

30 March 2020

SUBJECT : Invitation to Submit Proposal for the Procurement of One Year Subscription of Newspapers (Project Reference No. 2020-SVP-NP-024-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring the Subscription of Newspapers for one (1) year with an Approved Budget for the Contract (ABC) in the amount of **TWO HUNDRED THIRTY THOUSAND PESOS (PhP230,000.00)**, inclusive of Value Added Tax (VAT).

In this regard, may we invite your company to submit a proposal for this project based on the requirements set in the *Terms of Reference* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal shall include certified true copies of the following documents:

1	Certification of PhilGEPS Registration/ PhilGEPS Registration Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document in case of foreign bidders. In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal for CY 2020. Provided, that the renewed permit shall be submitted as a post-qualification requirement.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). Latest annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.
4	Latest Business Tax Return refers to the following, whichever is applicable:

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership

	<table border="1"> <tr> <td>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening.</td> <td>and/ or</td> <td>b) Quarterly Percentage Tax Returns BIR Form No. 2551</td> </tr> </table>	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening.	and/ or	b) Quarterly Percentage Tax Returns BIR Form No. 2551
a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening.	and/ or	b) Quarterly Percentage Tax Returns BIR Form No. 2551		
	Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent document in case of foreign bidders.			
5	Notarized Omnibus Sworn Statement (Annex C). The Omnibus Sworn Statement must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.			
6	Detailed Bid Price Schedule (Annex B) / Total Bid Price in Figures (PhP)			

In addition, the Bidder shall submit the following documents during post-qualification:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, charter for government entity, or any proof of such registration.
2. Latest Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). Provisionary Tax clearance is not acceptable under GPPB Resolution No. 1-2014.

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

The Invitation to Submit Proposal may be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPs) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psalm.gov.ph>), provided that Bidder shall pay the applicable fee of **Five Hundred Pesos (PhP500.00)** not later than the submission of proposals.

Kindly deliver your sealed proposal to the undersigned at the **PSALM Corporation, 24th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City** on or before **10:00 AM, 16 April 2020**. Thereafter, proposals will be opened at **10:15 AM** of the same day and venue, in the presence of your authorized representative/s who will attend the same.

For further information, please refer to:

ADMINISTRATION AND GENERAL SERVICES DIVISION

Power Sector Assets and Liabilities Management Corporation

24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,

Vertis North, North Avenue, 1105 Quezon City

Telephone No.: (02) 7902-9094

Very truly yours,



ROWENA M. TOLENTINO

Acting Department Manager

Human Resource & Administrative

Services Department

TERMS OF REFERENCE

Procurement of One Year Subscription of Newspapers (Project Reference No. 2020-SVP-NP-024-01)

OBJECTIVE

To engage the services of a supplier/contractor engaged on the subscription, distribution and/or selling of local newspapers to meet the requirements of PSALM Corporation.

SCOPE OF WORK AND SPECIFICATIONS

The Supplier shall deliver all required newspapers to the PSALM Corporation every day not later than 7:00 AM, as listed below:

Item No.	Description	Quantity
1.	Manila Bulletin - Mon to Fri	783
2.	Manila Bulletin - Sat	104
3.	Manila Bulletin - Sun	104
4.	Phil. Star - Mon to Fri	1566
5.	Phil. Star - Sat	104
6.	Phil. Star - Sun	104
7.	Phil. Daily Inquirer - Mon to Fri	2871
8.	Phil. Daily Inquirer - Sat	104
9.	Phil. Daily Inquirer - Sun	104
10.	Daily Tribune - Mon to Fri	522
11.	Daily Tribune - Sat to Sun	208
12.	Business World - Mon to Fri	1566
13.	Business Mirror - Mon to Fri	522
14.	Business Mirror - Sun	104
15.	Malaya - Mon to Fri	522
16.	Manila Times - Mon to Fri	522
17.	Manila Times - Sat to Sun	208
18.	Standard Today - Mon to Fri	522
19.	Standard Today - Sat to Sun	208
	Total:	10748

Delivery Address:

PSALM Corporation
24th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City

CONTRACT DURATION

The contract shall be for a period of one (1) year, unless sooner terminated for cause. It may be extended in accordance with GPPB rules.

