

**PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION
REGIONAL OFFICE BIDS & AWARDS COMMITTEE**

PHILIPPINE BIDDING DOCUMENTS

**PROCUREMENT OF 2022 CAF CENSUS
SUPPLIES AND MATERIALS FOR TRAINING,
ENUMERATION, INFORMATION
DISSEMINATION, AND DATA PROCESSING IN
PSA-NCR**

Government of the Republic of the Philippines
(Public Bidding No. 2023-010)

**Sixth Edition
July 2020**

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology

projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

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

REGIONAL OFFICE BIDS & AWARDS COMMITTEE
INVITATION TO BID FOR THE PROCUREMENT OF 2022 CAF
CENSUS SUPPLIES AND MATERIALS FOR TRAINING,
ENUMERATION, INFORMATION DISSEMINATION, AND DATA
PROCESSING IN PSA-NCR

(P.B. No. 2023-010)

1. The Philippine Statistics Authority- National Capital Region (PSA-NCR), through the *National Expenditure Program FY 2023* intends to apply the sum of *Nineteen Million Two Hundred Seven Thousand Six Hundred Eighty-Five Pesos (Php19,207,685.00)* being the ABC to payments under the contract for each lot.

Lot No.	Description	ABC	Delivery Period	Price of Bidding Documents
Lot 1	Office Supplies and Materials	7,253,755.00	With in 45 days upon receipt of NTP	8,000.00
Lot 2	Other Supplies and Materials for Enumeration	7,390,480.00	With in 45 days upon receipt of NTP	8,000.00
Lot 3	Other Supplies and Materials for Publicity	3,864,450.00	With in 45 days upon receipt of NTP	4,000.00
Lot 4	Other Supplies and Materials for Publicity - Customized Jacket	60,000.00	With in 45 days upon receipt of NTP	500.00
Lot 5	ICT Supplies	307,500.00	With in 45 days upon receipt of NTP	500.00
Lot 6	Other ICT Supplies	70,700.00	With in 45 days upon receipt of NTP	500.00
Lot 7	Printing of Publicity Materials	260,800.00	With in 45 days upon receipt of NTP	500.00

Bids received more than the ABC shall be automatically rejected at bid opening.

2. The *PSA-NCR* now invites bids for the above Procurement Project. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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 *Regional Offices Bids and Awards Committee (ROBAC) Secretariat* and inspect the Bidding Documents at the address given below during *8:00 a.m. to 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *28 June 2023* from the given address and website(s) and *upon payment of the applicable fee for the Bidding Documents*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
6. The PSA-NCR will hold a Pre-Bid Conference on **5 July 2023 at 10:00 A.M.**, which will open to prospective bidders.

Interested bidders may attend the Pre-Bid Conference via face to face.

7. Bids must be duly received by the ROBAC Secretariat through manual submission at the office address indicated below on or before **17 July 2023 at 5:00 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **18 July 2023 at 8:00 A.M.** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to participate in the activity or witness the opening of bids.
10. The PSA-NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

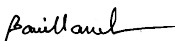
Ms. Minerva Z. Carpio
Head, ROBAC Secretariat
PSA-NCR Regional Office Bids and Awards Committee
9th Floor EDSA Grand Residences
75 Corregidor St., corner EDSA
Barangay Ramon Magsaysay, Quezon City 1105

Tel. No.: 8937-7738

Email Address: a.jumaquio@psa.gov.ph

12. You may visit the following websites:

For downloading of the bidding Documents: <https://procurement.psa.gov.ph/>
<https://www.philgeps.gov.ph/>


BAMBIE A. VILLARUEL
Chairperson, ROBAC

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *PSA-NCR* wishes to receive Bids for the Procurement of 2022 CAF Census Supplies and Materials for Trainings, Enumeration, Information Dissemination, and Data Processing in PSA-NCR with identification number *Public Bidding No. 2023-10*.

The Procurement project (referred to herein as “Project”) is composed of Seven (7) 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 *Fiscal Year (FY) 2023* in the amount of *Nineteen Million Two Hundred Seven Thousand Six Hundred Eighty-Five Pesos (Php 19,207,685.00)*.

2.2. The source of funding is the National Expenditure Program.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 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

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 at its physical address stated above.

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 *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to the 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 *one hundred twenty (120) days from the date of the opening of bid*. 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

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

17. Opening and Preliminary Examination of Bids

17.1. The ROBAC 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 ROBAC 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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's ROBAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The ROBAC 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 One Project having several items that shall be awarded as one contract.
- 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

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

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause																																	
5.3	<p>a) For this purpose, contracts similar to the project shall be:</p> <p style="margin-left: 40px;">a) Supply and delivery of office supplies and materials, or supply and delivery of tokens or supply and delivery of advocacy materials or supply and delivery of corporate giveaways</p> <p style="margin-left: 40px;">b) Completed within three (3) years prior to the deadline for the submission and receipt of bids</p>																																
7.1	<i>Subcontracting is not allowed.</i>																																
12	The price of the Goods shall be quoted DDP of the Republic of the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.																																
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <table border="1" style="margin-left: 80px;"> <thead> <tr> <th style="text-align: center;">Project</th> <th style="text-align: center;">2% of ABC</th> </tr> </thead> <tbody> <tr><td>Lot 1</td><td style="text-align: right;">145,075.10</td></tr> <tr><td>Lot 2</td><td style="text-align: right;">147,809.60</td></tr> <tr><td>Lot 3</td><td style="text-align: right;">77,289.00</td></tr> <tr><td>Lot 4</td><td style="text-align: right;">1,200.00</td></tr> <tr><td>Lot 5</td><td style="text-align: right;">6,150.00</td></tr> <tr><td>Lot 6</td><td style="text-align: right;">1,414.00</td></tr> <tr><td>Lot 7</td><td style="text-align: right;">5,216.00</td></tr> </tbody> </table> <p style="margin-left: 40px;">b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p> <table border="1" style="margin-left: 80px;"> <thead> <tr> <th style="text-align: center;">Project</th> <th style="text-align: center;">5% of ABC</th> </tr> </thead> <tbody> <tr><td>Lot 1</td><td style="text-align: right;">362,687.75</td></tr> <tr><td>Lot 2</td><td style="text-align: right;">369,524.00</td></tr> <tr><td>Lot 3</td><td style="text-align: right;">193,222.50</td></tr> <tr><td>Lot 4</td><td style="text-align: right;">3,000.00</td></tr> <tr><td>Lot 5</td><td style="text-align: right;">15,375.00</td></tr> <tr><td>Lot 6</td><td style="text-align: right;">3,535.00</td></tr> <tr><td>Lot 7</td><td style="text-align: right;">13,040.00</td></tr> </tbody> </table>	Project	2% of ABC	Lot 1	145,075.10	Lot 2	147,809.60	Lot 3	77,289.00	Lot 4	1,200.00	Lot 5	6,150.00	Lot 6	1,414.00	Lot 7	5,216.00	Project	5% of ABC	Lot 1	362,687.75	Lot 2	369,524.00	Lot 3	193,222.50	Lot 4	3,000.00	Lot 5	15,375.00	Lot 6	3,535.00	Lot 7	13,040.00
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19.3	<i>The project will be awarded by lot</i>																																
21	<i>No additional requirement.</i>																																

