PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Supplies as Support to the Operations of the 813 Contact Tracers and 8 Admin Staff in Caraga Region for 4.5 Months

Republic of the Philippines
Department of the Interior and Local Government
Region 13 (Caraga)

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges,and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC –Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender.* (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC –Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;

b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c. The deadline for the submission and receipt of bids; and

d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IBmust conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

Republic of the Philippines
Department of the Interior and Local Government
Region 13 (Caraga)

INVITATION TO BID FOR THE
Procurement of Supplies as Support to the Operations of the 813 Contact Tracers and 8 Admin Staff in Caraga Region for 4.5 Months

1. The Department of the Interior and Local Government (DILG) Region XIII - Caraga, through the following Sub-Allotment Release Order

   SR2020-10-1926 dated October 5, 2020
   SR2020-10-1971 dated October 12, 2020
   SR2021-02-0256 dated February 23, 2021
   SR2021-02-0255 dated February 23, 2021

   intends to apply the sum of following:

   Three Hundred Ninety Five Thousand Two Hundred Fifty Pesos (Php 395,250.00) for Lot 1;
   Sixty Seven Thousand Five Hundred Pesos (PhP 67,500.00) for Lot 2;
   Nineteen Thousand Pesos (PhP 19,000.00) for Lot 3;
   One Hundred Thirty Nine Thousand Nine Hundred Pesos (PhP139,900.00) for Lot 4;
   One Hundred Twenty Thousand Pesos (PhP 120,000.00) for Lot 5;
   Nine Hundred Nineteen Thousand Three Hundred Ninety Pesos (PhP919,390.00) for Lot 6;
   One Hundred Eleven Thousand Eight Hundred Pesos (PhP 111,800.00) for Lot 7; and,
   One Million Nine Hundred Fifty Three Thousand Three Hundred Thirty Six Pesos and 86/100 (PhP1,953,336.86) for Lot 8

   with a total amount of Three Million Seven Thousand Twenty Six Thousand One Hundred Seventy Six Pesos and 86/100 (PhP 3,726,176.86) being the Approved Budget Contract (ABC) to payments under the contract for the Procurement of Supplies as Support to the Operations of the 813 Contact Tracers and 8 Admin Staff in Caraga Region for 4.5 Months. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot	Unit	Item Description	Quantity	Unit Cost	Total Cost	Bidding Document Fee
1	Unit	**3 in 1 Printer with continuous tank (Print, Scan, Copy) with additional 3 sets of compatible ink** *Specification: Wireless Connectivity, Borderless Printing, Can Scan Legal Size Docx*	15	14,950.00	224,250.00	**500.00**
	Unit	**Paper Shredder** *Specification:* *Max 16 sheets feed, Can Shred Paper, Cards, CD/DVD* *Cut Size: 4mm x 20mm (Cross-Cut)* *Waste Bin Volume: 30 Liters*	10	14,500.00	145,000.00	
	pc	**Desktop Speake**r (High Quality)	12	500.00	6,000.00	
	pc	**WebCamera High Definition** *Specification: 1080P Full HD USB camera 4k WebCam with Microphone for PC computer*	10	2,000.00	20,000.00	
				Total	395,250.00	
2	pc	**Gooseneck Microphone w/ switch,** XLR to XLR connector (15m cable)	3	5,000.00	15,000.00	**500.00**
	Unit	**Dynamic Microphone** *Specification: Dynamic Capsul, Aluminum Coil, Neodymium Magnet, Supercardioid Directional Pattern, 40 Hz-19KHz Frequency Range, 300 Ohms Impedance, 3-pin male XLR Connectivity, 2.0 mV/Pa (-55dB) Sensitivity*	5	8,000.00	40,000.00	
	pc	**3-Pin XLR Microphone Cable** Specifications: 15 meters, 3-pin XLR to XLR Connector	5	2,500.00	12,500.00	
				Total	67,500.00	
3	pc	**Hand Push Cart Trolley** 8" Rubber wheels	2	2,000.00	4,000.00	**500.00**
	pc	**Foldable Platform Truck** *Specifications:* *Loading Capacity: 300kg* *Wheel Size: 5"* *Open Dimension: 91 x 61x89cm* *Box Weight: 10.8 kg* *Box Dimension: 92x62x14cm*	2	2,500.00	5,000.00	
	pc	Foot Bath with Mat and Frame	20	500.00	10,000.00	
				Total	19,000.00	
4	Unit	**Laminating Machine A3/A4 (Hot/Cold/Reverse) 320 Laminator Machine Heavy Duty 220V**	6	5,000.00	30,000.00	**500.00**
	pc	**HP 680 ink** Cartridge (Black)	30	550.00	16,500.00	
	pc	**HP 680 ink** Cartridge (Tri-Color)	30	550.00	16,500.00	
	set	Brother **BT5000** refill ink (Byan, Yellow,	3	1,800.00	5,400.00	

