



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRADE AND INDUSTRY
Bids and Awards Committee
Bid Reference No. 21-054**

**Invitation for Negotiated Procurement on
Provision of Service for the Road to Amazon Phase 1: Creation of DTI Selection
Store in Amazon**

1. In view of the two (2) failed public biddings, the Department of Trade and Industry (DTI) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **Provision of Service for the Road to Amazon Phase 1: Creation of DTI Selection Store in Amazon** with an Approved Budget for the Contract (ABC) of **One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."

For more details on this project, please refer to attached Schedule of Requirement (Annex A) and Technical Specifications (Annex B).

2. Negotiated Conference will be on **13 December 2021, 9:30 AM** through video conferencing, which shall be open to all prospective bidders.

Zoom Meeting Link:

<https://zoom.us/j/97941148385?pwd=OCs1bFNvM3dpZFM2QzZPZlJhaEpnZz09>

Meeting ID: 979 4114 8385

Passcode: 499376

3. The Eligibility Documents, Technical Proposal Forms and Financial Proposal Form shall be submitted on or before **20 December 2021, 9:00 AM** at the Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City.
4. Opening of the Eligibility and Technical documents and Financial proposal will be on **20 December 2021, 9:30 AM** through video conferencing.

Zoom Meeting Link:

<https://zoom.us/j/96405094394?pwd=ZmZkdVZGTnQ4bDZaUmYrajFJQm12dz09>

Meeting ID: 964 0509 4394

Passcode: 683199

The DTI reserves the right to accept or 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 firms.

BIDS AND AWARDS COMMITTEE

5. For further information, please refer to:

Mary Ann D. Yulas

Assistant Chief, Procurement Management Division
Human Resource and Administrative Service
Department of Trade and Industry
G/F, Trade and Industry Building
361 Sen. Gil Puyat Avenue, Makati City
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Email: MaryAnnYulas@dti.gov.ph
Website: www.dti.gov.ph

You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/GEPSNONPILOT/Tender/SplashOpenOpportunitiesUI.aspx?ClickFrom=OpenOpp&menuIndex=3>
<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission: BACSecretariat@dti.gov.ph

SGD.

MARY JEAN T. PACHECO

Assistant Secretary

Chairperson

DTI-Bids and Awards Committee

List of Eligibility, Technical and Financial Documents

Eligibility Documents

- (a) Class “A” Documents –
 - (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;
- (b) Class “B” Document –
 - (i) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

Technical Submission Documents

- (a) Technical Documents –
 - (i) Conformity with the Schedule of Requirement (Annex A) and Technical Specifications (Annex B);
 - (ii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the attached form (Annex C)
 - (iii) Secretary’s Certificate;

Financial Submission Forms

- (a) Financial Documents –
 - (i) Financial Proposal Form (Annex D)
 - (ii) Price Schedule (Annex E-1/E-2)

Annex A

Schedule of Requirements

Item Number	Description	Quantity	Delivered, Weeks/Months	Statement of Compliance
1	Provision of Service for the Road to Amazon Phase 1: Creation of DTI Selection Store in Amazon	1 lot	Three (3) months	

Conforme:

Name & Signature of the Authorized Representative

Name of Company

Date

Annex B

Technical Specifications

Item	Specification	Statement of Compliance
1	<p>I. RATIONALE/ OBJECTIVES</p> <p>Due to the COVID-19 pandemic that has caused unprecedented disruption to businesses, the Department of Trade and Industry through EMB is supporting MSME exporters' digital transformation through onboarding to global online marketplaces. EMB believes that they should boost their online presence since in-person trade fairs are being postponed due to the Covid-19 pandemic.</p> <p>One of the best ways to showcase Philippine products in this platform is to have a similar setup as "Made in Italy" in Amazon.com. Eligibility to create such storefront requires a special consideration from Amazon which, thru the help of a service provider, has been discussed with Amazon earlier this year. To get such consideration, the Philippines will need to at least 2,000 well-performing SKUs listed on Amazon, and around 500 new seller accounts from the Philippines.</p> <p>However, creation and maintenance of Amazon seller accounts can be tedious and expensive. MSMEs need to be convinced that it is worth to have their own seller accounts in Amazon.com by showing them that they can be successful in this international selling platform. To this end, EMB will support the first 75 MSMEs to have live listings in Amazon in an umbrella account which will be owned by EMB. They will receive logistic subsidies on their initial shipment of advance inventory from Manila to the Amazon warehouses in the USA.</p> <p>II. TARGETED OUTCOME</p> <ul style="list-style-type: none"> • This project aims to provide assistance to enable select MSMEs to: <ul style="list-style-type: none"> ○ have their products and brand approved for selling in Amazon.com ○ have these approve products and brands listed on the said platform with optimized keywords and product photos for searchability and desirability. ○ ship their initial stock inventory to Amazon Fulfillment Warehouse in the US. • At least 60 out of 75 pilot sellers to grow their monthly sales and achieve a minimum of 40 items sold in a month within the next 12 months. <p>III. SCOPE OF WORK/ DELIVERABLES</p> <p>A. The DTI-EMB shall:</p> <ul style="list-style-type: none"> • Designate a focal person or project coordinator to handle 	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer,</i></p>