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

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

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

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents -</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered within the premises of PSA-NCR Offices. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Bambie A. Villaruel, Chief Administrative Officer of Civil Registration and Administrative Division</p> <p>Incidental Services -</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"> 1. performance or supervision of on-site assembly and/or start-up of the supplied Goods; 2. furnishing of tools required for assembly and/or maintenance of the supplied Goods; 3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 4. 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
	<ol style="list-style-type: none"> 5. 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. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Section VI. Schedule of Requirements

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

Lot Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Office Supplies and Materials	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).
2	Other Supplies and Materials for Enumeration	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).
3	Other Supplies and Materials for Publicity	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).
4	Other Supplies and Materials for Publicity - Customized Jacket	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).
5	ICT Supplies	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).
6	Other ICT Supplies	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).
7	Printing of Publicity Materials	1 lot	1 lot	45 days upon receipt of the Notice to Proceed (NTP).

Note: There will be six (6) delivery addresses for this procurement.

Address 1: PSA-RSSO NCR 9th Floor Grand EDSA Residences, #75 Corregidor St., Cor. EDSA, Brgy. Ramon Magsaysay, Quezon City

Contact Person: Dione Luis Fernan J. Cadavos
Information Officer
8362-6047

Address 2: PSA-NCR I J.P. Laurel cor. Minerva Street, San Miguel, Manila

Contact Person: Ricky Alterado
Administrative Aide VI
0919-5105-955

Address 3: PSA-NCR PO II 8th Floor Grand EDSA Residences, #75 Corregidor St., Cor. EDSA, Brgy. Ramon Magsaysay, Quezon City

Contact Person: Gemma Fe Carlos
Administrative Aide VI
0945-9840-632

Address 4: PSA-NCR PO III 7464 Bagtikan St., San Antonio Village, Makati City.

Contact Person: Jasmine A. Capuno
Statistical Specialist II
0917-8902-702

Address 5: PSA-NCR PO IV CGI Grandz Commercial Building Mc Arthur Highway corner Calle Cuatro, Barangay 81, Caloocan City.

Contact Person: Corazon Millan
Administrative Assistant II
0955-1884-271

Address 6: PSA-NCR PO V 3rd Floor STWLPC Building 338-342 Sen. Gil Puyat Avenue, Pasay City.

Contact Person: Gina Nicanor
Administrative Assistant II
0956-6720-894/8834-1601

The items and quantity for each lot for Delivery to each Office/delivery address are indicated in the succeeding tables:

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 1 Office Supplies and Materials								
Genuine Inks and Toners								
Ink#810, black	piece	3	-	-	-	-	-	3
Ink#811, colored	piece	5	-	-	-	-	-	5

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Ink, HP GT53, Black	piece	8	-	60	50	-	-	118
Ink, HP GT52, Cyan	piece	8	-	50	10	-	-	68
Ink, HP GT52, Magenta, 664	piece	8	-	50	10	-	-	68
Ink, HP GT52, Yellow, 664	piece	8	-	50	10	-	-	68
Toner, Ink P1102, 85A, HP CE285A	piece	4	150	-	-	-	-	154
Ink, for Inkjet Epson L3110, Black, 003	piece	4	20	-	-	-	-	24
Ink, for Inkjet Epson L3110, Cyan, 003	piece	4	10	-	-	-	-	14
Ink, for Inkjet Epson L3110, Magenta, 003	piece	4	10	-	-	-	-	14
Ink, for Inkjet Epson L3110, Yellow, 003	piece	4	10	-	-	-	-	14
Toner, HP ProM454dw, black, 416A	piece	4	-	30	-	-	-	34
Toner, HP ProM454dw, CYAN, HP 416A	piece	2	-	25	-	-	-	27
Toner, HP ProM454dw, MAGENTA, HP 416A	piece	2	-	25	-	-	-	27
Toner, HP ProM454dw, YELLOW, HP 416A	piece	2	-	25	-	-	-	27
Toner, Laser Jet Pro M404dw, Black, CF276A, 76A	piece	3	-	30	2	-	-	35
Ink Cart. hp 682 ink , black	piece	-	250	-	-	-	-	250
Ink Cart. hp 682 ink tri-color	piece	-	300	-	-	-	-	300
Toner, 107 A	piece	-	-	-	3	-	-	3
Black -C13T00V100, for EPSON 3210	piece	-	-	-	-	150	-	150
Cyan-C13T00V200, for EPSON 3210	piece	-	-	-	-	50	-	50
Magenta-C13T00V300, for EPSON 3210	piece	-	-	-	-	50	-	50
Yellow-C13T00V400, for EPSON 3210	piece	-	-	-	-	50	-	50

