



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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INVITATION FOR NEGOTIATED PROCUREMENT Invitation to Negotiate No. 20-09-0001

In line with the government's directive to ensure safety and to prevent the spread of COVID-19, please be informed that the bidding activities for this project shall be done online/electronically.

1. The Tourism Infrastructure and Enterprise Zone Authority (TIEZA) through its Bids and Awards Committee (BAC), intend to procure thru Negotiated Procurement (after Two Failed Biddings) pursuant to Section 53. 1 of the 2016 Revised Implementing Rules and Regulation of RA 9184, the Project: Procurement of Security Services for Banaue Hotel and Youth Hostel for Twelve (12) Months, with an approved Budget for the Contract (ABC) of Two Million Eighty Three Thousand Pesos (Php2, 083,000.00).
2. The TIEZA-BAC will hold a **Negotiation Conference on 15 September 2020 (Tuesday), 10:00 a.m.** through video conference via Microsoft Teams which shall be open to all interested bidders. Interested bidders may contact TIEZA BAC Secretariat at this electronic mail (e-mail) address, tieza.bacsecretariat@gmail.com, for details.
3. Bidders are encouraged to be accompanied by one (1) or more technical and/or administrative personnel who will prepare their proposal during the negotiation conference. These personnel should be familiar and have working knowledge in preparing bidding documents.
4. Bidders shall submit their **archived/compressed in a document folder and password-protected** online bid proposals (Financial and Technical folders) in **TWO (2) separate emails** reflecting the name of the project

Please indicate the following in the email subject:

- **Name of the Project/TECHNICAL PROPOSAL**
- **Name of the Project/FINANCIAL PROPOSAL**

on or before **22 September 2020 at 9:30 a.m.** to the TIEZA BAC Secretariat through a soft copy sent via e-mail to tiezabac.online@gmail.com, provided that it complies with the following conditions:

- i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format with the **password provided by their authorized representatives** to the members of the Bids and Awards Committee **during the opening** of bids through video conferencing via Microsoft Teams;
- ii. It is arranged accordingly based on the list below using the mark/tab as file name.

Note that the BAC shall open the bid envelopes using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. The prospective bidder needs to ensure that ALL files submitted online can be easily accessed and read during the Opening of Bids, otherwise, it will be considered as "failed" for failure to include any requirement or are incomplete or patently insufficient.

Further, within seven (7) days after being declared as lowest calculated and responsive bid, the bidder shall submit a hardcopy of the documents submitted online. The hardcopy will be used for evaluation by the Technical Working Group (TWG) to determine authenticity and consistency with the previously submitted softcopy. Please note that the content of the hardcopy and the softcopy (submitted online) should be **EXACTLY** the same. A Certification on this shall be filled out and submitted by the prospective bidder as part of the Additional Technical Requirements. Failure to submit the required Certification and/or any discrepancy found between the softcopy and hardcopy shall be a ground for disqualification. Failure to submit the documents online within the period set shall be deemed “non-submission”. Failure to submit the hardcopy within the period set shall be a ground for “disqualification”.

The proposal indicating the bidder’s best offer, shall contain scanned copies of the final, valid and current Eligibility, Technical and Financial documents as follows:

File Name	Class “A”-Eligibility Documents
E01	Photocopy of Valid PhilGEPS Certificate of Registration
E02	Photocopy of Valid Registration Certificate from SEC or DTI, or CDA, whichever is applicable
E03	Photocopy of valid and current tax Clearance Certificate issued by the Bureau of Internal Revenue (BIR)
E04	Photocopy of Audited Financial Statements for FY2017 and FY2018 stamped “received” by the BIR or its duly accredited and authorized institutions.
E05	Photocopy of valid Mayor’s/Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas. Provided that the principal business address shall match with the address indicated in any of the following class “A” eligibility documents, i.e. E01, E02, E03, E04
E06	Statement of ALL ONGOING government and private contracts, including contracts awarded but not yet started, if any.
E07	Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, within five years preceding the date of opening of proposals for this project, and supported by photocopy of the Client’s: Certificate of Final Acceptance or Completion, whichever is applicable.
E08	Net Financial Contracting Capacity (NFCC).
	Class “B”-Eligibility Documents
E09	If applicable, valid 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, shall be included in the bid. Note: as minimum requirement, the Proponent should submit a CERTIFICATION stating that all partners of the JVA are registered in PhilGEPS. If not in a Joint-Venture, please attach a paper with the note “NOT APPLICABLE” with the mark E109.