		Magenta, Black)				
	set	Brother **MFCJ200** refill ink (Byan, Yellow, Magenta, Black)	4	1,800.00	7,200.00	
	set	Brother **BT D60** refill ink (Byan, Yellow, Magenta, Black)	15	1,800.00	27,000.00	
	pc	Wireless Mouse with free Batteries	5	400.00	2,000.00	
	pc	Flash Drive (64GB, Heavy Duty)	50	400.00	20,000.00	
	pc	USB Extender (2meter)	30	250.00	7,500.00	
	pc	USB Hub (4 Ports)	30	200.00	6,000.00	
	pc	3.5mm Mic Audio Jack to Headphone Microphone Y Splitter Cable Converter Adapter	15	120.00	1,800.00	
				Total	139,900.00	
5	pc	Vertical 4 Layer Filing Steel Cabinet (Off-white Color)	15	8,000.00	120,000.00	**500.00**
				Total	120,000.00	
6	pc	Correction Tape (10 meters)	200	30.00	6,000.00	**1,000.00**
	ream	A4 Bond Paper (80 gsm, High Quality)	1,317	220.00	289,740.00	
	ream	Legal Size Bond Paper (80 gsm, High Quality)	390	330.00	128,700.00	
	ream	Long Folder (White, Ordinary)	35	500.00	17,500.00	
	pc	Stapler with remover Heavy duty	30	500.00	15,000.00	
	box	Staple Wire No. 35	50	50.00	2,500.00	
	pc	Heavy Duty Scissors (Pastel Colors)	50	150.00	7,500.00	
	box	Fastener (Plastic Coated) 70mm	50	100.00	5,000.00	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Black, Liquid Gel	300	60.00	18,000.00	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Blue, Liquid Gel	100	60.00	6,000.00	
	pack	Sign here Tab (Assorted Color)	100	45.00	4,500.00	
	pc	Sticky Note Pad 3x3	100	35.00	3,500.00	
		Ruler (Metal 12 inches)	5	50.00	250.00	
	pc	Ruler (Clear Plastic 12 inches)	25	30.00	750.00	
	roll	Clear Tape 1"	30	60.00	1,800.00	
	roll	Clear Tape 3"	30	80.00	2,400.00	
	roll	Masking Tape 1"	30	50.00	1,500.00	
	roll	Masking Tape 3"	30	80.00	2,400.00	
	roll	Duct Tape 3"	30	100.00	3,000.00	
	box	Index Tab with Letters	30	100.00	3,000.00	
	pc	Data Folder, Taglia Lock, Legal Size	10	500.00	5,000.00	
	pc	Metal Filing Tray (3 layer)	3	250.00	750.00	
	pc	Ballpen (High Quality, Blue)	500	8.00	4,000.00	
	pc	Ballpen (High Quality, Black)	1000	8.00	8,000.00	
	pc	Certificate Glass Frame (A4)	100	100.00	10,000.00	
	pc	Mega Box Filer with Cover for Legal Size	50	500.00	25,000.00	
	pc	Mega Box (120L, White)	10	1,000.00	10,000.00	
	pc	Binder Notebook with Pen (Minimum 150 sheets)	1,000	300.00	300,000.00	
	box	Battery AA	1	600.00	600.00	
	box	Battery AAA	1	600.00	600.00	
	pc	Expanded Folder Long	390	15.00	5,850.00	
	box	Coin Envelope	2	500.00	1,000.00	

	Unit	Calculator *Specifications:* *14 Digits, Extra Large Display, Durable Anti-Fade Keys, Solar and Battery, Non-Slip Structure*	20	800.00	16,000.00	
	box	Push Pin	50	35.00	1,750.00	
	box	Paper Clip Plastic Coated	50	30.00	1,500.00	
	pc	Highlighter (Assorted Color)	200	20.00	4,000.00	
	ream	Laminating Film (A4)	7	900.00	6,300.00	
				Total	919,390.00	
7	Gallon	Liquid scented Hand Soap	30	900.00	27,000.00	
	can	DISINFECTANT SPRAY	195	300.00	58,500.00	
	bot	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	263	100.00	26,300.00	**500.00**
				Total	111,800.00	
8	box	Face Mask	3,284	150.00	492,600.00	
	pc	Face Shield	1,642	25.00	41,050.00	
	bottle	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	3,119	100.00	311,900.00	
	pc	Facial Tissue	1,642	20.00	32,840.00	
	Gallon	Ethyl Alcohol 70% with scent & moisturizer	2	894.43	1,788.86	
	tablets	Sodium Ascorbate with Zinc 500mg/10mg, Film-coated tablet, Vitamin-Mineral	101,804	8.00	814,432.00	**5,000.00**
	tablets	Paracetamol 500mg	32,840	5.00	164,200.00	
	pc	Phenylephrine HCl Chlorphenamine Maleate Paracetamol, 500mg, non-drowse	9,852	8.00	78,816.00	
	tablets	Loperamide 2mg	821	6.00	4,926.00	
	tablets	Carbocisteine 500mg	1,348	8.00	10,784.00	
				Total	1,953,336.86	

2. The Department of the Interior and Local Government (DILG) Region XIII – Caraga now invites bids for the above Procurement Project.Delivery of the Goods is required to be delivered to DILG Regional Office XIII – Caraga, Purok 1-A, Brgy. Doongan, Butuan City within seven (7) calendar days after receipt of Notice to Proceed. Bidders should have completed, withintwo (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Department of the Interior and Local Government (DILG) Region XIII – Caragaand inspect the Bidding

Documents at the address given below during 8:00 AM to 5:00 PM from Monday to Friday.

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 23, 2021from the given address and website below:

   Department of the Interior and Local Government (DILG)
   Regional Office XIII – Caraga
   Purok 1-A, Brgy. Doongan, Butuan City

   Website: https://caraga.dilg.gov.ph

   and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. If the Bidder will participate in the procurement of all the Lots,

   The Procuring Entity shall allow the bidder to present its proof of payment for the fees of the Bidding Documents to the DILG Region XIII – Caraga Cashier and will be issued with Official Receipt.

6. The Department of the Interior and Local Government (DILG) Region XIII – Caraga will hold a Pre-Bid Conference[1] onMarch 26, 2021at 1:00 PM via Video Teleconferencing (Zoom - Meeting ID: 958 4094 2163 and Passcode: 508069), which shall beopen to prospective bidders.

7. Bids must be duly received by the BAC Secretariat throughmanual submission at the office address indicated belowon or beforeApril 5, 2021 at 9:00 AM. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on April 5, 2021 at 9:00 AMvia Video Teleconferencing (Zoom - Meeting ID: 91293559939 and Passcode: 533652). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity via Video Teleconferencing.

10. The Department of the Interior and Local Government (DILG) Region XIII – Caraga reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:
    Department of the Interior and Local Government (DILG)
    Regional Office XIII – Caraga
    Email Address: official@caraga.dilg.gov.ph
    Contact Numbers: (085) 975 9830

[1] May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

12. You may visit the website for downloading of Bidding Documents:*https://www.caraga.dilg.gov.ph*

    For online bid submission:*official@caraga.dilg.gov.ph*

March 22, 2021

RAY GREGORY F. JARANILLA
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Department of the Interior and Local Government (DILG) Regional Office XIII – Caraga wishes to receive Bids for the Procurement of Supplies as Support to the Operations of the 813 Contact Tracers and 8 Admin Staff in Caraga Region for 4.5 Months, with identification number 2021-0301-GOODS.

The Procurement Project (referred to herein as "Project") is composed ofeight (8) lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding indicated in the Invitation to Bid in the amount of Three Million Seven Thousand Twenty Six Thousand One Hundred Seventy Six Pesos and 86 Centavos (PhP 3,726,176.86).

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB**by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through Video Teleconferencingas indicated in paragraph 6of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

10.2. The Bidder's SLCC as indicated in **ITB** Clause5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the BDS, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in Section VII (Technical Specifications).