TERMS OF PAYMENT

A monthly payment shall be made, based on the actual number of delivered newspapers, within fifteen (15) working days upon issuance of the Statement of Account (SOA) by the Supplier and upon submission of Certificate of Actual Newspaper Deliveries for the billing period to be signed by the Manager, Administration and General Services Division.

Non-delivery and/or delay in the delivery will result in the payment of corresponding penalties. A penalty of PhP5.00 for every newspaper, for every hour and a fraction thereof of delay in the delivery from 7:30 AM, shall be deducted from the monthly payment. Any delivery beyond 12:00 PM shall be considered as non-delivery of items.

The total amount of undelivered items shall also be deducted in the billing for the month where the non-delivery is incurred.

PSALM reserves the right to vary at any time the newspaper requirements which may be in the form of increase or reduction in the number of required newspapers per month, but the amount should not exceed the ABC.

Detailed Bid Price Schedule

Date: _____

Project: **One Year Subscription of Newspapers**Code: **Project Reference No. 2020-SVP-NP-024-01**

Date of Submission: 16 April 2020

Time of Submission: 10:00AM

(Bidder Name/Address/Tel. No.)

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Procurement of One Year Subscription of Newspapers (Project Reference No. 2020-SVP-NP-024-01)**, I/we quote you on the item at prices noted below:

Item No.	Description	(A) Quantity	(B) Price per Copy	(C=A x B) Total Cost
1.	Manila Bulletin - Mon to Fri	783		
2.	Manila Bulletin - Sat	104		
3.	Manila Bulletin - Sun	104		
4.	Phil. Star - Mon to Fri	1566		
5.	Phil. Star - Sat	104		
6.	Phil. Star - Sun	104		
7.	Phil. Daily Inquirer - Mon to Fri	2871		
8.	Phil. Daily Inquirer - Sat	104		
9.	Phil. Daily Inquirer - Sun	104		
10.	Daily Tribune - Mon to Fri	522		
11.	Daily Tribune - Sat to Sun	208		
12.	Business World - Mon to Fri	1566		
13.	Business Mirror - Mon to Fri	522		
14.	Business Mirror - Sun	104		
15.	Malaya - Mon to Fri	522		
16.	Manila Times - Mon to Fri	522		
17.	Manila Times - Sat to Sun	208		
18.	Standard Today - Mon to Fri	522		
19.	Standard Today - Sat to Sun	208		
	Total:	10748		

Bid Price (PhP)

In figure

Add: 12% VAT

Total Bid Price (PhP)

In figure

Total Bid Price (PhP)

In words

Note: Total Bid Price shall include all the incidental cost to the delivery site/if contract is awarded and not exceed the Approved Budget for the Contract

**Signature Over Printed Name of Supplier/
Authorized Representative**

Position: _____

Date: _____

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

Omnibus Sworn Statement

I, _____ of legal age, [*Civil Status*], [*Nationality*], and residing at [*Address of Affiant*], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of (*Name of bidder*) with office address at (*address of bidder*);
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (*Name of bidder*) in the bidding as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];
3. (*Name of bidder*) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. (*Name of bidder*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of (*Name of bidder*) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. (*Name of bidder*) complies with existing labor laws and standards;
8. (*Name of bidder*) is aware of and has undertaken the following responsibilities as a bidder:
 - a) Carefully examine all of the bidding documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *(Name of bidder)* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 2020 at _____, Philippines.

Bidder's Representative/ Authorized Signatory

SUBSCRIBED AND SWORN TO before me this __ day of _____ 2020, Philippines.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.