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Black -T6641, for EPSON L360 and L300	piece	-	-	-	-	30	-	30
Cyan-T6642, for EPSON L360 and L300	piece	-	-	-	-	10	-	10
Magenta-T6643, for EPSON L360 and L300	piece	-	-	-	-	10	-	10
Yellow-T6644, for EPSON L360 and L300	piece	-	-	-	-	10	-	10
Bond paper, A4, 70 gsm, subs 20, approx. 500 sheet/ream	ream	13	70	44	70	50	23	270
Bond paper, F4, 70 gsm, subs 20, approx. 500 sheet/ream	ream	44	225	255	126	200	16	866
Master roll, Duplo Master Roll DR-835	roll	25	138	151	62	90	26	492
Duplicator ink, Duplo ink G14	piece	36	138	151	62	90	26	503
ID Jacket, Plastic, L 5" x W 3"	piece	89	672	421	297	250	-	1,729
Tape Measure/ Medida, front side inches, back side cm measurement	piece	60	470	290	210	170	3	1,203
Notebook, spiral, at least 40 leaves, assorted color	piece	107	688	438	315	268	-	1,816
Ballpen, black, gel pen, 0.5mm	piece	298	2,500	1,582	600	902	10	5,892
Ballpen, red, gel pen, 0.5mm	piece	30	50	50	40	50	10	230
Ballpen, green, gel pen, 0.5mm	piece	30	50	50	40	50	10	230
Pencil, high quality brand pencil, Medium #2, black lead, with soft non-smudge eraser	piece	300	4,018	2,518	900	1,498	14	9,248
Eraser, Large size, soft non-smudge eraser, rectangular shape	piece	150	1,910	1,198	300	712	14	4,284
Sharpener, high quality brand pencil sharpener, single hole for medium #2 pencil	piece	87	678	428	300	258	14	1,765
White Board Marker, high quality brand white board marker, refillable, fine tip, black, non-toxic, xylene and toluene free	piece	6	36	24	32	30	12	140
Permanent Marker, high quality brand marker, fine tip, black, non-toxic, xylene and toluene free	piece	240	1,667	1,041	734	613	4	4,299

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Masking tape, 36 mm, high adhesive, approx 25 mtrs	piece	30	20	50	18	50	6	174
Masking tape, 24 mm, high adhesive, approx 25 mtrs	piece	30	20	50	18	50	6	174
Wrapping Paper (Manila Paper), brown paper	roll	5	36	24	-	-	-	65
Corrugated Box , brown, collapsible, at least 13 (L) x 11 (W)	piece	8	62	40	28	24	-	162
Storage box, capacity 58 liters, material polypropylene, transparent white, 66.5L x 45W x 26.5H	piece	10	20	20	-	20	2	72
Storage box, capacity 18 liters, material polypropylene, transparent white, 40x27x23cm	piece	10	20	20	-	-	2	52
Stapler, heavy duty stapler, weight, approx 1.03 kg, L 29 cm, W 7cm, H 16cm, allows up to 210 sheets of paper stacks	piece	-	-	-	-	-	2	2
Staple wire, for heavy duty stapler	box	-	-	-	-	-	2	2
Packaging Tape , 3 inch, high adhesive, clear, approx 200 mtrs, split and tear resistant	piece	40	279	174	82	102	8	685
Plastic Twine , high quality, approx 1 kg	roll	20	31	20	-	12	2	85
Packaging Plastic bag/sheet, clear, 16" (L) x24" (W)	pack	30	576	1,583	145	918	-	3,252

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 2 Other Supplies and Materials for Enumeration								
Clipboard, see photo for specs and prototype design	piece	77	616	385	271	227	-	1,576
ID Lace, see photo for specs and prototype design	piece	89	672	421	297	250	-	1,729
Bag, see photo for specs and prototype design	piece	179	764	519	407	338	63	2,270
CAF Umbrella, branded, see photo for specs and prototype design	piece	179	764	519	407	338	-	2,207
Tumbler, see photo for specs and prototype design	piece	96	101	105	116	94	63	575
Water Jug, see photo for specs and prototype design	piece	87	626	395	281	237	-	1,626
Raincoat, see photo for specs and prototype design	piece	107	688	438	315	268	21	1,837
Tshirts, see photo for specs and prototype design	piece	333	1,996	1,289	949	792	63	5,422
Cap/Hat, see photo for specs and prototype design	piece	107	688	438	315	268	11	1,827
Arm sleeve, see photo for specs and prototype design	pair	164	1,242	780	552	464	10	3,212
Cloth Face Mask, see photo for specs and prototype design	piece	164	1,242	780	552	464	10	3,212

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 3 Other Supplies and Materials for Publicity								
CAF Notebook, see photo for specs and prototype design	piece	700	700	700	735	735	500	4,070
CAF Mug, see photo for specs and prototype design	piece	400	500	500	585	585	100	2,670
CAF Umbrella, branded, high quality, see photo for specs and prototype design	piece	500	500	500	500	500	465	2,965
CAF Ecobag, see photo for specs and prototype design	piece	885	885	885	885	885	545	4,970
Tokens for Training Resource Persons, see photo for specs and prototype design	piece	3	18	12	9	7	-	49

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

LOT / SPECIFICATION	ITEM	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 4 Other Supplies and Materials for Publicity - Jacket									
Jacket, see photo for specs and prototype design		piece	10	10	10	10	10	10	60

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 5 ICT Supplies								
Network Switch, 1x 24 ports 1GbE switch with 2 10GbE SFP PoE compatible	piece	1	1	1	1	1	-	5
Network Cables, 1x box of CAT6 (300M) indoor	box	1	1	1	1	1	-	5
Crimping Tool, heavy duty	piece	1	1	1	1	1	-	5
Registered Jack-45, compatible for CAT6 cable, high quality, 100 pcs per box	box	1	1	1	1	1	-	5

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

LOT / SPECIFICATION	ITEM	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 6 Other ICT Supplies									
SIM Card, Nano SIM, tri-cut, 5G or 5G ready		piece	69	554	345	243	203	-	1,414

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

LOT / ITEM SPECIFICATION	UNIT	NCR I	NCR II	NCR III	NCR IV	NCR V	NCR RSSO	Total
Lot 7 Printing of Publicity Materials								
CAF Primer, see photo for specs and prototype design	piece	100	200	200	200	100	-	800
CAF Brochure, see photo for specs and prototype design	piece	100	150	150	200	100	-	700
CAF Leaflet, see photo for specs and prototype design	piece	-	6	10	10	-	-	26
CAF Streamer, see photo for specs and prototype design	piece	-	-	6	6	-	-	12
CAF Poster, see photo for specs and prototype design	piece	5	4	6	6	6	2	29
CAF Standee, see photo for specs and prototype design	piece	100	150	200	300	400	100	1,250
CAF Stickers, see photo for specs and prototype design	piece	100	200	200	200	100	-	800