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[2] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

[2] In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

14.2. The Bid and bid security shall be valid until sixty (60) calendar days from the date of the Opening of Bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB.**

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated inSection VII (Technical Specifications), although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

a. Information that specifies and complements provisions of the ITB must be incorporated.

b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.3</td><td>For this purpose, contracts similar to the Project shall be:

a. Procurement and Delivery of Supplies
b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.</td></tr>
<tr><td>7.1</td><td>Subcontracting is not allowed.</td></tr>
<tr><td>12</td><td>The price of the Goods shall be quoted DDPDILG Regional Office XIII – Caraga Region,or the applicable International Commercial Terms (INCOTERMS) for this Project.</td></tr>
<tr><td>14.1</td><td>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or

b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.

<table>
<tr><td>Lot</td><td>ABC</td><td>2%</td><td>5%</td></tr>
<tr><td>1</td><td>395,250.00</td><td>7,905.00</td><td>19,762.50</td></tr>
<tr><td>2</td><td>67,500.00</td><td>1,350.00</td><td>3,375.00</td></tr>
<tr><td>3</td><td>19,000.00</td><td>380.00</td><td>950.00</td></tr>
<tr><td>4</td><td>139,900.00</td><td>2,798.00</td><td>6,995.00</td></tr>
<tr><td>5</td><td>120,000.00</td><td>2,400.00</td><td>6,000.00</td></tr>
<tr><td>6</td><td>919,390.00</td><td>18,387.80</td><td>45,969.50</td></tr>
<tr><td>7</td><td>111,800.00</td><td>2,236.00</td><td>5,590.00</td></tr>
<tr><td>8</td><td>1,953,336.86</td><td>39,066.74</td><td>97,666.84</td></tr>
</table></td></tr>
<tr><td>19.3</td><td>Please see attachment to 19.3.</td></tr>
<tr><td>20.2</td><td>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.] The Bidder must have a permit/license to sell the supplies to be procured.</td></tr>
<tr><td>21.2</td><td>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.] Certificate of Domestic Bidder’s Preference from DTI, if necessary.</td></tr>
</table>

Attachment to 19.3

Lot	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Unit	**3 in 1 Printer with continuous tank (Print, Scan, Copy) with additional 3 sets of compatible ink** *Specification: Wireless Connectivity, Borderless Printing, Can Scan Legal Size Docx*	15	14,950.00	224,250.00
	Unit	**Paper Shredder** *Specification:* *Max 16 sheets feed, Can Shred Paper, Cards, CD/DVD* *Cut Size: 4mm x 20mm (Cross-Cut)* *Waste Bin Volume: 30 Liters*	10	14,500.00	145,000.00
	pc	**Desktop Speaker** (High Quality)	12	500.00	6,000.00
	pc	**WebCamera High Definition** *Specification: 1080P Full HD USB camera 4k WebCam with Microphone for PC computer*	10	2,000.00	20,000.00
				Total	395,250.00
2	pc	**Gooseneck Microphone w/ switch,** XLR to XLR connector (15m cable)	3	5,000.00	15,000.00
	Unit	**Dynamic Microphone** *Specification: Dynamic Capsul, Aluminum Coil, Neodymium Magnet, Supercardioid Directional Pattern, 40 Hz-19KHz Frequency Range, 300 Ohms Impedance, 3-pin male XLR Connectivity, 2.0 mV/Pa (-55dB) Sensitivity*	5	8,000.00	40,000.00
	pc	**3-Pin XLR Microphone Cable** Specifications: 15 meters, 3-pin XLR to XLR Connector	5	2,500.00	12,500.00
				Total	67,500.00
3	pc	**Hand Push Cart Trolley** 8" Rubber wheels	2	2,000.00	4,000.00
	pc	**Foldable Platform Truck** *Specifications:* *Loading Capacity: 300kg* *Wheel Size: 5"* *Open Dimension: 91 x 61x89cm* *Box Weight: 10.8 kg* *Box Dimension: 92x62x14cm*	2	2,500.00	5,000.00
	pc	Foot Bath with Mat and Frame	20	500.00	10,000.00
				Total	19,000.00
4	Unit	**Laminating Machine A3/A4 (Hot/Cold/Reverse) 320 Laminator Machine Heavy Duty 220V**	6	5,000.00	30,000.00
	pc	**HP 680 ink** Cartridge (Black)	30	550.00	16,500.00
	pc	**HP 680 ink** Cartridge (Tri-Color)	30	550.00	16,500.00

	set	Brother **BT5000** refill ink (Byan, Yellow, Magenta, Black)	3	1,800.00	5,400.00
	set	Brother **MFCJ200** refill ink (Byan, Yellow, Magenta, Black)	4	1,800.00	7,200.00
	set	Brother **BT D60** refill ink (Byan, Yellow, Magenta, Black)	15	1,800.00	27,000.00
	pc	Wireless Mouse with free Batteries	5	400.00	2,000.00
	pc	Flash Drive (64GB, Heavy Duty)	50	400.00	20,000.00
	pc	USB Extender (2meter)	30	250.00	7,500.00
	pc	USB Hub (4 Ports)	30	200.00	6,000.00
	pc	3.5mm Mic Audio Jack to Headphone Microphone Y Splitter Cable Converter Adapter	15	120.00	1,800.00
				Total	139,900.00
5	pc	Vertical 4 Layer Filing Steel Cabinet (Off-white Color)	15	8,000.00	120,000.00
				Total	120,000.00
6	pc	Correction Tape (10 meters)	200	30.00	6,000.00
	ream	A4 Bond Paper (80 gsm, High Quality)	1,317	220.00	289,740.00
	ream	Legal Size Bond Paper (80 gsm, High Quality)	390	330.00	128,700.00
	ream	Long Folder (White, Ordinary)	35	500.00	17,500.00
	pc	Stapler with remover Heavy duty	30	500.00	15,000.00
	box	Staple Wire No. 35	50	50.00	2,500.00
	pc	Heavy Duty Scissors (Pastel Colors)	50	150.00	7,500.00
	box	Fastener (Plastic Coated) 70mm	50	100.00	5,000.00
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Black, Liquid Gel	300	60.00	18,000.00
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Blue, Liquid Gel	100	60.00	6,000.00
	pack	Sign here Tab (Assorted Color)	100	45.00	4,500.00
	pc	Sticky Note Pad 3x3	100	35.00	3,500.00
		Ruler (Metal 12 inches)	5	50.00	250.00
	pc	Ruler (Clear Plastic 12 inches)	25	30.00	750.00
	roll	Clear Tape 1"	30	60.00	1,800.00
	roll	Clear Tape 3"	30	80.00	2,400.00
	roll	Masking Tape 1"	30	50.00	1,500.00
	roll	Masking Tape 3"	30	80.00	2,400.00
	roll	Duct Tape 3"	30	100.00	3,000.00
	box	Index Tab with Letters	30	100.00	3,000.00
	pc	Data Folder, Taglia Lock, Legal Size	10	500.00	5,000.00
	pc	Metal Filing Tray (3 layer)	3	250.00	750.00
	pc	Ballpen (High Quality, Blue)	500	8.00	4,000.00
	pc	Ballpen (High Quality, Black)	1000	8.00	8,000.00
	pc	Certificate Glass Frame (A4)	100	100.00	10,000.00
	pc	Mega Box Filer with Cover for Legal Size	50	500.00	25,000.00
	pc	Mega Box (120L, White)	10	1,000.00	10,000.00
	pc	Binder Notebook with Pen (Minimum 150 sheets)	1,000	300.00	300,000.00
	box	Battery AA	1	600.00	600.00
	box	Battery AAA	1	600.00	600.00
	pc	Expanded Folder Long	390	15.00	5,850.00
	box	Coin Envelope	2	500.00	1,000.00

