUM, OIL, AND LUBRICANTS (POL) PRODUCTS OF DA-BAR FOR CY 2024

#### I. TECHNICAL COMPONENT ENVELOPE

##### *Class "A" Documents*

###### Legal Documents

- (a) Valid PhilGEPS Certificate of Registration and Membership under Platinum Category in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated.
  - Current and Valid Mayor's/Business Permit
  - Tax Clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved

###### Technical Documents

- (b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
- (c) Statement of all Ongoing Private and Government Contracts, including Contracts Awarded but not yet started, if any
- (d) Conformity with the Technical Specifications and Schedule of Requirements;
- (e) Compliance with the Schedule of Requirements
- (f) 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
- (g) Bid Securing Declaration in any of the following forms:
  - i. Cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
  - ii. Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or

###### Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

##### *Class "B" Documents*

- (i) If applicable, a duly signed joint venture agreement (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.

###### Other documentary requirements under RA No. 9184 (as applicable)

- (j) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

2. The Bureau of Agricultural Research reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to awarding of contract, without thereby incurring any liability to the affected suppliers.

(SIGNED)  
**SALVACION M. RITUAL**  
Chairperson  
Bids and Awards Committee

## Statement of All On-Going Government and Private Contracts

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**Kindly supply the required information in the space provided**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details	Kind of Goods	Date of Delivery	Amount of Contract	Value of Outstanding Contracts
<b>Government Contracts</b>								
<b>Private Contracts</b>								
<b>Total</b>								

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of]*  
*(Please indicate position of Authorized Rep.)*

*Duly authorized to sign Bid for and on behalf of*  
*(Please indicate name of company)*

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-going government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*

## Statement of the Single Largest Completed Contract

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**Kindly supply the required information in the space provided**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details	Kind of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC Requirement	Date of Delivery

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of]*  
*(Please indicate position of Authorized Rep.)*

*Duly authorized to sign Bid for and on behalf of*  
*(Please indicate name of company)*

NOTE:

***Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice***

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Signature over printed name of representative

\_\_\_\_\_  
 Date

**SCHEDULE OF REQUIREMENTS**

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

<b>Description</b>		<b>Delivery Schedule</b>
Delivery of Fleet Card	12 fleet cards	Within twenty-five (25) days upon receipt of the Notice to Proceed

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

\_\_\_\_\_

# TECHNICAL SPECIFICATIONS

Minimum Specifications	Bidder's Statement of Compliance
<p><b>TERMS OF REFERENCE</b></p> <p><b>PROCUREMENT OF PETROLEUM, OIL, AND LUBRICANTS AND PROVISION OF FUEL FLEET CARDS FOR DA-BAR MOTOR VEHICLES</b></p> <p><b>AUGUST 5, 2024- DECEMBER 31, 2024</b></p> <p><b>Php 655,000.00</b></p> <p><b>A. RATIONALE</b></p> <p>The DA-BAR aims to have a more secure payment scheme and a convenient way to refill vehicle fuel within Metro Manila and the rest of Luzon to effectively support its personnel in the monitoring of funded projects and attending official engagements, thus, the need to avail fuel fleet cards. It can also be used in availing of roadside assistance and towing services whenever necessary and in purchasing oil, lubricants and other supplies.</p> <p>To implement an effective and cost-efficient management of fuel, the DA-BAR intends to procure in advance fuel for August 5 – December 31, 2024, through the Fuel Card System of twelve (12) diesel-fed service vehicles.</p> <p><b>B. TECHNICAL DESCRIPTION</b></p> <p>The following shall be complied with by the fuel service provider:</p> <ol style="list-style-type: none"> <li>1. Provide fleet cards to Twelve (12) authorized motor vehicles of DA-BAR (see attached list of vehicles and fuel allocation, Annex “A”) within twenty-five (25) days from receipt of the Notice to Proceed (NTP) issued to Transportation Maintenance and Services Unit Five;</li> <li>2. Provide at least 5 Fuel Card Stations within 10kms radius from DA-BAR and enough service stations nationwide to dispense fuel to DA-BAR at all times without disconnection of service;</li> <li>3. Furnish DA-BAR a list of all available fuel stations offering fuel card services indicating name and address in Metro Manila and the rest of Luzon;</li> <li>4. Must conform to the Philippine Clean Air Act of 1999 and the Philippine National Standards on Fuel;</li> <li>5. Diesel Fuel shall have at least 50 Cetane Rating;</li> <li>6. Must ensure that the provided fleet card technology is protected against duplication and hacking by employing the latest microchip technology;</li> </ol>	