CONTRACT
FOR THE PROCUREMENT OF ONE YEAR SUBSCRIPTION OF NEWSPAPERS
(Project Reference No. 2020-SVP-NP-024-01)

This CONTRACT is executed on the ____ day of _____ 2020, at _____ between:

The **POWER SECTOR ASSETS AND LIABILITIES MANAGEMENT (PSALM) CORPORATION** with principal office address at the 24th Floor, Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, Diliman, 1101 Quezon City, Philippines, represented by its President and Chief Executive Officer, **IRENE JOY BESIDO-GARCIA**, duly authorized for this purpose under Board Resolution No. 2015-0616-10, dated 16 June 2015 as evidenced by the Secretary's Certificate dated 13 September 2019, a copy which is attached as Annex "A", hereinafter referred to as "PSALM";

-and-

The _____ with principal address at _____, Philippines, represented by its Authorized Representative, _____ duly authorized for this purpose (Annex "B"), hereinafter referred "the SUPPLIER";

ANTECEDENTS:

PSALM submitted a request to its Bids and Awards Committee (BAC) for Small Value Procurement for the **Procurement of One Year Subscription of Newspapers (Project Reference No. 2020-SVP-NP-024-01)**, for the Contract Price of _____ (PHP _____), inclusive of taxes.

Pursuant to such request, the BAC sent out Requests for Quotations/Proposals (RFQ/RFP) to at least three suppliers of known qualifications and at the same time, posted its RFQ/RFP in the Philippine Government Electronic Procurement System (PhilGEPS) and PSALM's website and at conspicuous areas of its premises for three (3) calendar days.

Based on the Abstract of Quotations/ratings gathered from the quotations and proposals submitted, the BAC recommend the "the SUPPLIER" as the one who submitted the Lowest Calculated and Responsive Quotation/Proposal, which recommendation was approved by PSALM.

ACCORDINGLY, the Parties agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted, including corrections to the bid resulting from PSALM's bid evaluation;

Signed in the Presence of:

ROWENA M. TOLENTINO
Acting Department Manager, HRASD
PSALM Corporation

Supplier

Representative

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

- (b) the Request for Proposal including Terms of Reference;
 - (c) the Bids and Awards Committee (BAC) Resolution No. _____;
 - (d) the Letter from the Office of the Government Corporate Counsel (OGCC) dated _____;
 - (e) the Notice of Award; and
 - (f) the Notice to Proceed.
2. All words and expressions shall have the same meaning as are respectively assigned to them in this CONTRACT and all documents deemed part of it, unless the context of the use of the words and expressions require otherwise.
 3. In consideration of the payments to be made by PSALM to the Supplier as hereinafter mentioned, the Supplier hereby covenants with PSALM to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
 4. PSALM hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
 5. The failure of PSALM to insist upon a strict performance of any of the terms, conditions and covenants hereof shall not be deemed a relinquishment or waiver of any of the rights or remedies that PSALM may have, nor shall it be construed as a waiver of any subsequent breach or default of its terms, conditions and covenants which shall continue to be in full force and effect. Silence on the part of PSALM shall not be considered as condonation or waiver of any breach or default by the Supplier of any covenant or condition herein provided. No waiver by PSALM of its rights under this Contract shall be deemed to have been made unless expressed in writing and signed by PSALM through its duly authorized representative.
 6. This Contract shall be subject to the review and approval of the Office of the Government Corporate Counsel. Any of its ensuing comments, recommendations, or directives shall form part of this Contract.

The Parties have signed this Contract on _____ 2020 at Quezon City.

Signed, sealed, and delivered by Irene Joy Besido-Garcia, the President and CEO of PSALM

IRENE JOY BESIDO-GARCIA

Signed, sealed, and delivered by _____, the Authorized Representative of _____.

AUTHORIZED REPRESENTATIVE

Witnessed by:

ROWENA M. TOLENTINO
Acting Department Manager,
HRASD
PSALM Corporation

Certification of Funds Availability:

SOFE A. SOTERAÑA
Acting Department Manager, Controllership
PSALM Corporation

Republic of the Philippines)
_____) s.s.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, this ___ day of _____, personally appeared:

Name	Identification Document	Issued on	Issued at
IRENE JOY BESIDO-GARCIA			

known to me and to me known to be the same person who executed the foregoing instrument consisting of three (3) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporations they represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2020.

Signed in the Presence of:

ROWENA M. TOLENTINO
Acting Department Manager, HRASD
PSALM Corporation

Representative

Supplier

IRENE JOY BESIDO-GARCIA
President and CEO

PSALM Corporation