

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply, Delivery and Installation of LED Wall and Audio System for DSWD-10 Operation Center ITB NO. 2022-11-0047**

**Department of Social Welfare and  
Development FO10  
Government of the Republic of the Philippines**

**Sixth Edition  
November 4, 2022**

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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 Supply, Delivery and Installation of LED Wall and Audio System for DSWD-10 Operation Center**

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 Pesos (Php 3,000,000.00)** only being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply, Delivery and Installation of LED Wall and Audio System for DSWD-10 Operation Center under ITB No. 2022-11-0047. 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 above Procurement Project. 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 fifty percent (50%) 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* BAC Secretariat and inspect the Bidding Documents at the address given below during weekdays (except holidays) from **8:00 AM - 5:00 PM starting November 3, 2022**.
5. A complete set of Bidding Documents may be acquired by interested bidders on the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (Php 5,000). The procuring entity shall allow the bidder to present its proof of payment for the fees in person or through e-mail during the conduct of bid opening.
6. The *DSWD FO 10* will hold a Virtual Pre-Bid Conference through videoconferencing via google meet (<https://meet.google.com/asd-hnfx-akt>) on **November 14, 2022 @ 1:30 PM onwards**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before **November 28, 2022 @ 1:00 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. Virtual Bid opening through videoconferencing via Google meet shall be on **November 28, 2022 @ 2:00 PM onwards**. 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.
10. 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 FO10 will conduct a **Toss Coin** in case of a tie between bidders being the Lowest Calculated and Responsive Bid (LCRB).
11. 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.
12. For further information, please refer to:

**ATTY. JUSTINE PHILLIP O. TADEO**

Head, BAC Secretariat

DSWD Field Office No.10

Masterson Avenue, Upper Carmen, Cagayan de Oro City

Tel No. (088) 858-6333 local 102

[bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph)

13. You may visit the following websites for downloading of Invitation to Bid: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or <https://fo10.dswd.gov.ph/>

November 4, 2022

**ZOSIMO G. BUTIL**  
SWO V/ BAC Chairperson





## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development Field Office 10* wishes to receive Bids for the **Supply, Delivery and Installation of LED Wall and Audio System for the DSWD-10 Operation Center** with identification number *2022-11-0047*.

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

14.2.1. The GOP through the source of funding as indicated below for **Current Appropriations GAA 2022** intends to apply the sum of **Three Million Pesos (Php 3,000,000.00)**.

2.2. The source of funding is 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 virtual pre-bid conference for this Project on **November 14, 2022 @ 1:30 PM onwards** through videoconferencing via google meet (<https://meet.google.com/asd-hnfx-akt>).

## **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 Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> 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	
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 fifty percent (50%) of the ABC.
7.1	No portion of the contract shall be subcontracted.
12.	<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"> <li>1. The amount of not less than <b>Sixty Thousand Pesos (Php 60,000.00)</b> if bid security is in cash, cashiers/manager's check, bank draft/guarantee or irrevocable letter of credit.</li> </ol> <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> <li>2. The amount of not less than <b>One Fifty Thousand Pesos (Php 150,000.00)</b> if bid security is in Surety Bond.</li> </ol>
19.3	Partial bid is not allowed. The goods shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.
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"> <li>- <i>Valid Income Tax Return and proof of payment.</i></li> <li>- <i>VAT Returns (Form 2550M and 2550Q or Percentage Tax Returns (2551M) and proof of payment.</i></li> </ul> <p><i>Proofs of Payment are as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>EFPS confirmation receipt or bank issued payment confirmation receipt or BIR payment confirmation receipt/status.</i></li> </ul>
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"> <li>1) The Certification was issued in favor of an insurance/ bonding company; and,</li> <li>2) The insurance/ bonding company is authorized to issue bonds/ sureties in favor of the supplier/ service provider for the said project.</li> </ol>

## ***Section IV. General Conditions of Contract***

## **1. Scope of Contract**

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

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

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

## **2. Advance Payment and Terms of Payment**

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section 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	
1	<p><b>Delivery and Documents –</b></p> <p>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.</p> <p>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:</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and two copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>(ii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and</li> <li>(iii) Two copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.</li> </ul> <p><b>Incidental Services –</b></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><b>Packaging –</b></p>
2	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.
4	No further instructions.

