



**PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICES OFFICE XIII**

**BIDDING DOCUMENTS
FOR THE PROCUREMENT OF SUPPLIES
AND MATERIALS FOR THE PHILSYS
REGISTRATION CENTERS OF CARAGA
(SECOND BIDDING)**

**October 2021
Butuan City**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid	6
Section II. Instructions to Bidders	15
1. Scope of Bid	16
2. Funding Information	16
3. Bidding Requirements	17
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	17
5. Eligible Bidders	17
6. Origin of Goods	18
7. Subcontracts	18
8. Pre-Bid Conference	18
9. Clarification and Amendment of Bidding Documents	18
10. Documents comprising the Bid: Eligibility and Technical Components	18
11. Documents comprising the Bid: Financial Component	19
12. Bid Prices	19
13. Bid and Payment Currencies	20
14. Bid Security	20
15. Sealing and Marking of Bids	20
16. Deadline for Submission of Bids	21
17. Preliminary Examination of Bids	21
18. Domestic Preference	21
19. Detailed Evaluation and Comparison of Bids	21
20. Post-Qualification	22
21. Signing of the Contract	22
Section III. Bid Data Sheet	23
Section IV. General Conditions of Contract	32
1. Scope of Contract	33
2. Advance Payment and Terms of Payment	33
3. Performance Security	33
4. Inspection and Tests	33
5. Warranty	34
6. Liability of the Supplier	34
Section V. Special Conditions of Contract	35
Section VI. Schedule of Requirements	39
Section VII. Technical Specifications	40
Section VIII. Checklist of Technical and Financial Documents	43
Section IX. Bidding Forms	46

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

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.

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.

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.

RBAC – Regional Bids and Awards Committee.

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



Republic of the Philippines
Philippine Statistics Authority
Regional Statistical Services Office XIII

**INVITATION TO BID FOR THE
PROCUREMENT OF SUPPLIES AND MATERIALS FOR THE
PHILSYS REGISTRATION CENTERS OF CARAGA
(SECOND BIDDING)**

1. The Philippine Statistics Authority – Regional Statistical Services Office XIII (PSA - RSSO XIII), through the 2021 General Appropriation (General Fund) intends to apply the sum of **Two Million Four Hundred Sixty - Four Thousand Two Hundred Seventy-Five Pesos Only (₱2,464,275.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the fifteen (15) lots stated below. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot 1: PAPER

(Refer to Section VII for specification)

For the sum of **SEVENTY-THREE THOUSAND FOUR HUNDRED FORTY PESOS ONLY (₱73,440.00)**

Lot 2: TOILET TISSUE PAPER

(Refer to Section VII for specification)

For the sum of **TWENTY-NINE THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱29,280.00)**

Lot 3: ALCOHOL

(Refer to Section VII for specification)

For the sum of **EIGHTY-ONE THOUSAND THREE HUNDRED FIVE PESOS ONLY (₱81,305.00)**

Lot 4: GLOVES

(Refer to Section VII for specification)

For the sum of **NINE HUNDRED SIXTY-FIVE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (₱965,250.00)**

Lot 5: SURGICAL MASK

(Refer to Section VII for specification)

