



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICES OFFICE VII



PHILIPPINE BIDDING DOCUMENTS

Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection

Government of the Republic of the Philippines

PHILIPPINE STATISTICS AUTHORITY 7
Gaisano Capital South Bldg. Colon St., Cebu City, Philippines

PUBLIC BIDDING NO. 2024-004

03 July 2024

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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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	5
Section I. Invitation to Bid.....	8
Section II. Instructions to Bidders.....	15
1. Scope of Bid	16
2. Funding Information.....	16
3. Bidding Requirements	16
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	16
5. Eligible Bidders.....	17
6. Origin of Goods	17
7. Subcontracts	17
8. Pre-Bid Conference	17
9. Clarification and Amendment of Bidding Documents	17
10. Documents comprising the Bid: Eligibility and Technical Components	18
11. Documents comprising the Bid: Financial Component	18
12. Bid Prices	18
13. Bid and Payment Currencies	19
14. Bid Security	19
15. Sealing and Marking of Bids	19
16. Deadline for Submission of Bids	20
17. Opening and Preliminary Examination of Bids	20
18. Domestic Preference	20
19. Detailed Evaluation and Comparison of Bids	20
20. Post-Qualification	21
21. Signing of the Contract	21
Section III. Bid Data Sheet	22
Section IV. General Conditions of Contract	25
1. Scope of Contract	26
2. Advance Payment and Terms of Payment	26
3. Performance Security	26
4. Inspection and Tests	26
5. Warranty	27
6. Liability of the Supplier	27
Section V. Special Conditions of Contract	28
Section VI. Schedule of Requirements	34
Section VII. Technical Specifications	36
Section VIII. Checklist of Technical and Financial Documents	55

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 IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID FOR

Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection

The *Philippine Statistics Authority 7 (PSA 7)*, through the *RA 11975 (2024 General Appropriations Act)* intends to apply the sum of **THIRTEEN MILLION FOUR HUNDRED TWENTY THOUSAND SIX HUNDRED SIXTY SEVEN PESOS AND THIRTY SIX CENTAVOS ONLY (PHP13,420,667.36)** being the total Approved Budget for the Contract (ABC) to payments under the contract stated below for the *Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection* with its corresponding ABC for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Unit	Item No.	Item Description	Approve Budget for the Contract (ABC)
Lot	1	Procurement of Office Supplies for Enumeration	1,078,777.36
Lot	2	Procurement for Customized Materials for Enumeration and Coordination	11,090,900.00
Lot	3	Procurement of IEC Materials	899,900.00
Lot	4	Other 2024 POPCEN-CBMS Printing Supplies and Materials	306,590.00
Lot	5	Procurement of Other 2024 POPCEN-CBMS Forms	44,500.00

- The *PSA 7* now invites bids for the **Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection**. Delivery of the Services is required *within 30 days upon receipt of the Notice to Proceed (NTP)*. Bidders should have completed, within *three (3) 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).
- 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 5183.

4. Prospective Bidders may obtain further information from *Philippine Statistics Authority 7 (PSA 7)* and inspect the Bidding Documents at the address given below during *Monday-Friday, from 8:00 A.M. to 5:00 P.M. from 03 July 2024 to 23 July 2024 until 12:00nn only.*

Place Where the Bidding Documents Can Be Obtained	Address/Station
Bohol	PSA Bohol Provincial Office, 3 rd Floor Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
Cebu	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2 nd Floor Gaisano Capital South Bldg., Colon St., Cebu City
Negros Oriental	PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
Siquijor	PSA Siquijor Provincial Office, 3 rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor

5. A complete set of Bidding Documents may be acquired by interested Bidders from **03 July 2024 – 23 July 2024 (until 12:00nn only)** from the address stated in IB Clause 7 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

<i>APPROVED BUDGET FOR THE CONTRACT (ABC)</i>	<i>COST OF THE BIDDING DOCUMENTS (in Philippine Peso)</i>
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>

Lot No.	Approve Budget for the Contract (ABC)	COST OF THE BIDDING DOCUMENTS (in Philippine Peso)
1	1,078,777.36	5,000.00
2	11,090,900.00	25,000.00
3	899,900.00	500.00
4	306,590.00	500.00
5	44,500.00	500.00

Bid Documents Fee to be paid by the Bidder shall be based on the Total ABC of all LOTS to Bid.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (<https://procurement.psa.gov.ph/>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. Only those bidders who have paid for the bidding documents shall be allowed to participate in the bidding.

For bidders outside Cebu Province, BID Documents fee will be deposited to the account below and copy of the deposit slip shall be emailed to the email address provided for the issuance of OR

Landbank Account Number: 0142-0375-13

Account Name: PSA Trust Fund Account

Email Address: psa07.rbac@gmail.com

Also, original Copy of the deposit slip shall be sent or mailed to the address below.

Name: Lorna R. Chan

Address: 2/F Philippine Statistics Authority Regional Statistical Services Office No. 7 (PSA-RSSO 7), Gaisano Capital South Building, Colon St., Cebu City

6. The **PSA 7** will hold a Pre-Bid Conference on **11 July 2024, 1:30 P.M.** at ***Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO 7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City***, and through video conferencing via ***zoom meeting*** with link below which shall be opened to prospective bidders.

