



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**



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

**PHILIPPINE BIDDING**  
**DOCUMENTS**

**ON THE PROCUREMENT OF**  
**Information and Communications Technology (ICT) Supplies and Materials,**  
**Office Supplies, Printing Equipment, and Other Supplies and Materials for**  
**Survey Operations and Data Processing of PSA RSSO XIII and its PSOs**

**May 2024**  
**Butuan City**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as civil works or works. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***



**INVITATION TO BID FOR THE PROCUREMENT OF  
Information and Communications Technology (ICT) Supplies and Materials,  
Office Supplies, Printing Equipment, and Other Supplies and Materials for  
Survey Operations and Data Processing of PSA RSSO XIII and its PSOs**

1. The Philippine Statistics Authority – Regional Statistical Services Office XIII (PSA - RSSO XIII), through the 2023 and 2024 General Appropriation (General Fund) intends to apply the sum of **Two Million Eight Hundred Seventy-Two Thousand Three Hundred Ninety-Seven Pesos Only (₱2,872,397.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the six (6) lots below. Bids received in excess of the ABC shall be automatically rejected at bid opening.

**Lot 1: External USB Hard Disk – Portable Hard Drive**

(Refer to Section VII for specification)

For the sum of **ONE MILLION FOUR HUNDRED FOUR THOUSAND PESOS ONLY (₱1,404,000.00)**

**Lot 2: ICT Supplies and Materials, and Printing Equipment**

- Local Area Network (LAN) Card Port
- Printer, Colored
- Printer, Monochrome (Refer to Section VII for specification)

For the sum of **TWO HUNDRED SIXTEEN THOUSAND PESOS ONLY (₱216,000.00)**

**Lot 3: Inks and Toners (Genuine)**

(Refer to Section VII for specification)

For the sum of **THREE HUNDRED NINETY-FOUR THOUSAND NINE HUNDRED PESOS ONLY (₱394,900.00)**

**Lot 4: Office Supplies, and Other Supplies and Materials**

(Refer to Section VII for specification)

For the sum of **EIGHTY-FOUR THOUSAND ONE HUNDRED FORTY-TWO PESOS ONLY (₱84,142.00)**

**Lot 5: Customized Polo Shirt, Bag, and Umbrella**

(Refer to Section VII for specification)

For the sum of **ONE HUNDRED SIXTY-FIVE THOUSAND EIGHT HUNDRED FIFTY-FIVE PESOS ONLY (₱165,855.00)**

**Lot 6: Magic Mug**

(Refer to Section VII for specification)

For the sum of **SIX HUNDRED SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (₱607,500.00)**

2. The PSA - RSSO XIII now invites bids for the above Procurement Project. Delivery of the Goods is required within 15 days after receipt of the Purchase Order/Contract for Lot 4 and 30 days after receipt of the Purchase Order/Contract for Lots 1, 2, 3, 5, and 6. 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 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 11, 2024 to June 03, 2024** from the given address and at the provided website(s) of this document and upon payment of a non-refundable fee in the amount of:

Lot Number	Amount
Lot 1	₱5,000.00
Lot 2	₱500.00
Lot 3	₱500.00
Lot 4	₱500.00
Lot 5	₱500.00
Lot 6	₱1,000.00
<b>Total</b>	<b>₱8,000.00</b>

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in cash or cheque payable to PSA.

6. The PSA – RSSO XIII will hold a Pre-Bid Conference on **May 20, 2024, 10:00 AM** through video conferencing or webcasting via Google Meet with the following meeting details:

Meeting link:

<https://meet.google.com/vah-nnuy-spg>

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 **June 3, 2024, 9:00 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: External USB Harddisk - Portable Hard Drive**

- **₱28,080.00 (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.
- **₱70,200.00 (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 50-61 of the Bidding documents.

#### **LOT 2: ICT Supplies and Materials, and Printing Equipment**

- **₱4,320.00 (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.
- **₱10,800.00 (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 50-61 of the Bidding documents.

#### **LOT 3: Inks and Toners (Genuine)**

- **₱7,898.00 (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.
- **₱19,745.00 (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 50-61 of the Bidding documents.

#### **LOT 4: Office Supplies, and Other Supplies and Materials**

- **₱1,682.84 (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.
- **₱4,207.10 (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 50-61 of the Bidding documents.

