# Calamba Water District

Lakeview Subdivision, Halang, Calamba City, Laguna
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752
www.cwd.com.ph
*ISO Certificate Registration No.* PHP QMS 21 93 0047


Project Reference No. **CWD 01-2022**

February 28, 2022

**SILICON VALLEY**
2nd Floor SM Calamba
Calamba City, Laguna

**ALGHEN TRADING**
Barangay Lamesa,
Calamba City, Laguna

**ROSEN-LIAN TRADING**
056 Tanguile Street, L & E Village 1, Brgy. Lingga
Calamba City, Laguna

Dear Sir/Ma'am:

This is an invitation for your participation on our negotiated procurement for the **Supply and Delivery of I.T. Equipment and Accessories of Different Departments.** The deadline of submission and opening of Eligibility and Technical Requirements, Financial Proposal and Additional Documentary Requirements will be on **March 08, 2022, 01:00 pm**, at the 2nd floor of CWD Warehouse Building Lakeview Subdivision, Halang Calamba City.

You are hereby required to submit the documents listed below:

**Class "A" Documents**

***Legal Documents***

a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
c. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
e. Bureau of Internal Revenue Certificate of Registration

***Technical Documents***

*f.* Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
*g.* Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;

h. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**
Original copy of Notarized Bid Securing Declaration;

i. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;

j. Original duly signed Omnibus Sworn Statement (OSS);
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

***Financial Documents***

*k.* The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, 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 the date of bid submission;

l. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
**or**
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

m. If applicable, a duly signed 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.

**Financial Component**

n. Original of duly signed and accomplished Financial Bid Form;

o. Original of duly signed and accomplished Price Schedule(s).

***Other documentary requirements under RA No. 9184 (as applicable)***

*p. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

*q.* Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

***Additional Documentary Requirements***

r. Photocopy of Single Largest Completed Contract or Purchase Order, which should be signed by both parties.

s. The corresponding proof of completion, which could either be:
   i. Certificate of final acceptance/completion from the bidder's client; or
   ii. Official receipt of sales invoice of the bidder covering the full amount of the contract

t. Present and Previous Supplier of Calamba Water District must secure a Certificate of Completion on the Delivery of Contract for Goods within Five (5) Years if applicable.

u. Latest six (6) month's income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) covering the period of **July 2021 to December 2021.**

v. Latest six (6) month's business tax returns (VAT Payments) filed and paid through the BIR Electronic Filing and Payment System (eFPS) covering the period of **July 2021 to December 2021.**

w. Copy of Certificate of Notarial Commission of the Notary Public issued by the Regional Trial Court.

x. 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) attached with photocopy of two (2) valid Identification Cards with signature of the signatory;
   - Latest Income and Business Tax Return (VAT Payment) within the last six months preceding the date of bid submission, and
   - Payment Confirmation

Thank you.

Very truly yours,

**ENGR. JOSELITO A. GILLERA**
*BAC Chairman*

**Note:**

Kindly refax/re-email this Letter to us by affixing your Company name and address, Signature over printed name and date to the following number and email address: (049) 502-7108 / cwd_bac@yahoo.com. Thank you.

Company Name & Address: _____

E-mail Address: _____

Received by the Bidder: _____
*Signature over Printed Name & Date*