Zoom Meeting Link: <https://tinyurl.com/PreBid2024POPCENCBMS>

Meeting ID: 867 6601 6417

Passcode: 960241

7. Bids must be duly received by the ***Region VII Bids and Awards/Committee Secretariat*** at the address below on or before ***23 July 2024, 12:00nn.***

Activity	Date and Time	Place of Submission	Address/Station
Submission of Bids	03 July 2024 – 23 July 2024 (Note: During office hours only, Monday-Friday, from 8:00 A.M. to 5:00 P.M. except 23 July 2024 which is until 12:00nn only)	Bohol	PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		Cebu	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City
		Negros Oriental	PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
		Siquijor	PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor

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 **23 July 2024, 1:30pm** at **Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City**, and through video conferencing via zoom meeting with link below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Bids submitted beyond 12:00 NN PhST on **23 July 2024** shall not be accepted.

Zoom Meeting Link: <https://tinyurl.com/OpeningofBids2024POPCENCBMS>

Meeting ID: 840 6424 2032

Passcode: 058128

The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE/PLACE THE BIDDING DOCUMENTS CAN BE ACQUIRED OR OPENED
Sale and Issuance of Bid Documents	03 July 2024 to 23 July 2024 (Note: During office hours only, Monday-Friday, from 8:00 A.M. to 5:00 P.M. except 23 July 2024 which is until 12:00nn only)	BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		CEBU: 2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City

		<p>NEGROS:</p> <p>PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</p>
		<p>SIQUIJOR:</p> <p>PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</p>
Pre-Bid Conference	<p>11 July 2024 1:30 P.M.</p>	<p>Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City</p> <p>via Zoom Meeting with the following details:</p> <p><i>Zoom Meeting Link:</i> https://tinyurl.com/PreBid2024POPCENCBMS <i>Meeting ID: 867 6601 6417</i> <i>Passcode: 960241</i></p>
Submission of Bids	<p>03 July 2024 to 23 July 2024 (Note: During office hours only, Monday-Friday, from 8:00 A.M. to 5:00 P.M. except 23 July 2024 which is until 12:00nn only)</p>	<p>BOHOL:</p> <p>PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol</p> <p>CEBU:</p> <p>2/F Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), Gaisano Capital South Bldg., Colon St., Cebu City</p>
		<p>NEGROS:</p> <p>PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</p>
		<p>SIQUIJOR:</p> <p>PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</p>
Opening of Bids	<p>23 July 2024 1:30 PM</p>	<p>Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City via Zoom Meeting with the following details:</p> <p><i>Zoom Meeting Link:</i> https://tinyurl.com/OpeningofBids2024POPCENCBMS <i>Meeting ID: 840 6424 2032</i> <i>Passcode: 058128</i></p>

10. **PSA 7** 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 Section 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Ms. Edwina M. Carriaga/Ms. Erah Mhay Quiñones/ Ms. Mary Clare Coronado/
Ms. Marie Cris Lerio and Ms. Manilyn Lunday
Philippine Statistics Authority Regional Statistical Services Office 7
Gaisano Capital South Bldg. Colon St., Cebu City
Tel. nos.:(032)412-6794
Email address: psa07.rbac@gmail.com
Telefax nos.:(032)412-6794/254-0470*


EDWINA M. CARRIAGA
R07-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, *Philippine Statistics Authority 7* wishes to receive Bids for the ***Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection***, with P.B No. 2024-004.

This procurement is composed of ***Five (5) lots***, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *RA 11975 (2024 General Appropriations Act)* in the amount of ***THIRTEEN MILLION FOUR HUNDRED TWENTY THOUSAND SIX HUNDRED SIXTY-SEVEN PESOS AND THIRTY-SIX CENTAVOS ONLY (PHP13,420,667.36)***.

2.2. The source of funding is the General Appropriations Act.

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

5.3. 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 Subcontracting is not allowed.

8. Pre-Bid Conference

Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address *Philippine Statistics Authority Regional Statistical Services Office No. 7 (PSA-RSSO 7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City*, and through video conferencing via zoom meeting as indicated in paragraph 6 of 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 Clause 5.3** should have been completed within **three (3) years** as provided in **paragraph 2 of the IB** 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.

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 the **BDS**.
 - 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 the **BDS**.

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 Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ 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**.

14.2. The Bid and bid security shall be valid until **31 October 2024**. 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.

¹ 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.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time at its physical address 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 Entity's 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 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section 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 One Project having several items grouped into one lot, which shall be awarded as one contract for the 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

ITB Clause				
5.3	<p>Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the requirement shall be:</p> <ul style="list-style-type: none"> a. Similar contract refers to <i>office supplies, customized items and materials, IEC materials, printing of supplies and materials, and printing of forms.</i> b. Bidders should have completed within three (3) years from the date of submission and receipt of bids. c. In the amount of at least equivalent to fifty percent (50%) of the Total ABC for all lots bid. 			
7.1	<i>Subcontracting is not allowed.</i>			
12	Refer to the financial bid form to be filled-up by bidders stated in the Checklist of Technical and Financial Documents item (II) (m) Financial Component Envelope			
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than two percent of the ABC for each lot 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 of the ABC for each lot if bid security is in Surety Bond. 			
	Lot No.	Approve Budget for the Contract	2% of the ABC <i>if cash, cashier's/manager's check, bank draft/guarantee</i>	5% of the ABC <i>if Surety Bond</i>
	1	1,078,777.36	21,575.55	53,938.87
	2	11,090,900.00	221,818.00	554,545.00
	3	899,900.00	17,998.00	44,995.00
	4	306,590.00	6,131.80	15,329.50
	5	44,500.00	890.00	2,225.00
15	<p>Sealing and Marking of Bids</p> <p>For Bidders who intend to Bid for one LOT, several LOTs or all LOTs, each bidder shall submit ONE TECHNICAL COMPONENT ENVELOPE for all lots to bid. The technical component envelope should be in <i>three copies, one copy (original) and two copies (copy 1 and copy 2)</i> which are certified true copies of the original document.</p> <p>For the FINANCIAL COMPONENT ENVELOPE, the bidder shall submit a SEPARATE bid form and price schedule for EACH LOT bid. The bidder may enclose all the bid form and price schedule for each lot bid in ONE ENVELOPE. The financial component envelope should be in <i>three copies, one copy (original) and two copies (copy 1 and copy 2)</i> which are certified true copies of the original document.</p>			