For the sum of **SEVENTY-FOUR THOUSAND FIVE HUNDRED PESOS ONLY (₱74,500.00)**

- Lot 6: FACE SHIELD**
(Refer to Section VII for specification)
For the sum of **THIRTY-NINE THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱39,720.00)**
- Lot 7: HAND SANITIZER**
(Refer to Section VII for specification)
For the sum of **EIGHTY-SIX THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱86,280.00)**
- Lot 8: WET WIPES**
(Refer to Section VII for specification)
For the sum of **FIFTY-SEVEN THOUSAND FIVE HUNDRED TWENTY PESOS ONLY (₱57,520.00)**
- Lot 9: BLEACH**
(Refer to Section VII for specification)
For the sum of **EIGHT THOUSAND FOUR HUNDRED PESOS ONLY (₱8,400.00)**
- Lot 10: DETERGENT POWDER**
(Refer to Section VII for specification)
For the sum of **THIRTEEN THOUSAND TWO HUNDRED PESOS ONLY (₱13,200.00)**
- Lot 11: DISINFECTANT SPRAY**
(Refer to Section VII for specification)
For the sum of **TWO HUNDRED FORTY THOUSAND PESOS ONLY (₱240,000.00)**
- Lot 12: RAGS**
(Refer to Section VII for specification)
For the sum of **FIFTEEN THOUSAND PESOS ONLY (₱15,000.00)**
- Lot 13: TRASHBAG**
(Refer to Section VII for specification)
For the sum of **THIRTY-SIX THOUSAND PESOS ONLY (₱36,000.00)**
- Lot 14: MICROFIBER CLOTH**
(Refer to Section VII for specification)
For the sum of **ONE HUNDRED NINETY-SEVEN THOUSAND SIX HUNDRED PESOS ONLY (₱197,600.00)**
- LOT 15: COTTON BALLS**
(Refer to Section VII for specification)
For the sum of **FIVE HUNDRED FORTY-SIX THOUSAND SEVEN HUNDRED EIGHTY PESOS ONLY (₱546,780.00)**

2. The PSA - RSSO XIII now invites bids for **Procurement of Supplies and Materials for the PhilSys Registration Centers in Caraga (Second Bidding)**. Delivery of the Goods is required within 20 days after receipt of Purchase Order. Bidders should have completed, within the last three years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from PSA - RSSO XIII and inspect the Bidding Documents at the address given below during office hours at 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on October 25, 2021 to November 15, 2021 from the given address and website(s) below and upon payment of a non-refundable fee of ₱2,500.00

The method of payment will be in cash or cheque payable to PSA.

6. The PSA – RSSO XIII will hold a Pre-Bid Conference on November 3, 2021, 10:00 AM at PSA - RSSO XIII Training Room, Freeman Bldg., J.C. Aquino Avenue, Brgy. Imadejas, Butuan City and/or through video conferencing or webcasting *via Zoom* with the following meeting details:

Meeting link:

<https://us02web.zoom.us/j/86317975864?pwd=YngrQjdDSjArVXhYa1hZVjBUSGFNZZ09>

Meeting ID: 863 1797 5864

Passcode: 2ndPREBID

The Pre-Bid Conference shall be open to prospective bidders.

7. Bids must be duly received by the RBAC Secretariat through manual submission (printed copies) at Philippine Statistics Authority Regional Statistical Services Office XIII, Freeman Bldg., J.C. Aquino Avenue, Brgy. Imadejas, Butuan City on or before November 15, 2021, 9:30 AM (Philippine Standard Time). Late bids shall not be accepted.

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

LOT 1:

- **₱1,468.80 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱3,672.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 2:

- **₱585.60 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱1,464.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 3

- **₱1,626.10 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱4,065.25 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 4

- **₱19,305.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱48,262.50 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 5

- **₱1,490.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱3,725.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 6

- **₱794.40 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱1,986.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 7

- **₱1,725.60 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱4,314.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 8

- **₱1,150.40 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱2,876.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 9

- **₱168.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱420.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 10

- **₱264.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱660.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 11

- **₱4,800.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱12,000.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 12

- **₱300.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱750.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 13

- **₱720.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱1,800.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 14

- **₱3,952.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱9,880.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

LOT 15

- **₱10,935.60 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, issued by a universal or commercial bank;
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
- **₱27,339.00 (5% of ABC)**, if bid security is in Surety Bond; or
- Bid Securing Declaration (notarized) Pursuant to GPPB Resolution No. 3-2012. Please see BID FORMS on pages 47-48 of the Bidding documents.

9. Bid opening shall be on November 15, 2021, 10:00 AM at the PSA – RSSO XIII Training Room, Freeman Bldg., J.C. Aquino Avenue, Brgy. Imadejas, Butuan City. Bids will be opened in the presence of the bidders' representatives.