**LOT 5: Customized Polo Shirt, Bag, and Umbrella**

- **₱3,317.10 (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.
- **₱8,292.75 (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 50-61 of the Bidding documents.

**LOT 6: Magic Mug**

- **₱12,150.00 (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.
- **₱30,375.00 (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 50-61 of the Bidding documents.

9. Bid opening shall be on **June 3, 2024 at 9:30 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 who choose to attend the activity.

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:

**KENNETH D. DALUBATAN**

RBAC Secretariat

Philippine Statistics Authority

Regional Statistical Services Office XIII

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

Email Address: [rssocaragarbac@psa.gov.ph](mailto:rssocaragarbac@psa.gov.ph)

Tel. No. (085) 225-5219

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>

*May 10, 2024*

**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 **Information and Communications Technology (ICT) Supplies and Materials, Office Supplies, Printing Equipment, and Other Supplies and Materials for Survey Operations and Data Processing of PSA RSSO XIII and its PSOs**, with identification number **2024-03**.

The Procurement Project (referred to herein as “Project”) is composed of **six (6) 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 **2023 and 2024 General Appropriation (General Fund)** in the amount of **Two Million Eight Hundred Seventy-Two Thousand Three Hundred Ninety-Seven Pesos Only (₱2,872,397.00)** with the following breakdown:

**Lot 1: One Million Four Hundred Four Thousand Pesos Only (₱1,404,000.00)**

**Lot 2: Two Hundred Sixteen Thousand Pesos Only (₱216,000.00)**

**Lot 3: Three Hundred Ninety-Four Thousand Nine Hundred Pesos Only (₱394,900.00)**

**Lot 4: Eighty-Four Thousand One Hundred Forty-Two Pesos Only (₱84,142.00)**

**Lot 5: One Hundred Sixty-Five Thousand Eight Hundred Fifty-Five Pesos Only (₱165,855.00)**

**Lot 6: Six Hundred Seven Thousand Five Hundred Pesos Only (₱607,500.00)**

- 2.2. The source of funding is:

General Fund of the 2023 and 2024 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 through video conferencing or webcasting via Google Meet 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 within the last three years from the date of submission prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

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

## 12. Bid Prices

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

- a. For Goods offered from within the Procuring Entity's country:
- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in 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 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 **August 15, 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.

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

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

- 20.1. 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"> <li>a. Procurement of Information and Communications Technology (ICT) Supplies and Materials, Office Supplies, Printing Equipment, and Other Supplies and Materials for Survey Operations and Data Processing of PSA RSSO XIII and its PSOs</li> <li>b. 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.</li> </ul>
7.1	Subcontracting is not allowed.
10.1	<p>The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).</p> <p>Submit only <b>one (1) copy</b> of the documents under the <b>Technical Component Envelope, regardless of the number of lot(s) with bid(s)</b>.</p>
11.1	<p>The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).</p> <p>Submit <b>one (1) copy</b> of the documents under the <b>Financial Component Envelope</b> for <b>each lot</b>. The original, duly signed, and accomplished <b>Financial Bid Form</b> and the original, duly signed, and accomplished <b>Price Schedule(s)</b> should be <b>by lot</b>.</p>
12.1	<p>The prices of the Information and Communications Technology (ICT) Supplies and Materials, Office Supplies, Printing Equipment, and Other Supplies and Materials are as follows:</p> <p><b><u>Lot 1: External USB Hard disk - Portable Hard Drive</u></b></p> <p><b>One Million Four Hundred Four Thousand Pesos Only (₱1,404,000.00)</b></p> <p><b><u>Lot 2: ICT Supplies and Materials, and Printing Equipment</u></b></p> <p><b>Two Hundred Sixteen Thousand Pesos Only (₱216,000.00)</b></p> <p><b><u>Lot 3: Inks and Toners (Genuine)</u></b></p> <p><b>Three Hundred Ninety-Four Thousand Nine Hundred Pesos Only (₱394,900.00)</b></p>