Bidders shall enclose their original eligibility and technical documents described in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL -FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

Each copy of the first and second component envelopes (copy 1 and copy 2) shall be similarly sealed and duly marking the inner envelopes as “COPY NO. 1 or 2 - TECHNICAL COMPONENT” and “COPY NO. 1 or 2 - FINANCIAL COMPONENT” and sealing them all in an outer envelope marked as “COPY NO. 1 or 2”.

Note: All sealed envelopes shall

- contain the name of the contract to be bid in capital letters
- bear the name and address of the Bidder in capital letters
- be addressed to the Procuring Entity's BAC
- bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.

Online submission of bids is NOT ALLOWED.

19.3

Lot No.	Item Description	Total Cost
1	Procurement of Office Supplies for Enumeration	1,078,777.36
2	Procurement for Customized Materials for Enumeration and Coordination	11,090,900.00
3	Procurement of IEC Materials	899,900.00
4	Other 2024 POPCEN-CBMS Printing Supplies and Materials	306,590.00
5	Procurement of Other 2024 POPCEN-CBMS Forms	44,500.00
	TOTAL	13,420,667.36

Five (5) Lots: Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection under PR No.: 0700-2024-06-039/ Public Bidding No. 2024-04.

20.2

For post qualification, Bidders must submit the following additional requirements:

1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)

Audited Financial Statements for the last three (3) years as of December 31, 2023.

21.2

Additional Requirement:

1. For the customized items, suppliers shall submit samples of the items or similar items offered upon submission of bids.

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 ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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 VII (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

5.1 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.

5.2 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	<p>Delivery and Documents –</p> <p>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:</p> <p>The delivery terms applicable to this Contract are delivered to the project sites defined in <i>Section VI. Schedule of Requirements</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> (i) Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount; (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt, if applicable; (iii) Original Supplier’s factory inspection report, if applicable; (iv) Original and four copies of the Manufacturer’s and/or Supplier’s warranty certificate, if applicable; (v) Original and four copies of the certificate of origin (for imported Goods), if applicable; (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel; (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site are:

**PSA Cebu Provincial Statistical Office - Mr. Melchor B. Bautista*

**PSA Bohol Provincial Statistical Office – Ms. Jessamyn Anne C. Alcazaren*

**PSA Negros Oriental Provincial Statistical Office – Engr. Ariel T. Fortuito*

**PSA Siquijor Provincial Statistical Office – Engr. Joselito C. Maghanoy*

**PSA Regional Statistical Services Office VII – Engr. Ariel E. Florendo*

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:

- 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;

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.

	<p>Packaging –</p> <p>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.</p> <p>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.</p> <p>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</p>
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	<p>Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>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.</p>
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	<p>Transportation –</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
	<p>Intellectual Property Rights –</p> <p>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.</p>
2.2	<i>Partial Payment: Maybe allowed</i>

4

The inspections and tests that will be conducted are:

Lot No.	Item Description	Inspections and tests that will be conducted
1	Procurement of Office Supplies for Enumeration	Quantity and Quality will be check in accordance with the Technical Specifications
2	Procurement for Customized Materials for Enumeration and Coordination	
3	Procurement of IEC Materials	
4	Other 2024 POPCEN-CBMS Printing Supplies and Materials	
5	Procurement of Other 2024 POPCEN-CBMS Forms	

Section VI. Schedule of Requirements

The delivery schedule for the ***Procurement and Delivery of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) Household Profile Questionnaire Data Collection*** expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Note: Project Sites/Place of Delivery are as follows:

1. RSSO : Engr. Ariel E. Florendo
Regional Director
PSA RSSO 7, 2/F Gaisano Capital South Bldg.,
Colon St., Cebu City
Tel. No. (032) 412-6794
Email: rso07@psa.gov.ph

2. Bohol : Ms. Jessamyn Anne C. Alcazaren
Chief Statistical Specialist
PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg.,
Gallares St., Poblacion II, Tagbilaran City, Bohol
Tel. No. : (038) 501-0996
Email: bohol@psa.gov.ph

3. Cebu : Mr. Melchor B. Bautista
OIC-Chief Statistical Specialist
PSA Cebu Provincial Office, 2/F Martina Sugbo
Center, P. Burgos St., Brgy. San Roque, Cebu City
Tel. No.: (032) 412-1337/255-8573
Email: cebu@psa.gov.ph

4. Negros Oriental : Engr. Ariel T. Fortuito
Chief Statistical Specialist
PSA Negros Oriental Provincial Office, Purple
Building, Valencia Road, Bagacay, Dumaguete City,
Negros Oriental
Tel. No.: (035) 422-4374/422-4372
Email: negrosoriental@psa.gov.ph

5. Siquijor : Engr. Joselito C. Maghanoy
OIC- Supervising Statistical Specialist
PSA Siquijor Provincial Office, 3rd Floor
Siquijor Business and Convention Center Bldg.,
Poblacion, Siquijor, Siquijor
Tel. No. (035) 5425-239
Email: siquijor@psa.gov.ph

