

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

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 Nation

Section I. Invitation to Bid



INVITATION TO BID FOR Bidding of Supply and Delivery of Office Supplies for DSWD FO10 2022

1. The *Department of Social Welfare and Development Field Office 10* through the **Current Appropriations GAA 2022** intends to apply the sum of **Three Million Six Hundred Eighty Three Thousand Five Hundred Ten and 17/100 Pesos Only (Php 3,683,510.17)**.

Lot 1 – Office Supplies for KALAHI-CIDDS	Php 1,620,739.02
Lot 2 – Office Supplies for DSWD Centers	Php 414,533.15
Lot 3 – Office Supplies for Pantawid Pamilya Pilipino Program	Php 1,648,238.00
TOTAL	Php 3,683,510.17

being the Approved Budget for the Contract (ABC) to payments under the contract for each lot/item as shown in section 6 of the PBD . Bids received in excess of the ABC for each lot/item shall be automatically rejected at bid opening.

2. The *DSWD FO 10* now invites bids for the **Bidding of Supply and Delivery of Office Supplies for DSWD FO10 2022**. Delivery of the Goods shall be in accordance with Section VI (Schedule of Requirements). Prospective Bidders must have completed a similar contract within the preceding two (2) years, a single contract equivalent to at least twenty five percent (25%) of the Approved Budget Cost per Lot to be bid. 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) 9184, otherwise known as the “Government Procurement Reform Act”.
 - (i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from *DSWD FO 10* and inspect the Bidding Documents at the address given below during weekdays at 8:00AM – 5:00PM.

- Complete sets of Eligibility Requirements and Bidding Documents may be purchased by interested Bidders on June 23, 2022 to July 13, 2022 (12:00 PM) from the Office of the BAC Secretariat at the DSWD Regional Office, Mastersons Avenue, Carmen, Cagayan de Oro City, upon payment of a non-refundable fee to the DSWD Cashier as follows:

	ABC (in Php)	Cost (in Php)
Lot 1 – Office Supplies for KALAHI-CIDDS	Php 1,620,739.02	Php 5,000.00
Lot 2 – Office Supplies for DSWD Centers	Php 414,533.15	Php 500.00
Lot 3 – Office Supplies for Pantawid Pamilya Pilipino Program	Php 1,648,238.00	Php 5,000.00

It may also be downloaded free of charge from www.philgeps.gov.ph or <https://fo10.dswd.gov.ph/> provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- The *DSWD FO 10* will hold a Virtual Pre-Bid Conference through videoconferencing via google meet on **July 1, 2022 @ 1:30 PM at** DSWD Conference, DSWD 10, Carmen, CDO, which shall be open to prospective bidders. Please email us at bac.fo10@dswd.gov.ph for the link.
- Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before **July 13, 2022 @ 12:00 PM**. Late bids shall not be accepted.
- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.
- Virtual Bid opening through videoconferencing via google meet shall be on **July 13, 2022 @ 1:00 PM** at DSWD Conference, DSWD 10, Carmen, Cagayan de Oro City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. The links will be provided upon submission of bid documents.
- Each Bidder shall submit one (1) original and two (2) more duplicate copies which should be labeled as "Copy 1" and "Copy 2".
- The *DSWD FO 10* 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 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee (BAC)
 DSWD Field Office 10
 c/o BAC Secretariat
 Conference Room, DSWD Field Office No. 10,
 Masterson Avenue, Upper Carmen, Cagayan de Oro City

Tel No. (088)858-6333 local 102

Email Address: bac.fo10@dswd.gov.ph

13. You may visit the following websites:

For downloading of Notice for Negotiated Procurement: www.philgeps.gov.ph or

<https://fo10.dswd.gov.ph/>

ZOSIMO G. BUTIL
SWO V/ BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development Field Office 10* wishes to receive Bids for the **Bidding of Supply and Delivery of Office Supplies for DSWD FO10 2022** with identification number *2022-06-0014*.

The Procurement Project (referred to herein as “Project”) is composed of 1 Lot, 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 **Current Appropriations GAA 2022** intends to apply the sum of **Three Million Six Hundred Eighty Three Thousand Five Hundred Ten and 17/100 Pesos Only (Php 3,683,510.17)**.

NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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

6. Origin of Goods

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

7. Subcontracts

7.1. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address DSWD Conference, DSWD 10, Carmen, CDO as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within [*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.