7. The Fleet Cards shall have a control feature indicating Card Number, Office Name, Vehicle Details (vehicle type and plate number), Product Restriction (type of fuel, maximum monthly limit of fuel purchase) and Card Validity;
8. Must have a web-based program for data tracking or monitoring of monthly purchases of the fleet cards and a representative from TMSU shall be granted access to the said monitoring system;
9. Issue a transaction slip for every purchase and ensure accurate charges of purchases to every fleet card;
10. No charging of any annual fees/cash bond;
11. Provide 24/7 customer service support to answer queries and concerns regarding the fleet card;
12. Provide 24/7 roadside assistance and towing services as needed.
13. Preferably accessible fuel station in every municipality (Luzon-wide).

**C. OTHER TERMS AND CONDITIONS**

1. The payments shall be based on actual consumption provided that it shall not exceed the maximum allocated ceiling price as indicated in Annex "A";
2. The list of DA-BAR authorized vehicles enrolled in the fuel fleet card system may be changed or amended whenever necessary upon the approval of the BAR Director and in coordination with the Transportation Maintenance and Services Unit (TMSU)

**D. TERMS OF PAYMENT**

1. All payments are inclusive of Value Added Tax and shall be made on a monthly basis;
2. The Service Provider shall send a monthly Statement of Account (SOA) to DA-BAR TMSU within the first five (5) working days of the following month; and
3. The original billing statement or SOA shall be submitted to TMSU for the processing of payment.

Prepared by: Approved by:

(SIGNED)

**JENNIFER T. ALIANZA**

Head, TMSU Director

(SIGNED)

**JUNEL B. SORIANO, PhD**

Director





## FUEL ALLOCATION

DESCRIPTION	QUANTITY	TOTAL	DELIVERED, WEEKS/MONTHS
Delivery of Fleet Card	12 fleet cards	12	Within twenty-five (25) days upon receipt of Notice to Proceed
Supply of Petroleum Fuel, Oil and Lubricant (POL)	Diesel (in liters)	Diesel: <b>2,200</b> liters per month	
	<b>1. TOYOTA FORTUNER</b>		
	Plate No. UGI-172		
	Liters/month: 200		
	<b>2. TOYOTA SUPER GRANDIA</b>		
	Plate No. UIJ-237		
	Liters/month: 200		
	<b>3. TOYOTA GRANDIA GL</b>		
	Plate No. ZHH-187		
	Liters/month: 200		
	<b>4. TOYOTA HIACE COMMUTER</b>		
	Plate No. SAB-9142		
	Liters/month: 200		
	<b>5. TOYOTA INNOVA J</b>		
	Plate No. RDV-877		
	Liters/month: 100		
	<b>6. TOYOTA INNOVA G</b>		
	Plate No. 138404		
	Liters/month: 200		
	<b>7. NISSAN URVAN SHUTTLE</b>		
Plate No. NBO-617			
Liters/month: 200			
<b>8. NISSAN URVAN NV-350</b>			
Plate No. 131210			
Liters/month: 200			
<b>9. ISUZU CROSSWIND XL</b>			
Plate No. ZML-807			

	Liters/month: 100		
	<b>10. ISUZU CROSSWIND XT</b>		
	Plate No. ZML-709		
	Liters/month: 100		
	<b>11. ISUZU ALTERRA</b>		
	Plate No. NKO-894		
	Liters/month: 200		
	<b>12. TOYOTA GRANDIA</b>		
	Plate No. IK 355A		
	Liters/month: 300		

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_

Name of Company

Signature over printed name of representative

Date

# Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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 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 AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

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

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, 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 PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Currency Commission or gratuity
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_____	_____
_____	_____

(if none, state "None" ) ]

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

## Performance Securing Declaration (Revised)

*[If used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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 OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

# NFCC Computation

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**Kindly supply the required information in the space provided**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

<b>ABC</b>	<b>Six Hundred Fifty-Five</b>  <b>Thousand Pesos</b> <b>(PhP655,000.00)</b>
<b>DETAILS</b>	<b>AMOUNT</b>
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	



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*[Signature of the Authorized Rep.]*

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*[in the capacity of]  
(Please indicate position of Authorized  
Rep.)]*





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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_