## ***Section VI. Schedule of Requirements***



# *Schedule of Requirements*

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>DELIVERY DATE</b>
1	Supply, Delivery and Installation of LED Wall and Audio System for the DSWD-10 Operation Center	1	lot	

For the Schedule of Delivery of the above-listed items, it shall be 15-30 working days from the date stipulated in the Notice to Proceed.

Project Site is at 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*

## **Supply, Delivery and Installation of LED Wall and Audio System for the DSWD-10 Operation Center**

ITEM DESCRIPTION	QTY	UNIT	Statement of Compliance (Bidder's Specifications e.g. Brand)
Supply, Delivery and Installation of LED Wall and Audio System for the DSWD-10 Operation Center	1	lot	

### **I. TECHNICAL SPECIFICATIONS (MINIMUM REQUIREMENTS)**

#### **1.1 LED WALL DISPLAY**

1.1.1 LED Display Dimension (w x h):	3.0 m X 2.0 m
1.1.2 Screen Resolution:	1,600 X 1,000 pixel
1.1.3 Module Dimension (w x h):	250 mm X 250 mm
1.1.4 Pixel Pitch:	2.5 mm
1.1.5 LED Lamp:	Surface Mounted Device (SMD)
1.1.6 Module Resolution (w x h):	100 X 100 pixels
1.1.7 Pixel Density:	160,000 dots/sq.m
1.1.8 Pixel Configuration:	Black SMD 3in1 2121
1.1.9 Panel Dimension (w x h x d):	500 mm x 1000 mm x 62.5 mm
1.1.10 Panel Physical Resolution (w x h):	200 x 400 pixels
1.1.11 Physical pixels total:	80,000
1.1.12 Panel Material:	Die Cast Aluminum
1.1.13 Brightness:	700 cd/sq.m (nits)
1.1.14 Viewing Angle:	Hor. 160 deg. & Vertical 160 deg.
1.1.15 Grayscale:	12/13 bits
1.1.16 Minimum Viewing Distance:	2.5 m
1.1.17 Contrast Ratio:	5000:1
1.1.18 Color Temperature:	6500K
1.1.19 Refresh Frequency:	3840 Hertz
1.1.20 Input Power Frequency:	50 or 60 Hertz
1.1.21 Input Voltage:	110 ~ 240 Volt
1.1.22 LED Lifetime:	100,000 Hours
1.1.23 Lifetime at 50% Brightness:	100,000 Hours
1.1.24 Ingress Protection:	Front IP40, Rear IP21
1.1.25 Operating Temperature:	10 ~ 40 °C
1.1.26 Operating Humidity:	10 ~ 90 °C
1.1.27 Control Distance:	CAT5 cable < 100 m
1.1.28 Total Average Power:	1,500 watts
1.1.29 Total Maximum Power:	4,500 watts
1.1.30 Operating System:	Windows (2000/XP/Vista/7/10)
1.1.31 Signal Input Format:	Composite, S-Video, VGA, DVI, YPbPr, HDMI, SDI

#### **1.2 LED WALL PROCESSOR SYSTEM**

1.2.1 Customized input and output resolution - Lock input resolution for DVI

- 1.2.2 Seamless splicing - Supports infinity DVI signal LOOP
- 1.2.3 Seamless switching - Up to 20 switching effect including Fade In/Fade out
- 1.2.4 Dual channel image crop
- 1.2.5 Test overlay
- 1.2.6 Support USB disk play (MOV, MP4, MKV, 3GP, AVI)
- 1.2.7 Save and load mode
- 1.2.8 7 inputs (2 AV, 2 VGA, 1 DVI, 1 HDMI, 1 DP)
- 1.2.9 Accurate brightness control
- 1.2.10 Image enhancement
- 1.2.11 Upper computer software control - Connect computer and video processor through USB cable
- 1.2.12 Power supply: 100-240V AC 50/60Hz
- 1.2.13 Power consumption: 20W
- 1.2.14 Operation Temperature: 0~45°C