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

12. Bid Prices

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

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

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

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

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

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

b. For Goods offered from abroad:

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

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

13. Bid and Payment Currencies

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

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

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² 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 *12 months*. 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 (1) original and two (2) more duplicate copies of its Bid.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																	
1.2	The project is composed of Three (3) Lots.																
5.3	The Bidder must have completed, within the period specified in the Invitation to Bid, a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.																
7.1	Subcontracting is not allowed.																
12.1(a)	<i>No further instructions</i>																
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> <ol style="list-style-type: none"> 1. The amount of not less than <i>[Insert 2% of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit. Or 2. The amount of not less than <i>[Insert 5% of ABC]</i> if bid security is in Surety Bond. <p style="padding-left: 20px;">Amount as Follows:</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">ABC</th> <th style="width: 20%;">2%</th> <th style="width: 20%;">5%</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>Php 1,620,739.02</td> <td>32,414.78</td> <td>81,036.95</td> </tr> <tr> <td>Lot 2</td> <td>Php 414,533.15</td> <td>8,290.66</td> <td>20,726.66</td> </tr> <tr> <td>Lot 3</td> <td>Php 1,648,238.00</td> <td>32,964.76</td> <td>82,411.90</td> </tr> </tbody> </table>		ABC	2%	5%	Lot 1	Php 1,620,739.02	32,414.78	81,036.95	Lot 2	Php 414,533.15	8,290.66	20,726.66	Lot 3	Php 1,648,238.00	32,964.76	82,411.90
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Lot 3	Php 1,648,238.00	32,964.76	82,411.90														
	<p>Grouping and Evaluation of Lots – Partial bid is not allowed. The goods are grouped in a lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center;"> <tbody> <tr> <td style="width: 60%;">Lot 1 – DSWD FO10</td> <td>Php 1,620,739.02</td> </tr> <tr> <td>Lot 2 - DSWD FO10</td> <td>Php 414,533.15</td> </tr> <tr> <td>Lot 3 - DSWD FO10</td> <td>Php 1,648,238.00</td> </tr> </tbody> </table>	Lot 1 – DSWD FO10	Php 1,620,739.02	Lot 2 - DSWD FO10	Php 414,533.15	Lot 3 - DSWD FO10	Php 1,648,238.00										
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20.2	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), as the case may be, shall submit the following additional documents during the Post-Qualification Stage:</p> <p><i>Latest Income and Business Tax Returns per Revenue Regulations 3-2005.</i></p> <ul style="list-style-type: none"> - Valid Income Tax Return and proof of payment. - VAT Returns (Form 2550M and 2550Q or Percentage Tax Returns (2551M) and proof of payment. <p><i>Proofs of Payment are as follows:</i></p>																

	<p>- <i>EFPS confirmation receipt or bank issued payment confirmation receipt or BIR payment confirmation receipt/status.</i></p>
21.2	<p>The Lowest Calculated and Responsive Bid (LCRB) or Single Calculated and Responsive Bid (SCRB) who opted to submit Surety Bond as form of Performance Security shall submit a certification from the Insurance Commission (IC) indicating the following details:</p> <ol style="list-style-type: none"> 1) The Certification was issued in favor of an insurance/ bonding company; and, 2) The insurance/ bonding company is authorized to issue bonds/ sureties in favor of the supplier/ service provider for the said project.

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 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

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

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

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines. If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	The Procuring Entity is <i>Department of Social Welfare and Development Field Office 10</i>
	The Funding Source is 14. The Government of the Philippines (GOP) through the Current Appropriations GAA 2022 intends to apply the sum of Three Million Six Hundred Eighty Three Thousand Five Hundred Ten and 17/100 Pesos Only (Php 3,683,510.17).
	The Project sites are defined in Section VI. Schedule of Requirements.
	No further instructions.
	The Procuring Entity's address for Notices is: Mr. Zosimo G. Butil SWO V/ BAC Chairman Bids and Awards Committee – BAC-10 DSWD Field Office 10 Conference Room, DSWD Field Office No. 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City Tel. (088)858-6333 local 102 Email: bac.fo10@dswd.gov.ph The Supplier's address for Notices is: _____
	Delivery and Documents – The delivery terms applicable to this Contract are delivered <i>at the designated areas of Region 10</i> . Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows: Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity: (i) Original and two copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

	<p>(ii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and</p> <p>(iii) Two copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.</p> <p>Incidental Services –</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services including the delivery fee and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Packaging –</p>
	<i>Not applicable</i>
	Payment using LC is not allowed.
	The terms of payment shall be upon complete delivery of items per delivery schedule as agreed by both parties, presentation of receipts and inspection and acceptance from end user.
	No further instructions.
	None

Section VI. Schedule of Requirements

Schedule of Requirements

Lot 1 – Office Supplies for KALAHI-CIDDS

Item No.	Items/Description	Unit	Qty
1	PAPER, Multicopy, 80gsm, size:216mm x 330mm	ream	46
2	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	pcs	4025
3	ALCOHOL, ethyl, 68%-72%, scented, 500ml(-5ml)	bottle	360
4	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	125
5	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	705
6	PAPER, Special Cream, size: 210 x 297mm, multi-purpose	box	25
7	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	140
8	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	580
9	STAPLE WIRE, for heavy duty staplers (23/13)	box	154
10	STAPLE WIRE, standard (26/6)	box	530
11	TAPE, masking, width: 24mm(±1mm)	roll	75
12	KN95 FACE MASK	piece	300
13	CORRECTION TAPE, film base type, UL 6m min	piece	750
14	FASTENER, Metal, 70mm between prongs	box	70
15	MARKER, whiteboard, blue, felt tip, bullet type	piece	208
16	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	175
17	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	15
18	NOTEBOOK, Stenographer, Spiral, 40 leaves	piece	1450
19	GLUE, all purpose, gross weight: 200grams min	jar	130
20	SURGICAL MASK, 3-ply	piece	1400
21	STAPLE REMOVER, plier-type	piece	54
22	HP 48a	cartridge	9
23	Manila Paper	piece	8908
24	CONTINUOUS FORM, 4 ply, 280 x 378mm, carbonless	box	30
25	NOTEPAD, stick on, 76mm x 100mm (3" x 4") min	pad	344

