



Republic of the Philippines  
Office of the President  
**DANGEROUS DRUGS BOARD**

**INVITATION TO BID**

**For Negotiated Procurement for the Supply and Delivery of One (1) Unit  
Brand New Motor Vehicle requirement of the Dangerous Drugs Board**

The Dangerous Drugs Board, through its Bids and Awards Committee (DDB-BAC), intends to procure thru Negotiated Procurement (Two Failed Biddings) pursuant to Section 53.1 of the Implementing Rules and Regulations of R.A. 9184, the **Supply and Delivery of One (1) Unit Brand New Passenger Van**, with an Approved Budget for the Contract (ABC) of **Two Million Two Hundred Thousand Pesos (Php 2,200,000.00)**.

As such, the DDB-BAC will hold its Negotiation Conference on **June 3, 2015 at 10:00 a.m.** at the DDB Conference Room, 3<sup>rd</sup> Floor, PDEA Building, NIA Road, Brgy. Pinyahan, Quezon City, which shall be open to all interested parties. On this date, the prospective bidders of known qualifications are hereby invited and requested to submit their respective Technical Proposals (DDB Bid Form No. 1) and other documentary requirements such as:


1. SEC/DTI Registration;
2. Valid & Current Mayor's Permit / Municipal License – CY 2015;
3. Valid Tax Clearance per Executive Order 398, Series of 2005;
4. Certificate of PhilGEPS Registration; and
5. Company Profile.

The bidding forms for the Technical Proposals and Financial Proposals of the project shall be available during office hours from **May 27, 2015 to June 15, 2015** at the DDB-BAC Secretariat Office located at the Dangerous Drugs Board, 3<sup>rd</sup> Floor, PDEA Building, NIA Road, Brgy. Pinyahan, Quezon City.

Eligible Bidders shall be notified upon completion of the evaluation and validation of the submitted documents, in order to submit their Financial Proposal (DDB Bid Form No. 2), indicating their best and final offer with respect to all aspects of their proposals not later than **June 15, 2015 at exactly 12:00 nn.**

The DDB-BAC reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

For any clarification, you may contact Ms. Linell F. Montuerto or Ms. Resty M. Tejada at telephone nos. (02)929-1158 / (02)929-1753 loc. 123, or via email at [lfmontuerto.ddb@gmail.com](mailto:lfmontuerto.ddb@gmail.com).

  
Assistant Secretary **AMADOR S. PABUSTAN**  
Deputy Executive Director for Administration/  
Chairman, Bids and Awards Committee

**IMPORTANT:** A bidder who submits a sealed quotation/proposal is required to download this Invitation to Bid from the PhilGEPS website before the closing date for inclusion in the PhilGEPS Document Request List (DRL). Prices and specifications for the bid shall be valid for 120 days. **DELIVERY PERIOD shall be fifteen (15) calendar days upon receipt of Notice to Proceed (NTP).** Term of Payment: CHARGED ACCOUNT. The total price quoted shall be subject to VAT, withholding tax and payable in check.



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**BID FORM NO. 1 – TECHNICAL PROPOSAL**

**ASEC. AMADOR S. PABUSTAN**  
Deputy Executive Director for Administration/  
Chairman, Bids and Awards Committee  
Dangerous Drugs Board  
3/F PDEA Building, NIA Road  
Brgy. Pinyahan, Quezon City

Sir:

Herewith is our **TECHNICAL PROPOSAL** for your office requirement:  
(INSTRUCTION TO BIDDER: Check the "Comply" box if bidder complies with the DDB Specifications.  
A Technical Proposal containing unchecked "Comply" boxes would be automatically rated as  
"FAILED.")

UNIT	QTY	DDB SPECIFICATIONS	BIDDER'S SPECIFICATIONS	
unit	1	<b>BRAND NEW PASSENGER VAN</b>		<input type="checkbox"/> comply
		Drive System	4 x 2	<input type="checkbox"/> comply
		Engine Type	Diesel-fed Turbocharged	<input type="checkbox"/> comply
		Engine Displacement	2,494 cc.	<input type="checkbox"/> comply
		Transmission	4-speed Automatic	<input type="checkbox"/> comply
		Seating Capacity	13	<input type="checkbox"/> comply
		Suspension	Coil springs (front & rear)	<input type="checkbox"/> comply
		Brakes	Front ventilated discs/rear drums	<input type="checkbox"/> comply
		Safety features	Dual SRS airbags, ABS, side door impact beams, front 3P ELR x 2, rear 2P NR 3x3 seatbelts durable frame structure, high mount lamp	<input type="checkbox"/> comply
		Seat Cover	Water-repellant	<input type="checkbox"/> comply
		Warranty	Three (3) years warranty on service and parts or 100,000 kms., whichever comes first	<input type="checkbox"/> comply
		Others	Three (3) years LTO registration, tint on all windows and rust proof	<input type="checkbox"/> comply
		Delivery period	Within fifteen (15) calendar days upon receipt of the Notice to Proceed	<input type="checkbox"/> comply

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone Number/s

\_\_\_\_\_  
Date



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DDB Bid Form No. 2 (Financial Proposal)

**SEALED CANVASS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUOTATION NO.: \_\_\_\_\_  
P.R. NO.: \_\_\_\_\_  
REMARKS: *Negotiated Procurement-2 failed biddings*  
DATE: \_\_\_\_\_  
AUTHORITY: \_\_\_\_\_

Sir :

Herewith is our **FINANCIAL PROPOSAL** for your office requirement:

ITEM	QTY	DDB SPECIFICATIONS	TOTAL BID PRICE IN FIGURES	TOTAL BID PRICE IN WORDS
<b>1</b>	1 unit	Supply and Delivery of One (1) Unit Brand New Passenger Van		

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period for 120 days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature over printed name]*

\_\_\_\_\_  
*[position]*

Duly authorized to sign Bid for and on behalf of:

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

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

Telephone Nos. \_\_\_\_\_

## 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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months

Note: The Schedule of Requirements shall be submitted together with Ombudsman Bid Form No. 2 (Financial Proposal)

By: \_\_\_\_\_  
Authorized Representative  
(Signature over printed name)

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

\_\_\_\_\_  
Date