	Unit	Calculator *Specifications:* *14 Digits, Extra Large Display, Durable Anti-Fade Keys, Solar and Battery, Non-Slip Structure*	20	800.00	16,000.00
	box	Push Pin	50	35.00	1,750.00
	box	Paper Clip Plastic Coated	50	30.00	1,500.00
	pc	Highlighter (Assorted Color)	200	20.00	4,000.00
	ream	Laminating Film (A4)	7	900.00	6,300.00
				Total	919,390.00
7	Gallon	Liquid scented Hand Soap	30	900.00	27,000.00
	can	DISINFECTANT SPRAY	195	300.00	58,500.00
	bot	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	263	100.00	26,300.00
				Total	111,800.00
8	box	Face Mask	3,284	150.00	492,600.00
	pc	Face Shield	1,642	25.00	41,050.00
	bottle	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	3,119	100.00	311,900.00
	pc	Facial Tissue	1,642	20.00	32,840.00
	Gallon	Ethyl Alcohol 70% with scent & moisturizer	2	894.43	1,788.86
	tablets	Sodium Ascorbate with Zinc 500mg/10mg, Film-coated tablet, Vitamin-Mineral	101,804	8.00	814,432.00
	tablets	Paracetamol 500mg	32,840	5.00	164,200.00
	pc	Phenylephrine HCI Chlorphenamine Maleate Paracetamol, 500mg, non-drowse	9,852	8.00	78,816.00
	tablets	Loperamide 2mg	821	6.00	4,926.00
	tablets	Carbocisteine 500mg	1,348	8.00	10,784.00
				Total	1,953,336.86

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract** (**SCC).**

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within one (1) calendar day from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

a. Information that complements provisions of the GCC must be incorporated.

b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	*[List here any additional requirements for the completion of this Contract.* The winning bidder/supplier shall conduct a short briefing and demonstration at the DILG Regional Office XIII – Caraga Region on the proper usage/handling and maintenance (if applicable) of the supplies. **Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: The delivery terms applicable to this Contract are delivered at DILG Regional Office XIII – Caraga Region, Barangay Doongan, Butuan City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site are Mr. Ray Gregory F. Jaranilla, Chief, LGMED/BAC Chairperson and Ms. Florian Faith Jr. P. Bayawa, Asst. Chief, LGMED/BAC Head Secretariat. **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: *Select appropriate requirements and delete the rest.* a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. *[Specify additional incidental service requirements, as needed.]* The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. **Spare Parts –** The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: *Select appropriate requirements and delete the rest.* a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price. The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*]. Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

	Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. **Intellectual Property Rights –** The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	*[If partial payment is allowed, state]* "The terms of payment shall be as follows: _____." Not applicable
4	The inspections and tests that will be conducted are: *[Indicate the applicable inspections and tests]* Inspection/testing of procured items shall be done upon its delivery at the DILG Regional Office XIII – Caraga Region. Items that are lacking in number and with defects shall be replaced/delivered by the winning bidder within seven (7) working days.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot	Unit	Item Description	Quantity	Unit Cost	Total Cost	Delivered, Weeks/Months
1	Unit	**3 in 1 Printer with continuous tank (Print, Scan, Copy) with additional 3 sets of compatible ink** *Specification: Wireless Connectivity, Borderless Printing, Can Scan Legal Size Docx*	15	14,950.00	224,250.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	Unit	**Paper Shredder** *Specification:* *Max 16 sheets feed, Can Shred Paper, Cards, CD/DVD* *Cut Size: 4mm x 20mm (Cross-Cut)* *Waste Bin Volume: 30 Liters*	10	14,500.00	145,000.00	
	pc	**Desktop Speaker** (High Quality)	12	500.00	6,000.00	
	pc	**WebCamera High Definition** *Specification: 1080P Full HD USB camera 4k WebCam with Microphone for PC computer*	10	2,000.00	20,000.00	
				Total	395,250.00	
2	pc	**Gooseneck Microphone w/ switch,** XLR to XLR connector (15m cable)	3	5,000.00	15,000.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	Unit	**Dynamic Microphone** *Specification: Dynamic Capsul, Aluminum Coil, Neodymium Magnet, Supercardioid Directional Pattern, 40 Hz-19KHz Frequency Range, 300 Ohms Impedance, 3-pin male XLR Connectivity, 2.0 mV/Pa (-55dB) Sensitivity*	5	8,000.00	40,000.00	
	pc	**3-Pin XLR Microphone Cable** Specifications: 15 meters, 3-pin XLR to XLR Connector	5	2,500.00	12,500.00	
				Total	67,500.00	
3	pc	**Hand Push Cart Trolley** 8" Rubber wheels	2	2,000.00	4,000.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	pc	**Foldable Platform Truck** *Specifications:* *Loading Capacity: 300kg* *Wheel Size: 5"* *Open Dimension: 91 x 61x89cm* *Box Weight: 10.8 kg* *Box Dimension: 92x62x14cm*	2	2,500.00	5,000.00	
	pc	Foot Bath with Mat and Frame	20	500.00	10,000.00	
				Total	19,000.00	