26	RECORD BOOK, 500 pages, size:214mm x 278mm min	book	20
27	TAPE, masking, width: 48mm(±1mm)	roll	430
28	TAPE, packaging, width: 48mm (±1mm)	roll	20
29	BROOM, soft (tambo)	piece	1
30	CLEANER, toilet bowl and urinal, 900ml-1000ml cap	bottle	5
31	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10
32	DUST PAN, non-rigid plastic, w/detachable handle	piece	2
33	MOPHANDLE, heavy duty, aluminum, screw type	piece	2
34	MOPHEAD, made of rayon, weight:400 grams min	piece	2
35	RAGS, all cotton, 32 pieces per kilogram min	bundle	2
36	TRASHBAG, gpp specs, black, 940mmx1016mm	pack	10
37	WASTEBASKET, non-rigid plastic	piece	4
38	FLASH DRIVE, 16GB capacity	piece	60
39	ENVELOPE, expanding, kraftboard, for legal size doc/100pcs	box	45
40	ENVELOPE, expanding, plastic, 0.50mm thickness min	piece	1000
41	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	230
42	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	86
43	RUBBER BAND, 70mm min lay flat length (#18)	box	50
44	STAMP PAD, felt, bed dimension: 60mm x 100mm min	piece	50
45	PUNCHER, paper, heavy duty, with two hole guide	piece	50
46	SCISSORS, symmetrical, blade length: 65mm min	pair	48
47	CALCULATOR, compact, 12 digits	Unit	10
48	TONER CARTRIDGE, HP CF283A (HP83A) LaserJet Black	cart	20
49	NPG 67 BLK	toner	5
50	NPG 67 CYAN	toner	3
51	NPG 67 MAGENTA	toner	3
52	NPG 67 YELLOW	toner	3
53	NPG 67 BLK	toner	3
54	NPG 84 BLK	toner	5
55	BROTHER BT5000 M	bottle	15
56	BROTHER BT5000 Y	bottle	15

57	BROTHER BT5000 C	bottle	15
58	BROTHER BTD60 BLK	bottle	30
59	EPSON 664 BLK	bottle	72
60	EPSON 664 M	bottle	36
61	EPSON 664 Y	bottle	36
62	EPSON 664 C	bottle	36
63	EPSON 003 BLK	bottle	516
64	EPSON 003 M	bottle	258
65	EPSON 003 Y	bottle	258
66	EPSON 003 C	bottle	258
67	FOLDER WHITE	ream	296
68	BALLPEN, black, ballpoint size:0.7mm	pcs	8600
69	FASTENER, plastic vinyl coated	box	424

For the Schedule of Delivery of the above-listed items, the supplier and the end-user shall coordinate with each other 3 calendar days prior to the conduct of each activity listed above.

Delivery is Door-to-door to the DSWD 10 Regional Office Compound.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Lot 2 – Office Supplies for DSWD Centers

Item No.	Items/Description	Unit	Qty
1	INSECTICIDE, aerosol type, net content: 600ml min	can	18
2	HAND SANITIZER, 500ml	bottle	44
3	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	56
4	STAMP PAD INK, purple or violet, 50ml (min)	bottle	33
5	CARTOLINA, assorted colors	pack	10
6	PAPER, multicopy, 80gsm, size: 210mm x 297mm	reams	24
7	PAPER, multicopy, 80gsm, size: 216mmx330mm	reams	62
8	PAPER, multi-purpose(copy) A4, 70gsm	reams	43
9	PAPER, multi-purpose(copy) Legal, 70gsm	reams	78
10	PAPER, parchment, size: 210x297mm, multi-purpose	box	2
11	RECORD BOOK, 300 pages, size:214mmx278mm min	book	60
12	RECORD BOOK, 500 pages, size:214mmx278mm min	book	66
13	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	26
14	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10
15	TAPE, electrical, 18mm x 16m min	roll	36
16	TAPE, masking, width:48mm (±1mm)	roll	30
17	TAPE, packaging, width:48mm (±1mm)	roll	22
18	TWINE, plastic one(1)kilo per roll	roll	12
19	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	38
20	CORRECTION TAPE, film base type, UL 6m min	piece	74
21	ENVELOPE, mailing, white, 70gsm	box	6
22	FASTENER, metal, 70mm between prongs	box	23
23	FOLDER, fancy, for legal size documents	bundle	10
24	MARKER, flourescent, 3 assorted colors per set	set	10
25	RUBBER BAND, 70mm min lay flat length (#18)	box	2
26	STAMP PAD, felt, bed dimension:60mm x 100mm min	piece	4
27	PUNCHER, paper, heavy duty, with two hole guide	piece	7
28	CALCULATOR, compact, 12 digits	unit	6
29	ERASER, plastic/rubber, for pencil draft/writing	piece	18
30	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	piece	158
31	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	piece	158
32	PAPER, multicopy, 80gsm, A4	reams	3

