



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
MINDORO OCCIDENTAL DISTRICT ENGINEERING OFFICE
MIMAROPA REGION (IV-B)
Mamburao, Occidental Mindoro

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

24GEB0002

**Purchase & Delivery of Office Equipment
(Copier/Printer) Planning and Design
Section (1st Quarter) for use in the DPWH
Mindoro Occidental DEO**

Bidding Date: March 19, 2024

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – **Government** Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID

1. The **Department of Public Works and Highways, Mindoro Occidental District Engineering Office, Mamburao, Occidental Mindoro**, through the **FY 2024 RA 11975 Regular 2024 Current** intends to apply the sum of the Approved Budget for the Contract (ABC) to payments under the contract/s for the hereunder project/s. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1.a.	Contract ID	:	24GEB0001
b.	Contract Name	:	Purchase & Delivery of Consumables (inks and toners) (1st Quarter) for use in the DPWH Mindoro Occidental DEO
c.	Contract Location	:	Mamburao, Occidental Mindoro
d.	Scope of Work	:	Purchase & Delivery of Consumables (inks and toners)
e.	Approved Budget for the Contract (ABC)	:	₱ 820,540.00
f.	Source of Fund	:	FY 2024 RA 11975 Regular 2024 Current
g.	Place of Delivery	:	DPWH-Mamburao, Occidental Mindoro
h.	Contract Duration	:	45 C.D.

2.a.	Contract ID	:	24GEB0002
b.	Contract Name	:	Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
c.	Contract Location	:	Mamburao, Occidental Mindoro
d.	Scope of Work	:	Purchase & Delivery of Office Equipment (copier/printer)
e.	Approved Budget for the Contract (ABC)	:	₱ 760,000.00
f.	Source of Fund	:	FY 2024 RA 11975 Regular 2024 Current
g.	Place of Delivery	:	DPWH-Mamburao, Occidental Mindoro
h.	Contract Duration	:	45 C.D.

3.a.	Contract ID	:	24GEB0003
b.	Contract Name	:	Procurement/Supply of Diesel Fuel, Gasoline Fuel and Lubricants for use in the operation of DPWH Equipment for Repair/Maintenance of National Roads and Bridges, 1st Quarter – Maintenance Section
c.	Contract Location	:	Mamburao, Occidental Mindoro
d.	Scope of Work	:	Procurement/Supply of Diesel Fuel, Gasoline Fuel and Lubricants
e.	Approved Budget for the Contract (ABC)	:	₱ 1,499,941.72
f.	Source of Fund	:	FY 2024 RA 11975 Regular 2024 Current
g.	Place of Delivery	:	DPWH-Mamburao, Occidental Mindoro
h.	Contract Duration	:	30 C.D.

2. The **Department of Public Works and Highways, Mindoro Occidental District Engineering Office, Mamburao, Occidental Mindoro** now invites sealed bids from eligible Suppliers/Dealers/Manufacturers/ Distributors/ Contractors to apply to bid for the above project

Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from **Department of Public Works and Highways, Mindoro Occidental District Engineering Office, Ground Floor Main Bldg., Mamburao, Occidental Mindoro** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.

A complete set of Bidding Documents may be acquired by interested Bidders on **February 29–March 19, 2024 from** the address below from and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **P 1,000.00** for **24GEB0001 and 24GEB0002, P 5,000.00 for 24GEB0003**. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DPWH website www.dpwh.gov.ph, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

Interested Bidders are required to log-in and order at PhilGEPS and bring their original PhilGEPS Registration Certificate and a certified true copy upon purchase of bidding documents.

5. Bids must be delivered to the address below on or before **9:00 A.M. on March 19, 2024**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the BDS, ITB Clause 18.1.

Bid opening shall be **immediately after the deadline of submission of bids on March 19, 2024 at DPWH, Mindoro Occidental District Engineering Office, Procurement Office, Ground Floor Main Bldg., Mamburao, Occidental Mindoro**. Bids will be opened in the presence of the Bidders' authorized representatives who choose to attend at the address below. Late bids shall not be accepted.

6. Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, Instructions to Bidders. The bidder with the lowest calculated bid (LCB) shall advance to the post-qualification stage in order to finally determine the responsiveness of the technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during the post-qualification procedure.
7. The **DPWH, Mindoro Occidental District Engineering Office, Mamburao, Occidental Mindoro** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

CASIANA A. ABAD
Head, BAC Secretariat
DPWH, Mindoro Occidental DEO
Km. 407 Airport Road

Mamburao, Occidental Mindoro
Email Address: occidentalmindorobac@yahoo.com

SHERYLL B. MULINGBAYAN
Assistant District Engineer
BAC CHAIRPERSON

KVL GDJ MTJP APDV ERR

Dates of Publication: February 29 – March 19, 2024

DPWH Website, PhilGEPS Website
and DPWH-MODEO Bulletin Board

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, *DPWH, Mindoro Occidental District Engineering Office* wishes to receive Bids for **24GEB0002: Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of [*indicate number of lots or items*], 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 FY 2024 RA 11975 Regular 2024 Current in the amount of **P 760,000.00**

2.2. The source of funding is:

a. 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. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:
 - 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.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

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 *Youtube Page :DPWH Mindoro Occidental District Engineering Office- BAC* 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 *Five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 *120 CD from the date of the opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. 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.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

20. Post-Qualification

- 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

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. 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. completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>Philippine Peso</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> <ul style="list-style-type: none"> a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.
19. 3	<p>The Project will be awarded by lot, list grouping of lots by specifying the group title, items, and the quantity for identified lot and the corresponding ABC for each lot. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by one the prospective Bidder.</p>
19.4	<i>AWARD IS ON A LUMP SUM BASIS.</i>
20.1	<i>All Class "A" Documents.</i>
21.1	<i>(List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.)</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</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). Presentation of sample product of Good before delivery and acceptance.</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services – <i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

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

ITEM NUMBER	DESCRIPTION		QUANTITY	UNIT	DELIVERED, WEEKS/MONTHS
1	Copier/Printer Heavy Duty (Colored)		2.00	unit	
	Specifications:	Technical Specifications:			
	Copying Process	Electrostatic laser copy			
	Imaging Technology	Laser			
	Toner System	SMITRI HD Polymerized Toner (CMYK)			
	Copy/Print Speed	A4 (Colored/mono); Up to 22ppm A3 up to 14ppm			
	Copy Resolution	600 x 600 dpi			
	1 st Copy out time	8.4 sec.			
	Print Resolution	1,800 x 600 dpi			
	Paper Weight	60-256 gsm			
	Warm up time	Apprx. 20 sec.			
	Paper Input	Standard: 1,100 sheets Max: 3,600 sheets			
	Scan Resolution	600 x 600 dpi			
	System Memory	6GB			
	System Storage	8GB, Micro SD/ Optional: 256GB			
	Automatic Document Feeder	Up to 130 originals A5-A3, 35 TO 128gsm			
	Manual Bypass	100 sheets, A6-A3			
	Interface Type	10-BASE-T/100-BASE-TX/1,000-BASE T Ethernet USB 2.0			
	Power Consumption	220-240 V			
	Automatic Document Feeder	DF-630 Up to 70 Originals, A5-A3 35-128 gsm			
	Printable Paper size	A5-A3, customized paper sizes (width: 90-270mm. length: 139.7mm-431.8mm)			
	Mobile Printing	Airprint (Ios); Mopria(Android), Wifi direct			

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	Copier/Printer Heavy Duty (Colored)	
	Specifications:	Technical Specifications:
	Copying Process	Electrostatic laser copy
	Imaging Technology	Laser
	Toner System	SMITRI HD Polymerized Toner (CMYK)
	Copy/Print Speed	A4 (Colored/mono); Up to 22ppm A3 up to 14ppm
	Copy Resolution	600 x 600 dpi

	1 st Copy out time	8.4 sec.
	Print Resolution	1,800 x 600 dpi
	Paper Weight	60-256 gsm
	Warm up time	Apprx. 20 sec.
	Paper Input	Standard: 1,100 sheets Max: 3,600 sheets
	Scan Resolution	600 x 600 dpi
	System Memory	6GB
	System Storage	8GB, Micro SD/ Optional: 256GB
	Automatic Document Feeder	Up to 130 originals A5-A3, 35 TO 128gsm
	Manual Bypass	100 sheets, A6-A3
	Interface Type	10-BASE-T/100-BASE-TX/1,000-BASE T Ethernet USB 2.0
	Power Consumption	220-240 V
	Automatic Document Feeder	DF-630 Up to 70 Originals, A5-A3 35-128 gsm
	Printable Paper size	A5-A3, customized paper sizes (width: 90-270mm. length: 139.7mm-431.8mm)
	Mobile Printing	Airprint (ios); Mopria(Android), Wifi direct