Lot No.	Item Description	Schedule of Delivery	Place of Delivery
1	Procurement of Office Supplies for Enumeration	Within 30 days upon receipt of the Notice to Proceed (NTP)	For PSA Regional Statistical Services Office VII:
2	Procurement for Customized Materials for Enumeration and Coordination		<i>2/F Gaisano Capital South Bldg., Colon St., Cebu City</i>
3	Procurement of IEC Materials		For PSA Bohol Provincial Office:
4	Other 2024 POPCEN-CBMS Printing Supplies and Materials		For PSA Cebu Provincial Office:
			<i>2/F Martina Sugbo Center, P. Burgos St., Brgy. San Roque, Cebu</i>
5	Procurement of Other 2024 POPCEN-CBMS Forms	For PSA Negros Oriental Provincial Office:	
		<i>Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</i>	
		For PSA Siquijor Provincial Office:	
		<i>3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</i>	

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

Item	Specification	Statement of Compliance
		<p>[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 unamended sales literature, unconditional statements of specification and compliance issued by the manufacturer, 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, postqualification 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.]</p>

Lot No./ Unit	Item No.	Item Description	Quantity	Unit Cost	Statement of Compliance
LOT	1	Procurement of Office Supplies for Enumeration			
pc	1.1	SHARPENER , metal, Single, for Pencil with Lead No. 2	3088	15.00	
		Bohol	1620		
		Negros Oriental	1338		
		Siquijor	130		
pc	1.2	PERMANENT MARKER , black, branded marking: Width: Extra Fine	9225	50.00	
		Bohol	1620		
		Cebu	6000		
		Negros Oriental	1338		
		Siquijor	267		
pc	1.3	Eraser , White, dust-free eraser, branded	3088	15.00	
		Bohol	1620		
		Negros Oriental	1338		
		Siquijor	130		
box	1.4	PENCIL , lead/graphite, with eraser, one (1) dozen per box, Lead No. 2, branded	160	120.00	
		Bohol	135		
		Siquijor	25		
ream	1.5	Bondpaper, A4 Specifications: A4 size bond paper, 8.27" x 11.69", 70 gsm	346	200.00	
		RSSO	10		
		Bohol	46		
		Cebu	200		
		Negros Oriental	60		
		Siquijor	30		
ream	1.6	Bondpaper, Long Specifications: Long size bond paper, 8.50" x 13", 70 gsm	1016	232.96	
		RSSO	10		
		Bohol	446		
		Cebu	380		
		Negros Oriental	150		
		Siquijor	30		

pc	1.7	BALLPEN, black	1120	15.00	
		Bohol	990		
		Siquijor	130		
pc	1.8	Notebook Specifications: - Steno Notebook - 40 leaves	6000	15.00	
		Cebu	6000		
pc	1.9	ID Jacket	6000	15.00	
		Specifications: - Cardholder with ziplock, transparent - Waterproof, vertical orientation - A6 (148mm x 105mm) <i>(Please see attached design)</i>			
		Cebu	6000		
pack	1.10	PVC Specifications: 50 sets, glossy finish, 200x300mm	2	1,500.00	
		Siquijor	2		
LOT	2	Procurement for Customized Materials for Enumeration and Coordination	2		
pc	2.1	ID Lace	9850	100.00	
		Specifications:- Color: Lace-Teal Text - White-Text "PHILIPPINE STATISTICS AUTHORITY" and "2024 POPCEN-CBMS" are printed in the ID Lace-Sublimation Lanyard- Lanyard with: 0.6 inch- Length: 22.2 inch- Specialhook: 1.6 inch Plastic detachable Bucket Color: Light Blue Printed with "2024 POPCEN-CBMS and PHILIPPINE STATISTICS AUTHORITY" <i>(Please see attached design)</i>			
		Bohol	2120		
		Cebu	6000		
		Negros Oriental	1610		
		Siquijor	120		

pc	2.2	Customized T-Shirt	9922	350.00	
		Specifications: - Sublimation printing - with PSA and 2024 POPCEN-CBMS logo (colored) - PSA Logo (2.5x2.5) - 2024 POPCEN-CBMS logo (3.5 inch) <i>(Please see attached design)</i>			
		RSSO	52		
		Bohol	2120		
		Cebu	6000		
		Negros Oriental	1620		
		Siquijor	130		
pc	2.3	Enumerators Bag	9450	350.00	
		Specifications: - Drawstring Sling Bag (Messenger Bag) with 2024 POPCEN-CBMS Logo - Materials: Heavy canvas fabric - Color: Black - Full Length: 23 inches - Folded: 12 inches - Width: 17.5 inches - with handy inner pocket <i>(Please see attached design)</i>			
		Bohol	1720		
		Cebu	6000		
		Negros Oriental	1610		
		Siquijor	120		
pc	2.4	Umbrella	9502	350.00	
		Specifications: - Golf Umbrella - Color (#0a5386) (#009999) - Logo Size: 4x4 - Bagong Pilipinas Logo and PSA Logo in #0a5386 panel - CBMS Logo and POPCEN Logo in #009999 panel <i>(Please see attached design)</i>			
		RSSO	52		
		Bohol	1720		
		Cebu	6000		
		Negros Oriental	1610		
		Siquijor	120		