### **1.3 SENDING CARD**

- 1.3.1 1 × DVI input
- 1.3.2 1 × Audio input
- 1.3.3 UART control ports to cascade devices for uniform control
- 1.3.4 1 × light sensor connector.
- 1.3.5 Supports resolutions up to 2048×668@60Hz and downward compatibility
- 1.3.6 Supports a variety of video formats.
- 1.3.7 Audio transmission
- 1.3.8 Dual-Ethernet output, with dual-Ethernet cable hot backup and multiple controller hot backup
- 1.3.9 USB port control, for cascading and control of multiple units
- 1.3.10 1.3 million pixel loading capacity, with resolutions of 1280×1024@60Hz, 1024×1200@60Hz, 1600×848@60Hz, 1920×712@69Hz, 2048×668@60Hz and Maximum height: 3840

### **1.4 RECEIVING CARD**

- 1.4.1 Built-in to the LED Panel and compatible with the Sending Card

### **1.5 LED SOFTWARE**

- 1.5.1 NovaStar NovaLCT Latest Version

### **1.6 VIDEO TELECONFERENCING CAMERA**

- 1.6.1 Ultra HD imaging system supports:
  - 4K, 1440p, 1080p, 900p, 720p, and most SD resolutions at 30fps
  - 1080p,720p at 30fps and 60fps
- 1.6.2 Smooth motorized pan, tilt and zoom
  - Pan: ±90°
  - Tilt: +50°/-90°
  - 15x HD zoom
  - 90° field of view
- 1.6.3 Automatically ensure that people and objects are clearly focus where the camera is pointed

- 1.6.4 3 Camera presets
- 1.6.5 Security Slot that accommodates anti-theft lock to help secure the camera
- 1.6.6 Video Mute / Unmute LED indicator
- 1.6.7 Multiple installation options
- 1.6.8 Remote control that operates the camera from anywhere in the room without pointing it directly to the camera
- 1.6.9 Automatically moves and adjusts the lens to comfortably frame meeting participants in rooms of all shapes and sizes. Handsfree convenience or take manual control: participants are always in view and optimally pictured on-screen.
- 1.6.10 Whether in low light or bright sunshine/backlit conditions with Wide Dynamic Range (WDR) optimizes light balance and prioritizes faces over object and surfaces to render natural-looking skin tones
- 1.6.11 Compatible with Windows 7, Windows 8.1 or Windows 10, Mac OS X 10.10 or higher Chrome OS
- 1.6.12 Connectivity: USB 3.0 Type-C cable, MIPI Connector, Expansion Slot
- 1.6.13 UVC/plug-and-play compatible with virtually any cloud based video conference application
- 1.6.14 Compatible for Skype® for Business and ready for Teams, Cisco® , Google®, Hangouts Meet, Zoom, BlueJeans, Broadsoft, GoToMeeting™, and Vidyo

## **1.7 OTHER LED WALL SUPPLIES & REQUIREMENTS**

- 1.7.1 LAN Cabling (100M)
- 1.7.2 Feeder line (50M)
- 1.7.3 Construction of Wall-Mounted LED Frames
- 1.7.4 Manual ON/OFF
- 1.7.5 Electrical requirements including panel boards and circuit breakers
- 1.7.6 Aluminum Cladding 3MM Thickness
- 1.7.7 2KVA AVR for Audio & Processors
- 1.7.8 16U Gator Case with Mixer on Top
- 1.7.9 5KVA AVR for LED