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company/Bidder

Signature over Printed Name of Authorized Representative

Date

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 1 Office Supplies and Materials		
	Genuine Inks and Toners		
piece	Ink#810, black	3	
piece	Ink#811, colored	5	
piece	Ink, HP GT53, Black	118	
piece	Ink, HP GT52, Cyan	68	
piece	Ink, HP GT52, Magenta, 664	68	
piece	Ink, HP GT52, Yellow, 664	68	
piece	Toner, Ink P1102, 85A, HP CE285A	154	
piece	Ink, for Inkjet Epson L3110, Black, 003	24	
piece	Ink, for Inkjet Epson L3110, Cyan, 003	14	
piece	Ink, for Inkjet Epson L3110, Magenta, 003	14	
piece	Ink, for Inkjet Epson L3110, Yellow, 003	14	
piece	Toner, HP ProM454dw, black, 416A	34	
piece	Toner, HP ProM454dw, CYAN, HP 416A	27	
piece	Toner, HP ProM454dw, MAGENTA, HP 416A	27	
piece	Toner, HP ProM454dw, YELLOW, HP 416A	27	
piece	Toner, Laser Jet Pro M404dw, Black, CF276A, 76A	35	
piece	Ink Cart. hp 682 ink , black	250	
piece	Ink Cart. hp 682 ink tri-color	300	
piece	Toner, 107 A	3	
piece	Black -C13T00V100, for EPSON 3210	150	
piece	Cyan-C13T00V200, for EPSON 3210	50	
piece	Magenta-C13T00V300, for EPSON 3210	50	
piece	Yellow-C13T00V400, for EPSON 3210	50	
piece	Black -T6641, for EPSON L360 and L300	30	
piece	Cyan-T6642, for EPSON L360 and L300	10	
piece	Magenta-T6643, for EPSON L360 and L300	10	
piece	Yellow-T6644, for EPSON L360 and L300	10	
ream	Bond paper, A4, 70 gsm, subs 20, approx. 500 sheet/ream	270	
ream	Bond paper, F4, 70 gsm, subs 20, approx. 500 sheet/ream	866	
roll	Master roll, Duplo Master Roll DR-835	492	
piece	Duplicator ink, Duplo ink G14	503	
piece	ID Jacket, Plastic, L 5" x W 3"	1,729	

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
piece	Tape Measure/ Medida, front side inches, back side cm measurement	1,203	
piece	Notebook, spiral, at least 40 leaves, assorted color	1,816	
piece	Ballpen, black, gel pen, 0.5mm	5,892	
piece	Ballpen, red, gel pen, 0.5mm	230	
piece	Ballpen, green, gel pen, 0.5mm	230	
piece	Ballpen, blue, gel pen, 0.5mm	-	
piece	Pencil, high quality brand pencil, Medium #2, black lead, with soft non-smudge eraser	9,248	
piece	Eraser, Large size, soft non-smudge eraser, rectangular shape	4,284	
piece	Sharpener, high quality brand pencil sharpener, single hole for medium #2 pencil	1,765	
piece	White Board Marker, high quality brand white board marker, refillable, fine tip, black, non-toxic, xylene and toluene free	140	
piece	Permanent Marker, high quality brand marker, fine tip, black, non-toxic, xylene and toluene free	4,299	
piece	White Chalk, White, cylindrical, extruded, length approx. 80 mm, diameter 10 mm.	-	
piece	Masking tape, 36 mm, high adhesive, approx 25 mtrs	174	
piece	Masking tape, 24 mm, high adhesive, approx 25 mtrs	174	
roll	Wrapping Paper (Manila Paper), brown paper	65	
piece	Corrugated Box , brown, collapsible, at least 13 (L) x 11 (W)	162	
piece	Storage box, capacity 58 liters, material polypropylene, transparent white, 66.5L x 45W x 26.5H	72	
piece	Storage box, capacity 18 liters, material polypropylene, transparent white, 40x27x23cm	52	
piece	Stapler, heavy duty stapler, weight, approx 1.03 kg, L 29 cm, W 7cm, H 16cm, allows up to 210 sheets of paper stacks	2	
box	Staple wire, for heavy duty stapler	2	
piece	Packaging Tape , 3 inch, high adhesive, clear, approx 200 mtrs, split and tear resistant	685	
roll	Plastic Twine , high quality, approx 1 kg	85	
pack	Packaging Plastic bag/sheet, clear, 16" (L) x24" (W)	3,252	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 2 Other Supplies and Materials for Enumeration		
piece	Clipboard, see photo for specs and prototype design	1,576	
piece	ID Lace, see photo for specs and prototype design	1,729	
piece	Bag, see photo for specs and prototype design	2,270	
piece	CAF Umbrella, branded, see photo for specs and prototype design	2,207	
piece	Tumbler, see photo for specs and prototype design	575	
piece	Water Jug, see photo for specs and prototype design	1,626	
piece	Raincoat, see photo for specs and prototype design	1,837	
piece	Tshirts, see photo for specs and prototype design	5,422	
piece	Cap/Hat, see photo for specs and prototype design	1,827	
pair	Arm sleeve, see photo for specs and prototype design	3,212	
piece	Cloth Face Mask, see photo for specs and prototype design	3,212	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 3 Other Supplies and Materials for Publicity		
piece	CAF Notebook, see photo for specs and prototype design	4,070	
piece	CAF Mug, see photo for specs and prototype design	2,670	
piece	CAF Umbrella, branded, high quality, see photo for specs and prototype design	2,965	
piece	CAF Ecobag, see photo for specs and prototype design	4,970	
piece	Tokens for Training Resource Persons, see photo for specs and prototype design	49	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 4 Other Supplies and Materials for Publicity - Customized Jacket		
piece	Jacket, see photo for specs and prototype design	60	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 5 ICT Supplies		
piece	Network Switch, 1x 24 ports 1GbE switch with 2 10GbE SFP PoE compatible	5	
box	Network Cables, 1x box of CAT6 (300M) indoor	5	
piece	Crimping Tool, heavy duty	5	
box	Registered Jack-45, compatible for CAT6 cable, high quality, 100 pcs per box	5	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 6 Other ICT Supplies		
piece	SIM Card, Nano SIM, tri-cut, 5G or 5G ready	1,414	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