33	PASTE, with applicator, 200g	jar	2
34	PENCIL, #2 with eraser, 12pcs/box	box	5
35	BATTERY, dry cell, AAA, 4 pieces per blister pack	pack	4
36	EXTENSION WIRE, 3 gang, 5 meters	piece	2
37	FOLDER, long, colored (pink,yellow and orange)	piece	114
38	SPECIALTY PAPER, for certificates	pack	3
39	PAPER, yellow pad	pad	6
40	INK, Brother DCP-T710W, BTD60-Black	bottles	5
41	INK, Brother BT500C, Cyan	bottles	3
42	INK, Brother BT500Y, Yellow	bottles	3
43	INK, Brother BT500M, Magenta	bottles	3
44	INK CART, Epson C13T664100 (T664), Black	bottles	8
45	INK CART, Epson C13T664200 (T664), Cyan	bottles	4
46	INK CART, Epson C13T664300 (T664), Magenta	bottles	4
47	INK CART, Epson C13T664400 (T664), Yellow	bottles	4
48	INK, Epson 003, Black	bottles	7
49	INK, Epson 003, Cyan	bottles	5
50	INK, Epson 003, Magenta	bottles	5
51	INK, Epson 003, Yellow	bottles	5
52	BALLPOINT PEN, black, 50pcs/box	box	7
53	INK CART, Canon CL-811, Colored	bottles	3
54	NOTEBOOK, Stenographer, spiral, 40leaves	pieces	110
55	FASTENER, for paper, plastic, 50pcs/box	box	10
56	CERTIFICATE HOLDER/FRAME, A4	pcs	7
57	PHOTO PAPER, glossy, A4, 10pcs/pack	pack	2
58	CONSTRUCTION PAPER, multicolor, 100pcs/pack	pack	1
59	HIGHLIGHTER, 3 in 1 pack	pack	6
60	PHOTOCOPIER - INK, Canon 2520	roll	1
61	Standing hot and cold water dispenser 304 stainless steel pipe connector high speed cooling system	unit	3
62	INK CART, Brother LC67B, Black	cart	10
63	INK CART, Brother LC67HYBK, Black	cart	10
64	FIRE EXTINGUISHER, dry chemical, 4.5 kgs	unit	10
65	FIRE EXTINGUISHER, Pure HCFC 123, 4.5kgs	unit	10
66	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	2
67	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40
68	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10
69	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	30
70	GLUE, all-purpose, gross weight: 200grams min	jar	20
71	STAPLE WIRE, for heavy duty staplers (23/13)	box	10

72	STAPLE WIRE, standard (26/6)	box	10
73	TAPE, masking, width:24mm (± 1 mm)	roll	10
74	TAPE, transparent, width: 24mm (± 1 mm)	roll	10
75	TAPE, transparent, width: 48mm (± 1 mm)	roll	10
76	ELECTRIC FAN, stand type, plastic blade	unit	2
77	RULER, plastic, 450mm (18"), width:38mm min	piece	10
78	KN95 FACE MASK	piece	20
79	CLIP, backfold, all metal, clamping:19mm (-1mm)	box	10
80	CLIP, backfold, all metal, clamping:25mm (-1mm)	box	10
81	CLIP, backfold, all metal, clamping:32mm (-1mm)	box	10
82	CLIP, backfold, all metal, clamping:50mm (-1mm)	box	10
83	DATA FILE BOX, made of chipboard, with closed ends	piece	5
84	DATA FOLDER, made of chipboard, taglia lock	piece	5
85	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10
86	FILE TAB DIVIDER, bristol board, for A4	set	5
87	FILE TAB DIVIDER, bristol board, for Legal	set	5
88	INDEX TAB, self-adhesive, transparent	box	10
89	MARKER, whiteboard, black, felt tip, bullet type	piece	10
90	MARKER, whiteboard, blue, felt tip, bullet type	piece	10
91	MARKER, whiteboard, red, felt tip, bullet type	piece	10
92	MARKER, Permanent, bullet type, black	piece	10
93	MARKER, Permanent, bullet type, blue	piece	10
94	MARKER, Permanent, bullet type, red	piece	10
95	PAPER CLIP, vinyl/plastic coat, length:32mm min	box	3
96	PAPER CLIP, vinyl/plastic coat, length:50mm min	box	5
97	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	10
98	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	20
99	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	20
100	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	60
101	FLASH DRIVE, 16gb capacity	piece	5
102	PRINTER, impact dot matrix, 9 pins, 80 columns	unit	1
103	PRINTER, laser, monochrome	unit	1
104	PRINTER, laser, colored	unit	1
105	3 in 1 PRINTER, SCANNER AND PHOTOCOPIER	unit	1
106	BOND PAPER, long (subs 20, 70gsm)	ream	8
107	BOND PAPER, short (subs 20, 70gsm)	ream	8
108	PHOTO PAPER, glossy, A4 size	pack	5
109	CARTOLINA, assorted colors	pcs	24
110	CONSTRUCTION PAPER, assorted color	ream	1

111	YELLOW PAPER, 90 leaves, 109mm x 165mm, 9mm x 15 lines, 60.5 gsm	pad	20
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For the Schedule of Delivery of the above-listed items, the supplier and the end-user shall coordinate with each other 3 calendar days prior to the conduct of each activity listed above.