LOT	3	Procurement of IEC Materials			
pc	3.1	Customized Notebook (w/ 2024 POPCEN-CBMS Design)	2100	200.00	
		Specifications: - A5 240x140mm, 120 sheets - Color: Teal - Paper color: Beige - Imprint Logo colored: PSA logo & 2024 POPCEN-CBMS logo <i>(Please see attached design)</i>			
		RSSO	100		
		Bohol	500		
		Cebu	500		
		Negros Oriental	500		
		Siquijor	500		
pc	3.2	Tote Bag (w/ 2024 POPCEN-CBMS Design)	2100	150.00	
		Specifications: - Material: Denim - Dimension: 36cm in length x 30cm in width - Handle: 40cm in length - Imprint Logo colored: PSA logo & 2024 POPCEN-CBMS logo <i>(Please see attached design)</i>			
		RSSO	100		
		Bohol	500		
		Cebu	500		
		Negros Oriental	500		
		Siquijor	500		
pc	3.3	2024 POPCEN-CBMS Foldable Fan with Pouch	500	150.00	
		Specifications: -Material: Nylon -Color: Light Blue -Size: 10" diameter			
		Siquijor	500		
pc	3.4	Printing of 2024 POPCEN-CBMS Streamer	9	800.00	

		Specifications: See Photo for the recommended designs and specifications			
		Bohol	3		
		Cebu	3		
		Siquijor	3		
pc	3.5	Printing of 2024 POPCEN-CBMS Banner	9	300.00	
		Specifications: See Photo for the recommended designs and specifications			
		Bohol	3		
		Cebu	3		
		Siquijor	3		
pc	3.6	Printing of 2024 POPCEN-CBMS Primer	1000	30.00	
		Specifications: - A4 size - 8.27" x 11.69" - colored print - in matte paper			
		RSSO	500		
		Cebu	500		
pc	3.7	Printing of 2024 POPCEN-CBMS Brochure	1000	50.00	
		Specifications: - Size: German legal, 8.5" x 13" - Paper: Matte Paper - Color: Full colored			
		RSSO	500		
		Cebu	500		
LOT	4	Other 2024 POPCEN-CBMS Printing Supplies and Materials			
piece	4.1	Ink CV Black UA for duplicating machine	8	1,500.00	
		Bohol	8		
piece	4.2	Toner Cartridge, Develop Ineo 165en (A1UC0200), original, high quality	2	4,295.00	
		Siquijor	2		
piece	4.3	Ink (Black) Specifications: HP, GT53 XL, black	4	500.00	
		Siquijor	4		

bottle	4.4	Ink (Black) Specifications: Epson 003, black	136	350.00	
		RSSO	4		
		Bohol	48		
		Negros Oriental	80		
		Siquijor	4		
bottle	4.5	Ink (Yellow) Specifications: Epson 003, yellow	80	350.00	
		Negros Oriental	80		
bottle	4.6	Ink (Cyan) Specifications: Epson 003, cyan	80	350.00	
		Negros Oriental	80		
bottle	4.7	Ink (Magenta) Specifications: Epson 003, magenta	80	350.00	
		Negros Oriental	80		
bottle	4.8	Ink for Laserjet (Black) Specifications: HP, Toner Laserjet 416A, black	6	5,500.00	
		Cebu	6		
bottle	4.9	Ink for Laserjet (Cyan) Specifications: HP, Toner Laserjet 416A, Cyan	2	5,500.00	
		Cebu	2		
bottle	4.10	Ink for Laserjet (Yellow) Specifications: HP, Toner Laserjet 416A, Yellow	2	5,500.00	
		Cebu	2		
bottle	4.11	Ink for Laserjet (Magenta) Specifications: HP, Toner Laserjet 416A, Magenta	2	5,500.00	
		Cebu	2		
bottle	4.12	Ink for Laserjet (Black) Specifications: HP, Toner Laserjet 76A, Black	12	7,200.00	
		Cebu	12		
LOT	5	Procurement of Other 2024 POPCEN-CBMS Forms			
	5.1	Form 23 (Certification of Punong Barangay)	1,500	1.00	

		Specifications: Long size bond paper. 70 gsm <i>(soft copy of the file will be provided)</i>			
		Cebu	1500		
	5.2	Form 24 (Certificate of Work Completed)	6,000	1.00	
		Specifications: Long size bond paper. 70 gsm <i>(soft copy of the file will be provided)</i>			
		Cebu	6000		
	5.3	Form 26 (Clearance)	6,000	1.00	
		Specifications: A4 size bond paper, 8.27" x 11.69", 70 gsm <i>(soft copy of the file will be provided)</i>			
		Cebu	6000		
	5.4	Oath of Privacy, Disclosure	6,000	1.00	
		Specifications: - A4 size - 8.27" x 11.69" - 70 gsm <i>(soft copy of the file will be provided)</i>			
		Cebu	6000		
	5.5	Administrative Forms: Daily Time Record	25,000	1.00	
		Specifications: - Long Size Bondpaper - 70 gsm <i>(soft copy of the file will be provided)</i>			
		Cebu	25000	1.00	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with Section 69.1 of the revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Company/Bidder

Signature Over Printed Name of
Authorized Representative

Date

Design and Specifications of Supplies and Materials for the 2024 Census of Population and Community-Based Monitoring System

1. 2024 POPCEN-CBMS T-Shirt



Specification(s):