UNIT	LOT / ITEM SPECIFICATION	QUANTITY	STATEMENT OF COMPLIANCE
	Lot 7 Printing of Publicity Materials		
piece	CAF Primer, see photo for specs and prototype design	850	
piece	CAF Brochure, see photo for specs and prototype design	800	
piece	CAF Leaflet, see photo for specs and prototype design	700	
piece	CAF Streamer, see photo for specs and prototype design	26	
piece	CAF Poster, see photo for specs and prototype design	12	
piece	CAF Standee, see photo for specs and prototype design	29	
piece	CAF Stickers, see photo for specs and prototype design	1,250	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

PHOTO, PROTOTYPE DESIGN, AND SPECIFICATIONS



2022 CAF Clipboard
 Size: Legal Size (15 3/8" x 9 1/16")
 Strong Low Profile Clip with Rounded
 Material: Plastic
 Logo: 5"x5" at the back of the clipboard
 Imprint Logo colored
 - 2022 CAF logo and tagline
 Color: Dark green

Hex (#)	#005C47		
RGB (R,G,B)	0	92	71
HSV (H,S,V)	166 °	100 %	36 %
HSL (H,S,L)	166 °	100 %	18 %

Lot 2

2022 CAF ID Lace

Sublimation Lanyard

Lanyard wide: 0.6 inch

Length: 22.2 inch

Special Hook: 1.6 inch

Logo: Customized Logo (2022 CAF)

Plastic Detachable Bucket

Printed with "2022 CENSUS OF AGRICULTURE AND FISHERIES"

Color: Dark Green

Hex (#):	#16323D
RGB (R,G,B):	22 , 50 , 61
HSV (H,S,V):	197 °, 64 %, 24 %
HSL (H,S,L):	197 °, 47 %, 16 %

Hex (#):	#90DDE1
RGB (R,G,B):	144 , 221 , 237
HSV (H,S,V):	190 °, 39 %, 93 %
HSL (H,S,L):	190 °, 72 %, 75 %





Water Repellent Backpack

Made from durable, waterproof TPU-coated double ripstop nylon fabric.

Padding: Polyethylene 100%

Width: 11.2in ext. 11.6in Height: 19.8in ext. 20.3in Depth: 6.2in ext. 6.6in

Weight: 3.6lbs Front pocket and 2 Side Pockets for Water Bottles (up to 500ml) and for foldable umbrella

Water-resistant

Imprint Logo colored

- PSA logo
- 2022 CAF logo and tagline

Lot 2



Branded Umbrella for Enumeration with PSA and CAF Print, Logo and Tagline

Foldable automatic umbrella UV protection with cover

Automatic open/close

Black steel ribs

Color Blue

Other Dimensions:

- Rib 21" - Arc 42"
- SP PP PS 7.5" W x 5" H (panel) - Sleeve 3" W x 2" H
- TR PP PS 3" W x 2" H (sleeve) - Color: Black

Imprint Logo colored

- PSA logo
- 2022 CAF logo and tagline

Lot 2



Tumblers 500 ml Vacuum cup insulated stainless steel tumbler

Double wall durable 304 stainless steel interior and exterior;

Flip-top lid, button activated lid and additional clasp for secure travel;

Vacuum Insulation technology locks in temperature to preserve flavor and freshness, BPA free, non toxic, eco friendly

Imprint Logo colored

- PSA logo

- 2022 CAF logo and tagline

Color: Dark Green

Hex (#):	#02726E
RGB (R,G,B):	2, 114, 110
HSV (H,S,V):	178 °, 98 %, 45 %
HSL (H,S,L):	178 °, 97 %, 23 %

Lot 2



Water Bottle with Locking Flip-Flop Lid

BPA Free Gallon Water Bottle

Capacity: 1.5L

With handle and hand strap

Installed with silicon seal, 360° No leakage

Polyethylene terephthalate glycol (PETG) material

BPA free, non-toxic, eco friendly

Imprint Logo colored

- PSA logo

- 2022 CAF logo and tagline

Color: Blue or Gray



(print at the back of the raincoat)



2022 CAF Raincoat

Adult heavy duty EVA or PVC material waterproof raincoat

Free Size, length: approx. 145cm

Button Closure,

Hood adjustable pulling type cord with Lock

Color: White

Imprint Logo Colored

- PSA logo
- 2022 CAF logo and tagline



Lot 2



Pc

Sizes, with color

Regular Fit
Sublimation Printing
100% Polyester - with PSA and 2022 CAF logo and tagline
Size XS, S, M, L, XL, XXL, XXXL, 4XL
Unisex
Imprint Logo colored
Logo Size 3x3 inches for PSA logo
Logo Size 5.0x6.5 inches for 2022 CAF logo and tagline
Color: Blue and Green

	Hue: <input type="text" value="118"/>	Red: <input type="text" value="0"/>		Hue: <input type="text" value="139"/>	Red: <input type="text" value="24"/>
	Sat: <input type="text" value="240"/>	Green: <input type="text" value="169"/>		Sat: <input type="text" value="150"/>	Green: <input type="text" value="66"/>
Color/Solid	Lum: <input type="text" value="80"/>	Blue: <input type="text" value="162"/>	Color/Solid	Lum: <input type="text" value="60"/>	Blue: <input type="text" value="104"/>

Lot 2



2022 CAF Reversible Bucket Cap/Hat

Double-Sided Hat

Reversible

Hat circumference: 23.5 inch

Crown height: 3.5 inch

Top Diameter: 6.5 inch

Brim Wide: 2.5 inch

CAF Logo: 2" x 2" w/ square background

Material: 100 % cotton

Imprint Logo colored

- PSA logo
- 2022 CAF logo and tagline

Color: Green

Dark Blue Green

Hex (F)	#2A8573	Convert
RGB (R,G,B)	42, 133, 115	Convert
HSV (H,S,V)	168°, 68%, 52%	Convert
HSL (H,S,L)	168°, 52%, 34%	Convert

Hex (F)	#24373B	Convert
RGB (R,G,B)	36, 55, 59	Convert
HSV (H,S,V)	190°, 39%, 23%	Convert
HSL (H,S,L)	190°, 24%, 19%	Convert

Lot 2



2022 CAF Arm Sleeve

Length: 17.7 inch

Biceps 12 inch

Material 95%Polyester 10% Spandex

Includes: One pair.

