



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
SABLAYAN PRISON AND PENAL FARM
Sablayan, Occidental Mindoro



BIDS AND AWARDS COMMITTEE

INVITATION FOR NEGOTIATED PROCUREMENT
BU COR-SPPF'S PsDL Food Supplies for the Month of April-December 2019 - 1 Lot

1. In view of the two (2) failed public biddings, the Bureau of Corrections - Sablayan Prison and Penal Farm (BUCOR-SPPF) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for BuCor – SPPF's PsDL Food Supplies for the Month of April to December 2019 – 1 Lot with an Approved Budget for the Contract (ABC) of **Thirty Three Million Eight Hundred Ninety One Thousand Pesos (P33,891,000.00) Only** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."
2. The following eligibility and technical documents as well as the Financial Proposal Form shall be submitted on or before **March 05, 2019, 10:00 a.m. at the BAC Office, SPPF Reservation Area, Sablayan Occidental Mindoro:**
 - (a) Securities and Exchange Commission of Certificate of Incorporation/Department of Trade and Industry Registration Certificate;
 - (b) Valid Mayor's Permit;
 - (c) List of projects for FY 2019 (ongoing and completed government and private contracts);
 - (d) Single Largest Completed Contracts at least 50% of the Approved Budget for the Contract (ABC)
 - (e) Bid security issued in favor of the BUCOR-SPPF shall be either in the following forms and amount:
 - (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration.
 - (e) Compliance with the Schedule of Requirements and Technical Specifications;
 - (f) Omnibus Sworn Statement;
 - (g) Authority of the Signatory; and
 - (h) Certification of PhilGEPS Registration.
3. Opening of the eligibility documents, technical documents will be on **March 06, 2019, 10:00 a.m** and financial proposal will be on the same date at **11:00 a.m.**
4. For further information, you may call the BUCOR-SPPF BAC Secretariat at 09998459167 from Monday to Friday 9:00 a.m. to 4:00 p.m.
5. The Bureau of Corrections-Sablayan Prison and Penal Farm reserves the right to 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 firm.


CSO4 Marshall H Diomampo
Chairperson, BUCOR-SPPF-BAC



SCHEDULE OF REQUIREMENTS

BuCor-SPPF PsDL' Food Supplies for the Month of April-December 2019-1 Lot		
DESCRIPTION		QUANTITY/TOTAL
BREAKFAST	Daily distribution to PsDL on the project site shall be before 5:00 am	Based on the Actual Population of the PsDL
LUNCH	Daily distribution to PsDL on the project site shall be before 11:00 am	Based on the Actual Population of the PsDL
DINNER	Daily distribution to PsDL on the project site before 5:00 PM	Based on the Actual Population of the PsDL

CONFORME:

Name of Company in Print

Signature over Printed Name
of Authorized Representative

Date



TECHNICAL SPECIFICATIONS

BuCor-SPPF PsDL' Food Supplies for the Month of April-December 2019		
-1 Lot		
Item No.	Description	Statement of Compliance (Comply or Not Comply)
1.	Nutritional Value, Composition, Meal Plan	
	1. Food service provider shall provide three (3) well balanced meals comprising of breakfast, lunch and dinner, to all PsDL based on a fifteen (15) day cycle menu. The menu shall:	
	a. Provide an average of at least 2,000 kilocalories with 55-70% Carbohydrates, 10-20% Protein and 20-30% Fat (Food Exchange Lists for Meal Planning, FNRI-DOST, reprint, Oct. 2000);	
	b. Indicate the grams per serving of the main ingredient of each dish, such as pork, beef, chicken, fish, etc. and the equivalent energy (in kcal) and nutrient (carbohydrate, protein and fats) content of each dish; and	
	c. Have variety in meals with different cooking methods.	
	2. The Bidder shall submit the corresponding Meal Plan in Exchanges	
	3. The winning bidder shall provide a regular milled rice with prior inspection and acceptance of the food committee of its submitted sample before the delivery period to ensure quality of the delivered rice in comparison to the approved rice sample of the food service provider.	
2.	Meal Schedule and Distribution	
	Meals should be distributed/ delivered as follows:	
	<u>BREAKFAST</u> : Daily distribution to PsDL on the project site shall be before 5:00 am	
	<u>LUNCH</u> : Daily distribution to PsDL on the project site shall be before 11:00 am	
	<u>DINNER</u> : Daily distribution to PsDL on the project site shall be before 5:00 pm	
3.	Packaging	
	The service provider shall ensure that damage/spoilage or deterioration of raw/cooked	