Mark	Additional Technical Documents
TD01	Bid Security a. Bid Securing Declaration with correct IB No. (please see attached)

	b. bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation by a Universal or commercial bank; and c. a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments
TD02	Omnibus Sworn Statement
TD03	Secretary's Certificate
TD04	Duly notarized Affidavit of Existence signed by the owner/authorized representative
TD05	Organizational Chart
TD06	List of ten (10) security guards with one (1) firearm per Security Guards on duty
TD07	Proof of number and kind of communication devices as enumerated in item 2 (b) of Annex A of Scope of Service
TD08	Proof of number of licensed guards as required under 2 (d) of Annex A of Scope of Service
TD09	Copy of Security Plan which must contain details under item (a, c, d and e) of Scope of Service
TD10	Certificate Site Inspection signed by the respective resident manager/Officer-in-Charge or authorized representative of Banaue Hotel and Youth Hostel
TD11	Copy of Recruitment and Selection Criteria which must meet requirements under item 4 (a) of Annex A of Scope of Service
TD12	Photocopy of sample uniforms and other paraphernalia as described in item 4 (b) of Annex A of Scope of Service
TD13	Copy of company Manual of Operations to include disciplinary measures
TD14	Authenticated photocopy of Certificate of Membership/Registration from Philippine Association of Detective and Protection Agency Operators (PADPAO), Inc.
TD15	Authenticated photocopy of Valid License to Operate (LTO) issued by PNP-Security Supervisory Office for Security and Investigation Agencies (PNP-SOSIA)
TD16	Certificate of Exactly the Same soft and hard copy (please see attached certificate format)

Mark	Financial Documents
FP01	Bid Forms

5. A complete set of Negotiated Procurement Documents (NPD) including electronic copy of the Terms of Reference and prescribed Forms may be acquired by interested bidders starting **10 September 2020 to 21 September 2020, 8:00 am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **22 September 2020 from 8:00 to 9:00 a.m.** at the address below upon payment of the applicable nonrefundable fee in the amount of Two Thousand Pesos (Php2,000.00). After 15 September 2020, only those who participated in the Negotiation Conference can purchase the NPD.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the dap, provided further that those, who is/are interested to participate in the negotiated procurement, shall pay the cost of the NPD on or before the submission of their proposals.

6. Those who participated in the two failed biddings will no longer pay the cost of NPD. However, should anyone be interested to participate they need to attend the Negotiation Conference and must submit new set of proposals.

7. For new bidders, only those who attended the Negotiation Conference and bought the NPD are allowed to submit proposals.

8. The Deadline of Submission shall be on 22 September 2020, 9:30 a.m. through the e-mail address tiezabac.online@gmail.com. **LATE PROPOSALS SHALL NOT BE ACCEPTED.**

Opening of Proposals shall be on 22 September 2020 (Tuesday), 10:00 a.m. and will be conducted through video conference via Microsoft Teams. Bids will be opened in the presence of the bidders' authorized representatives by joining the video conference. Interested bidders may contact TIEZA BAC Secretariat at this e-mail address, tieza.bacsecretariat@gmail.com, for details.

9. TIEZA reserves the right to reject any and all quotations, declare a failure of negotiation, or not to award the contract at any time in accordance with the provisions of RA9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

10. For further information, please contact:

BAC Secretariat
7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal
Avenue corner EDSA Extension Bay Area Pasay City
(+632) 249-5986 loc. 713 or 714
Cell Phone No. 0998-539-0162

Please email the following:

[For inquiries/concerns: bacsecretariat@tieza.gov.ph](mailto:bacsecretariat@tieza.gov.ph)

[For purchase of bidding documents: tieza.bacsecretariat@gmail.com](mailto:tieza.bacsecretariat@gmail.com)

[For online submission: tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com)



ENGR. NESTOR M. DOMALANTA

Chairperson

Bids and Awards Committee