4	Unit	**Laminating Machine A3/A4 (Hot/Cold/Reverse) 320 Laminator Machine Heavy Duty 220V**	6	5,000.00	30,000.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	pc	**HP 680 ink** Cartridge (Black)	30	550.00	16,500.00	
	pc	**HP 680 ink** Cartridge (Tri-Color)	30	550.00	16,500.00	
	set	Brother **BT5000** refill ink (Byan, Yellow, Magenta, Black)	3	1,800.00	5,400.00	
	set	Brother **MFCJ200** refill ink (Byan, Yellow, Magenta, Black)	4	1,800.00	7,200.00	
	set	Brother **BT D60** refill ink (Byan, Yellow, Magenta, Black)	15	1,800.00	27,000.00	
	pc	Wireless Mouse with free Batteries	5	400.00	2,000.00	
	pc	Flash Drive (64GB, Heavy Duty)	50	400.00	20,000.00	
	pc	USB Extender (2meter)	30	250.00	7,500.00	
	pc	USB Hub (4 Ports)	30	200.00	6,000.00	
	pc	3.5mm Mic Audio Jack to Headphone Microphone Y Splitter Cable Converter Adapter	15	120.00	1,800.00	
				Total	139,900.00	
5	pc	Vertical 4 Layer Filing Steel Cabinet (Off-white Color)	15	8,000.00	120,000.00	**Seven (7) calendar days after the receipt of the Notice of Award**
				Total	120,000.00	
6	pc	Correction Tape (10 meters)	200	30.00	6,000.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	ream	A4 Bond Paper (80 gsm, High Quality)	1,317	220.00	289,740.00	
	ream	Legal Size Bond Paper (80 gsm, High Quality)	390	330.00	128,700.00	
	ream	Long Folder (White, Ordinary)	35	500.00	17,500.00	
	pc	Stapler with remover Heavy duty	30	500.00	15,000.00	
	box	Staple Wire No. 35	50	50.00	2,500.00	
	pc	Heavy Duty Scissors (Pastel Colors)	50	150.00	7,500.00	
	box	Fastener (Plastic Coated) 70mm	50	100.00	5,000.00	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Black, Liquid Gel	300	60.00	18,000.00	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Blue, Liquid Gel	100	60.00	6,000.00	
	pack	Sign here Tab (Assorted Color)	100	45.00	4,500.00	
	pc	Sticky Note Pad 3x3	100	35.00	3,500.00	
		Ruler (Metal 12 inches)	5	50.00	250.00	
	pc	Ruler (Clear Plastic 12 inches)	25	30.00	750.00	
	roll	Clear Tape 1"	30	60.00	1,800.00	
	roll	Clear Tape 3"	30	80.00	2,400.00	
	roll	Masking Tape 1"	30	50.00	1,500.00	
	roll	Masking Tape 3"	30	80.00	2,400.00	
	roll	Duct Tape 3"	30	100.00	3,000.00	
	box	Index Tab with Letters	30	100.00	3,000.00	
	pc	Data Folder, Taglia Lock, Legal Size	10	500.00	5,000.00	
	pc	Metal Filing Tray (3 layer)	3	250.00	750.00	
	pc	Ballpen (High Quality, Blue)	500	8.00	4,000.00	
	pc	Ballpen (High Quality, Black)	1000	8.00	8,000.00	
	pc	Certificate Glass Frame (A4)	100	100.00	10,000.00	
	pc	Mega Box Filer with Cover for Legal Size	50	500.00	25,000.00	
	pc	Mega Box (120L, White)	10	1,000.00	10,000.00	
	pc	Binder Notebook with Pen (Minimum	1,000	300.00	300,000.00	

		150 sheets)				
	box	Battery AA	1	600.00	600.00	
	box	Battery AAA	1	600.00	600.00	
	pc	Expanded Folder Long	390	15.00	5,850.00	
	box	Coin Envelope	2	500.00	1,000.00	
	Unit	Calculator *Specifications:* *14 Digits, Extra Large Display, Durable Anti-Fade Keys, Solar and Battery, Non-Slip Structure*	20	800.00	16,000.00	
	box	Push Pin	50	35.00	1,750.00	
	box	Paper Clip Plastic Coated	50	30.00	1,500.00	
	pc	Highlighter (Assorted Color)	200	20.00	4,000.00	
	ream	Laminating Film (A4)	7	900.00	6,300.00	
				Total	919,390.00	
7	Gallon	Liquid scented Hand Soap	30	900.00	27,000.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	can	DISINFECTANT SPRAY	195	300.00	58,500.00	
	bot	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	263	100.00	26,300.00	
				Total	111,800.00	
8	box	Face Mask	3,284	150.00	492,600.00	**Seven (7) calendar days after the receipt of the Notice of Award**
	pc	Face Shield	1,642	25.00	41,050.00	
	bottle	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	3,119	100.00	311,900.00	
	pc	Facial Tissue	1,642	20.00	32,840.00	
	Gallon	Ethyl Alcohol 70% with scent & moisturizer	2	894.43	1,788.86	
	tablets	Sodium Ascorbate with Zinc 500mg/10mg, Film-coated tablet, Vitamin-Mineral	101,804	8.00	814,432.00	
	tablets	Paracetamol 500mg	32,840	5.00	164,200.00	
	pc	Phenylephrine HCl Chlorphenamine Maleate Paracetamol, 500mg, non-drowse	9,852	8.00	78,816.00	
	tablets	Loperamide 2mg	821	6.00	4,926.00	
	tablets	Carbocisteine 500mg	1,348	8.00	10,784.00	
				Total	1,953,336.86	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness , and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent*." References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

The specifications given in this section are the minimum requirements. A bidder's proposal must match or exceed the specifications.

