



July 4, 2016

ENGR. ALADINO M. ABULENCIA, Che

General Manager
Mach Union Water Laboratory, Inc.
Mach Union Building,
335 Alabang-Zapote Road,
Talon 3, Las Pinas, City
(02)553-8878

Dear Sir:

This is an invitation for your participation on our negotiated procurement for the Bacteriological Test, Physical and Chemical Analyses and Arsenic Monitoring (Negotiated Procurement), deadline of submission and opening of Eligibility Requirements and Financial Proposal will be on July 11, 2016 @ 10:00 a.m., 2nd floor CWD Warehouse Building Lakeview Subdivision, Halang Calamba City.

You are hereby requested to submit the following documents listed below:

1. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA)
2. Current and valid Mayor's permit License
3. Current and valid Tax Clearance Certificate
4. Statement of all ongoing and completed government and private contracts within one to two years from the date of submission and receipt of bids, including awarded but not yet started.
5. Statement of the consultant specifying the nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions
6. Audited financial statement, stamped, "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;

Or Certificate from the Procuring Entity to the effect that it has previously submitted the above-enumerated documents in lieu of the requirements enumerated in item 1-6.

7. Bid security;
8. Brief description of the organization and outline of recent experience of the Consultant and each partner and/or subcontractor on projects of a similar and related nature
9. Concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all the requirements of the TOR.
10. Work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.

11. Time Schedule indicating clearly the estimated duration in terms of person-months (separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
12. Organizational chart indicating relationships amongst the Consultant and any partner and/or subcontractor
13. Comments, if any, on the TOR
14. List of facilities requested by the Consultant to be provided by the Procuring Entity
15. Format of Curriculum Vitae (CV) for Proposed Professional Staff
16. One CV for each consultant involved in the Project may be submitted for each position
17. The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV
18. Omnibus Sworn Statement
19. Latest income and business tax returns in the forms of:
 - a. Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted and it should be supported by a tax payment confirmation.
20. Current and valid Certificate of PhilGeps Registration
21. Department of Health (DOH) Certification (For drinking water analysis)
22. Certificate of Philippine Accreditation Office (PAO), (Accredited Testing Laboratory)
23. Copy of Bid Notice Abstract and Technical Specification downloaded from PHILGEPSS website.
24. Copy of Current Professional Identification Card (who prepared the financial statements) including the address and telephone numbers
25. Copy of Attorney's Roll Number who notarized the documents including the address and telephone numbers of Notary Public.
26. Notarized authorization to the Calamba Water District-Bid and Awards Committee, Technical Working Group for the verification of the following at the BIR Office (Regional Office):
 - Latest Income Tax Return within the last six months preceding the date of bid submission, and
 - Payment Confirmation
27. Photocopy of two (2) valid Identification Card with signature of the signatory.
28. Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6, should form the covering letter of the Financial Proposal. Form, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures.

The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed by the duly authorized representative/s of the Bidder. We're looking forward for your participation in the said negotiation.

Very truly yours,

MS. PAULINA A. SAMIANO
BAC Chairman

Note: Kindly refax this Letter to us by affixing your Company name and address, Signature over printed name, date and fax it at (049) 502-7108. Thank you.

Company Name & Address: _____

E-mail Address: _____

Received by the Bidder: _____

Signature over Printed Name & Date