Delivery is Door-to-door to DSWD 10 Regional Office Compound.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Lot 3 – Office Supplies for Pantawid Pamilya Pilipino Program

Item No.	Items/Description	Unit	Qty
1	DEVELOPER TONER, TN-118 for photocopier	toner	6
2	TONER, TN 2380	toner	80
3	ALCOHOL, 70%, ethyl	gallon	60
4	TISSUE PAPER	roll	230
5	TOILET BOWL AND URINAL CLEANER, 900ml	bot	20
6	BOND PAPER, A4	box	284
7	BOND PAPER, Legal	box	284
8	CORRECTION TAPE, 10 meters, 48pcs/box	box	10
9	FOLDER, ordinary, legal size, 100/box	ream	10
10	FILER, jumbo with cover	piece	40
11	MAILING ENVELOPE, white with window, 500's	box	2
12	MASKING TAPE, 3 inches	roll	20
13	MASKING TAPE, 2 inches	roll	20
14	PAPER CLIP, 50mm	box	60
15	PLASTIC FOLDER, legal size 14' green	piece	200
16	PLASTIC PAPER FASTENER, long, 50pcs/box	box	200
17	PARCHMENT PAPER, A4, 25pcs/pack	pack	60
18	PUNCHER, heavy duty, 7cm	piece	20
19	SIGNPEN, black, one(1)dozen per box	box	100
20	STAMP PAD, felt pad, #2	piece	30
21	STAPLE WIRE, standard, #35	box	100
22	STAPLER WITH STAPLE REMOVER, heavy duty	piece	100
23	SCOTCH TAPE, 2"	roll	100
24	TAPE, packaging 3in x 100m	roll	60
25	WHITE GLUE, easy squeeze, 118ml	bottle	15
26	SCISSOR, 6inches, heavy duty	piece	20
27	EPSON T664 ink refill, black	bottle	100
28	EPSON T664 ink refill, cyan	bottle	60
29	EPSON T664 ink refill, magenta	bottle	60
30	EPSON T664 ink refill, yellow	bottle	60
31	EPSON 003 ink refill, black	bottle	80
32	EPSON 003 ink refill, cyan	bottle	60
33	EPSON 003 ink refill, magenta	bottle	40
34	EPSON 003 ink refill, yellow	bottle	30
35	HP 680, black	cartridge	20
36	HP 680, colored	cartridge	20

37	HP 85A	toner	20
38	INK Riso 4253	toner	40
39	CANON 810, black	cartridge	50
40	CANON 811, colored	cartridge	50
41	TONER, HP 17A	cartridge	20
42	TONER CARTRIDGE 83A	toner	20
43	FLASH DRIVE, 32gb, USB 3.0	piece	6
44	STENO NOTEBOOK, 50's	piece	50
45	PEN, fine, gel type, black ink, 0.7mm, 12pcs/box	box	5
46	PERMANENT MARKERS, black, broad	box	2
47	MANILA PAPER	piece	26
48	MASKING TAPE, 24mm x 55mm	piece	5
49	GLUE	piece	2

For the Schedule of Delivery of the above-listed items, the supplier and the end-user shall coordinate with each other 3 calendar days prior to the conduct of each activity listed above.

Delivery is Door-to-door to DSWD 10 Regional Office Compound.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Section VII. Technical Specifications

Technical Specifications

Lot 1 – Office Supplies for KALAHI-CIDDS

Item No.	Items/Description	Unit	Qty	Statement of Compliance (indicate Bidder's specifications eg. Brand)
1	PAPER, Multicopy, 80gsm, size:216mm x 330mm	ream	46	
2	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	pcs	4025	
3	ALCOHOL, ethyl, 68%-72%, scented, 500ml(-5ml)	bottle	360	
4	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	125	
5	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	705	
6	PAPER, Special Cream, size: 210 x 297mm, multi-purpose	box	25	
7	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	140	
8	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	580	
9	STAPLE WIRE, for heavy duty staplers (23/13)	box	154	
10	STAPLE WIRE, standard (26/6)	box	530	
11	TAPE, masking, width: 24mm(±1mm)	roll	75	
12	KN95 FACE MASK	piece	300	
13	CORRECTION TAPE, film base type, UL 6m min	piece	750	
14	FASTENER, Metal, 70mm between prongs	box	70	
15	MARKER, whiteboard, blue, felt tip, bullet type	piece	208	
16	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	175	
17	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	15	
18	NOTEBOOK, Stenographer, Spiral, 40 leaves	piece	1450	
19	GLUE, all purpose, gross weight: 200grams min	jar	130	
20	SURGICAL MASK, 3-ply	piece	1400	
21	STAPLE REMOVER, plier-type	piece	54	