Lot	Unit	Item Description	Quantity	Statement of Compliance
1	Unit	**3 in 1 Printer with continuous tank (Print, Scan, Copy) with additional 3 sets of compatible ink** *Specification: Wireless Connectivity, Borderless Printing, Can Scan Legal Size Docx*	15	
	Unit	**Paper Shredder** *Specification:* *Max 16 sheets feed, Can Shred Paper, Cards, CD/DVD* *Cut Size: 4mm x 20mm (Cross-Cut)* *Waste Bin Volume: 30 Liters*	10	
	pc	**Desktop Speake**r (High Quality)	12	
	pc	**WebCamera High Definition** *Specification: 1080P Full HD USB camera 4k WebCam with Microphone for PC computer*	10	
2	pc	**Gooseneck Microphone w/ switch,** XLR to XLR connector (15m cable)	3	
	Unit	**Dynamic Microphone** *Specification: Dynamic Capsul, Aluminum Coil, Neodymium Magnet, Supercardioid Directional Pattern, 40 Hz-19KHz Frequency Range, 300 Ohms Impedance, 3-pin male XLR Connectivity, 2.0 mV/Pa (-55dB) Sensitivity*	5	
	pc	**3-Pin XLR Microphone Cable** Specifications: 15 meters, 3-pin XLR to XLR Connector	5	
3	pc	**Hand Push Cart Trolley** 8" Rubber wheels	2	
	pc	**Foldable Platform Truck** *Specifications:* *Loading Capacity: 300kg* *Wheel Size: 5"* *Open Dimension: 91 x 61x89cm* *Box Weight: 10.8 kg* *Box Dimension: 92x62x14cm*	2	
	pc	Foot Bath with Mat and Frame	20	

4	Unit	**Laminating Machine A3/A4 (Hot/Cold/Reverse) 320 Laminator Machine Heavy Duty 220V**	6	
	pc	**HP 680 ink** Cartridge (Black)	30	
	pc	**HP 680 ink** Cartridge (Tri-Color)	30	
	set	Brother **BT5000** refill ink (Byan, Yellow, Magenta, Black)	3	
	set	Brother **MFCJ200** refill ink (Byan, Yellow, Magenta, Black)	4	
	set	Brother **BT D60** refill ink (Byan, Yellow, Magenta, Black)	15	
	pc	Wireless Mouse with free Batteries	5	
	pc	Flash Drive (64GB, Heavy Duty)	50	
	pc	USB Extender (2meter)	30	
	pc	USB Hub (4 Ports)	30	
	pc	3.5mm Mic Audio Jack to Headphone Microphone Y Splitter Cable Converter Adapter	15	
5	pc	Vertical 4 Layer Filing Steel Cabinet (Off-white Color)	15	
6	pc	Correction Tape (10 meters)	200	
	ream	A4 Bond Paper (80 gsm, High Quality)	1,317	
	ream	Legal Size Bond Paper (80 gsm, High Quality)	390	
	ream	Long Folder (White, Ordinary)	35	
	pc	Stapler with remover Heavy duty	30	
	box	Staple Wire No. 35	50	
	pc	Heavy Duty Scissors (Pastel Colors)	50	
	box	Fastener (Plastic Coated) 70mm	50	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Black, Liquid Gel	300	
	pc	Sign Pen (0.5) Needle Ball Point High Quality, Blue, Liquid Gel	100	
	pack	Sign here Tab (Assorted Color)	100	
	pc	Sticky Note Pad 3x3	100	
		Ruler (Metal 12 inches)	5	
	pc	Ruler (Clear Plastic 12 inches)	25	
	roll	Clear Tape 1"	30	
	roll	Clear Tape 3"	30	
	roll	Masking Tape 1"	30	
	roll	Masking Tape 3"	30	
	roll	Duct Tape 3"	30	
	box	Index Tab with Letters	30	
	pc	Data Folder, Taglia Lock, Legal Size	10	
	pc	Metal Filing Tray (3 layer)	3	
	pc	Ballpen (High Quality, Blue)	500	
	pc	Ballpen (High Quality, Black)	1000	
	pc	Certificate Glass Frame (A4)	100	
	pc	Mega Box Filer with Cover for Legal Size	50	
	pc	Mega Box (120L, White)	10	
	pc	Binder Notebook with Pen (Minimum 150 sheets)	1,000	

	box	Battery AA	1	
	box	Battery AAA	1	
	pc	Expanded Folder Long	390	
	box	Coin Envelope	2	
	Unit	Calculator *Specifications:* *14 Digits, Extra Large Display, Durable Anti-Fade Keys, Solar and Battery, Non-Slip Structure*	20	
	box	Push Pin	50	
	box	Paper Clip Plastic Coated	50	
	pc	Highlighter (Assorted Color)	200	
	ream	Laminating Film (A4)	7	
7	Gallon	Liquid scented Hand Soap	30	
	can	DISINFECTANT SPRAY	195	
	bot	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	263	
8	box	Face Mask	3,284	
	pc	Face Shield	1,642	
	bottle	Ethyl Alcohol 70%, 500ML, with scent & moisturizer	3,119	
	pc	Facial Tissue	1,642	
	Gallon	Ethyl Alcohol 70% with scent & moisturizer	2	
	tablets	Sodium Ascorbate with Zinc 500mg/10mg, Film-coated tablet, Vitamin-Mineral	101,804	
	tablets	Paracetamol 500mg	32,840	
	pc	Phenylephrine HCl Chlorphenamine Maleate Paracetamol, 500mg, non-drowse	9,852	
	tablets	Loperamide 2mg	821	
	tablets	Carbocisteine 500mg	1,348	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
  or
- (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,
  and
- (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;
  and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

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

- (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.

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

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

SectionIX. SampleForms

1. StatementofallOngoingGovernment&PrivateContractsIncludingAwarded Contract
2. Statementofthe Bidder'sSingleLargestCompletedContract(SLCC)
3. NetFinancialContractingCapacity(NFCC)
4. PerformanceSecurityDeclaration(Useasanalternativedocumentunder Bayanihan2
5. OmnibusSwornStatement(Revised)PerGPPBResolutionNo.19-2020) (UseasanalternativedocumentunderBayanihan2)
6. BidForm
7. PriceSchedule

Statement ofallOngoingGovernmentandPrivateContractsIncluding ContractsAwardedbutnotyetStarted

BusinessName:_____
BusinessAddress_____
:

NameofClient	Dateofthe Contract	KindsofGoods	ValueofOutstanding Contracts	Dateof Delivery

Submittedby: _____
(PrintedNameandSignature)

Designation :_____
Date :_____ _

Instructions:

1.Stateall ongoingcontractsincludingthoseawardedbutnot yetstarted(governmentand privatecontractswhichmaybesimilar ornotsimilartotheprojectbeing bidded)withintwo (2)yearsfromthedateofsubmissionandreceiptofbids.

2.Ifthereisnoongoing contractincludingawardedbutnotyetstarted asoftheaforementioned period,statenoneorequivalentterm.

3.Thetotalamount oftheongoing andawarded butnotyetstarted contracts should be consistentwiththoseusedintheNetFinancialContractingCapacity(NFCC).

