



Republic of the Philippines
COTABATO CITY STATE POLYTECHNIC COLLEGE
BIDS AND AWARDS COMMITTEE
Cotabato City

INVITATION FOR NEGOTIATED PROCUREMENT

In view of the two (2) failed public biddings conducted for the project, the Cotabato City State Polytechnic College, intends to negotiate, as authorized by the College President, per BAC Resolution No. 2017-45 dated December 14, 2017, in accordance with Section 53.1 Two Failed Biddings of the Revised IRR of RA 9184 (Government Procurement Reform Act) the total sum of **One Million Fifty Three Thousand Pesos (P1,053,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Negotiated Procurement of Supply and Delivery of Psychological Testing Materials** (PhilGEPS Reference No. 5143495).

The Cotabato City State Polytechnic College now invites Offers/Proposals for the said project. For more details on this project, please refer to attached Schedule of Requirements (Annex A), Technical Specifications (Annex B) and Eligibility, Technical and Financial Proposal (Annex C).

Initial negotiation will be conducted for clarifications only with all those who responded and submitted a letter of intent on or before February 12, 2018. Schedule of initial negotiation will be on **February 12, 2018 at 1:00PM**. Offers/proposals must be duly received by the BAC Secretariat at the CCSPC Supply and Property Management Office on or before **February 15, 2018 at 9:00AM**. Bid opening/evaluation will be on **February 15, 2018 at 9:00AM** at the CCSPC Conference Room, CCSPC Campus in the presence of the bidders' representative who choose to attend. Late bids shall not be accepted.

For further information, you may call the BAC Secretariat at 552-2162 / 552-1465. Letter of intent may be sent through e-mail: bac@ccspc.edu.ph

The Cotabato City State Polytechnic College reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.

(SGD) NORAINI B. MABANG, Ph.D.
BAC - Chairman

ANNEX A

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
1	Academic Aptitude Test (Non-Verbal)	2 Sets	2	45 days
2	Academic Aptitude Test (Verbal)	2 Sets	2	45 days
3	Bender Visual-Motor Gestalt Test, Second Edition (Bender-Gestalt II) Kit includes Stimulus Cards; 25 Test Records; 25 Motor Test Booklets; 25 Perception Test Booklets; Manual	2 Sets	2	45 days
4	Stanford-Binet Intelligence Scales, Fifth Ed. (SB5) Complete Kit includes SB5 Examiner's Manual, Technical Manual, 3 Item Books, Child Card, Layout Card, Manipulatives Kit and Storage Box, and 25 Record Forms in a carrying case	2 Sets	2	45 days
5	MMPI-2 Hand-Scoring Introductory Kit with 10 softcover test booklets includes all the materials necessary to administer and score 50 MMPI-2 protocols: manual, RC (Restructured Clinical) Scales Test Monograph, reusable answer keys, answer sheets, profile and record forms, tote bag	2 Sets	2	45 days
6	Raven's Colored Progressive Matrices (CPM) Kit includes Test Booklet, Answer Document, Answer Key, General Overview Manual (Sec. 1) 1995 Edition, RPM Manual for Coloured	2 Sets	2	45 days

	Progressive Matrices (Sec. 2) 1998			
7	Raven's Advanced Progressive Matrices (APM) Kit includes Test Booklet (I and II), Answer Documents, Answer Key, Manual Section 1 General Overview (1998 Edition, Updated 2003), Manual Section 4 Advanced Progressive Matrices	2 Sets	2	45 days
8	NEO-FFI-3 Adult Form S Kit includes NEO Inventories Professional Manual, 25 NEO-FFI-3 Form S Adult Item Booklets, and 25 Your NEO Summary Feedback Sheets	2 Sets	2	45 days
9	NEO-PI-3 Adult Comprehensive Kit includes NEO Inventories Professional Manual, 10 Reusable Form S and 10 Reusable Form R Item Booklets [5 Male and 5 Female], 25 HandScorable Answer Sheets, 25 Form S and 25 Form R Adult Profile Forms, 25 Adult Combined-Gender Profile Forms [Form S/Form R], and 25 Your NEO Summary Feedback Sheets	2 Sets	2	45 days
10	Reynolds Adaptable Intelligence Test™–Nonverbal (RAIT-NV) Complete Kit includes the RAIT-NV Professional Manual with Fast Guide, 10 Reusable Item Booklets, 50 Answer Sheets, 50 Score Summary Forms, and a Scoring Key	2 Sets	2	45 days

I hereby certify to comply and deliver all the above requirements.