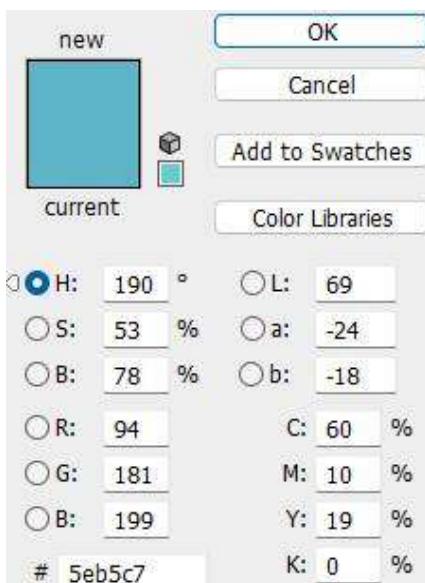
Cotton Printing

100% polyester with PSA and 2024 POPCEN-CBMS Logo

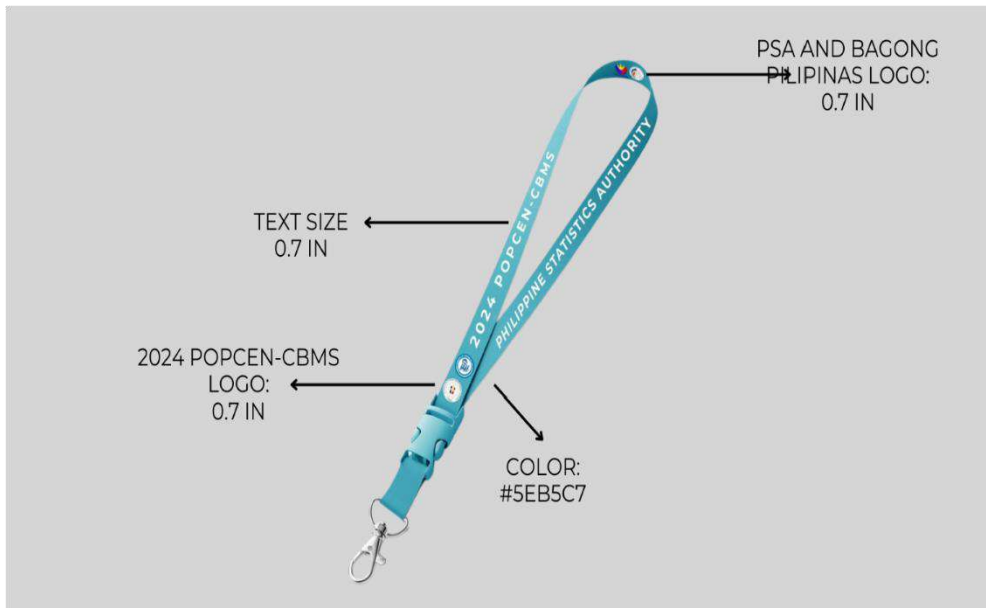
Imprint logo colored

PSA Logo: 2.5 x 2.5

2024 POPCEN-CBMS logo: 3.5 inch



2. 2024 POPCEN-CBMS ID Lace



Specification(s):

Sublimation Lanyard

Lanyard wide: 0.6 inch

Length: 22.2 inch

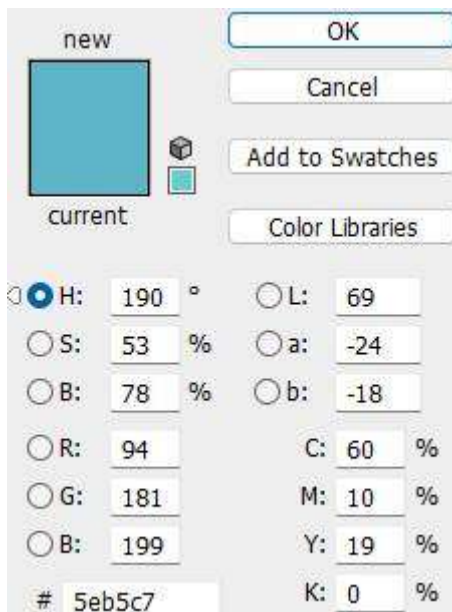
Special Hook: 1.6 inch

Color: Lace - Teal (#009999);

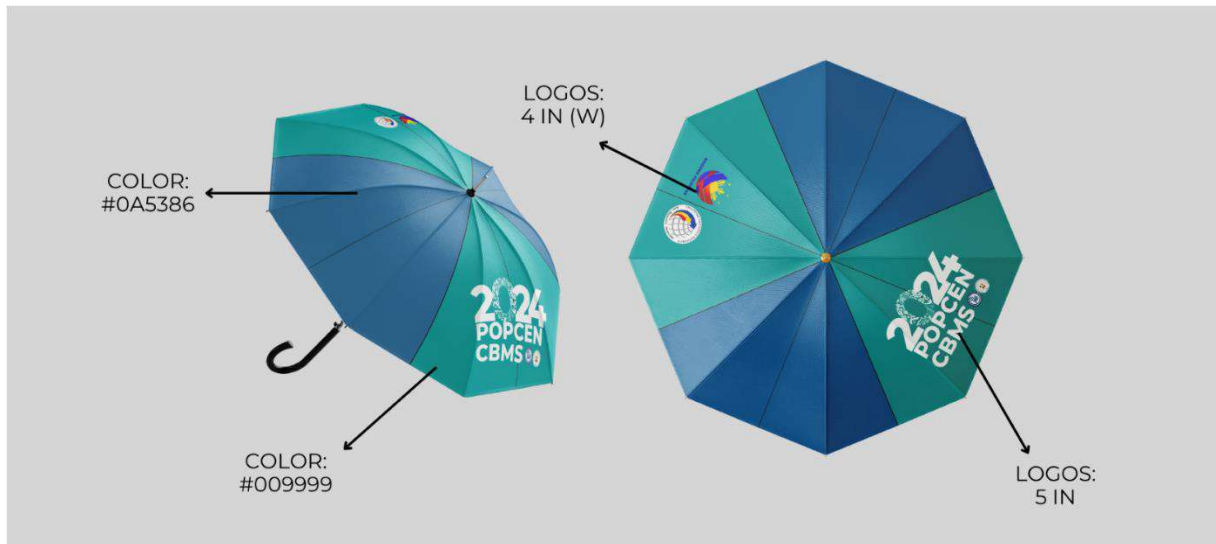
Text – White; printed with “Philippine Statistics Authority” and “2024 POPCEN-CBMS”

Plastic Detachable Bucket

Color: Light Blue



3. Umbrella



Specification(s):

Golf Umbrella

Color: #0a5386 and #009999

Logo Size: 4 in x 4 in

Bagong Pilipinas Logo and PSA logo in #0a5386 panel

CBMS Logo and POPCEN Logo in #009999 panel

4. 2024 POPCEN-CBMS Enumerator's Bag



Specification(s):

Drawstring Sling Bag (Messenger Bag) with 2024 POPCEN-CBMS Logo With Side and Inner Pockets Material: Heavy canvas fabric.

