



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
फिलीपीन्स गणराज्य का दूतावास
NEW DELHI

INVITATION TO BID

<u>Procuring Entity</u>	:	<i>Embassy of the Philippines in New Delhi, India</i>
<u>Title</u>	:	<i>Procurement of the services of a Highly Technical Consultant</i>
<u>Area of Delivery</u>	:	<i>New Delhi, India</i>
<u>Procurement Mode</u>	:	<i>Highly Technical Consultant</i>
<u>Approved Budget of Contract</u>	:	<i>300,000 INR (inclusive of taxes and other expenses) to be paid after completion of work and submission of required documents</i>
<u>Project completion timeline</u>	:	<i>21 calendar days</i>

Project description :

1. To come up with electrical and plumbing plans for the Chancery, Official Residence, Consular Building and local hire quarters. The plans should include the methodology to be used in case of repairs/renovation, the estimated timetable of completion including pre- and post-repair/renovation works, and the estimated total cost of the repairs/renovation;
2. To come up with plan that will include the methodology to be used, the estimated timetable of completion and the estimated total costs for the following projects:
 - i. Waterproofing and repair of the roofs of the Chancery (8,742 sqft), Official Residence (8,190 sqft), Consular Building (1300 sqft), Barracks (11,130 sqft), Guard House (290 sqft) ;
 - ii. Dismantling of old ceiling and putting up new ceiling outside the corridors of the Chancery and the Official Residence; and
 - iii. Painting of the exterior of the Chancery, Official Residence, Consular Building and local hires quarters.

In line with the above, interested bidders are invited to quote their lowest price on the items listed by filling up and submitting the attached quotation form. Bids above the approved budget of contract will be automatically disqualified.

The Embassy will hold a Pre-Bid Conference on 26 June 2019, 2pm at the Library of the Embassy of the Philippines in New Delhi, at 50N Nyaya Marg, Chanakyapuri, New Delhi 110021. Said Conference will be open to all interested bidders.

Please submit your bids in a sealed envelope duly signed by your company's authorized representative specified below to the Office of the BAC Secretariat, Embassy of the Republic of the Philippines in New Delhi, **no later than 5 July 2019, 3 pm (1500hours)**. Late submissions will not be accepted and considered.



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- a. All entries must be signed by the bidder or authorized representative
- b. Price is inclusive of taxes, material, labor and other miscellaneous fees
- c. The suppliers must submit the quotation with the following attested documents to wit :
 - i. SEC Registration / Business Permit / Mayor's permit
 - ii. Income Tax Return or tax clearance
 - iii. Professional License

For more information, please feel free to contact the BAC Secretariat.

(SIGNED)
BIDS AND AWARDS COMMITTEE

21 June 2019, New Delhi

Embassy of the Republic of the Philippines
New Delhi

Annex "A"

REQUEST FOR QUOTATION

Name of Contractor: _____

Contact Person: _____

E-mail Address: _____

Tel. Number: _____

Fax Number: _____

Please quote your lowest price on the below requirements not later than 05 July 2019, 3:00 pm to the Office of the BAC Secretariat. The total approved budget of the contract is INR 300,000.00

Terms and Conditions:

1. All entries must be typewritten/printed legibly.
2. Please fill out this form completely and submit it together with the eligibility requirements

Lot	Specifications/Description	Approved Budget of the Contract	Amount of Quotation of Supplier Inclusive of taxes and other charges
1	Procurement of the service of a Highly Technical Consultant	INR300,000.00	

**Printed Name and Signature
(Please put the company stamp)**

Date

Annex "B"

CHECKLIST OF ELIGIBILITY DOCUMENTS

- 1. OMNIBUS SWORN STATEMENT** (in the prescribed form, duly notarized in accordance with the Notarized Act). In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a **notarized Secretary's Certificate (Authority of the Signatory)** attesting to the fact that the signatory to the Omnibus Sworn Statement is the duly authorized representative of the bidder and is granted full power and authority to execute and perform any and all acts necessary and/or to represent the bidder in the bidding. (copy attached format)
- 2. Valid and current mayor's permit** issued by the city/municipality where the principal place of business of the prospective bidder is located *or appropriate equivalent document(s) in India*
- 3. Copy of Income Tax Return**

Omnibus Sworn Statement

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/quotation, 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/quotation, 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;

4. Each of the documents submitted in satisfaction of the bidding requirements/small value procurement 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents/technical specifications;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid/route, if any; and

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.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at

Bidder's Representative/Authorized Signatory