## 1.8 AUDIO & DISCUSSION SYSTEM

Item Description	Quantity
<p><b>1.8.1 16-Channels Audio Mixer (Branded, High Quality)</b></p> <ul style="list-style-type: none"> <li>• High-Performance 16 input small format analogue mixer with onboard effects.</li> <li>• Ghost mic preamps with ultra-low noise performance.</li> <li>• Sapphyre British EQ with sweepable mid-brands per channel.</li> <li>• USB audio playback and recording.</li> <li>• Lexicon Effects Engine featuring award-winning Reverbs, Delays, Choruses and Modulations.</li> <li>• Hi-Pass Filters (low-cut) and 48V Phantom Power on all mic channels.</li> <li>• dbx® Limiters (High-ratio Compressors) on input channels.</li> <li>• Switchable Hi-Z inputs for guitars, basses and other instruments.</li> <li>• Smooth premium-quality faders</li> <li>• Internal universal power supply</li> <li>• Robust metal construction for tour-grade build quality and reliability.</li> <li>• USB Interface Compatibility: Supports Windows 7, Windows 8 and Windows 10.</li> </ul>	1 Unit
<p><b>1.8.2 2-Way Powered Speaker with Speaker Stand (Branded, High Quality)</b></p> <ul style="list-style-type: none"> <li>• 12-inch LF SMX woofer</li> <li>• 1.25-inch HF titanium compression driver</li> <li>• 2000 W Class-D power amplifier with integrated FIR-Drive DSP</li> <li>• 135 dB peak SPL</li> <li>• Frequency Response (-3 dB): 55 Hz – 20 kHz</li> <li>• Frequency Range (-10 dB): 43 Hz – 20 kHz</li> <li>• Connectors: (2) XLR/TRS combo jack and (1) XLR link output</li> <li>• Power: 100 – 240V AC, 50-60Hz</li> </ul>	2 Units
<p><b>1.8.3 8 pcs. Conference Microphone with Accessories &amp; 1 Chairman Microphone (Branded, High Quality)</b></p> <ul style="list-style-type: none"> <li>• Standard discussion unit for chairmen, delegates or interpreters</li> <li>• Fully digital audio transmission</li> <li>• DCS-LAN connection by use of CAT 5e (or higher) F/UTP or U/FTP cabling</li> <li>• Maximum 250 discussion units per system</li> <li>• Auto Off of microphones</li> <li>• Lockable XLR gooseneck microphone connector</li> <li>• Microphone 'Speak' and function (Delegates Off/Mute) buttons</li> <li>• Frequency response (headphone): 65 Hz-16 kHz</li> <li>• Frequency range (loudspeaker) 150 Hz-15 kHz</li> <li>• Power consumption 1.5 W</li> </ul>	1 Set
<p><b>1.8.4 External Sound Card/Box</b></p> <ul style="list-style-type: none"> <li>• 7.1 audio outputs via 3.5mm mini-jacks</li> <li>• Dual microphone input</li> <li>• Built-in volume control buttons</li> <li>• Supports 44.1 and 48 KHz sampling rates for analog playback and</li> </ul>	1 unit

<ul style="list-style-type: none"> <li>recording</li> <li>• Compatible with Windows 10 (32/64), 8 / 8.1 (32/64), 7 (32/64), Vista (32/64), XP (32/64), 2000, Windows Server 2008 R2, 2003 (32/64)</li> <li>• USB type B connector</li> <li>• LED indicators for power and mute</li> </ul>	
<b>1.8.5 Wireless Microphone with Accessories (Branded, High Quality)</b> <ul style="list-style-type: none"> <li>• Cardioid Mic/Transmitters</li> <li>• Dual-Channel Tabletop Receiver</li> <li>• 123 Auto-Scan Frequencies</li> <li>• Internal Antenna Diversity</li> <li>• 14-Hour AA Batteries</li> <li>• Expandable to 12 Mic Channels/300' Range</li> </ul>	4 units
<b>1.8.6 Wireless Lapel Microphone (Branded, High Quality)</b> <ul style="list-style-type: none"> <li>• Omnidirectional Condenser Lavalier Microphone</li> <li>• Extended 20 Hz to 20 kHz frequency range</li> <li>• Easy pairing of transmitters and receivers</li> <li>• Up to 8 hours from two 1.5V AA batteries or optional rechargeable Li-Ion battery</li> </ul>	1 Set
<b>1.8.7 Wired Microphone (Branded, High Quality)</b> <ul style="list-style-type: none"> <li>• Microphone Type: Dynamic</li> <li>• Polar Pattern: Cardioid</li> <li>• Frequency Response: 50Hz-15kHz</li> <li>• Max SPL: 94dB SPL</li> <li>• Output Impedance: 150 ohms</li> <li>• Sensitivity: -54.5 dBV / Pa (1.88 mV)</li> <li>• Color: Black</li> <li>• Connector: XLR</li> </ul>	2 Pcs
<b>1.8.8 Microphone Stand</b> <ul style="list-style-type: none"> <li>• Cast-alloy tripod base and telescopic mic boom with metal boom swivel</li> <li>• All locking points are protected by scratch-proof contact points</li> </ul>	2 Pcs
<b>1.8.9 16-Channels snake cable for Microphones</b> <ul style="list-style-type: none"> <li>• Professional Grade XLR Connectors</li> <li>• Multi-Purpose Effects Cable</li> <li>• Fully Serviceable XLR Connectors</li> </ul>	1 set
<b>1.8.10 2000 Watts Relay-Type AVR</b>	1 pc
<b>1.8.11 TF Wire #16</b>	1 roll
<b>1.8.12 Speaker Accessories (XLR connectors, speaker cables, etc)</b>	1 lot