Statement of SingleLargestCompletedContract whichisSimilarinNature(indicate onlyone)

BusinessName:_____
BusinessAddress_____
:

Nameof Client	Dateofthe Contract	Kindsof Goods	Amountof Contract	Dateof Delivery	EndUser's Acceptanceor OfficialReceipt(s) orSalesInvoice Issuedforthe Contract

Submittedby: _____
(PrintedNameandSignature)

Designation :_____ _

Date :_____

Instruction/s: Similarcontractshallrefertosupplyanddelivery ofPPEs/MedicalSupplies/Equipment

NETFINANCIALCONTRACTINGCAPACITY(NFCC)

The computationfor theNetFinancialContractingCapacity(NFCC)shouldbe includedinthe eligibilitydocumentsfollowingtheformulaandformatcalculatedasfollows:

NFCC= [(Currentassetsminuscurrentliabilities)(15)]minusthevalueofalloutstandingor uncompletedportionsof theprojectsunderongoingcontracts,includingawardedcontractsyet tobestarted,coincidingwiththecontracttobebid.

Note:K factorisfixedat15
Thevaluesofthebidder'scurrentassetsandcurrentliabilitiesshallbebasedonthelatestAudited FinancialStatementssubmittedtotheBIR.
*Currentassetsandcurrentliabilitiesshouldbepickedupfromthecorrespondingentryinthe auditedfinancialstatementfortheyear2019.
*TheNFCCshouldat leastbe equaltotheApprovedBudgetfor theContract(ABC)tobebid.

Exampl:
CurrentAssets- P5.2M
CurrentLiabilities- P4.1M

Valueofalloutstanding oruncompleted portionsoftheprojectsunderongoingcontracts, includingawardedcontractsyettobestarted,coincidingwiththecontracttobebid– P1.1M.

NFCC=(5.2M–4.1M)*15–1.1M

NFCC=15.4M

PerformanceSecuringDeclaration(Revised)

[ifusedasanalternativeperformancesecuritybutitisnotrequired tobesubmittedwiththeBid,asitshall besubmittedwithinten(10)daysafterreceivingtheNoticeofAward]

REPUBLICOFTHEPHILIPPINES)
CITYOF _____) S.S.

PERFORMANCESECURINGDECLARATION

InvitationtoBid:[InsertReferenceNumberindicatedintheBiddingDocuments]
To:[InsertnameandaddressoftheProcuringEntity]

I/We,theundersigned,declarethat:

1. I/We understand that, according to your conditions, to guarantee the faithful performancebythesupplier/distributor/manufacturer/contractor/consultant ofits obligationsundertheContract,I/weshallsubmita PerformanceSecuringDeclaration withina maximumperiodoften(10)calendardaysfromthereceiptoftheNoticeof Awardpriortothesigningoftheconstract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurementcontractwithanyprocuringentityfora periodofone(1)yearforthefirst offense,ortwo(2)years forthesecondoffense, uponreceiptofyourBlacklisting OrderifI/Wehaveviolatedmy/ourobligationsundertheContract;

3. I/WeunderstandthatthisPerformanceSecuringDeclarationshallceasetobevalid upon:

   a. IssuancebytheProcuringEntityoftheCertificateofFinalAcceptance,subjectto thefollowingconditions:
      i. ProcuringEntityhasnoclaimsfiledagainstthecontractawardee;
      ii. It hasnoclaimsforlaborandmaterialsfiledagainstthecontractor;
      iii. Othertermsofthecontract;or

   b. Replacement bythewinningbidderofthesubmitted PSDwithaperformance securityinanyoftheprescribedformsunderSection39.2ofthe2016revisedIRR of RANo.9184asrequiredbytheend-user.

INWITNESSWHEREOF,I/Wehavehereuntosetmy/ourhand/sthisdayof[month] [year]at[placeofexecution].

[Insert NAME OF BIDDER OR ITSAUTHORIZEDREPRESENTATIVE]
[Insertsignatory'slegalcapacity]
Affiant
[Jurat]
[Formatshallbebasedon thelatestRulesonNotarialPractice]

OmnibusSwornStatement(Revised)

[shallbesubmittedwiththeBid]

REPUBLICOFTHEPHILIPPINES)
CITY/MUNICIPALITY OF__)S.S.

AFFIDAVIT

I, [NameofAffiant],oflegalage,[CivilStatus],[Nationality],andresidingat[AddressofAffiant], afterhavingbeendulysworninaccordancewithlaw,doherebydeposeandstatethat:

1. [Selectone,deletetheother:]

   [Ifasoleproprietorship:]Iamthesoleproprietororauthorizedrepresentativeof[NameofBidder] withofficeaddressat[addressofBidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designatedrepresentativeof[NameofBidder]withofficeaddressat [addressofBidder];

2. [Selectone,deletetheother:]

   [Ifasoleproprietorship:]Astheownerandsoleproprietor,orauthorizedrepresentativeof[Name ofBidder],Ihavefullpowerandauthoritytodo,executeandperformanyandallactsnecessaryto participate,submitthebid,andtosignandexecutetheensuingcontractfor[NameoftheProject] of the[NameoftheProcuringEntity],asshownintheattacheddulynotarizedSpecialPowerof Attorney;

   [Ifapartnership,corporation,cooperative,orjointventure:] Iamgrantedfull powerandauthority todo,executeandperformanyandall actsnecessarytoparticipate,submitthe bid,andtosignand executetheensuingcontractfor[NameoftheProject]ofthe[NameoftheProcuringEntity],as shownintheattached[statetitleof attacheddocumentshowingproofof authorization(e.g.,duly notarized Secretary's Certificate, Board/Partnership Resolution, orSpecial Power ofAttorney, whicheverisapplicable;)];

3. [Nameof Bidder]is not"blacklisted"orbarredfrombiddingby theGovernmentofthePhilippines oranyofitsagencies, offices, corporations, orLocalGovernment Units, foreign government/foreignor internationalfinancinginstitutionwhoseblacklistingruleshavebeen recognizedbytheGovernmentProcurementPolicyBoard,byitselforbyrelation,membership, association,affiliation,orcontrollinginterestwithanotherblacklistedpersonorentityasdefinedand providedforintheUniformGuidelinesonBlacklisting;

4. Eachofthedocumentssubmittedinsatisfactionofthebiddingrequirementsisanauthenticcopy oftheoriginal,complete,andallstatementsandinformationprovidedthereinaretrueandcorrect;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s)toverifyallthedocumentssubmitted;

