

Procurement Unit – August 23, 2017

INSTRUCTION TO BIDDERS

1. General

- 1.1. Good Neighbors International Philippines (GNIP) hereby invites all interested suppliers to submit Bids for the Supply and Delivery of Hygiene Kit and Non-Food Items.
- 1.2. Bidders are requested to acknowledge receipt of this Invitation for Bids by submitting their Expression of Interest (EOI) via email to procurement@goodneighbors.ph not later than August 31, 2017. Failure to comply may result to rejection of bid
- 1.3. Bids must be delivered in sealed hardcopy envelopes and should reach to the Bids and Award Committee of Good Neighbors Head Office c/o *Mr. Arnel H. Salbatona, located at 502-505 JocFer Building, Commonwealth Avenue, Quezon City, not later than **September 8, 2017***. Late Bids shall be rejected
- 1.4. Bid opening shall be on September 11, 2017, followed by evaluation of samples.
- 1.5. Delivery of Goods should be not later than October 6, 2017.
- 1.6. After receipt of Bids, Good Neighbors reserves the right to request any additional information or seek clarifications from the Bidder to make sure correctness of offers received.
- 1.7. It is also understood that Good Neighbors reserves the right to award the contract to more than one responsive bidder.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 2.1. Good Neighbors International Philippines as well as the bidders should observe the highest standard of ethics during the procurement and execution of the contract. Good Neighbors International Philippines will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any corrupt, fraudulent, collusive and coercive practices for purposes of competing for the contract.

3. Conflict of Interest

3.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs below:

- i. A Bidder has controlling shareholders in common with another Bidder or a Bidder receives or has received any direct or indirect subsidy from any other Bidder.
- ii. A Bidder has the same legal representative as that of another Bidder for purposes of this bid.
- iii. A Bidder submits more than one bid in this bidding process.

4. Eligible Bidders

4.1. The following persons shall be eligible to participate in this bidding:

- i. Duly licensed Filipino citizens/sole proprietorships.
- ii. Corporations duly organized under the laws of the Philippines.
- iii. Cooperatives duly organized under the laws of the Philippines.

5. Bidder's Responsibilities

5.1. The Bidder or its duly authorized representative shall submit a sworn statement with the following responsibility:

- i. Having taken steps to carefully examine all of the Bidding Documents;
- ii. Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- iii. Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- iv. Ensuring that it is not "blacklisted" or barred from bidding by any of agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution
- v. Ensuring that 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;

- vi. Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
 - vii. Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture
 - viii. Complying with existing labor laws and standards, in the case of procurement of services.
- 5.2. The Bidder should examine all instructions, forms, terms, and specifications in the Bidding Documents
 - 5.3. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
 - 5.4. Good Neighbors International Philippines shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by Good Neighbors.
 - 5.5. The Bidder shall bear all costs associated with the preparation and submission of his bid, and Good Neighbors will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

6. Documents Comprising the Bid: Eligibility and Technical Components

- 6.1. Bid envelope shall contain the following eligibility and technical documents:
 - i. Eligibility Documents
 - a. Company Profile
 - b. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship.

- c. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - d. Statement of all its ongoing and completed government and private contracts including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
 - (a) name of the contract
 - (b) date of the contract
 - (c) kinds of Goods
 - (d) amount of contract and value of outstanding contracts
 - (e) date of delivery
 - e. Latest Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR)
- ii. Technical Documents
- a. Bid Proposal
 - b. Technical specifications and Price Schedule
 - c. Sworn Affidavit and
 - d. Authorization Letter authorizing representative to transact with Good Neighbors in the purpose of this Bid.

7. Samples

- 7.1. All bidders are required to submit all sample items for evaluation. Samples will not be returned.

8. Bid Prices

- 8.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount.
- 8.2. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
- 8.3. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

9. Bid Currencies

- i. Prices shall be quoted in Philippine Pesos and payment of the contract price shall also be made in Philippine Pesos.

10. Bid Validity

- 10.1. Bids shall remain valid for the period of sixty (60) calendar days from the date of the opening of bids.

11. Payments

- 11.1 On signing of contract: Good Neighbors shall pay twenty percent (20%) of the Contract Price 2 days reckoned from the date of signing of contract.
- 11.2 On delivery of goods: Seventy percent (70%) of the Contract Price shall be paid to the Supplier two (2) days after the date of receipt of the Goods.
- 11.3 Retention: The remaining ten percent (10%) of the Contract Price shall be paid to the Supplier within thirty (30) days reckoned from the date of receipt and acceptance of the goods

12. Warranty

- 12.1. The Supplier warrants that the Goods supplied under the Contract are new, unused and not expired. The supplier must ensure that the expiration date of the goods is not less than one (1) year from the time of delivery.
- 12.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship.
- 12.3. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, Good Neighbors may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which Good Neighbors may have against the Supplier under the Contract and under the applicable law.

13 Marking of Bids

- 13.1 All envelopes shall:
 - i. contain the name of the contract to be bid.
 - ii. bear the name and address of the Bidder.
 - iii. be addressed to Good Neighbors Bids and Award Committee and
 - iv. bear a warning "DO NOT OPEN BEFORE..." the date for the opening of bids.

- 11.2. If bids are not sealed and marked as required, Good Neighbors will assume no responsibility for the misplacement or premature opening of the bid.

14. Deadline for Submission of Bids

- 14.1 Bids must be received by Good Neighbors Bids and Award Committee at the address, unit 502-505 Jocfer Building, Commonwealth Avenue, Quezon City on or before September 8, 2017.

15. Late Bids

- 15.1 Any bid submitted after the deadline for submission and receipt of bids prescribed by Good Neighbors shall be declared “Late” and shall not be accepted.

16. Modification of Bids

- 16.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by Good Neighbors prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION”. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

17. Opening and Preliminary Examination of Bids

- 17.1. Good Neighbors shall open the bid envelope of Bidders to determine each Bidder’s compliance with the documents prescribed in **ITB**. For this purpose, Good Neighbors shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”.

18. Process to be Confidential

- 18.1. Members of Good Neighbors Bids and Awards Committee, including its staff and personnel, as well as its Secretariat, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award.
- 18.2. Any effort by a bidder to influence Good Neighbors in its decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder’s bid.

19. Clarification of Bids

- 19.1 To assist in the evaluation, comparison, and post-qualification of the bids, Good Neighbors may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

20. Detailed Evaluation and Comparison of Bids

- 20.1. Good Neighbors will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids in order to determine the Lowest Calculated Bid.
- 20.2. The Lowest Calculated Bid shall be determined in two steps:
- i. The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - ii. The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 20.3. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, value added tax (VAT), income tax. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

21. Signing of the Contract

- 21.1. Good Neighbors shall enter into contract with the successful Bidder provided that all the documentary requirements are complied with.
- 21.2. The following documents shall form part of the contract:
- i. Contract Agreement
 - ii. Bidding Documents
 - iii. Notice of Award of Contract