Feature: Breathable, Windproof, Quickdry, Anti-Bacterial, Plus size

Color: Blue or Dark green

Imprint Logo colored

- 2022 CAF logo

Lot 2



2022 CAF Face Mask

Flat cotton face mask with earloop 5x7 inch

Material: 100 % Cotton, Polyester or Cotton-Polyester

Color: Blue or Dark green

Imprint Logo colored

- PSA logo
- 2022 CAF logo

Lot 3



2022 CAF Notebook

A5 240x140mm, 120 Sheets

Color: Green

Paper Color: Beige

Color/Solid	Hue:	75	Red:	56
	Sat:	41	Green:	75
	Lum:	60	Blue:	53

Lot 3



2022 CAF Mug

Egg mug with lid

Double-wall vacuum insulation

Material: 304 stainless steel; Eco-friendly; Non-toxic

Dimension: 10oz

Color: White

Lot 3



Image is for demonstration of PSA logo and 2022 CAF logo and Tagline only and does not reflect the actual umbrella described in the specifications.

Branded Umbrella for Publicity with PSA and CAF Print, Logo and Tagline

Style: 3 fold umbrella with cover

Ribs: 10 ribs, strong wind resistant, not easy to rust

Reinforcement material: black steel with reinforced glass fiber ribs, round steel umbrella beads

Fully automatic frosted umbrella handle

Cloth: lotus leaf effect, light and water repellent, dry immediately after throwing, with UV protection

Color: blue, black, green, red

Weight: Approx. 360gms

Imprint Logo colored

- PSA logo
- 2022 CAF logo and tagline

LOT 3



2022 CAF Eco Bag

Material: Denim

Dimension: 36cm in length x 30cm in width

Handle: 40cm in length



Tokens for Training Resource Persons

Portable Juice Blender

4-Blade, at least 1500 mAh, wireless, USB Charging

Volume: at least 400ML

Material: high quality, made of food grade PP, PP, ABS, and food grade stainless steel blade, BAP free

Charging time: fully charged in 2-3 hours, can squeeze juice for about 25 times

With colored

- PSA logo
- 2022 CAF logo and tagline

LOT 4



2022 CAF Jacket with PSA and CAF Logo

Fabric - water repellent/ water resistant

Jacket Sizes: Unisex (XS to 5XL)

Sleeve Length: long sleeve

Two side welt pocket with mesh pocket bags

Crisp Silkscreen Printing for 2022 CAF Logo and Tagline

High Quality Digital Embroidery for PSA Logo

Closure Type: Zipper closure with zipper pull & rubber zipper pull tab

Reversed zipper tape

Three panel hood

Scuba neck tape

Self neck tape

Tightening toggle at waistband

Elastic cuffs

Locker loop in Center back

HOW CAN YOU BE A PARTNER TO ENSURE THE SUCCESS OF THE CENSUS OF AGRICULTURE AND FISHERIES?

You can be a partner to ensure the success of the 2022 CAF by providing accurate and complete information, and by participating in the various activities and tasks that are part of the 2022 CAF. Some of these activities are:

- Provide information about your business or activity to the CAF enumerators.
- Participate in the various activities and tasks that are part of the 2022 CAF, such as the household survey, the focus group discussions, and the community meetings.
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- Participate in the various activities and tasks that are part of the 2022 CAF, such as the household survey, the focus group discussions, and the community meetings.

LEGAL BASIS

The 2022 CAF is conducted under the authority of the Department of Agriculture (DA) and the Department of Fisheries (DOF). The legal basis for the 2022 CAF is the Executive Order No. 302 signed by President Duterte on October 10, 2019, which authorized the DA and DOF to conduct the 2022 CAF.

OBLIGATIONS OF THE RESPONDENTS

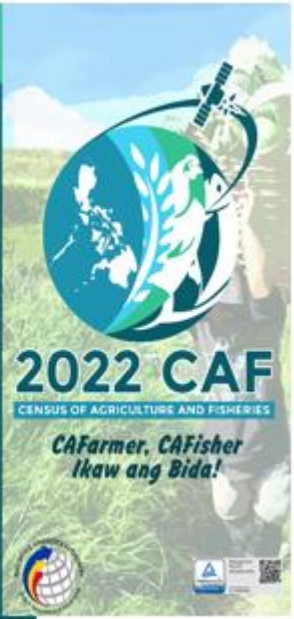
Paragraph 1 Section 27 of RA 10625 states that respondents of primary data collection activities have an obligation to provide accurate and complete information and to cooperate in the collection of such data. Failure to do so may result in the suspension of the respondent's participation in the 2022 CAF.

Paragraph 2 of Section 27 of RA 10625 further states that respondents who refuse to provide information or who provide false information may be subject to administrative sanctions.

CONFIDENTIALITY OF THE INFORMATION

According to Section 4 of Commonwealth Act (CA) 981, the information collected by the CAF is strictly confidential and shall be kept secret from the public. The information shall be used only for the purpose for which it was collected and shall not be disclosed to any person without the consent of the respondent.

The information collected from the respondents of the 2022 CAF will be used for statistical purposes only and will not be disclosed to any person without the consent of the respondent. The information shall be kept secret from the public and shall not be used for any other purpose.



WHAT IS CAF?

The Census of Agriculture and Fisheries (CAF) is a periodic government activity that provides data on the production and use of agricultural and fishery products. It is a key source of information for the government and the public.

OBJECTIVES

- 1. Determine the structure and composition of agriculture and fishery sectors in the country.
- 2. Provide sampling frame for the conduct of various agricultural and fishery surveys.
- 3. Provide base data on the agriculture, aquaculture, and fishery character for use in the government's national and local planning.
- 4. Provide data on the agricultural, aquaculture, and fishery sectors and enterprises and enterprises.