22	HP 48a	cartridge	9	
23	Manila Paper	piece	8908	
24	CONTINUOUS FORM, 4 ply, 280 x 378mm, carbonless	box	30	
25	NOTEPAD, stick on, 76mm x 100mm (3" x 4") min	pad	344	
26	RECORD BOOK, 500 pages, size:214mm x 278mm min	book	20	
27	TAPE, masking, width: 48mm(±1mm)	roll	430	
28	TAPE, packaging, width: 48mm (±1mm)	roll	20	
29	BROOM, soft (tambo)	piece	1	
30	CLEANER, toilet bowl and urinal, 900ml-1000ml cap	bottle	5	
31	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10	
32	DUST PAN, non-rigid plastic, w/detachable handle	piece	2	
33	MOPHANDLE, heavy duty, aluminum, screw type	piece	2	
34	MOPHEAD, made of rayon, weight:400 grams min	piece	2	
35	RAGS, all cotton, 32 pieces per kilogram min	bundle	2	
36	TRASHBAG, gpp specs, black, 940mmx1016mm	pack	10	
37	WASTEBASKET, non-rigid plastic	piece	4	
38	FLASH DRIVE, 16GB capacity	piece	60	
39	ENVELOPE, expanding, kraftboard, for legal size doc/100pcs	box	45	
40	ENVELOPE, expanding, plastic, 0.50mm thickness min	piece	1000	
41	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	230	
42	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	86	
43	RUBBER BAND, 70mm min lay flat length (#18)	box	50	
44	STAMP PAD, felt, bed dimension: 60mm x 100mm min	piece	50	
45	PUNCHER, paper, heavy duty, with two hole guide	piece	50	
46	SCISSORS, symmetrical, blade length: 65mm min	pair	48	
47	CALCULATOR, compact, 12 digits	Unit	10	

48	TONER CARTRIDGE, HP CF283A (HP83A) LaserJet Black	cart	20	
49	NPG 67 BLK	toner	5	
50	NPG 67 CYAN	toner	3	
51	NPG 67 MAGENTA	toner	3	
52	NPG 67 YELLOW	toner	3	
53	NPG 67 BLK	toner	3	
54	NPG 84 BLK	toner	5	
55	BROTHER BT5000 M	bottle	15	
56	BROTHER BT5000 Y	bottle	15	
57	BROTHER BT5000 C	bottle	15	
58	BROTHER BTD60 BLK	bottle	30	
59	EPSON 664 BLK	bottle	72	
60	EPSON 664 M	bottle	36	
61	EPSON 664 Y	bottle	36	
62	EPSON 664 C	bottle	36	
63	EPSON 003 BLK	bottle	516	
64	EPSON 003 M	bottle	258	
65	EPSON 003 Y	bottle	258	
66	EPSON 003 C	bottle	258	
67	FOLDER WHITE	ream	296	
68	BALLPEN, black, ballpoint size:0.7mm	pcs	8600	
69	FASTENER, plastic vinyl coated	box	424	

Note: Bidders must state either “**Comply**” or “**Not Comply**” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name of Company/Bidder

Bidder’s Signature over Printed Name

Date: _____

Lot 2 – Office Supplies for DSWD CENTERS

Item No.	Items/Description	Unit	Qty	Statement of Compliance (indicate Bidder's specifications eg. Brand)
1	INSECTICIDE, aerosol type, net content: 600ml min	can	18	
2	HAND SANITIZER, 500ml	bottle	44	
3	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	56	
4	STAMP PAD INK, purple or violet, 50ml (min)	bottle	33	
5	CARTOLINA, assorted colors	pack	10	
6	PAPER, multicopy, 80gsm, size: 210mm x 297mm	reams	24	
7	PAPER, multicopy, 80gsm, size: 216mmx330mm	reams	62	
8	PAPER, multi-purpose(copy) A4, 70gsm	reams	43	
9	PAPER, multi-purpose(copy) Legal, 70gsm	reams	78	
10	PAPER, parchment, size: 210x297mm, multi-purpose	box	2	
11	RECORD BOOK, 300 pages, size:214mmx278mm min	book	60	
12	RECORD BOOK, 500 pages, size:214mmx278mm min	book	66	
13	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	26	
14	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10	
15	TAPE, electrical, 18mm x 16m min	roll	36	
16	TAPE, masking, width:48mm (±1mm)	roll	30	
17	TAPE, packaging, width:48mm (±1mm)	roll	22	
18	TWINE, plastic one(1)kilo per roll	roll	12	
19	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	38	
20	CORRECTION TAPE, film base type, UL 6m min	piece	74	
21	ENVELOPE, mailing, white, 70gsm	box	6	
22	FASTENER, metal, 70mm between prongs	box	23	
23	FOLDER, fancy, for legal size documents	bundle	10	
24	MARKER, flourescent, 3 assorted colors per set	set	10	
25	RUBBER BAND, 70mm min lay flat length (#18)	box	2	