	food is prevented during transit to their final destination. Sufficient and sanitary packaging shall be provided for this purpose. The packaging of the food products shall be such that they can withstand rough handling and exposure to the elements.	
4.	Inventory	
	1. The winning provider shall, at any time, have a running inventory stock of NON-PERISHABLE ITEMS good for one (1) month to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the PsDL.	
	2. The winning provider shall, at any time, have a running inventory stock of PERISHABLE ITEMS good for not less than one (1) month to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the PsDL.	
5.	Raw Rations	
	Should the particular camp or specific groups of PsDL, upon approval of the head of the procuring entity, require raw rations, the same shall be complied with.	
6.	Cooking Equipment	
	Bidder shall have demonstrably appropriate cooking and distribution system for the Project. It shall have capital equipment/tools, hygienic food containers, sufficient number of delivery truck/s, cleaning supplies, and other kitchen equipment and utensils.	
	All necessary cooking equipment and kitchen utensils for the project shall be provided by the winning bidder/supplier.	
7.	Delivery of Cooked Food	
	Winning bidder shall deliver the food for the PsDL on the exact commencing date of the Project in strict accordance with the submitted menu and terms and conditions of the Bidding Documents, to prevent disruption of the inmate feeding program. Copy furnished Chief of sub-prisons of the submitted menu. In case of variation to the submitted menu in the bidding process, the same should be submitted earlier and should be approved by the head of the procuring entity.	
8.	Registered Nutritionist Dietitian	
	The Bidder shall ensure that there shall be stationed at least one (1) Registered Nutritionist-Dietician (RND) with an experience in the field of Institutional Catering Service to ensure nutritious and safe food. (Note: Attach <u>Sworn</u> Credentials)	
9.	Food Safety Compliance Officer	
	To ensure safe food, Bidder shall have at least one (1) Food Safety Compliance Officer in its employ who will be primarily responsible	

	in ensuring compliance with R.A 10611 , also known as “ the Food Safety Act of 2013 ”, within the preceding six (6) months from scheduled receipt and opening of bids. (Note: Attach <u>Sworn</u> Credentials)	
10.	Electricity	
	1. Electricity consumption will be charged to the account of the food service provider and will be billed on a monthly basis payable at the Cashier’s Office.	
	2. BuCor-SPPF shall install a Kilowatt Hour Meter with ERC seal to determine actual energy consumption including wiring components (wires & conduits, fitting accessories, switches, etc.). Electric meter installed will be property of BuCor-SPPF.	
11.	Water	
	1. Water consumption including potable water of the PsDL will be charged to the account of the food service provider	
	2. Analysis of water quality shall be done on a quarterly basis at the expense of the food service provider. Result of this test should be submitted to the Food Committee.	
12.	Fuel	
	Fuel for cooking shall preferably be LPG. However, in view of the huge capital expenditure that full LPG-based cooking system will require, the bidder shall at least use LPG-based cooking should be at forty percent (40%) level.	
13.	Cleanliness, Sanitation, Fumigation	
	1. Health certificate of food handlers from the local health authority.	
	2. Cleaning supplies necessary for the cleanliness and sanitation of the working area, kitchen equipment & utensils shall be provided by the winning food service provider.	
	3. The food service provider shall ensure that the general area used for food preparation and storage is free from vermin and other harmful insects. Fumigation and pest control shall be at least twice a year.	
14.	Security Precautions	
	The food service shall strictly follow all rules, regulations, and security guidelines as issued by the Office of the OIC of the Security Camps, and Chief of the General Kitchen Section.	
	Inmate Kitchen helpers hired shall be selected with corresponding order issued. Any violation of prison rules and regulations may result in revocation of issued order. Likewise to ensure fitness to work of the selected Inmate kitchen helpers they should undergo laboratory examinations deemed necessary at the expense of the food service provider.	

	Inmate Kitchen helper shall receive an allowance amounting to ₱2,000.00 per month from the food service provider.	
	BuCor-SPPF shall provide one (1) Corrections Officer per camp to watch the PsDL working at the Kitchen and for security and supervision of the area. They should likewise be given an honorarium in the amount of Php3, 000.00 per month charged to the account of the food service provider.	
	Winning service provider should provide resident representative (preferably male) per camp to ensure proper monitoring of their stocks, sanitation of the kitchen area and the delivered foodstuff to the PsDL.	
	In the event of food poisoning wherein affected PsDL are referred for outside hospitalization, expenses incurred shall be charged to the account of the food service provider.	

Name of Company

Signature over Printed Name

Date

Financial Proposal

Date: _____

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

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in the sum of *[total Bid amount in words and figures]*

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

If our Proposal is accepted, we undertake to provide a performance security in the form and amounts specified under Section 39.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

We agree to abide that the Validity Period of our proposal is 120 calendar days from May 28, 2018 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 Proposal, 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 Proposal you may receive.

We certify/confirm that we comply with the eligibility requirements as specified in the Invitation for Negotiated Procurement.

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 Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our proposal.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

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

I/We¹, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.