USES OF DATA

The data from the 2022 CAF has been a source of information for the government and the public. It is used for various purposes, including the formulation of policies and programs, the monitoring and evaluation of the performance of the agriculture and fishery sectors, and the provision of services to the farmers and fishers.

- Formulation of the country's national and local development plans and programs.
- Monitoring and evaluation of the performance of the agriculture and fishery sectors.
- Provision of services to the farmers and fishers.
- Formulation of policies and programs.
- Monitoring and evaluation of the performance of the agriculture and fishery sectors.
- Provision of services to the farmers and fishers.

METHODOLOGY

- A. Household Interviews**
 - 1. Target Population: All households in the country that are engaged in agriculture, aquaculture, or fishery activities.
 - 2. Data Collection Method: Face-to-face interviews using a structured questionnaire.
 - 3. Data Collection Period: September 1 to October 31, 2022.
- B. Barangay Interviews**
 - 1. Target Population: All barangays in the country.
 - 2. Data Collection Method: Focus group discussions and key informant interviews.
 - 3. Data Collection Period: September 1 to October 31, 2022.
- C. Non-Household Establishments/Institutions/Cooperatives/Government Offices/Organizations**
 - 1. Target Population: All non-household establishments, institutions, cooperatives, and government offices/organizations that are engaged in agriculture, aquaculture, or fishery activities.
 - 2. Data Collection Method: Key informant interviews and focus group discussions.
 - 3. Data Collection Period: September 1 to October 31, 2022.



LEAFLET



WHAT IS CAF?

The CENTER FOR AGRICULTURE AND FISHERIES (CAF) is a government undertaking that is geared towards the collection and compilation of basic information on the agriculture and fishery sectors in the country. Data collected will serve as the basis for policymaking and other purposes.

CAF DATA ITEMS

CAF Form 1 - Listing Booklet

Target respondents: Head of the household or the responsible member of the household who can provide accurate information about the household and all its members.

Data items

- Housing Unit
- Building
- Number of Household Members
- Engagement/Operator in Crop Farming, Engagement/Operator in Livestock and/or Poultry Activities, Aquaculture Activities, and/or Fishing Activities
- Number of Household Members Engaged in Crop, Livestock, and/or Poultry, Aquaculture, and/or Fishing Operations

CAF Form 2 - Household Questionnaire

Target respondents: Head of the household or the spouse or any responsible member of the household who can provide accurate information about the household and all its members.

Data items

- Household Membership (including the Operator)
- Relationship to the household head
- Sex
- Age
- Highest Grade Completed
- Marital Status
- Residence Classification
- Engagement/Operator in Crop Farming, Engagement/Operator in Livestock and/or Poultry Activities
- Ownership/Leasehold Rights of Agricultural Land
- Engagement/Operator in Aquaculture Activities
- Engagement/Operator in Fishing Activities
- Social assistance and support

CAF Form 3 - Questionnaire for Agriculture

Target respondents: Agribusiness operator or any responsible member of the household who can provide accurate information about the agricultural farm.

Data items

- Type of Agricultural Activity
- Legal Status of the holding
- Main Personnel in the Operation

Characteristics of Holding/Farm Parcel

- Size of Farm/Holding
- Number of Farms/holdings
- Physical Area of the parcel
- Location of the parcel
- Slope Status of the parcel
- Availability of the parcel
- Tenure of the parcel
- Tenure of the parcel
- Tenure of the parcel

Crops Planted/Reared

- Type of Temporary Crops/Plants/Animals
- Date Planted/Reared for Temporary Crops
- Area Planted/Reared for Temporary Crops
- Type of Permanent Crops and Rearing Systems
- Number of Productive Spacings/ Trees/Stocking
- Area Planted/Reared for Permanent Crops in Compact Planting
- Area Planted/Reared for Permanent Crops in Dispersed Planting

Livestock and Poultry Reared (including culling/raising other animals)

- Kind of Livestock and Number of heads
- Kind of Poultry/Stocking/Reared/Number of Birds/Stocks
- Main Type of Livestock and Poultry Operator
- Livestock and Poultry Housing
- Livestock and Poultry Operator/Stocks and Integrators

Others

- Farm Machinery, Tools, and Equipment
- Farm Laborers 15 years old and over
- Challenges Encountered in the Agricultural Farm
- Assessment of "Bago Baka" Act
- Other Economic Activities of the Operator
- Other Agricultural Practices
- Technical and Financial Support and Assistance
- Size of Physical Capital (Cash/Physical Assets)



SCAN THIS TO GET MORE INFORMATION



2022 CAF Leaflet

8.5 x 11 Inches, colored print, in matte paper



Lot 7

CAF Farmer, CAF Fisher Tayo ang Bida!

CAF DATA ITEMS

CAF Form 4 - Questionnaire for Aquaculture

Target respondents: Agribusiness operator or any responsible member of the household who can provide accurate information about the aquaculture operation.

Data items

- Legal Status of the Aquaculture
- Main Species of the Operation

Characteristics of Aquaculture

- Number of Aquaculture
- Type of Aquaculture
- Location of Aquaculture
- Nature Status of Land-based Aquaculture
- Nature Status of Water-based Aquaculture
- Water Treatment
- Types of Aquaculture

Species Cultured

- Type of Species
- Date Introduced/Reared
- Type of Stock

Others

- Aquaculture Machinery, Tools, and Equipment
- Laborers/Workers 15 years old and over
- Challenges Encountered in the Aquaculture
- Assessment of "Bago Baka" Act
- Other Economic Activities of the Operator
- Technical and Financial Support and Assistance
- Size of Physical Capital (Cash/Physical Assets)

CAF Form 5 - Questionnaire for Fishing

Target respondents: Fishing operator or any responsible member of the household who can provide accurate information about the fishing operation.