	<p><b><u>Lot 4: Office Supplies, and Other Supplies and Materials</u></b></p> <p><b>Eighty-Four Thousand One Hundred Forty-Two Pesos Only (₱84,142.00)</b></p> <p><b><u>Lot 5: Customized Polo Shirt, Bag, and Umbrella</u></b></p> <p><b>One Hundred Sixty-Five Thousand Eight Hundred Fifty-Five Pesos Only (₱165,855.00)</b></p> <p><b><u>Lot 6: Magic Mug</u></b></p> <p><b>Six Hundred Seven Thousand Five Hundred Pesos Only (₱607,500.00)</b></p> <p>The name of the Project is <b>Procurement of Information and Communications Technology (ICT) Supplies and Materials, Office Supplies, Printing Equipment, and Other Supplies and Materials for Survey Operations and Data Processing of PSA RSSO XIII and its PSOs</b></p>
14.1	<p><b>The bid security shall be in the following amount or forms:</b></p> <p><b><u>Lot 1: External USB Hard disk - Portable Hard Drive</u></b></p> <ol style="list-style-type: none"> <li>1. <b>₱28,080.00 (2% of ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. <b>₱70,200.00 (5% of ABC)</b>, if bid security is in Surety Bond; or</li> <li>3. Bid Securing Declaration (notarized) which is an undertaking by a prospective bidder, committing to pay the corresponding fine and be suspended for some time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein. <i>(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 54.)</i></li> </ol> <p><b><u>Lot 2: ICT Supplies and Materials, and Printing Equipment</u></b></p> <ol style="list-style-type: none"> <li>1. <b>₱4,320.00 (2% of ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. <b>₱10,800.00 (5% of ABC)</b>, if bid security is in Surety Bond; or</li> <li>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. <i>(Pursuant</i></li> </ol>

to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 54.)

**Lot 3: Inks and Toners**

1. **₱7,898.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱19,745.00 (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 54.)

**Lot 4: Office Supplies, and Other Supplies and Materials**

1. **₱1,682.84 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱4,207.10 (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 54.)

**Lot 5: Customized Polo Shirt, Bag, and Umbrella**

1. **₱3,317.10 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
2. **₱8,292.75 (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 some 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 54.)

**Lot 6: Magic Mug**

1. **₱12,150.00 (2% of ABC)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;

	<p>2. <b>₱30,375.00 (5% of ABC)</b>, if bid security is in Surety Bond; or</p> <p>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. <i>(Pursuant to GPPB Resolution No. 3-2012.) (Please see Bid Securing Declaration Form, page 54.)</i></p>
15	<p>For the sealing and marking of bids, each Bidder shall submit one (1) envelope containing one (1) copy of each of the first and second components of its Bid.</p> <p>The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents). Submit <b>only one (1) copy</b> of the documents under the <b>Technical Component Envelope, regardless of the number of lot(s) with bid(s)</b>.</p> <p>The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents). Submit <b>one (1) copy</b> of the documents under the <b>Financial Component Envelope</b> for <b>each lot</b>. The original, duly signed, and accomplished <b>Financial Bid Form</b> and the original, duly signed, and accomplished <b>Price Schedule(s)</b> should be <b>by lot</b>.</p>
19.3	<p>The lot(s) and reference are:</p> <p><b><u>Lot 1: External USB Hard disk - Portable Hard Drive</u></b></p> <p>ABC: For the sum of <b>One Million Four Hundred Four Thousand Pesos Only (₱1,404,000.00)</b></p> <p><b><u>Lot 2: ICT Supplies and Materials, and Printing Equipment</u></b></p> <p>ABC: For the sum of <b>Two Hundred Sixteen Thousand Pesos Only (₱216,000.00)</b></p> <p><b><u>Lot 3: Inks and Toners (Genuine)</u></b></p> <p>ABC: For the sum of <b>Three Hundred Ninety-Four Thousand Nine Hundred Pesos Only (₱394,900.00)</b></p> <p><b><u>Lot 4: Office Supplies, and Other Supplies and Materials</u></b></p> <p>ABC: For the sum of <b>EIGHTY-FOUR THOUSAND ONE HUNDRED FORTY-TWO PESOS ONLY (₱84,142.00)</b></p> <p><b><u>Lot 5: Customized Polo Shirt, Bag, and Umbrella</u></b></p>