26	STAMP PAD, felt, bed dimension:60mm x 100mm min	piece	4	
27	PUNCHER, paper, heavy duty, with two hole guide	piece	7	
28	CALCULATOR, compact, 12 digits	unit	6	
29	ERASER, plastic/rubber, for pencil draft/writing	piece	18	
30	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	piece	158	
31	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	piece	158	
32	PAPER, multicopy, 80gsm, A4	reams	3	
33	PASTE, with applicator, 200g	jar	2	
34	PENCIL, #2 with eraser, 12pcs/box	box	5	
35	BATTERY, dry cell, AAA, 4 pieces per blister pack	pack	4	
36	EXTENSION WIRE, 3 gang, 5 meters	piece	2	
37	FOLDER, long, colored (pink,yellow and orange)	piece	114	
38	SPECIALTY PAPER, for certificates	pack	3	
39	PAPER, yellow pad	pad	6	
40	INK, Brother DCP-T710W, BTD60-Black	bottles	5	
41	INK, Brother BT500C, Cyan	bottles	3	
42	INK, Brother BT500Y, Yellow	bottles	3	
43	INK, Brother BT500M, Magenta	bottles	3	
44	INK CART, Epson C13T664100 (T664), Black	bottles	8	
45	INK CART, Epson C13T664200 (T664), Cyan	bottles	4	
46	INK CART, Epson C13T664300 (T664), Magenta	bottles	4	
47	INK CART, Epson C13T664400 (T664), Yellow	bottles	4	
48	INK, Epson 003, Black	bottles	7	
49	INK, Epson 003, Cyan	bottles	5	
50	INK, Epson 003, Magenta	bottles	5	
51	INK, Epson 003, Yellow	bottles	5	
52	BALLPOINT PEN, black, 50pcs/box	box	7	
53	INK CART, Canon CL-811, Colored	bottles	3	
54	NOTEBOOK, Stenographer, spiral, 40leaves	pieces	110	
55	FASTENER, for paper, plastic, 50pcs/box	box	10	
56	CERTIFICATE HOLDER/FRAME, A4	pcs	7	
57	PHOTO PAPER, glossy, A4, 10pcs/pack	pack	2	
58	CONSTRUCTION PAPER, multicolor, 100pcs/pack	pack	1	
59	HIGHLIGHTER, 3 in 1 pack	pack	6	

60	PHOTOCOPIER - INK, Canon 2520	roll	1	
61	Standing hot and cold water dispenser 304 stainless steel pipe connector high speed cooling system	unit	3	
62	INK CART, Brother LC67B, Black	cart	10	
63	INK CART, Brother LC67HYBK, Black	cart	10	
64	FIRE EXTINGUISHER, dry chemical, 4.5 kgs	unit	10	
65	FIRE EXTINGUISHER, Pure HCFC 123, 4.5kgs	unit	10	
66	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	2	
67	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	40	
68	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10	
69	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	30	
70	GLUE, all-purpose, gross weight: 200grams min	jar	20	
71	STAPLE WIRE, for heavy duty staplers (23/13)	box	10	
72	STAPLE WIRE, standard (26/6)	box	10	
73	TAPE, masking, width:24mm (±1mm)	roll	10	
74	TAPE, transparent, width: 24mm (±1mm)	roll	10	
75	TAPE, transparent, width: 48mm (±1mm)	roll	10	
76	ELECTRIC FAN, stand type, plastic blade	unit	2	
77	RULER, plastic, 450mm (18"), width:38mm min	piece	10	
78	KN95 FACE MASK	piece	20	
79	CLIP, backfold, all metal, clamping:19mm (-1mm)	box	10	
80	CLIP, backfold, all metal, clamping:25mm (-1mm)	box	10	
81	CLIP, backfold, all metal, clamping:32mm (-1mm)	box	10	
82	CLIP, backfold, all metal, clamping:50mm (-1mm)	box	10	
83	DATA FILE BOX, made of chipboard, with closed ends	piece	5	
84	DATA FOLDER, made of chipboard, taglia lock	piece	5	
85	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10	
86	FILE TAB DIVIDER, bristol board, for A4	set	5	
87	FILE TAB DIVIDER, bristol board, for Legal	set	5	
88	INDEX TAB, self-adhesive, transparent	box	10	

89	MARKER, whiteboard, black, felt tip, bullet type	piece	10	
90	MARKER, whiteboard, blue, felt tip, bullet type	piece	10	
91	MARKER, whiteboard, red, felt tip, bullet type	piece	10	
92	MARKER, Permanent, bullet type, black	piece	10	
93	MARKER, Permanent, bullet type, blue	piece	10	
94	MARKER, Permanent, bullet type, red	piece	10	
95	PAPER CLIP, vinyl/plastic coat, length:32mm min	box	3	
96	PAPER CLIP, vinyl/plastic coat, length:50mm min	box	5	
97	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	10	
98	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	20	
99	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	20	
100	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	60	
101	FLASH DRIVE, 16gb capacity	piece	5	
102	PRINTER, impact dot matrix, 9 pins, 80 columns	unit	1	
103	PRINTER, laser, monochrome	unit	1	
104	PRINTER, laser, colored	unit	1	
105	3 in 1 PRINTER, SCANNER AND PHOTOCOPIER	unit	1	
106	BOND PAPER, long (subs 20, 70gsm)	ream	8	
107	BOND PAPER, short (subs 20, 70gsm)	ream	8	
108	PHOTO PAPER, glossy, A4 size	pack	5	
109	CARTOLINA, assorted colors	pcs	24	
110	CONSTRUCTION PAPER, assorted color	ream	1	
111	YELLOW PAPER, 90 leaves, 109mm x 165mm, 9mm x 15 lines, 60.5 gsm	pad	20	