## II. DURATION OF THE CONTRACT

The contract for the supply, delivery and installation of LED Wall and Audio System for DSWD-10 Operation Center shall be Fifteen to Thirty (15-30) working days from the date stipulated in the Notice to Proceed.

### **III. SCOPE OF WORKS**

**3.1** The CONTRACTOR shall submit a detailed work plan for the entire project within five (5) working days from receipt of Notice to Proceed, subject to the approval of the DSWD 10. The work plan shall include the following:

**3.1.1** Equipment delivery schedule of the following:

- 1 set LED Wall Display (3.0 m X 2.0 m)
- 1 unit LED Wall Processor System
- 1 unit Sending Card
- 1 unit Video Teleconferencing Camera
- 1 unit 16- Channels Audio Mixer
- 2 units 2-Way Powered Speaker with Stand
- 8 units Conference Microphone with Accessories
- 1 unit Chairman Microphone
- 1 unit External Sound Card/Box
- 4 units Wireless Microphone with Accessories
- 1 unit Wireless Lapel Microphone
- 2 units Wired Microphone
- 2 pcs Microphone Stand
- 1 set 16-Channels snake cable for Microphones
- 1 unit 2000 Watts Relay-Type AVR
- 1 roll TF Wire #16
- 1 lot Speaker Accessories
- Other supplies and requirements

**3.1.2** Equipment installation schedule

**3.1.3** Testing, acceptance and commissioning schedule of LED Wall and Audio System

**3.2** The CONTRACTOR shall supply, deliver and install the LED Wall equipment, Audio Systems and their structures which includes of the following:

- LAN Cabling (100M)
- Feeder line (50M)
- Construction of Wall-Mounted LED Frames
- Manual ON/OFF
- Electrical requirements including panel boards and circuit breakers
- Aluminum Cladding 3MM Thickness
- 2KVA AVR for Audio & Processors
- 16U Gator Case with Mixer on Top
- 5KVA AVR for LED

**3.3** The CONTRACTOR shall provide manuals, brochure of the product, or certification from the manufacturer that the specifications are true and correct.

**3.4** The CONTRACTOR shall conduct hands-on training to end-users for 2 to 3 days upon completion of the project.

### **IV. WARRANTIES OF THE CONTRACTOR**

**4.1** The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this Terms of Reference.



- 4.2 The CONTRACTOR warrants, represents and undertakes reliability of the services and that its manpower complements are hardworking, qualified/ reliable and dedicated to do the service required to the satisfaction of the DSWD 10. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound. It shall not employ DSWD 10 employees to work in any category whatsoever.
- 4.3 The CONTRACTOR's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 4.4 The CONTRACTOR shall coordinate with the authorized and/or designated DSWD 10 personnel in the performance of their jobs.
- 4.5 The CONTRACTOR shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the DSWD 10 shall be specifically released from any and all liabilities arising therefrom.
- 4.6 The CONTRACTOR shall provide **Two (2) Years Warranty** for the entire project at no additional cost to the DSWD 10. The warranty shall include free technical support and replacement of LED and audio units, parts and accessories that may fail during the warranty period.
- 4.7 In case of equipment failure within the Two (2) years warranty period, the CONTRACTOR shall send their technicians to provide services at no additional cost to the DSWD 10 to restore the LED Wall and Audio System to normal operations within 24 business-hours from receipt of service report/call from DSWD 10.
- 4.8 The CONTRACTOR must include a quarterly preventive maintenance of the units supported by a signed technical report
- 4.9 The CONTRACTOR shall not use the DSWD 10's name in publicity releases or advertising during and after the term of this contract without the DSWD 10's written permission.
- 4.10 The CONTRACTOR shall be responsible for restoring walls, floors, and ceiling finishes affected by any work related to the Project to their original condition.
- 4.11 The CONTRACTOR warrants all other works and/or materials not included in this Terms of Reference but are essential for the satisfactory completion of the project shall be provided by the CONTRACTOR at no additional cost to the DSWD 10.