Color: Black

Full Length: 23 in

Folded: 12 in

Width: 17.5 i

5. 2024 POPCEN-CBMS Brochure



Specification(s):

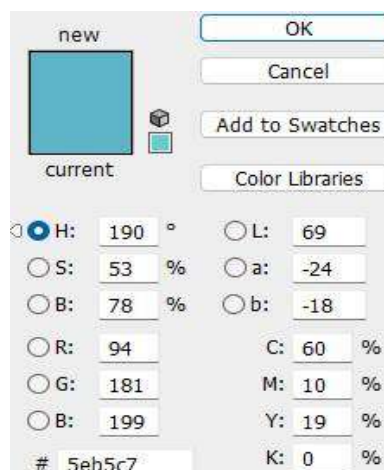
Size: German legal, 8.5x13 Inches,
Paper: Matte Paper
Color: Full colored

6. Notebook

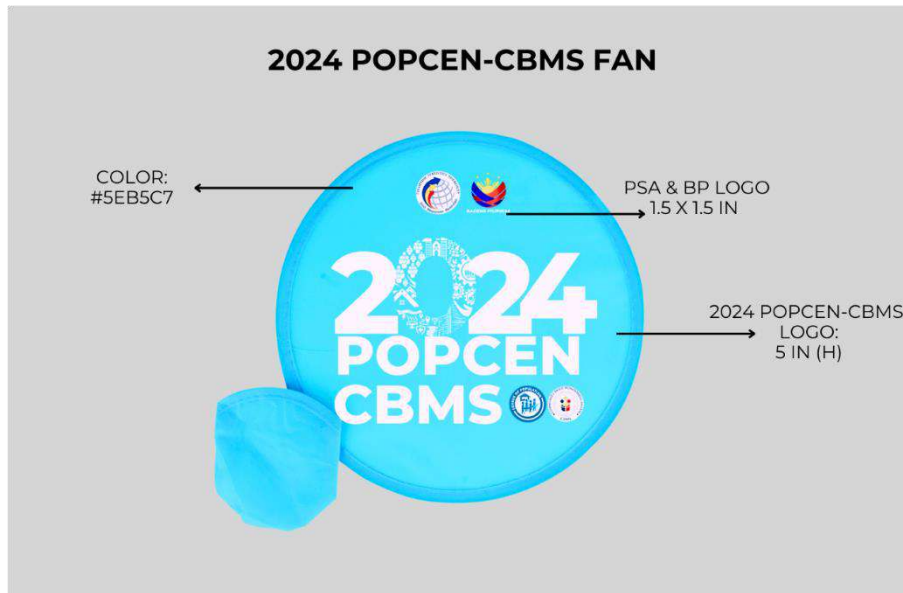


Specification(s):

A5 240x140mm, 80 sheets
Material: Paper
Hard cover
Color: Light Blue

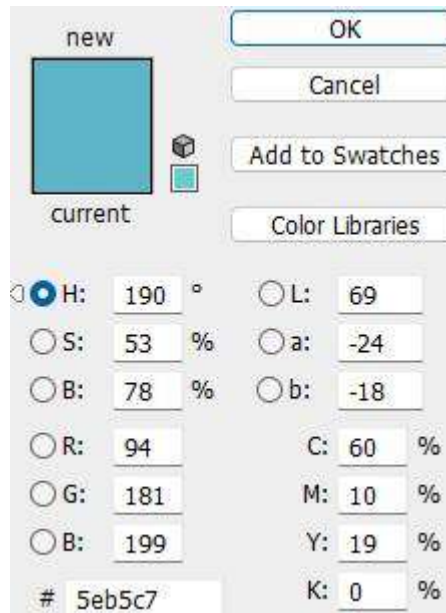


7. Foldable Fan with Pouch



Specification(s):

Material: Nylon
Color: Light Blue
Size: 10" Diameter



8. Tote bag



Specification(s):

Canvas Tote Bag Plain (With Expand Side Bottom) Katsa sling bag.