	<p>ABC: For the sum of <b>One Hundred Sixty-Five Thousand Eight Hundred Fifty-Five Pesos Only (₱165,855.00)</b></p> <p><b><u>Lot 6: Magic Mug</u></b></p> <p>ABC: For the sum of <b>Six Hundred Seven Thousand Five Hundred Pesos Only (₱607,500.00)</b></p>
20.2	<p>For post qualification, Bidders must submit the following additional requirements:</p> <ol style="list-style-type: none"> <li>1. BIR Registration Certification with T.I.N.</li> <li>2. Income Tax Return (Form 1701 or 1702) for 2023</li> <li>3. Quarterly VAT Returns of the past 4 quarters for VAT Registered (2550Q) (for the quarters ending, March 2024, December 2023, September 2023, June 2023)</li> <li>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</li> <li>5. Current year Business Permit</li> <li>6. Latest Tax Clearance</li> <li>7. 2023 Audited Financial Statements</li> <li>8. Additional Requirements <ol style="list-style-type: none"> <li>8a. Current and latest certificate from the manufacturer that the bidder/supplier is an authorized partner or reseller of the brand being offered.</li> <li>8b. Current and latest certificate from the manufacturer that the bidder/supplier is authorized service provider of the brand being offered.</li> <li>8c. Bidder/Manufacturer must have authorized service center nationwide (Submit the List).</li> </ol> </li> </ol>

## ***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	
1	<p><b><i>Additional requirements for the execution of this Contract:</i></b></p> <p><b>Delivery and Documents –</b></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: <b><i>PHILIPPINE STATISTICS AUTHORITY-RSSO XIII, Butuan City</i></b> 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> <hr/> <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 <b><i>DR. ROSALINDA CELESTE- APURA of Philippine Statistics Authority-RSSO XIII, Butuan City.</i></b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

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.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract.

The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross Weight

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 if practical. If not practical the

	<p>packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></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><b>Intellectual Property Rights –</b></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> <p>Inspect and verify items as to quantity and conformity to specifications based on the DR and approved PO/Contract.</p>



## **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	
<b>Lot 1: External Hard disk – Portable Hard Drive</b>	unit	108	<b>₱1,404,000.00</b>	Within 30 days after receipt of the Purchase Order/Contract	
<b>Lot 2: ICT Supplies and Materials and Printing Equipment</b>			<b>₱216,000.00</b>		
Local Area Network (LAN) Card Port	unit	12	₱12,000.00		
Printer, Color  3 in 1 (Print, Scan and Copy) All in one Ink tank printer Compact integrated tank design High Yield ink Bottles Spill-free, error-free refilling Borderless printing up to 4R At least 1-year set warranty	unit	12	₱144,000.00		
Printer, Monochrome  All-in-One Ink Tank Printer Print, Scan, and Copy USB 2.0 Interface Spill-free, error-free refilling Compact Integrated tank design At least 1-year warranty	unit	5	₱60,000.00		
<b>Lot 3: Inks and Toners (Genuine)</b>			<b>₱394,900.00</b>		Within 30 days after receipt of the Purchase Order/Contract
Epson Ink 774, black, 140 ml	bottle	58	₱21,750.00		
Toner 76A for Printer HP LaserJet	cart	22	₱154,000.00		
Canon 325 LaserJet Toner, Black	cart	5	₱25,000.00		
GT53 (black) 90-ml	bottle	12	₱4,800.00		
GT52 (cyan) 70-ml	bottle	10	₱4,000.00		
GT52 (magenta) 70-ml	bottle	10	₱4,000.00		

<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
GT52 (yellow) 70-ml	bottle	10	₱4,000.00	
Ink Epson 003, 65 mL, Black	bottle	29	₱7,250.00	
Ink Epson 003, 65 ml, Magenta	bottle	20	₱5,000.00	
Ink Epson 003, 65 ml, Cyan	bottle	20	₱5,000.00	
Ink Epson 003, 65 ml, Yellow	bottle	20	₱5,000.00	
Toner Cartridge, HP CE285A Laserjet Printer (HP85A), Black	cart	38	₱114,000.00	
Toner Cartridge, HP CE217A (HP17A), Black	cart	9	₱27,900.00	
Toner Cartridge, HP 35a, Black	cart	4	₱13,200.00	
<b>Lot 4: Office Supplies, and Other Supplies and Materials</b>			<b>₱84,142.00</b>	
<b>Office Supplies</b>				
Clear PVC Cover, Letter SIZE, 100 pieces (216mm x 280mm)	reams	2	₱1,000.00	
Bond paper, Letter size (8.5" x 11")	reams	25	₱6,000.00	
Laminating Film, 50 meters/roll	roll	1	₱1,200.00	
Laid Paper, Color: Cream, Size: A4, 185 gsm, 500 sheets per box	box	1	₱1,450.00	
Sign Pen, black, 0.5mm	piece	75	₱1,800.00	
Sign Pen, blue, 0.5mm	piece	30	₱720.00	
Sign Pen, red, 0.5mm	piece	30	₱720.00	
Ballpen, Black	piece	60	₱540.00	
Tape, Duct Tape 48mm	roll	3	₱270.00	

