



24/7 Public Service

## Calamba Water District

Lakeview Subdivision, Halang, Calamba, Laguna  
Tel. Nos. 545-1614; 545-2728; 545-7895; 545-1389; 545-7981; 545-2863  
Fax: (049) 545-9752

Project Reference No.26-2018

July 17, 2018

**TOYOTA San Pablo Laguna**  
Km. 78 Maharlika Highway  
Brgy. San Benito, Alaminos, Laguna  
(049) 543 5031 to 34  
(02) 519 4357

**TOYOTA Alabang**  
Alabang-Zapote Rd.  
Corner Filinvest Ave. Muntinlupa City, 1772  
02-3702888  
info@tai.com.ph

**TOYOTA Santa Rosa Laguna**  
Economic Zone  
Sta. Rosa Tagaytay Hi-way

**TOYOTA Pasong Tamo. Inc**  
2292 Pasong Tamo Extension,  
Makati City 1231

Dear Sir/Ma'am:

This is an invitation for your participation on our **4th negotiated procurement** for the **Supply and Delivery of Service Vehicle (Van Type at least 11 Seating Capacity) (CWD 26-2018)**, deadline of submission and opening of Eligibility Requirements, Financial Proposal and Additional Documentary Requirements will be on **July 20, 2018 @ 9:00AM.**, 2<sup>nd</sup> floor CWD Warehouse Building Lakeview Subdivision, Halang Calamba City.

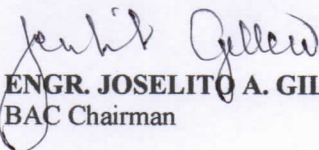
All pages of the submitted documents shall be signed by the Bidder or its duly authorized representatives.

You are hereby requested to submit the documents listed below:

1. PhilGEPS Certificate of Registration and Membership (Platinum).
2. Statement of all its ongoing government and private contracts, including contracts awarded but not yet starter, if any, whether similar or not similar in nature and complexity to the contract to be bid.
3. Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within three (3) years.
4. NFCC computation or Credit Line Certificate

- Columba Water District
5. Bid Security in the form of:
    - a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank (Two percent) (2%); or
    - b. 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 (Two percent) (2%); or
    - c. a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments (Five percent) (5%); or
    - d. Bid Securing Declaration
  6. Omnibus Sworn Statement
  7. Duly signed Bid Prices (Financial Proposal) in the Bill of Quantities.
  8. Distributorship License from the Manufacturer or Manufacturer's Certification authorizing Supplier to be distributor of product being offered.
  9. Brochure/Technical Specification
  10. Latest Six (6) Months Income and Business Tax Returns (VAT Payment)
  11. Audited Financial Statement 2017

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](mailto:cwd_bac@yahoo.com). Thank you.

Company Name & Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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