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.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government

office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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



Department of Public Works and Highways (DPWH)

Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
Location of the Contract : Mamburao, Occidental Mindoro

ELIGIBILITY AND TECHNICAL PROPOSAL

CONTRACTOR / SUPPLIER



Department of Public Works and Highways (DPWH)

Contract ID : **24GEB0002**

Contract Name : **Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**

Location of the Contract : **Mamburao, Occidental Mindoro**

CHECKLIST OF ELIGIBILITY AND TECHNICAL REQUIREMENTS FOR BIDDERS

The Eligibility Components shall contain the following:

- ☐ 1. Certification in lieu of Class "A" Documents.
Note: This document certifies that the Class "A" Documents are complete, current and updated. Presence of this document shall forego the checking of Class "A" Documents

OR all requirements listed under Class "A" and "B" Documents
Class "A" Documents
- ☐ 1. Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents
- ☐ 2. Valid and current Mayor's permit/municipal license issued by the city or municipality where the principal place of business of the prospective bidder is located
- ☐ 3. Statement of ongoing and similar completed government and private contracts within the period specified in the ITB, including contract awarded but not yet started, if any, the statement shall include, for each contract, the following (Form DPWH-G&S-14 and DPWH-G&S-14):
- | | |
|------------------------------------|--|
| a. Name of the Contract | d. Amount of Contract and Value of Outstanding Contracts |
| b. Date and Status of the Contract | e. Date of Delivery |
| c. Kind of Goods Sold | f. End-User Acceptance, if completed |
- ☐ 4. Statement of the bidder's Single Largest Completed Contract similar to the contract to be bid.
- ☐ 5. The prospective bidder's audited financial statements, showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
- ☐ 6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) (Form No. 3)
- ☐ 7. Tax Clearance per Executive Order No. 398 series of 2005, as finally reviewed and approved by the BIR.
- Class "B" Documents**
- ☐ 1. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA if the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the Bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

The Technical Components shall contain the following:

- ☐ 1. PhilGEPS Certificate of Registration
- ☐ 2. NFCC computation or committed Line of Credit
- ☐ 3. Bid Security in accordance with ITB Clause 18, a Bid Securing Declaration or any of the following:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of ABC)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or	Two percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Two percent (5%)

- ☐ 4. Technical specifications proposal
- ☐ 5. Schedule of requirements/delivery
- ☐ 6. Manpower requirements, if applicable
- ☐ 7. After-sales service/parts, if applicable
- ☐ 8. Omnibus Sworn Statement



Department of Public Works and Highways (DPWH)

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Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro
: Occidental DEO
Location of the Contract : Mamburao, Occidental Mindoro

LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS

Business Name : _____
Business Address : _____

Name of Project	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Compln	% of Accomplishment		Value of Outstanding Works / Undelivered Portions
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Attachments: 1. Notice of Award and/or Contract
2. Notice to Proceed issued by owner
3. Certificate of Accomplishment signed by the owner or authorized representative

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____



Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro
Occidental DEO

Location of the Contract : Mamburao, Occidental Mindoro

STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR TO THE
CONTRACT TO BE BID

Business Name : _____
Business Address : _____

Name of Project	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Amount at Award	a. Date Awarded
			Description	%	b. Amount at Completion c. Duration	b. Contract Effectivity c. Date Completed
Government						
Private						

Attachments: 1. Copy of Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____



Department of Public Works and Highways (DPWH)

Contract ID : 24GEB0002

Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO

Location of the Contract : Mamburao, Occidental Mindoro

TECHNICAL PROPOSAL

CONTRACTOR / SUPPLIER



Department of Public Works and Highways (DPWH)

Contract ID : **24GEB0002**
Contract Name : **Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**

Location of the Contract : **Mamburao, Occidental Mindoro**

Form No. 03 :

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1 - 3)	
6.	Net Working Capital (2 - 4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for to be bid

NFCC = ₱ _____

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.



Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO

Location of the Contract : Mamburao, Occidental Mindoro

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

BID-SECURING DECLARATION
Project Identification No. : 24GEB0002

TO: **JOSELITO A. ANTONIO**
District Engineer
DPWH-Mindoro Occidental DEO
Mamburao, Occidental Mindoro

I/We, the undersigned. Declared 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 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 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 to file a request for reconsideration or (ii) I/We filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, 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 _____, 2021
at _____.

(NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE)

(Insert signatory's legal capacity)
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021 at _____, Philippines, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in 2004 Rules on National Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____, with his/her photograph and signature appearing thereon with No. _____ and his/her _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____
IBP No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Contract ID : 24GEB0002
 Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
 Location of the Contract : Mamburao, Occidental Mindoro

TECHNICAL SPECIFICATIONS PROPOSAL

ITEM/ LOT NO.	DPWH SPECIFICATION	Bidder's Specification/Statement of Compliance (Specify Brand Name of Offered Product/s)
		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).
1	Copier/Printer Heavy Duty (Colored)	
	Specifications:	Technical Specifications:
	Copying Process	Electrostatic laser copy ⁱⁱ
	Imaging Technology	Laser
	Toner System	SMITRI HD Polymerized Toner (CMYK)
	Copy/Print Speed	A4 (Colored/mono); Up to 22ppm A3 up to 14ppm
	Copy Resolution	600 x 600 dpi
	1st Copy out time	8.4 sec.
	Print Resolution	1,800 x 600 dpi
	Paper Weight	60-256 gsm
	Warm up time	Apprx. 20 sec.
	Paper Input	Standard: 1,100 sheets Max: 3,600 sheets
	Scan Resolution	600 x 600 dpi
	System Memory	6GB
	System Storage	8GB, Micro SD/ Optional: 256GB
	Automatic Document Feeder	Up to 130 originals A5-A3, 35 TO 128gsm
	Manual Bypass	100 sheets, A6-A3
	Interface Type	10-BASE-T/100-BASE-TX/1,000-BASE T Ethernet USB 2.0
	Power Consumption	220-240 V
	Automatic Document Feeder	DF-630 Up to 70 Originals, A5-A3 35-128 gsm
	Printable Paper size	A5-A3, customized paper sizes (width: 90-270mm. length: 139.7mm-431.8mm)
	Mobile Printing	Airprint (ios); Mopria(Android), Wifi direct
	x-x-x-x-x-x	

(NAME OF BIDDER)

(Signature Over Printed Name of Authorized Representative)

Department of Public Works and Highways (DPWH)

Contract ID : 24GEB0002
 Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter)
 for use in the DPWH Mindoro Occidental DEO
 Location of the Contract : Mamburao, Occidental Mindoro

DELIVERY SCHEDULE REQUIREMENTS

ITEM NO.	DESCRIPTION	QUANTITY	DELIVERED, WEEKS/MONTHS
1	Copier/Printer Heavy Duty (Colored)	2	
	Specifications:	Technical Specifications:	
	Copying Process	Electrostatic laser copy	
	Imaging Technology	Laser	
	Toner System	SMITRI HD Polymerized Toner (CMYK)	
	Copy/Print Speed	A4 (Colored/mono); Up to 22ppm A3 up to 14ppm	
	Copy Resolution	600 x 600 dpi	
	1st Copy out time	8.4 sec.	
	Print Resolution	1,800 x 600 dpi	
	Paper Weight	60-256 gsm	
	Warm up time	Apprx. 20 sec.	
	Paper Input	Standard: 1,100 sheets Max: 3,600 sheets	
	Scan Resolution	600 x 600 dpi	
	System Memory	6GB	
	System Storage	8GB, Micro SD/ Optional: 256DB	
	Automatic Document Feeder	Up to 130 originals A5-A3, 35 TO 128gsm	
	Manual Bypass	100 sheets, A6-A3	
	Interface Type	10-BASE-T/100-BASE-TX/1,000-BASE T Ethernet USB 2.0	
	Power Consumption	220-240 V	
	Automatic Document Feeder	DF-630 Up to 70 Originals, A5-A3 35-128 gsm	
	Printable Paper size	A5-A3, customized paper sizes (width: 90-270mm. length: 139.7mm-431.8mm)	
	Mobile Printing	Airprint (ios); Mopria(Android), Wifi direct	
	x-x-x-x-x-x		