	<p>coordination with MSMEs and Service Provider;</p> <ul style="list-style-type: none"> • Provide the list of first 75 MSMEs and their products • Work with the Service Provider to provide the necessary documentations and requirements for the creation of a DTI Select sellers account in Amazon.com <p>B. The Service Provider is expected to provide the following:</p> <ul style="list-style-type: none"> • Assist the EMB focal person in the selection of the 75 MSMEs and their products as necessary • Assist the EMB focal person on the creation of the DTI Select sellers account in Amazon.com • Onboard the 75 MSMEs on the service provider platform and educate them accordingly on the expectations and processes • Assist in creating optimized listings for the selected products, including photography, graphic editing and keyword research • Process the advanced inventory in the Amazon Seller Central so that products are prepared according to the Amazon standards. • Make sure all products have the required Amazon documentation and complete the Amazon warehouse request. • Receive the products from MSME and validate all products are packaged properly. • Prepare product requirements like FDA Prior Notice and Material Safety Data Sheet (MSDS). • Handover the products to logistics company and send to service provider Las Vegas hub by air. • Coordinate with logistics company to make sure products are cleared in US Customs and delivered successfully to the service provider Las Vegas hub. • Process and identify Amazon fulfillment centers where the products will be delivered. • Coordinate with Amazon for the schedule of the delivery to fulfillment centers. • The Service Provider Service Fees includes the following: <ul style="list-style-type: none"> ○ Photography, ○ keyword research; ○ listing optimization • Create Product Detail Page (product description, images and copywriting) • Create Amazon Standard Identification Number (ASIN) • Increase page traffic • Establish positive customer experience • Determine pricing of products • Get positive customer reviews • The Service provider services include the following: <ul style="list-style-type: none"> ○ Account management including CRM ○ Pricing, and; ○ Analytics • Shipping to Amazon Warehouse <p>IV. POST QUALIFICATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Certification on existing data protection policy, and privacy statement aligned with Data Privacy of the 	<p><i>samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
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<p>Philippines</p> <p>V. IMPLEMENTATION ARRANGEMENTS</p> <p>The Service Provider shall be responsible from the receiving of advance inventories of MSMEs up to its fulfillment to USA Amazon Warehouse. Once the items are received by the USA Amazon warehouse, all liabilities are on Amazon's end. The Service Provider shall coordinate with Amazon for reimbursements should anything unexpected happen to the items. Any such related reimbursements shall be remitted to the concerned MSME as if the items were actually sold on the platform.</p> <p>The implementation of this Project shall be subject to government accounting and auditing rules and regulations.</p> <p>VI. SCHEDULE OF PAYMENT</p> <p>DTI-EMB shall pay the service provider upon completion of the project:</p> <ul style="list-style-type: none">• Successful creation of a DTI Select Amazon selling account• Every successful brand and product approval, including onboarding to the service provider's platform• Optimized live product listing on Amazon US• Successful fulfillment to USA Amazon warehouse	
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Conforme:

Name & Signature of the
Authorized Representative

Name of the Company

Date

Annex C

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

I, [Name of Affiant], 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. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have 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 for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am 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 for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not 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;

[If a partnership or cooperative:] None of the officers and members 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;

[If a corporation or joint venture:] 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; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
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(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, 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 Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Annex E-1

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Annex E-2

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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 OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.
4. The [*Name of the procuring entity*] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]



BIDS AND AWARDS COMMITTEE

📍 G/F Trade and Industry Bldg., 361 Sen. Gil Puyat Avenue,
Makati City, 1200 Philippines

☎ 791-3363/3367
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