Name of Supplier/Bidder

Signature over printed name
of Representative

Date

ANNEX B

TECHNICAL SPECIFICATIONS

Item#	QTY	Unit	Item Description	COMPLIANCE
1	2	Sets	Academic Aptitude Test (Non-Verbal)	
2	2	Sets	Academic Aptitude Test (Verbal)	
3	2	Sets	Bender Visual-Motor Gestalt Test, Second Edition (Bender-Gestalt II) Kit includes Stimulus Cards; 25 Test Records; 25 Motor Test Booklets; 25 Perception Test Booklets; Manual	
4	2	Sets	Stanford-Binet Intelligence Scales, Fifth Ed. (SB5) Complete Kit includes SB5 Examiner's Manual, Technical Manual, 3 Item Books, Child Card, Layout Card, Manipulatives Kit and Storage Box, and 25 Record Forms in a carrying case	
5	2	Sets	MMPI-2 Hand-Scoring Introductory Kit with 10 softcover test booklets includes all the materials necessary to administer and score 50 MMPI-2 protocols: manual, RC (Restructured Clinical) Scales Test Monograph, reusable answer keys, answer sheets, profile and record forms, tote bag	
6	2	Sets	Raven's Colored Progressive Matrices (CPM) Kit includes Test Booklet, Answer Document, Answer Key, General Overview Manual (Sec. 1) 1995 Edition, RPM Manual for Coloured Progressive Matrices (Sec. 2) 1998	
7	2	Sets	Raven's Advanced Progressive Matrices (APM) Kit includes Test Booklet (I and II), Answer Documents, Answer Key, Manual Section 1 General Overview (1998 Edition, Updated 2003), Manual Section 4 Advanced Progressive Matrices	
8	2	Sets	NEO-FFI-3 Adult Form S Kit includes NEO Inventories Professional Manual, 25 NEO-FFI-3 Form S Adult Item Booklets, and 25 Your NEO Summary Feedback Sheets	
9	2	Sets	NEO-PI-3 Adult Comprehensive Kit includes NEO Inventories Professional Manual, 10 Reusable Form S and 10 Reusable Form R Item Booklets [5 Male and 5 Female], 25 HandScorable Answer Sheets, 25 Form S and 25 Form R Adult Profile Forms, 25 Adult Combined-Gender Profile Forms [Form S/Form R], and 25 Your NEO Summary Feedback Sheets	
10	2	Sets	Reynolds Adaptable Intelligence Test™–Nonverbal (RAIT-NV) Complete Kit includes the RAIT-NV Professional Manual with Fast Guide, 10 Reusable Item Booklets, 50 Answer Sheets, 50 Score Summary Forms, and a Scoring Key	
11			Full Delivery within Forty-Five (45) Days	

ANNEX C

TECHNICAL, ELIGIBILITY AND FINANCIAL REQUIREMENTS

ENVELOPE 1

The Technical and Eligibility Component

Tab	Documents
A	Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, whichever may be appropriate under existing laws of the Philippines, supported with the necessary information using the prescribed forms;
B	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
C	PhilGEPS Platinum Registration
D	Bid Security in the form of Bid Securing Declaration or any of the following: 1. a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or 2. a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; - (GSIS)
E	Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.
F	Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;
G	NFCC computation or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
H	Statement of all ongoing and completed within three (3) years Government and private contracts which are similar in nature including contracts awarded but not yet started, supported with the following: a. Notice of Award b. Notice to Proceed c. Contract / Purchase Order d. Certificate of Acceptance
I	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, and whose value, must be at least fifty percent (50%) of the ABC.
J	Valid Joint Venture Agreement (JVA) (IF NECESSARY) or, in lieu thereof, 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 event that the bid is successful.
K	Technical Specifications and Delivery Schedule: a. Technical Specifications Compliance; b. Detailed item specifications in the Offer Proposal c. Delivery Schedule/Schedule of requirements; d. After Sales service parts (equipment) and Warranty; e. Onsite Training (if necessary);

Tab	Documents
L	Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 (August 2016)

ENVELOPE 2

The Financial Component

Tab	Documents
A	Duly Signed Bid Form
B	Duly signed Bid Prices in the bill of Quantities

NOTE:

ALL ENVELOPES MUST BE PROPERLY SEALED AND MARKED. ALL DOCUMENTS MUST BE TABBED ACCORDING TO THE CHECKLIST ABOVE.

ENVELOPE 1 (Eligibility and Technical Requirements) & **ENVELOPE 2** (Financial Requirements) **MUST** contain the following:

- One (1) Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy**.
- Two (2) Copies of Original Document – Each page duly signed by the Authorized Representative stamped with **certified true copy from original**.

Sample Bid Form

Date: _____
Invitation to Bid¹ N°: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver/perform* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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 specified in [BDS](#) provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause 5** of the Bidding Documents.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____