<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
Fasteners 70 mm centers, 2" capacity, plastic, 50 sets per box	box	6	₱300.00	
Fasteners 70 mm centers, 8.5" capacity, plastic, 16", 50 sets per box	box	6	₱930.00	
Paste, 200 grams/jar	jar	7	₱476.00	
Note Pad, stick on, 50mm x 76mm (2" x 3") min	pad	24	₱960.00	
Note Pad, stick on, 76mm x 100mm (3" x 4") min	pad	18	₱1,044.00	
Note Pad, stick on, 76mm x 76mm (3" x 3") min	pad	60	₱2,700.00	
Clip, Backfold, all metal, clamping: 25mm (-1mm)	box	12	₱300.00	
Clip, Backfold, all metal, clamping: 32mm (-1mm)	box	13	₱364.00	
Clip, Backfold, all metal, clamping: 50mm (-1mm)	box	13	₱975.00	
Correction Tape, film base type, UL 6m min	piece	125	₱2,500.00	
Paper Clip, vinyl/plastic coat, length: 33mm min	box	15	₱300.00	
Glue, All-purpose, 200g/bottle	bottle	11	₱880.00	
Marker, Fluorescent, 3 assorted colors per set	set	6	₱690.00	
Staple wire #35, standard	box	44	₱1,540.00	
Tape Packaging, 48mm	roll	27	₱1,350.00	
Tape Transparent 2 inches	roll	6	₱420.00	
Stamp pad Ink, Violet, 30ml	bottle	3	₱111.00	

<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
Record book, 500 pages, size 214mm x 278mm	piece	5	₱1,150.00	
Record book, 500 pages	piece	5	₱575.00	
<b><i>Other Supplies and Materials</i></b>				
Dishwashing paste, 400 grams	canister	27	₱2,430.00	
Dishwashing liquid, 250ml	bottle	36	₱3,420.00	
Toilet Cake Deodorizer, 100g	piece	201	₱13,467.00	
Bleach, 1 gallon	gal	6	₱1,860.00	
Glass Cleaner, 1000ml	bottle	19	₱3,800.00	
Gloves, Rubberized, size L (for cleaning)	pair	16	₱2,960.00	
Roller Mop, <i>sponge roller mop with adjustable length, hand-operated lever for wringing to extract dirt and water out of the sponge</i>	piece	4	₱2,800.00	
Broom (Walis Tambo)	piece	5	₱250.00	
Detergent Powder, all purpose, 1kg/pouch	pouch	10	₱1,850.00	
Disinfectant spray, 350ml	can	18	₱9,990.00	
LED, T5 seamless bracket 16 watts (Daylight)	piece	6	₱3,000.00	
Sack, Polypropylene Material, Size: Large (at least 19x34 inches), 100 pcs per pack	pack	2	₱1,800.00	

Description	Unit	Quantity	Total	Delivered, Weeks/Months
Hand soap, liquid, 1L/bottle	bottle	6	₱1,200.00	
Toilet tissue paper, 2 ply (100% recycled) 12's	pack	27	₱4,050.00	
<b>Lot 5: Customized Polo Shirt, Bag, and Umbrella</b>			<b>₱165,855.00</b>	
<b>Polo Shirt (Blue - #003B5C)</b> - Poloshirt with base/body Blue color - With collar and sleeve cuff color white - Embroidered psa logo in the front right at chest level - Cotton fabric -2023 CPBI print on left shoulder (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the left shoulder, above the sleeve cuff - 2023 IOSPBI print on right shoulder above (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the right shoulder, sleeve cuff  <i>see "Annex A" for the design</i>	piece	81	₱47,385.00	Within 30 days after receipt of the Purchase Order/Contract