 (NAME OF BIDDER)

 (Signature Over Printed Name of Authorized Representative)



Contract ID : **24GEB0002**
Contract Name : **Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**

Location of the Contract : **Mamburao, Occidental Mindoro**

OMNIBUS SWORN STATEMENT (Revised)**Sole Proprietorship**

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

AFFIDAVIT

I, _____, of legal age, _____, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of _____ with office address at _____;
 2. As the owner and sole proprietor of, or authorized representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and sign and execute the ensuring contract of _____ of the DPWH-Mindoro Occidental District Engineering Office, shown in the attached duly notarized Special Power of Attorney;
 3. _____ 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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
 6. 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;
 7. _____ complies with existing labor laws and standards; and
 8. _____ is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examine 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 _____
- Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**
9. _____ did not give or pay 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 _____, 2021 at _____, Philippines.

[Name of Bidder or its Authorized Representative]

[Insert signatory's legal capacity]

AFFIANT



Contract ID : **24GEB0002**
Contract Name : **Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**

Location of the Contract : **Mamburao, Occidental Mindoro**

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021, affiant exhibited to me his/her
Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
Location of the Contract : Mamburao, Occidental Mindoro

OMNIBUS SWORN STATEMENT (Revised)*Partnership***A F F I D A V I T**

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

I, _____, of legal age, _____, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to Participate, submit the bid, and to sign and execute the ensuring contract for _____ of the DPWH-Mindoro Occidental District Engineering Office, shown in the attached duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;];
3. _____ 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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of _____ 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. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**
9. _____ did not give or pay 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 _____, 2021 at _____, Philippines.

[Name of Bidder or its Authorized Representative]

[Insert signatory's legal capacity]

AFFIANT



Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
Location of the Contract : Mamburao, Occidental Mindoro

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2021, affiant exhibited to me his/her
Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
Location of the Contract : Mamburao, Occidental Mindoro

OMNIBUS SWORN STATEMENT (Revised)*Joint Venture***A F F I D A V I T**

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

I, _____, of legal age, _____, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to Participate, submit the bid, and to sign and execute the ensuring contract for _____ of the DPWH-Mindoro Occidental District Engineering Office, shown in the attached duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;];
3. _____ 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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ 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. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the _____

Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
9. _____ did not give or pay 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 _____, 2021 at _____, Philippines.

[Name of Bidder or its Authorized Representative]

[Insert signatory's legal capacity]

AFFIANT



Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO

Location of the Contract : Mamburao, Occidental Mindoro

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021, affiant exhibited to me his/her
Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



Department of Public Works and Highways (DPWH)

Contract ID : 24GEB0002

Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO

Location of the Contract : Mamburao, Occidental Mindoro

FINANCIAL PROPOSAL

CONTRACTOR / SUPPLIER



Department of Public Works and Highways (DPWH)

Contract ID : 24GEB0002
Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO

Location of the Contract : Mamburao, Occidental Mindoro

CHECKLIST OF FINANCIAL COMPONENTS FOR BIDDERS

The Financial Components shall contain the following:

- ☐ 1) Bid Form which includes Bid Prices [DPWH-G&S-19]
- ☐ 2) Bill of Quantities which includes Unit Bid Price and Total Bid Prices for each Item [DPWH-G&S-20]
- ☐ 3) Recuring and maintenance costs, if applicable



Contract ID : **24GEB0002**
Contract Name : **Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO**

Location of the Contract : **Mamburao, Occidental Mindoro**

BID FORM

Date : _____

Project Identification No. : **24GEB0002**

To: DPWH, Mindoro Occidental District Engineering Office
Mamburao, Occidental Mindoro

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver/perform of the above Contract/Goods in conformity with the said PBDs for the sum of _____, ₱ _____ 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: (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,

We undertake, if our Bid is accepted, to deliver the goods in accordance with the Delivery Schedule Requirement (Form DPWH-G&S-17).

If our Bid is accepted, we undertake:

- to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- 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.