Note: Bidders must state either “**Comply**” or “**Not Comply**” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Lot 3 – Office Supplies for Pantawid Pamilya Pilipino Program

Item No.	Items/Description	Unit	Qty	Statement of Compliance (indicate Bidder's specifications eg. Brand)
1	DEVELOPER TONER, TN-118 for photocopier	toner	6	
2	TONER, TN 2380	toner	80	
3	ALCOHOL, 70%, ethyl	gallon	60	
4	TISSUE PAPER	roll	230	
5	TOILET BOWL AND URINAL CLEANER, 900ml	bot	20	
6	BOND PAPER, A4	box	284	
7	BOND PAPER, Legal	box	284	
8	CORRECTION TAPE, 10 meters, 48pcs/box	box	10	
9	FOLDER, ordinary, legal size, 100/box	ream	10	
10	FILER, jumbo with cover	piece	40	
11	MAILING ENVELOPE, white with window, 500's	box	2	
12	MASKING TAPE, 3 inches	roll	20	
13	MASKING TAPE, 2 inches	roll	20	
14	PAPER CLIP, 50mm	box	60	
15	PLASTIC FOLDER, legal size 14' green	piece	200	
16	PLASTIC PAPER FASTENER, long, 50pcs/box	box	200	
17	PARCHMENT PAPER, A4, 25pcs/pack	pack	60	
18	PUNCHER, heavy duty, 7cm	piece	20	
19	SIGNPEN, black, one(1)dozen per box	box	100	
20	STAMP PAD, felt pad, #2	piece	30	
21	STAPLE WIRE, standard, #35	box	100	
22	STAPLER WITH STAPLE REMOVER, heavy duty	piece	100	
23	SCOTCH TAPE, 2"	roll	100	
24	TAPE, packaging 3in x 100m	roll	60	
25	WHITE GLUE, easy squeeze, 118ml	bottle	15	
26	SCISSOR, 6inches, heavy duty	piece	20	
27	EPSON T664 ink refill, black	bottle	100	
28	EPSON T664 ink refill, cyan	bottle	60	
29	EPSON T664 ink refill, magenta	bottle	60	
30	EPSON T664 ink refill, yellow	bottle	60	
31	EPSON 003 ink refill, black	bottle	80	
32	EPSON 003 ink refill, cyan	bottle	60	

33	EPSON 003 ink refill, magenta	bottle	40	
34	EPSON 003 ink refill, yellow	bottle	30	
35	HP 680, black	cartridge	20	
36	HP 680, colored	cartridge	20	
37	HP 85A	toner	20	
38	INK Riso 4253	toner	40	
39	CANON 810, black	cartridge	50	
40	CANON 811, colored	cartridge	50	
41	TONER, HP 17A	cartridge	20	
42	TONER CARTRIDGE 83A	toner	20	
43	FLASH DRIVE, 32gb, USB 3.0	piece	6	
44	STENO NOTEBOOK, 50's	piece	50	
45	PEN, fine, gel type, black ink, 0.7mm, 12pcs/box	box	5	
46	PERMANENT MARKERS, black, broad	box	2	
47	MANILA PAPER	piece	26	
48	MASKING TAPE, 24mm x 55mm	piece	5	
49	GLUE	piece	2	

Note: Bidders must state either “**Comply**” or “**Not Comply**” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

I hereby certify to comply and deliver all of the above requirements within the delivery schedule.

Name of Company/Bidder

Bidder’s Signature over Printed Name

Date: _____

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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- (i) [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.

- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

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Bid Form for the Procurement of Goods

BID FORM

Date : _____
Project Identification No. : 2022-06-0014

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

_____	_____
_____	_____
_____	_____

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Abroad

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

For Goods Offered from Within the Philippines

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Bid Securing Declaration Form

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

BID SECURING DECLARATION Project Identification No.: 2022-06-0014

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

I/We, the undersigned, declare that:

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

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid

Business Name: _____

Business Address: _____

A. Government

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1	a.				a.			
	b.				b.			
	c.				c.			
2	a.				a.			
	b.				b.			
	c.				c.			

Note: *The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Contract or Purchase Order, (b) Official Receipt(s) or Sales Invoice or (c) User's Certificate of Acceptance/Completion*

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Statement of Single Largest Completed Contract (SLCC) ² Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

² *The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 5.3 of Section III. Bid Data Sheet, a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.3(a) of Section II. Instruction to Bidders.*