Description	Unit	Quantity	Total	Delivered, Weeks/Months
<p><b>Polo Shirt (Red - #5A1514)</b>  - Poloshirt with base/body Red color  - With collar and sleeve cuff color white  - Embroidered psa logo in the front right at chest level  - Cotton fabric  -2023 CPBI print on left shoulder  (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the left shoulder, above the sleeve cuff  - 2023 IOSBPBI print on right shoulder above  (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the right shoulder, sleeve cuff  see "Annex A" for the design</p>	piece	81	₱47,385.00	Within 30 days after receipt of the Purchase Order/Contract
<p><b>Bag</b>  Specifications:  "• Material: Nylon + Lining (Waterproof)  • Dimension: 30 x 10 x 40 cm  • Color: Dark Gray  • With at least two compartments on the inside with foam casing for separation of ICT device/s  • With printed PSA Logo"   See "Annex B" for the design</p>	piece	81	<b>₱47,385.00</b>	Within 30 days after receipt of the Purchase Order/Contract
<p><b>Umbrella</b>  Specifications:  - 3-folds, automatic open and close, color: gray or dark gray, with printed PSA, CPBI and IOSBPBI logo   See "Annex C" for the</p>	piece	79	<b>₱23,700.00</b>	Within 30 days after receipt of the Purchase Order/Contract

Description	Unit	Quantity	Total	Delivered, Weeks/Months
<b>Lot 6: Magic Mug</b> Specifications/Inclusions: - Color: Matte Black - Material: Ceramic - Size: 80 x 95 mm - Sublimation Printing for logo/design - with individual box/packaging  <i>See "Annex D" for the design</i>	piece	2,250	<b>₱607,500.00</b>	Within 30 days after receipt of the Purchase Order/Contract

I hereby commit to comply and deliver the above requirements upon the start of the 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	Qty	Statement of Compliance
1	<b>External Hard disk – Portable Hard Drive</b>			
	External Hard disk – Portable Hard Drive Capacity: 4TB Interface: USB 3.2 Gen 1	unit	108	
2	<b>ICT Supplies and Materials, and Printing Equipment</b>			
	LAN (Local Area Network) Card 2-Port: 2 x RJ45 port	unit	12	
	Printer, Color  3 in 1 (Print, Scan and Copy) All in one Ink tank printer Compact integrated tank design High Yield ink Bottles Spill-free, error-free refilling Borderless printing up to 4R At least 1-year set warranty	unit	12	
	Printer, Monochrome  All-in-One Ink Tank Printer Print, Scan, and Copy USB 2.0 Interface Spill-free, error-free refilling Compact Integrated tank design At least 1-year warranty	unit	5	
3	<b>Inks and Toners (Genuine)</b>			
	Epson Ink 774, black, 140 MI	bottle	58	
	Toner 76A for Printer HP LaserJet	cart	22	
	Canon 325 LaserJet Toner, Black	cart	5	
	GT53 (black) 90-ml	bottle	12	
	GT52 (cyan) 70-ml	bottle	10	
	GT52 (magenta) 70-ml	bottle	10	
	GT52 (yellow) 70-ml	bottle	10	

Lot	Specification	Unit	Qty	Statement of Compliance
3	Ink Epson 003, 65 mL, Black	bottle	29	
	Ink Epson 003, 65 mL, Magenta	bottle	20	
	Ink Epson 003, 65 mL, Cyan	bottle	20	
	Ink Epson 003, 65 mL, Yellow	bottle	20	
	Toner Cartridge, HP CE285A Laserjet Printer (HP85A), Black	cart	38	
	Toner Cartridge, HP CE217A (HP17A), Black	cart	9	
	Toner Cartridge, HP 35a, Black	cart	4	
<b>Office Supplies, and Other Supplies and Materials</b>				
<b><i>Office Supplies</i></b>				
4	Clear PVC Cover, Letter Size, 100 pieces (216mm x 280mm)	reams	2	
	Bond paper, letter size (8.5" x 11")	reams	25	
	Laminating Film, 50 meters/roll	roll	1	
	Laid Paper, Color: Cream, Size: A4, 185 gsm, 500 sheets per box	box	1	
	Sign Pen, black, 0.5mm	piece	75	
	Sign Pen, blue, 0.5mm	piece	30	
	Sign Pen, red, 0.5mm	piece	30	
	Ballpen, Black	piece	60	
	Tape, Duct Tape 48mm	roll	3	
	Fasteners 70 mm centers, 2" capacity, plastic, 50 sets per box	box	6	
	Fasteners 70 mm centers, 8.5" capacity, plastic, 16", 50 sets per box	box	6	
	Paste, 200 grams/jar	jar	7	
	Note Pad, stick on, 50mm x 76mm (2" x 3") min	pad	24	
	Note Pad, stick on, 76mm x 100mm (3" x 4") min	pad	18	
	Note Pad, stick on, 76mm x 76mm (3" x 3") min	pad	60	