Color: Black, Blue and White

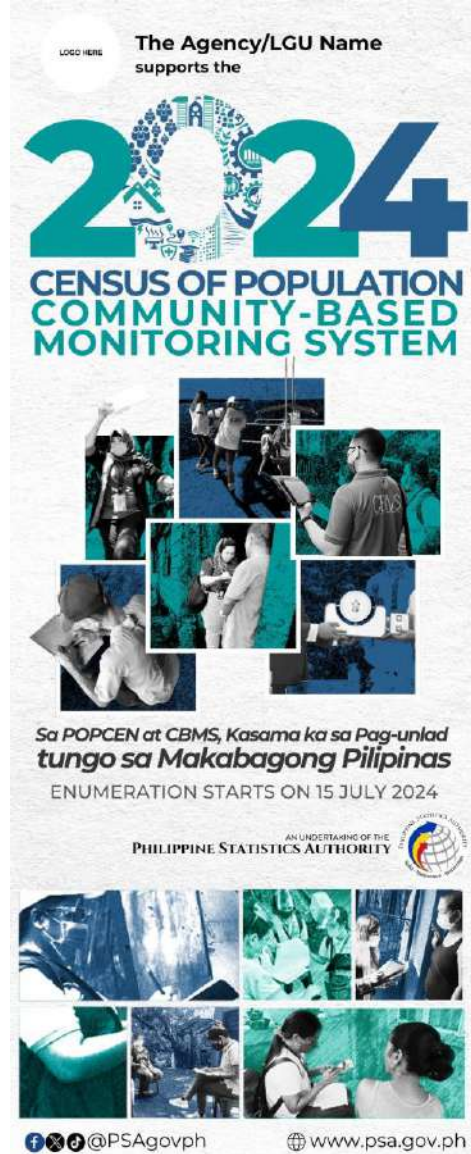
Size: Medium (34*38*10 cm)

9. BANNER

For PSA



For LGUs and Other Agencies

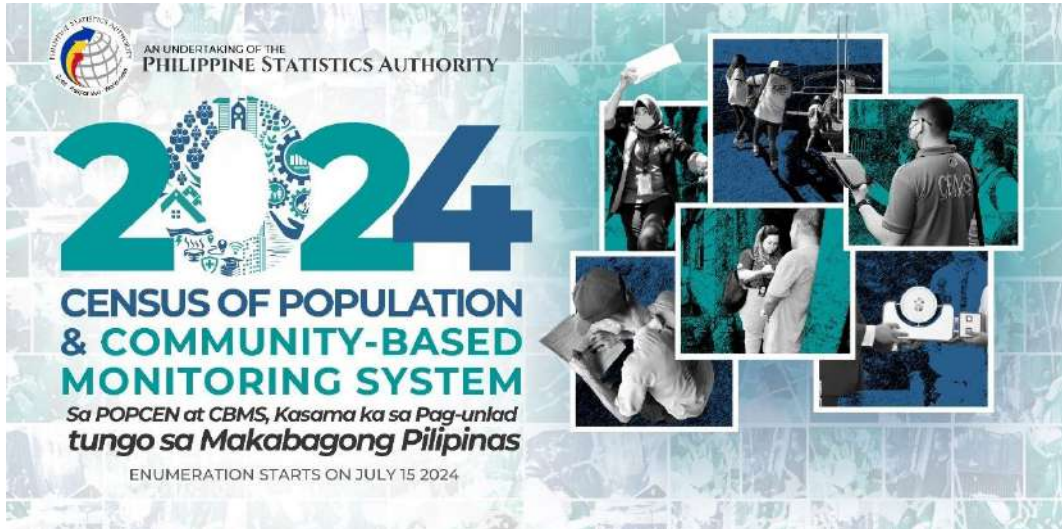


Specification(s):

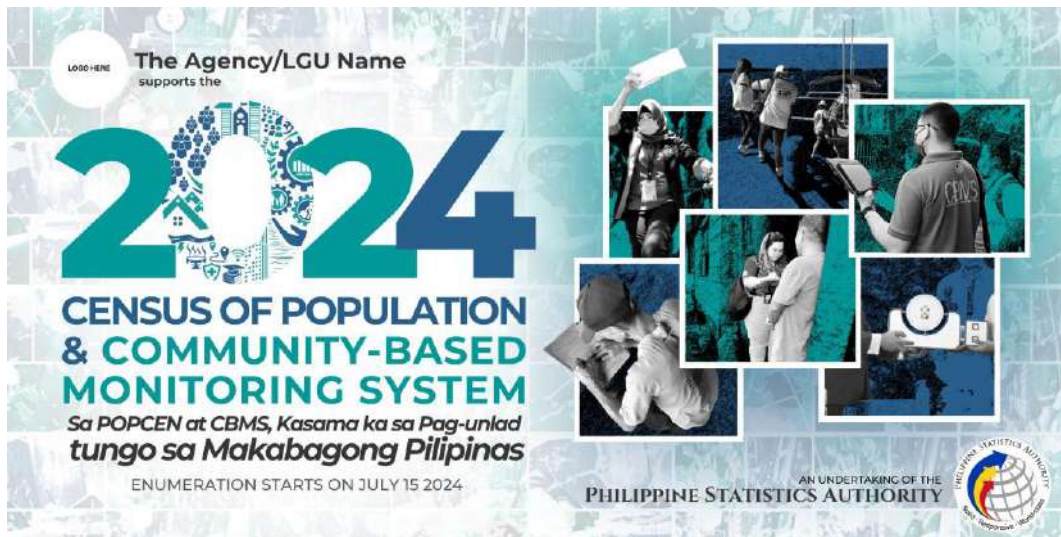
Size: 2ft. x 5ft. polyester/polyethylene/polyurethane
CAF tripod can be reused

10. 2024 POPCEN-CBMS Streamer

For PSA:



For LGUs and Other Agencies:



Specification(s):

4 x 8 feet, any water-resistant material

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

Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

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**

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**

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**

Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; **and**

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

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

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.

II. FINANCIAL COMPONENT ENVELOPE

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

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

[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.

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

Bidding Forms

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 agent	Currency	Amount and Commission or	Purpose of address of gratuity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(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: _____

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 Insurance 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)

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

Name:

Legal capacity:

Signature:

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten
(10) days after receiving the Notice of Award]

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, Warranty Security and Liquidated Damages required in Section 68 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, 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]
for: for:

[Insert Signatory's Legal Capacity]

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

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]

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY] [name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: [Insert Invitation to Bid number]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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]

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]