6. [Selectone,deletetherest:]

   [Ifasoleproprietorship:]Theownerorsoleproprietorisnotrelatedtothe HeadoftheProcuring Entity,membersofthe BidsandAwardsCommittee(BAC),theTechnicalWorkingGroup,andthe BACSecretariat,the headoftheProjectManagementOfficeortheend-userunit,andtheproject consultantsbyconsanguinityoraffinityuptothethirdcivildegree;

[Ifapartnershiporcooperative:]Noneoftheofficersandmembersof[NameofBidder]isrelated totheHeadoftheProcuring Entity,members oftheBidsandAwardsCommittee (BAC),the TechnicalWorkingGroup,andtheBACSecretariat,the headoftheProjectManagementOfficeor theend-user unit,andtheprojectconsultants byconsanguinity oraffinityuptothethirdcivil degree;

[Ifacorporationorjointventure:] Noneoftheofficers,directors,andcontrollingstockholdersof [NameofBidder]isrelatedtotheHeadoftheProcuringEntity,membersoftheBidsandAwards Committee(BAC),the TechnicalWorkingGroup,andtheBACSecretariat,the headoftheProject ManagementOfficeortheend-userunit,andtheprojectconsultantsbyconsanguinityoraffinity uptothethirdcivildegree;

7. [NameofBidder]complieswithexistinglaborlawsandstandards;and

8. [NameofBidder] isawareofandhasundertakentheresponsibilities asaBidderincompliance withthePhilippineBiddingDocuments,whichincludes:

   a. CarefullyexaminingalloftheBiddingDocuments;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Makinganestimateofthefacilitiesavailableandneededforthecontracttobebid,ifany;and d. InquiringorsecuringSupplemental/BidBulletin(s)issuedforthe[NameoftheProject].

9. [NameofBidder]didnotgiveorpaydirectlyorindirectly,anycommission,amount,fee,orany formofconsideration,pecuniaryor otherwise,toanypersonorofficial,personnelorrepresentative ofthegovernmentinrelationtoanyprocurementprojectoractivity.

10. Incaseadvancepaymentwasmadeorgiven,failuretoperformordeliveranyoftheobligationsandundertakingsinthecontractshallbesufficientgroundstoconstitutecriminalliabilityforSwindling(Estafa)orthecommissionoffraudwithunfaithfulnessorabuseofconfidencethroughmisappropriatingorconvertinganypaymentreceivedbyapersonorentityunderan obligationinvolvingthedutytodelivercertaingoodsorservices,totheprejudiceofthepublicandthegovernmentofthePhilippinespursuanttoArticle315ofActNo.3815s.1930,asamended,ortheRevisedPenalCode.

INWITNESSWHEREOF,Ihavehereuntosetmyhandthis__dayof_,20at , Philippines.____

[InsertNAMEOFBIDDEROR ITSAUTHORIZED REPRESENTATIVE]
[Insertsignatory'slegalcapacity]
Affiant

[Jurat]
[Format shallbebasedonthelatestRulesonNotarialPractice]

BidFormfortheProcurementofGoods
[shallbesubmittedwiththeBid]

BIDFORM

Date: _____
ProjectIdentificationNo. _____

To: [nameandaddressofProcuringEntity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplementalor BidBulletinNumbers[insertnumbers],thereceiptofwhichis herebyduly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description ofthe Goods] inconformitywiththesaidPBDsforthesumof[total Bidamountinwordsand figures]orthetotalcalculatedbidprice,asevaluatedandcorrectedforcomputationalerrors, andotherbidmodificationsinaccordancewiththePriceSchedulesattachedherewithandmade partofthisBid. Thetotalbidpriceincludesthecostof alltaxes,suchas,butnotlimitedto: [specifytheapplicable taxes,e.g.(i)valueaddedtax(VAT),(ii)incometax,(iii)localtaxes, and(iv)otherfiscalleviesandduties],whichareitemizedhereinor inthePriceSchedules,

IfourBidisaccepted,weundertake:

a. todeliver thegoods inaccordance withthedelivery schedule specified intheSchedule of Requirements ofthePhilippineBiddingDocuments(PBDs);

b. toprovideaperformancesecurityintheform,amounts,andwithinthetimesprescribedinthe PBDs;

c. to abidebytheBidValidityPeriodspecifiedinthePBDsanditshallremainbindinguponusat anytimebeforetheexpirationofthatperiod.

[InsertthisparagraphifForeign-AssistedProjectwiththeDevelopment Partner: Commissionsorgratuities,ifany,paidortobepaidbyustoagentsrelatingtothis Bid,andto contractexecutionifweareawardedthecontract,are listedbelow:

Nameandaddress,AmountandPurposeofagentCurrencyCommissionorgratuity

_____
_____
(ifnone,state“None”)_____

UntilaformalContractispreparedandexecuted,thisBid,togetherwithyourwritten acceptancethereofandyourNoticeofAward,shallbebindinguponus.

WeunderstandthatyouarenotboundtoacceptheLowestCalculatedBidoranyBid youmayreceive.

Wecertify/confirmthatwecomplywiththeeligibilityrequirementspursuanttothePBDs.

Theundersigned isauthorizedtosubmitthebidonbehalfof[name ofthebidder] as evidencedbytheattached[statethewrittenauthority].

WeacknowledgethatfailuretosigneachandeverypageofthisBidForm,includingthe attachedScheduleofPrices,shallbeagroundfortherejectionofourbid.

Name:_____

Legalcapacity _____

: Signature:_____

DulyauthorizedtosigntheBidforandbehalfof:_____ _____

Date:_____ _

PriceScheduleforGoodsOffered fromWithin thePhilippines

[shallbesubmittedwiththeBidifbidderisoffering goodsfromwithinthePhilippines]

ForGoodsOfferedfromWithin thePhilippines

NameofBidder_____ ProjectIDNo._____ Pageof_____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation andallother costsincidental todelivery, per item	Salesand othertaxes payable if Contract is awarded, peritem	Costof Incidental Services,if applicable, peritem	Total Price,per unit (col 5+6+7+8)	TotalPrice delivered Final Destination (col9)x (col4)

Name:_____

LegalCapacity:_____

Signature:_____

DulyauthorizedtosigntheBidforandbehalfof:_____

Republic of the Philippines

gppb

Government Procurement Policy Board