Lot	Specification	Unit	Qty	Statement of Compliance	
4	Clip, Backfold, all metal, clamping: 25mm (-1mm)	box	12		
	Clip, Backfold, all metal, clamping: 32mm (-1mm)	box	13		
	Clip, Backfold, all metal, clamping: 50mm (-1mm)	box	13		
	Correction Tape, film base type, UL 6m min	piece	120		
	Paper Clip, vinyl/plastic coat, length: 33mm min	box	15		
	Glue, All-purpose, 200g/bottle	bottle	11		
	Marker, Fluorescent, 3 assorted colors per set	set	6		
	Staple wire #35, standard	box	44		
	Tape Packaging, 48mm	roll	27		
	Tape Transparent 2'	roll	6		
	Stamp pad Ink, Violet, 30ml	bottle	3		
	Record book, 500 pages, size 214mm x 278mm	piece	5		
	Record book, 500 pages	piece	5		
	<b>Other Supplies and Materials</b>				
	Dishwashing paste, 400 grams	canister	27		
	Dishwashing liquid, 250ml	bottle	36		
	Toilet Cake Deodorizer, 100g	piece	201		
	Bleach, 1 gallon	gal	6		
	Glass Cleaner, 1000ml	bottle	19		
	Gloves, Rubberized, size L (for cleaning)	pair	16		
Roller Mop, <i>sponge roller mop with adjustable length, hand-operated lever for wringing to extract dirt and water out of the sponge</i>	piece	4			
Broom (Walis Tambo)	piece	5			
Detergent Powder, all purpose, 1kg/pouch	pouch	10			
Disinfectant spray, 350ml	can	18			

Lot	Specification	Unit	Qty	Statement of Compliance
	LED, T5 seamless bracket 16 watts (Daylight)	piece	6	
	Sack, Polypropylene Material, Size: Large (at least 19x34 inches), 100 pcs per pack	pack	2	
	Hand soap, liquid, 1L/bottle	bottle	6	
	Toilet tissue paper, 2 ply (100% recycled) 12's	pack	27	
	<b>Customized Polo Shirt, Bag, and Umbrella</b>			
<b>5</b>	<b>Polo Shirt (Blue - #003B5C)</b> - Poloshirt with base/body Blue color - With collar and sleeve cuff color white - Embroidered PSA logo in the front right at chest level - Cotton fabric -2023 CPBI print on the left shoulder (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the left shoulder, above the sleeve cuff - 2023 IOSPBI print on the right shoulder above (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the right shoulder, sleeve cuff <i>see "Annex A" for the design</i>	piece	81	
	<b>Polo Shirt (Red - #5A1514)</b> - Poloshirt with base/body Red color - With collar and sleeve cuff color white - Embroidered PSA logo in the front right at chest level - Cotton fabric -2023 CPBI print on the left shoulder (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the left shoulder, above the sleeve cuff - 2023 IOSPBI print on the right shoulder above (Tw Cent MT Bold Font, with white font color, and font size "35") printed on the right shoulder, sleeve cuff <i>see "Annex A" for the design</i>	piece	81	
	<b>Bag</b> Specifications: "• Material: Nylon + Lining (Waterproof) • Dimension: 30 x 10 x 40 cm • Color: Dark Gray • With at least two compartments on the inside with foam casing for separation of ICT device/s • With printed PSA Logo" <i>see "Annex B" for the design</i>	piece	81	
<b>5</b>	<b>Umbrella</b> Specifications:	piece	79	