10. All Bids shall be addressed to:

BERNADETH I. BONACHITA

RBAC Chairperson

Philippine Statistics Authority

Regional Statistical Services Office XIII

Freeman Building, J.C. Aquino Ave, Butuan City

11. The PSA – RSSO XIII 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

CALE P. PINEDA

RBAC Secretariat

Philippine Statistics Authority

Regional Statistical Services Office XIII

Freeman Building, J.C. Aquino Ave, Butuan City

Email Address: psacaraga.rbac13@gmail.com

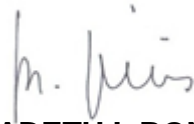
Tel. No. (085) 815-2878

Website: <https://rssocaraga.psa.gov.ph> and/or
<https://procurement.psa.gov.ph>

13. You may visit the following websites:

For downloading of Bidding Documents: <https://rssocaraga.psa.gov.ph> and/or
<https://procurement.psa.gov.ph>

October 25, 2021



BERNADETH I. BONACHITA
RBAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Philippine Statistics Authority – Regional Statistical Services Office XIII (PSA - RSSO XIII)** wishes to receive Bids for the **Procurement of Supplies and Materials for the PhilSys Registration Centers in Caraga (Second Bidding)**, with identification number **2021-02**.

The Procurement Project (referred to herein as “Project”) is composed of **fifteen 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 **2021 General Appropriation (General Fund)** in the amount of **Two Million Four Hundred Sixty - Four Thousand Two Hundred Seventy-Five Pesos Only (₱2,464,275.00)** with the following breakdown:

Lot 1: Seventy-Three Thousand Four Hundred Forty Pesos Only (₱73,440.00)

Lot 2: Twenty-Nine Thousand Two Hundred Eighty Pesos Only (₱29,280.00)

Lot 3: Eighty – One Thousand Three Hundred Five Pesos Only (₱81,305.00)

Lot 4: Nine Hundred Sixty-Five Thousand Two Hundred Fifty Pesos Only (₱965,250.00)

Lot 5: Seventy-Four Thousand Five Hundred Pesos Only (₱74,500.00)

Lot 6: Thirty-Nine Thousand Seven Hundred Twenty Pesos Only (₱39,720.00)

Lot 7: Eighty-Six Thousand Two Hundred Eighty Pesos Only (₱86,280.00)

Lot 8: Fifty-Seven Thousand Five Hundred Twenty Pesos Only (₱57,520.00)

Lot 9: Eight Thousand Four Hundred Pesos Only (₱8,400.00)

Lot 10: Thirteen Thousand Two Hundred Pesos Only (₱13,200.00)

Lot 11: Two Hundred Forty Thousand Pesos Only (₱240,000.00)

Lot 12: Fifteen Thousand Pesos Only (₱15,000.00)

Lot 13: Thirty-Six Thousand Pesos Only (₱36,000.00)

Lot 14: One Hundred Ninety-Seven Thousand Six Hundred Pesos Only (₱197,600.00)

Lot 15: Five Hundred Forty-Six Thousand Seven Hundred Eighty Pesos Only (₱546,780.00)

The source of funding is:

General Fund of the 2021 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. Foreign ownership limited to those allowed under the rules may participate in this Project.

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

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

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

6. Origin of Goods

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

7. Subcontracts

- 7.1. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through video conferencing or webcasting *via Zoom* 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 the last three years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the RBAC are in foreign language other than English, it must be accompanied by a translation in English, which

shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of

destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

13. Bid and Payment Currencies

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

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

Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 January 15, 2022. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Preliminary Examination of Bids

- 17.1. The RBAC 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 RBAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated 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 follows:

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

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

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the RBAC 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

Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Procurement of supplies and materials (goods). b. completed within the last three (3) years prior to the deadline for the submission and receipt of bids. 							
7.1	Subcontracting is not allowed.							
12	<p>The price of the Supplies and Materials are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;"> <p><u>Lot 1: PAPER</u></p> <p>SEVENTY-THREE THOUSAND FOUR HUNDRED FORTY PESOS ONLY (₱73,440.00)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><u>Lot 2: TOILET TISSUE PAPER</u></p> <p>TWENTY-NINE THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱29,280.00)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><u>Lot 3: ALCOHOL</u></p> <p>EIGHTY-ONE THOUSAND THREE HUNDRED FIVE PESOS ONLY (₱81,305.00)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><u>Lot 4: GLOVES</u></p> <p>NINE HUNDRED SIXTY-FIVE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (₱965,250.00)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><u>Lot 5: SURGICAL MASK</u></p> <p>SEVENTY-FOUR THOUSAND FIVE HUNDRED PESOS ONLY (₱74,500.00)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><u>Lot 6: FACE SHIELD</u></p> <p>THIRTY-NINE THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱39,720.00)</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><u>Lot 7: HAND SANITIZER</u></p> <p>EIGHTY-SIX THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱86,280.00)</p> </td> </tr> </tbody> </table>	<p><u>Lot 1: PAPER</u></p> <p>SEVENTY-THREE THOUSAND FOUR HUNDRED FORTY PESOS ONLY (₱73,440.00)</p>	<p><u>Lot 2: TOILET TISSUE PAPER</u></p> <p>TWENTY-NINE THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱29,280.00)</p>	<p><u>Lot 3: ALCOHOL</u></p> <p>EIGHTY-ONE THOUSAND THREE HUNDRED FIVE PESOS ONLY (₱81,305.00)</p>	<p><u>Lot 4: GLOVES</u></p> <p>NINE HUNDRED SIXTY-FIVE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (₱965,250.00)</p>	<p><u>Lot 5: SURGICAL MASK</u></p> <p>SEVENTY-FOUR THOUSAND FIVE HUNDRED PESOS ONLY (₱74,500.00)</p>	<p><u>Lot 6: FACE SHIELD</u></p> <p>THIRTY-NINE THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱39,720.00)</p>	<p><u>Lot 7: HAND SANITIZER</u></p> <p>EIGHTY-SIX THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱86,280.00)</p>
<p><u>Lot 1: PAPER</u></p> <p>SEVENTY-THREE THOUSAND FOUR HUNDRED FORTY PESOS ONLY (₱73,440.00)</p>								
<p><u>Lot 2: TOILET TISSUE PAPER</u></p> <p>TWENTY-NINE THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱29,280.00)</p>								
<p><u>Lot 3: ALCOHOL</u></p> <p>EIGHTY-ONE THOUSAND THREE HUNDRED FIVE PESOS ONLY (₱81,305.00)</p>								
<p><u>Lot 4: GLOVES</u></p> <p>NINE HUNDRED SIXTY-FIVE THOUSAND TWO HUNDRED FIFTY PESOS ONLY (₱965,250.00)</p>								
<p><u>Lot 5: SURGICAL MASK</u></p> <p>SEVENTY-FOUR THOUSAND FIVE HUNDRED PESOS ONLY (₱74,500.00)</p>								
<p><u>Lot 6: FACE SHIELD</u></p> <p>THIRTY-NINE THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY (₱39,720.00)</p>								
<p><u>Lot 7: HAND SANITIZER</u></p> <p>EIGHTY-SIX THOUSAND TWO HUNDRED EIGHTY PESOS ONLY (₱86,280.00)</p>								

	<p><u>Lot 8: WET WIPES</u></p> <p>FIFTY-SEVEN THOUSAND FIVE HUNDRED TWENTY PESOS ONLY (₱57,520.00)</p> <hr/> <p><u>Lot 9: BLEACH</u></p> <p>EIGHT THOUSAND FOUR HUNDRED PESOS ONLY (₱8,400.00)</p> <hr/> <p><u>Lot 10: DETERGENT POWDER</u></p> <p>THIRTEEN THOUSAND TWO HUNDRED PESOS ONLY (₱13,200.00)</p> <hr/> <p><u>Lot 11: DISINFECTANT SPRAY</u></p> <p>TWO HUNDRED FORTY THOUSAND PESOS ONLY (₱240,000.00)</p> <hr/> <p><u>Lot 12: RAGS</u></p> <p>FIFTEEN THOUSAND PESOS ONLY (₱15,000.00)</p> <hr/> <p><u>Lot 13: TRASHBAG</u></p> <p>THIRTY-SIX THOUSAND PESOS ONLY (₱36,000.00)</p> <hr/> <p><u>Lot 14: MICROFIBER CLOTH</u></p> <p>ONE HUNDRED NINETY-SEVEN THOUSAND SIX HUNDRED PESOS ONLY (₱197,600.00)</p> <hr/> <p><u>LOT 15: COTTON BALLS</u></p> <p>FIVE HUNDRED FORTY-SIX THOUSAND SEVEN HUNDRED EIGHTY PESOS ONLY (₱546,780.00)</p>	
14.1	<p>The name of the Project is: <i>Procurement of Supplies and Materials for the PhilSys Registration Centers in Caraga (Second Bidding).</i></p> <hr/> <p>The bid security shall be in the following amount or forms:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Lot 1:</u></p> <ol style="list-style-type: none"> 1. ₱1,468.80 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. ₱3,672.00 (5% of ABC) if bid security is in Surety Bond; or 3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified </div>	

to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 2:

1. **₱585.60** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱1,464.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 3:

1. **₱1,626.10** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱4,065.25** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 4:

1. **₱19,305.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱48,262.50** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 5:

1. **₱1,490.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱3,725.00** (5% of ABC) if bid security is in Surety Bond; or

3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 6:

1. **₱794.40** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱1,986.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 7:

1. **₱1,725.60** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱4,314.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 8:

1. **₱1,150.40** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱2,876.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. *(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)*

Lot 9:

1. **₱168.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱420.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

Lot 10:

1. **₱264.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱660.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

Lot 11:

1. **₱4,800.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱12,000.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

Lot 12:

1. **₱300.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱750.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government

procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

Lot 13:

1. **₱720.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱1,800.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

Lot 14:

1. **₱3,952.00** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱9,880.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

Lot 15:

1. **₱10,935.60** (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱27,339.00** (5% of ABC) if bid security is in Surety Bond; or
3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. (Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 51.)

19.3	<p>The lot(s) and reference are:</p> <p>Lot 1: Paper</p> <p style="padding-left: 40px;">ABC: Seventy-Three Thousand Four Hundred Forty Pesos Only (₱73,440.00)</p> <p>Lot 2: Toilet Tissue Paper</p> <p style="padding-left: 40px;">ABC: Twenty-Nine Thousand Two Hundred Eighty Pesos Only (₱29,280.00)</p> <p>Lot 3: Alcohol</p> <p style="padding-left: 40px;">ABC: Eighty-One Thousand Three Hundred Five Pesos Only (₱81,305.00)</p> <p>Lot 4: Gloves</p> <p style="padding-left: 40px;">ABC: Nine Hundred Sixty-Five Thousand Two Hundred Fifty Pesos Only (₱965,250.00)</p> <p>Lot 5: Surgical Mask</p> <p style="padding-left: 40px;">ABC: Seventy-Four Thousand Five Hundred Pesos Only (₱74,500.00)</p> <p>Lot 6: Face Shield</p> <p style="padding-left: 40px;">ABC: Thirty-Nine Thousand Seven Hundred Twenty Pesos Only (₱39,720.00)</p> <p>Lot 7: Hand Sanitizer</p> <p style="padding-left: 40px;">ABC: Eighty-Six Thousand Two Hundred Eighty Pesos Only (₱86,280.00)</p> <p>Lot 8: Wet Wipes</p> <p style="padding-left: 40px;">ABC: Fifty-Seven Thousand Five Hundred Twenty Pesos Only (₱57,520.00)</p> <p>Lot 9: Bleach</p> <p style="padding-left: 40px;">ABC: Eight Thousand Four Hundred Pesos Only (₱8,400.00)</p> <p>Lot 10: Detergent Powder</p> <p style="padding-left: 40px;">ABC: Thirteen Thousand Two Hundred Pesos Only (₱13,200.00)</p>
------	--

	<p>Lot 11: Disinfectant Spray</p> <p style="padding-left: 40px;">ABC: Two Hundred Forty Thousand Pesos Only (₱240,000.00)</p> <p>Lot 12: Rags</p> <p style="padding-left: 40px;">ABC: Fifteen Thousand Pesos Only (₱15,000.00)</p> <p>Lot 13: Trashbag</p> <p style="padding-left: 40px;">ABC: Thirty-Six Thousand Pesos Only (₱36,000.00)</p> <p>Lot 14: Microfiber Cloth</p> <p style="padding-left: 40px;">ABC: One Hundred Ninety-Seven Thousand Six Hundred Pesos Only (₱197,600.00)</p> <p>Lot 15: Cotton Balls</p> <p style="padding-left: 40px;">ABC: Five Hundred Forty-Six Thousand Seven Hundred Eighty Pesos Only (₱546,780.00)</p>
20.2	<p>For post qualification, Bidders must submit the following additional requirements:</p> <ol style="list-style-type: none"> 1. BIR Registration Certification with T.I.N. 2. Income Tax Return (Form 1701 or 1702) for 2020 3. Quarterly VAT Returns of the past 4 quarters for VAT Registered (2550Q) (for the quarters ending, September 2021, June 2021, March 2021, December 2020) 4. For corporation, Updated General Information Sheet, Certified True Copy from SEC and Certification Filing Information from SEC or DTI Certificate of Registration for Partnership or Sole Proprietorship 5. Enrolment to BIR EFPS (BIR Form 1903 or 1901) 6. Current year Business Permit 7. Latest Tax Clearance 8. 2020 Audited Financial Statements