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:²

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements 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 Bid for and on behalf of : _____

Contract ID : 24GEB0002
 Contract Name : Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
 Location of the Contract : Mamburao, Occidental Mindoro

**BILL OF QUANTITIES
WITH BID PRICES AND TOTAL BID PRICES**

1	2	3	4	5	6	7
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT BID PRICE (PESO)	TOTAL BID PRICE (PESO) ¹	DELIVERY SCHEDULE
	Copier/Printer Heavy Duty (Colored)	unit	2			
	Specifications:	Technical Specifications:				
	Copying Process	Electrostatic laser copy				
	Imaging Technology	Laser				
	Toner System	SMITRI HD Polymerized Toner (CMYK)				
	Copy/Print Speed	A4 (Colored/mono); Up to 22ppm A3 up to 14ppm				
	Copy Resolution	600 x 600 dpi				
	1st Copy out time	8.4 sec.				
	Print Resolution	1,800 x 600 dpi				
	Paper Weight	60-256 gsm				
	Warm up time	Apprx. 20 sec.				
	Paper Input	Standard: 1,100 sheets Max: 3,600 sheets				
	Scan Resolution	600 x 600 dpi				
	System Memory	6GB				
	System Storage	8GB, Micro SD/ Optional: 256DB				
	Automatic Document Feeder	Up to 130 originals A5-A3, 35 TO 128gsm				
	Manual Bypass	100 sheets, A6-A3				
	Interface Type	10-BASE-T/100-BASE-TX/1,000-BASE T Ethernet USB 2.0				
	Power Consumption	220-240 V				
	Automatic Document Feeder	DF-630 Up to 70 Originals, A5-A3 35-128 gsm				
	Printable Paper size	A5-A3, customized paper sizes (width: 90-270mm. length: 139.7mm-431.8mm)				
	Mobile Printing	Airprint (ios); Mopria(Android), Wifi direct				
	X-X-X-X--X-X					
Total Amount of Bid:						
(in words)			(in figures)			

Bid Validity : _____

Name and Signature of Bidder _____

Address _____

Telephone/Mobile No. _____

Name of Representative _____

Signature of Representative _____

Note : Columns 1 to 4 are to be filled up by the Procuring Entity.
Columns 5 to 7 shall be filled up by the Bidder.

¹Bidders are required to include the cost of all taxes, such as, but not limited to: value added tax (VAT), income tax, local taxes, customs duties, freight, insurance, bank charges and other fiscal levies and duties. These shall be itemized in the bid form and reflected in the detailed estimates.

Contract ID 24GEB0002
 Contract Name Purchase & Delivery of Office Equipment (Copier/Printer) Planning and Design Section (1st Quarter) for use in the DPWH Mindoro Occidental DEO
 Location of the Contract Mamburao, Occidental Mindoro

Name of Bidder _____ Invitation to Bid No. _____ Page of _____

For Goods Offered From Within the Philippines

1	2		3	4		5	6	7	8	9	10
Item	Description		Country of origin	Quantity	Unit	Unit price EXW per item	Transportation and Insurance 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)
	Copier/Printer Heavy Duty (Colored)										
	Specifications:	Technical Specifications:									
	Copying Process	Electrostatic laser copy									
	Imaging Technology	Laser									
	Toner System	SMITRI HD Polymerized Toner (CMYK)									
	Copy/Print Speed	A4 (Colored/mono); Up to 22ppm A3 up to 14ppm									
	Copy Resolution	600 x 600 dpi									
	1st Copy out time	8.4 sec.									
	Print Resolution	1,800 x 600 dpi									
	Paper Weight	60-256 gsm									
	Warm up time	Apprx. 20 sec.									
	Paper Input	Standard: 1,100 sheets Max: 3,600 sheets									
	Scan Resolution	600 x 600 dpi									
	System Memory	6GB									
	System Storage	8GB, Micro SD/ Optional: 256DB									
	Automatic Document Feeder	Up to 130 originals A5-A3, 35 TO 128gsm									
	Manual Bypass	100 sheets, A6-A3									
	Interface Type	10-BASE-T/100-BASE-TX/1,000-BASE T Ethernet USB 2.0									
	Power Consumption	220-240 V									
	Automatic Document Feeder	DF-630 Up to 70 Originals, A5-A3 35-128 gsm									
	Printable Paper size	A5-A3, customized paper sizes (width: 90-270mm. length: 139.7mm-431.8mm)									
	Mobile Printing	Airprint (ios); Mopria(Android), Wifi direct									
	x-x-x-x-x-x										
	TOTAL										

[SIGNATURE]

[IN THE CAPACITY OF]

Duly authorized to sign Bid for and behalf of _____