Lot	Specification	Unit	Qty	Statement of Compliance
	- 3-folds, automatic open and close, color: gray or dark gray, with printed PSA, CPBI and IOSPBI logo  <i>see "Annex C" for the design</i>			
6	<b>Magic Mug</b> Specifications/Inclusions: - Color: Matte Black - Material: Ceramic - Size: 80 x 95 mm - Sublimation Printing for logo/design - with individual box/packaging <i>see "Annex D" for the design</i>	piece	2,250	

***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) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

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

- (g) 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***

- (h) 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

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

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

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



# ***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	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]*

## STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)

Name of Agency : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone/Fax Numbers : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	Value of Works
			Description	%		

Note: The following documents shall be presented for verification of the above statement during Post-Qualification:

1. Notice of Award OR Notice to Proceed issued by the End user OR its equivalent;
2. Copy of actual contract OR its equivalent; and
3. Certificate of Completion OR End-user's Acceptance OR Proof of payment

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 Agency : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone/Fax Numbers : \_\_\_\_\_

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

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 \_\_\_\_\_). The computation of a bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

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

Where:

**CA** = Current Assets

**CL** = Current Liabilities

**K** = 15

**C** = value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**(Company Authorized Representative)**

**NAME** :

**DESIGNATION** :

# ***ANNEXES***

## Annex A



### Poloshirt

#### Specification:

- Poloshirt with base/body Blue and Red color
- With collar and sleeve cuff color white
- Embroidered 2.5 inches (Diameter) PSA logo at chest level
- Cotton fabric
- 2023 CPBI print on left shoulder  
(Tw Cent MT Bold Font, with white font color, and font size "35") printed on the left shoulder, above the sleeve cuff
- 2023 IOSPBI print on right shoulder above  
(Tw Cent MT Bold Font, with white font color, and font size "35") printed on the right shoulder, sleeve cuff

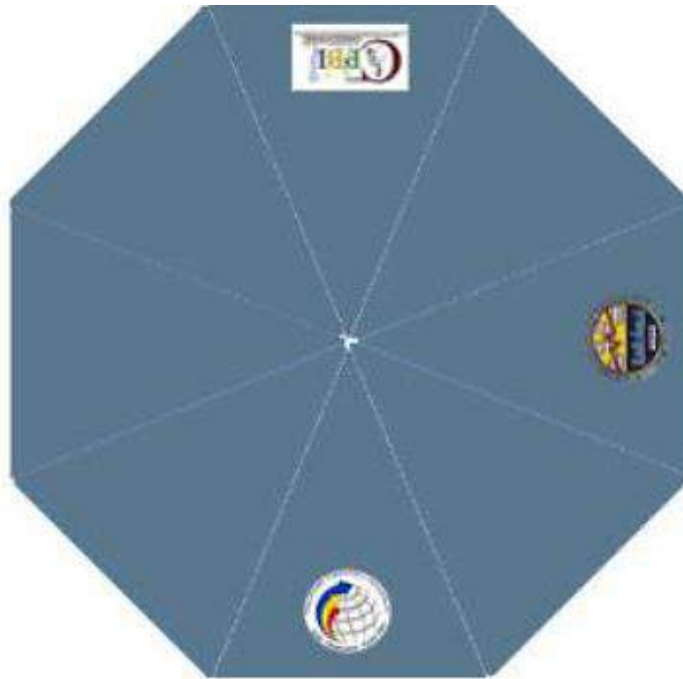
<b>Sizes: Red Polo Shirt</b>		<b>Sizes: Blue Polo Shirt</b>	
<i>Men's Fit:</i>	<i>Ladies' Fit:</i>	<i>Men's Fit:</i>	<i>Ladies' Fit:</i>
<i>S-6</i>	<i>S-4</i>	<i>S-6</i>	<i>S-4</i>
<i>M-22</i>	<i>M-4</i>	<i>M-22</i>	<i>M-4</i>
<i>L-30</i>	<i>L-10</i>	<i>L-30</i>	<i>L-10</i>
<i>XL-2</i>	<i>XL-1</i>	<i>XL-2</i>	<i>XL-1</i>
<i>XXL-1</i>		<i>XXL-1</i>	
<i>XXXL-1</i>		<i>XXXL-1</i>	

## Annex B





## Annex C



**Specifications:**

- 3-folds
- Automatic open and close
- Color: Gray/Dark Gray
- With printed PSA logo  
2023 CPBI AND 2023 IOSPBI logo

## Annex D