Section IV. General 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 prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section 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

Special Conditions of Contract

GCC Clause	
	<p><i>Additional requirements for the execution of this Contract:</i></p> <p>Delivery and Documents –</p> <p>The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are to be made at the project site: <i>PHILIPPINE STATISTICS AUTHORITY-RSSO XIII, Butuan City</i> not to exceed (1) day from the exact time specified in the Notice to Proceed to the winning bidder. Risk and title will pass from the Supplier to the Procuring Entity only upon receipt and final acceptance of the services.</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>For purposes of this Clause the Procuring Entity's Representative at the Project Site is DR. ROSALINDA CELESTE- APURA of Philippine Statistics Authority-RSSO XIII, Butuan City.</p> <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.</p> <p>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>

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

Lot No.

Final Destination

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity

	<p>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	Payment using Letter of Credit (LC) is not allowed.
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> 1. Inspect and verify items as to quantity and conformity to specifications based on the DR and approved PO/Contract.

Section VI. Schedule of Requirements

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

Description	Unit	Quantity	Total	Delivered, Weeks/Months
Lot 1: PAPER	ream	306	₱73,440.00	Within 20 days after receipt of Purchase Order
Lot 2: TOILET TISSUE PAPER	pack	244	₱29,280.00	
Lot 3: ALCOHOL	bottle	707	₱81,305.00	
Lot 4: GLOVES	box	1,485	₱965,250.00	
Lot 5: SURGICAL MASK	box	745	₱74,500.00	
Lot 6: FACE SHIELD	piece	1,324	₱39,720.00	
Lot 7: HAND SANITIZER	bottle	719	₱86,280.00	
Lot 8: WET WIPES	pack	719	₱57,520.00	
Lot 9: BLEACH	bottle	120	₱8,400.00	
Lot 10: DETERGENT POWDER	pack	120	₱13,200.00	
Lot 11: DISINFECTANT SPRAY	can	480	₱240,000.00	
Lot 12: RAGS	bundle	120	₱15,000.00	
Lot 13: TRASHBAG	roll	240	₱36,000.00	
Lot 14: MICROFIBER CLOTH	bundle	1,520	₱197,600.00	
LOT 15: COTTON BALLS	pack	9,113	₱546,780.00	

I hereby commit to comply and deliver the above requirements upon the start of effective contract period and after receiving the Notice to Proceed.

Name of Company/Bidder

Signature over Printed Name

Date

Section VII. Technical Specifications

Technical Specifications

Note: Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification.

Lot	Specification	Unit	Quantity	Statement of Compliance
Lot 1	PAPER -Multicopy, 80 gsm -size: 216mm x 330 mm (Legal Size)	ream	306	
Lot 2	TOILET TISSUE PAPER -2 ply sheets, 150 pulls, 12 rolls/pack	pack	244	
Lot 3	ALCOHOL (ETHYL 500 ml) -at least 70% ethanol -Colorless Clear liquid	bottle	707	
Lot 4	GLOVES -Disposable, Non-Sterile, Latex, Powder-Free, Ambidextrous, Rolled Bead Cuff, Finger Textured - 50 sets/box -Size: Large	box	1,485	
Lot 5	SURGICAL MASK - DISPOSABLE, Medical Device Class 1; Earloop, 3- ply, Wired, 50 pcs/box	box	745	
Lot 6	FACE SHIELD -Glass Frame, Direct Splash Protection	piece	1,324	
Lot 7	HAND SANITIZER - 100ml -Made from plant derived alcohol -Moisturizing Formula, Leaves skin feeling soft and smooth	bottle	719	
Lot 8	WET WIPES -Sheets: 80pcs -Unscented -Wipes contain the natural properties of aloe vera, lanolin, and vitamin E. -It is natural, mild, and effective cleansing. - Paraben-free	pack	719	