Data items

- Legal Status of Fishing Operation
- Main Purpose of the Operation
- Type of Boat for Fishing Operation

Characteristics of Fishing Boat/Vessel

- Number of Fishing Boats/Vessels
- Type of Fishing Boat/Vessels
- Fuel/Powering
- Registration of fishing boats
- Gross Tonnage of Boat/Vessel Used
- Specification of Commercial Fishing Boat/Vessels
- Fishing Ground
- Fish Species Caught/Harvested
- Fish Landing Center
- Type and Number of Fishing Gears, Accessories, and Devices

Others

- Fishing Machinery and Equipment
- Fishing Laborers/Workers 15 years old and over
- Challenges Encountered in the Fishing Operation
- Assessment of "Bago Baka" Act
- Other Economic Activities of the Operator
- Technical and Financial Support and Assistance
- Size of Physical Capital (Cash/Physical Assets)



SCAN THIS TO GET MORE INFORMATION

CAF Form 6 - Barangay Questionnaire

Target respondents: Barangay Officials (Barangay Captain, Barangay Council Members) who can provide accurate information about the characteristics of facilities, equipment, and services provided related to agriculture, aquaculture, and fisheries in the barangay.

Data items

Characteristics of Barangay

- Number of Barangays
- Presence of banks or water
- Major agriculture/fishing commodities, and presence of other agriculture activities
- Socio-economic conditions
- Presence/availability of agricultural/aquaculture/fishing facilities/requirements, inputs, and services provided in the barangay
- If employees/contracting agent in barangay/territories
- Credit Assistance
- Natural calamities experienced for the last five years

Non-Household Questionnaires (CAF Forms 7 to 10)

Target respondents: operator or any responsible member of the household who can provide accurate information about the operation.

Common items in CAF Forms 7 to 10

- General information about Establishment/Cooperative/Institution
- Machinery, equipment and tools used
- Employees and Workers/Hours
- Records and Employment Programs
- If no workers under full control of agency
- Challenges/problems encountered in the Operation/Operations

CAF Form 7 - Raising of Crops

- Characteristics of Raising Farm Parcel (same with CAF Form 2)
- Characteristics of Crops in parcel - harvested (same with CAF Form 3)

CAF Form 8 - Livestock and Poultry

- Characteristics of Raising Farm Parcel (same with CAF Form 2)
- Characteristics of Livestock and Poultry (same with CAF Form 3)

CAF Form 9 - Aquaculture

- Characteristics of Aquaculture (same with CAF Form 4)
- Species Cultured (same with CAF Form 4)

CAF Form 10 - Fishing

- Characteristics of Fishing Boat/Vessel (same with CAF Form 5)
- Acquisition of Fishing Boat/Vessel
- Average Number of Fishing Trips
- Type and Number of Fishing Gears, Accessories, and Devices
- Main Species Caught/Harvested
- Volume and Support of Catch
- Fishing Ground
- Fish Landing Center

Note: An operator is responsible for making the major decisions of the operation in the agricultural holding, fish, aquaculture, and fishing operation, including the management and supervision of labor. An operator has the technical and economic responsibility for the holding farm and they undertake all responsible duties.



SCAN THIS TO GET MORE INFORMATION



STREAMER

Lot 7



2022 CAF Streamer

4 x 8 feet, any water resistant material (e.g. cloth, canvas, and other environment friendly materials)

POSTER

Lot 7



2022 CAF Poster
20 in. x 30 in., poster paper

STANDEE WITH TRIPOD BANNER STAND



Lot 7



2022 CAF Standee with Tripod banner stand
24 in. x 60 in., polyester/polyethylene/polyurethane
Tripod banner stand material:
Aluminum/ABS
Dimensions: 60 cm. x 160 cm.

STICKER

Lot 7



2022 CAF Stickers

3.5 x 8.5 Inches, colored print, in matte paper

Opaque Polyester or similar water and heat resistive non-shifting materials, 90 GSM

High-quality, general purpose, industrial grade, clear adhesive

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (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 aftersales/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.

Bidding Forms

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

BID FORM

Date : _____

Project Identification No. _____

To: The PSA RSSO – NCR ROBAC Chairperson
9th Floor EDSA Grand Residences
75 Corregidor St. cor. EDSA
Barangay Ramon Magsaysay, Quezon City 1105

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: _____

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

[Iurat]

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

Bank Guarantee Form for Advance Payment

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

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: The PSA RSSO – NCR ROBAC Chairperson
9th Floor EDSA Grand Residences
75 Corregidor St. cor. EDSA
Barangay Ramon Magsaysay, Quezon City 1105

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

[[urat]

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Statement of all Ongoing Government & Private Contracts Including Contracts Awarded but not yet Started

Business Name: _____
 Business Address: _____

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

Submitted by: _____
 Designation: _____
 Date: _____

 (Printed Name and Signature)

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

The bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current asset minus current liabilities) (15)] minus the 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.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by 15	
Sub-Total	
Minus: Value of Outstanding Contracts	
NFCC	

Submitted By:

Name of the Supplier / Distributor / Manufacturer

Signature over printed name of authorized representative

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____ of legal age, _____, (Civil Status) owner/proprietor of _____ and a resident of _____.

- and -

_____ of legal age, _____, (Civil Status) owner/proprietor of _____ and a resident of _____.

THAT both parties agree to be jointly and severally liable for the entire agreement. THAT both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project/s to be conducted by the Philippine Statistics Authority- RSSO NCR: _____.
(Name of Project)

That both parties agree that _____ and/or _____, shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project/s until terminated by both parties.

Done this _____ day of _____, in _____.

(Name and Signature of JV Partner)

(Name and Signature of JV Partner)

Republic of the Philippines)
_____)S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, this
_____, personally appeared:

Name	ID No.:	Issued by:
_____	_____	_____
_____	_____	_____

who exhibited to me their identification documents described above bearing their photographs and signatures known and identified by me through competent evidence of identity, presented this integrally complete instrument and represented to me that the signatures on the instrument were voluntarily affixed by them for the purposes stated, and declaring that they have executed this instrument as their free and voluntary act and deed.

This instrument consisting of __ (__) pages, including this page on which this Acknowledgment is written refers to a Joint Venture Agreement and has been signed by all the parties and their witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

Name of Notary
Public Serial No. of Commission
Notary Public for ____
Notarial Commission Expires on _____
Roll of Attorneys No. _____
PTR No. ____; (date issued); place issued
IBP O.R. No.____ (date Issued)

Doc. No. ____ ;
Page No. ____ ;
Book No. ____ ;
Series of ____.

* Attach signatories' legal capacity to sign.

