



## INVITATION FOR NEGOTIATION

8 October 2021

Attention : ALL PROSPECTIVE SUPPLIERS

Subject : SUPPLY AND DELIVERY OF INK CARTRIDGES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES under Reference No. N-G-2021-04

Gentlemen:

After two (2) failed biddings, we are inviting interested parties for a Negotiated Procurement for the above-cited subject pursuant to Sec. 53.1 of Revised IRR of RA 9184.

The Approved Budget for the Contract (ABC) is Four Hundred Seventy-One Thousand Five Hundred Pesos (Php471,500.00), inclusive of all applicable taxes, detailed as follows:

Item Description	Qty. (in pcs.)	Approved Budget for the Contract (in PhP), inclusive of taxes	
		Per Unit	Total
Ink Cartridge, HP704, CN693A, Colored	150	470.00	70,500.00
Ink Cartridge, HP704, CN692A, Black	150	470.00	70,500.00
Ink Cartridge, HP Laserjet 1102, Black	50	3,910.00	195,500.00
Ink Cartridge, HP 678, CZ107A, Black	150	450.00	67,500.00
Ink Cartridge, HP 678, CZ108A, Colored	150	450.00	67,500.00
<b>Total</b>			<b>471,500.00</b>

The Schedule of Negotiation Activities shall be as follows:

ACTIVITIES	TIME	VENUE
Pre-Negotiation Conference	14 October 2021 (Thursday) 01:00 PM	12/F Executive Staff Room, DBP Head Office, Makati City
Submission of Eligibility, Technical and Financial Documents	21 October 2021 (Thursday) <u>ON OR BEFORE 11:00 AM*</u>	6/F BAC Secretariat DBP Head Office, Makati City
Opening of Eligibility, Technical and Financial Documents	21 October 2021 (Thursday) 01:00 PM	12/F Executive Staff Room, DBP Head Office, Makati City

\*Late submission shall not be accepted

We have attached the Checklist of Requirements and the negotiation forms which may be submitted as follows:

- a) Physical submission must include three (3) sets of copies of documents.
- b) Electronic submission must be password-encrypted and must be coordinated with the BAC Secretariat at least one (1) day before the scheduled deadline of submission of proposals.

Suppliers may attend the Pre-negotiation Conference and the Opening of Proposals through videoconference via Zoom Meeting App. Suppliers who wish to attend/participate via Zoom Meeting must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled activity and provide their contact information (e.g. name of company, name of representative, email address, mobile number).

The Bids and Awards Committee (BAC) shall check the completeness of the documents submitted during the opening of eligibility and technical documents. Only those who submitted the complete documents shall be considered for evaluation starting with the lowest financial quotation.

Contract shall be based on the General Conditions of the Contract based on standard bidding documents of RA 9184.

For inquires and other concerns relative to the project, please call our BAC Secretariat at  
Trunkline: (+632) 8818-9511 to 20 local 2610 or 2606  
Telefax: (+632) 8812-5702; Email: [bacsecretariat@dbp.ph](mailto:bacsecretariat@dbp.ph); [bac-sec@dbp.ph](mailto:bac-sec@dbp.ph)

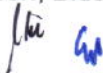
Thank you and we look forward to your active participation in this undertaking.

approved via email

**ERNESTO R. PURUGGANAN**

Vice President, and

First Vice Chairperson, Bids and Awards Committee





**SUPPLY AND DELIVERY OF INK CARTRIDGES FOR THE  
DEVELOPMENT BANK OF THE PHILIPPINES**

Reference No. N-G-2021-04

TRANSMITTAL FORM

**CHECKLIST OF REQUIREMENTS FOR SUPPLIERS**

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT Received:
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Name of Supplier: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Landline: \_\_\_\_\_ Email: \_\_\_\_\_

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, submission of Negotiation Forms without notarizations shall be accepted on the date of the opening of the proposals, provided that the notarized Negotiation Forms shall be submitted after the award but before payment.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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**LEGAL ELIGIBILITY DOCUMENTS**

TAB 1	<p>If the supplier is a joint venture (JV):</p> <p>a. <u>If bidding as a formed JV:</u> Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV.</p> <p>Moreover, please likewise note:</p> <p>1) <u>If the JV is incorporated or registered with the relevant government agency</u>, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name.</p> <p>2) <u>If the JV is unincorporated</u>, the PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial eligibility documents (<b>Tab 4 onwards</b>) by any one of the JV partners constitutes collective compliance.</p> <p>b. <u>If bidding as a JV that is yet to be formed:</u> Submit duly notarized Agreement to Enter into Joint Venture (<b>Template per FORM 1,</b>). Please likewise note:</p> <p>PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (<b>Tab 4 onwards</b>) by any one of the JV partners constitutes collective compliance.</p>
	TAB 2



Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, submission of Negotiation Forms without notarizations shall be accepted on the date of the opening of the proposals, provided that the notarized Negotiation Forms shall be submitted after the award but before payment.

a. Duly notarized Special Power of Attorney (if the supplier is a sole proprietorship) *(Template per FORM 2-A)*

OR

b. Duly notarized Secretary's Certificate (if the supplier is a corporation, partnership, cooperative or joint venture)

**b.1 If the supplier is a corporation - *Template per FORM 2-B***

**b.2 If the supplier is an INCORPORATED JV- *Template per FORM 2-C***

**b.3 If the supplier is an UNINCORPORATED JV-*Template per FORM 2-D***  
*Each JV partner must submit its duly notarized Special Power of Attorney or Secretary's Certificate, whichever is applicable, indicating therein the following:*

- 1. That they are duly authorized to participate in the bidding as a JV;*
- 2. The authorized Lead Company to represent the JV;*
- 3. The person designated as the duly authorized representative of the JV to participate in the bidding, sign the bid proposals/bidding documents and sign the ensuing contract with DBP.*

**b.4 If the supplier is a JV THAT IS YET TO BE FORMED- *Template per FORM 2-E***

*Each JV partner must submit its duly notarized Special Power of Attorney (SPA) or Secretary's Certificate (Template per FORM 2-E), whichever is applicable.*

IN CASE, THERE ARE MORE THAN ONE APPOINTED/DESIGNATED REPRESENTATIVE, USE OF "AND" shall mean both/all representatives must sign the bid forms (i.e. Statements, TOR, financial bid) to be submitted for the bid opening.

Use of "OR" is recommended.

**GPPB has issued Circular No. 07-2017 dated 31 July 2017 in relation to the deferment of the implementation of mandatory submission of PhilGEPS Certificate of Registration under "Platinum" Category in Competitive Bidding under Section 8.5.2 of the 2016 Revised IRR of RA 9184 and as required per GPPB Circular No. 03-2016 dated 27 October 2016, to provide prospective service providers with additional time to register with PhilGEPS under the Platinum Membership category.**

TAB 3

Valid and current PhilGEPS Certificate of Registration in PLATINUM CATEGORY with Annex "A" or the List of Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS. "Uploaded" documents under Annex "A" shall mean all of the following required Legal Eligibility Documents are updated or maintained valid and current *(TABS 3A-3D)*:

TAB 3A

Registration Certificate issued by Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);