	<ul style="list-style-type: none"> -Hypo-allergenic -Natural ingredients -Resealable cover to prevent moisture loss -Sheet size: 200mm x 100mm -Thicker sheet -FDA Approved. 			
Lot 9	<p>BLEACH</p> <ul style="list-style-type: none"> -1 liter, liquid, (for sink and bathroom cleaning and disinfecting purposes) 	bottle	120	
Lot 10	<p>DETERGENT POWDER</p> <ul style="list-style-type: none"> -all-purpose, 1kg 	pack	120	
Lot 11	<p>DISINFECTANT SPRAY</p> <ul style="list-style-type: none"> -aerosol type, 400-550 grams 	can	480	
Lot 12	<p>RAGS, all cotton, 32 pieces min</p>	bundle	120	
Lot 13	<p>TRASHBAG, plastic, transparent/black, 10's roll or pack, size: XL</p>	roll	240	
Lot 14	<p>MICROFIBER CLOTH</p> <ul style="list-style-type: none"> -Specs: at least 6 pcs per bundle -Dimension: 10inches x 10inches, Good for cleaning equipment 	bundle	1,520	
Lot 15	<p>COTTON BALLS, Bigger Balls (100 per pack)</p>	pack	9,113	

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

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

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) 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

- (l) 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

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

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

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

Section IX. Bidding Forms

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

BID FORM

Date: _____
 Project Identification No.: _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or 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 Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

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

For Goods Offered from Within the Philippines

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

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 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]

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, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

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]

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/manufacture/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]

**STATEMENT OF ALL GOVERNMENT AND PRIVATE
CONTRACTS COMPLETED WITHIN THE LAST THREE (3)
YEARS WHICH ARE SIMILAR IN NATURE**

Name of Private Security Agency : _____
 Address : _____
 Telephone/Fax Numbers : _____

Name of Contract	a. Name of Owner b. Address	Nature of Work	Bidder's Role		a. Amount at Award	a. Date of Award
			Description	%	b. Amount at Completion	b. Contract Effectivity
Government						
Private						

Note: This statement shall be supported with:

1. Notice of Award and/or Contract {for Government and Private Contracts}
2. Notice to Proceed {for Government Contracts only}
3. Certificate of Accomplishments/Satisfactory Performance signed by the authorized representative of the Owner/Client

Submitted by : _____
{Printed Name and Signature}

Designation : _____

Date : _____

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE
CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED**

Name of Private Security Agency : _____
 Address : _____
 Telephone/Fax Numbers : _____

Name of Contract	a. Name of Owner b. Address c. Telephone nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date Completion	% of Accomplishment		Value of Outstanding Works/Delivered Portion
			Description	%		Planned	Actual	
Government								
Private								

Note: This statement shall be supported with:

2. Notice of Award and/or Contract (for Government and Private Contracts)
3. Notice to Proceed (for Government Contracts only)
4. Certificate of Satisfactory Performance (on-going or completed) issued by the authorized representative of the Owner/Client

Submitted by : _____
 (Printed Name and Signature)
 Designation : _____
 Date : _____

(Bidder's Company Letterhead)

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY
(Show Actual Computation)**

This is to certify that our Net Financial Contracting Capacity (NFCC) is Philippine Pesos _____ (Php _____) which is at least equal to the total ceiling price of the services we are bidding. The amount is computed as follows:

$$\text{NFCC} = (\text{CA} - \text{CL}) (\text{K}) - \text{C}$$

Where:

CA = Current Assets

CL = Current Liabilities

K = 10 for a contract duration of one year or less,
15 for a contract duration of more than one year up to two years and 20 for a contract duration of more than two years

C = value of all outstanding contracts/projects under ongoing contracts, including awarded contracts yet to be started

Issued this _____ day of _____, 2018

(Company Authorized Representative)

NAME :

DESIGNATION :