## V. SERVICE LEVEL AGREEMENT (SLA)

*DSWD 10 shall maintain a Service Level Agreement (SLA) with the CONTRACTOR as specified below:*

DESCRIPTION	SLA
-------------	-----

5.1 Project Work Plan	Submission of the detailed work plan for the entire project within five (5) working days from receipt of the Notice to Proceed as indicated in Section 3.1.
5.2 Testing & Commissioning	Conduct and pass the prescribed tests indicated in Section 3.1.3. Any failed/non-operational component will have to be retested within three (3) calendar days after the first test was conducted.
5.3 Delivery Schedule	Finish the scope of works based on the schedule of deliveries in Section 3.1.1
5.4 Technical Supports	Repair or replace any failed component within seven (7) calendar days after it was reported by the DSWD 10 during the warranty period in accordance with Section 4.6
	Send their technicians to provide services at no additional cost to the DSWD 10 to restore the LED Wall and Audio System (Section 4.6).
5.5 Violations and non-performance	Violations and non-performance of the provisions as stipulated in Section 3 and 4. The CONTRACTOR shall be notified in writing for any such violation and/or non-performance.

## **VI. TERMS OF PAYMENT**

**6.1** Payments shall be made within a reasonable time from submission of “Final Certificate of Project Completion” issued by RICTMS. This shall form part of the documentation as a proof of the acceptability of the entire project which will be the basis of the Inspection and Acceptance Committee for the issuance of Inspection and Acceptance Report.

**6.2** No advance payment shall be made as provided in Section 88 of PD 1445.

**6.3** In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

## **VII. CONTRACTOR’S ELIGIBILITY**

**7.1** Ensures that the LED Wall spare parts should be available in the market for the next 5 years upon completion of the project.

**7.2** The LED display products provided must pass relevant certification nationwide, include the “CE” and “FCC” (These certifications need to be submitted along with the Bid.)

**7.3** Must provide a certification of the LED Manufacturer as one of the Top Listed Company in the country of origin which entitles the manufacturer to be a stable company that can support product spare parts for more than 5 years.

**7.4** Their LED Manufacturer must have a 5 Star Service Certificate for After – Sales Service of Commodity from their country of origin

7.5 Must have at least five (5) Technical Support Engineers with a certification from the manufacturer that they are capable and certified engineers to do and install the equipment.

7.6 Must have minimum of 12 years in the electronic billboard industry for the supply and installation of LED equipment to ensure company competence and stability for supports.

7.7 Must have done at least three (5) successful projects for LED Wall and Audio Systems with certifications and proof of Very Satisfactory from the clients.

7.8 Must have safety officer with COSH certificate on site during the implementation of the project

7.9 Must have a branch or office in Mindanao for aftersales support.

### VIII. PRE-TERMINATION OF CONTRACT

8.1 The CONTRACT for the supply, delivery and installation of LED Wall and Audio System for DSWD-10 Operation Center may be pre-terminated by the DSWD 10 for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by the DSWD 10 five (5) days prior to such pre-termination.

8.2 The DSWD 10 shall have the right to blacklist the CONTRACTOR in case of pre-termination.

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 after-sales warranty; **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

- (j) 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).

## ***Section IX. Bidding Forms***

# Bid Form for the Procurement of Goods

## BID FORM

Date: \_\_\_\_\_  
Project Identification No. : 2022-11-0047

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 Currency	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

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### 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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION Project Identification No.: 2022-11-0047

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)

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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**

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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) <sup>2</sup> Similar to the Contract to be Bid

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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: \_\_\_\_\_

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<sup>2</sup>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.

