



## INVITATION TO BID

The Department of Public Works and Highways, Catanduanes District Engineering Office, through its Bids and Awards Committee (BAC) for Goods, invites suppliers to submit bids for the following Contract/s:

Contract ID:	24GFH0001
Contract Name:	SUPPLY AND DELIVERY OF FUEL AND LUBRICANTS FOR SERVICE VEHICLES AND HEAVY EQUIPMENT ASSIGNED AT THE CONSTRUCTION SECTION, PLANNING & DESIGN SECTION, QUALITY ASSURANCE SECTION, AND MAINTENANCE SECTION FOR 1ST QUARTER CY 2024 (PR#24-01-007 dtd. 1/22/24)
Contract Location:	DPWH-CATANDUANES DISTRICT ENGINEERING OFFICE, VIRAC, CATANDUANES
Brief Description of Goods to be procured:	SUPPLY AND DELIVERY OF FUEL AND LUBRICANTS SERVICE VEHICLES AND HEAVY EQUIPMENT
Approved Budget for the Contract:	P 2,499,920.00
Source of Fund:	CY 2023 EAO
Supply & Delivery Period:	WITHIN 30 C.D. AFTER THE ISSUANCE OF P.O.
Cost of Bidding Documents:	P 5,000.00

Contract ID:	24GFH0002
Contract Name:	SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, FURNITURE AND FIXTURE, OFFICE SUPPLIES, I.T. CONSUMABLES, JANITORIAL AND ELECTRICAL SUPPLIES FOR USE IN DPWH CATANDUANES DISTRICT ENGINEERING OFFICE, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES (PR#24-02-012 dtd. 2/2/24)
Contract Location:	DPWH-CATANDUANES DISTRICT ENGINEERING OFFICE, VIRAC, CATANDUANES
Brief Description of Goods to be procured:	SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, FURNITURE AND FIXTURE, OFFICE SUPPLIES, I.T. CONSUMABLES, JANITORIAL AND ELECTRICAL SUPPLIES
Approved Budget for the Contract:	P 3,500,640.00
Source of Fund:	CY 2023 EAO
Supply & Delivery Period:	WITHIN 30 C.D. AFTER THE ISSUANCE OF P.O.
Cost of Bidding Documents:	P 5,000.00

Contract ID:	24GFH0003
Contract Name:	SUPPLY AND DELIVERY OF IT EQUIPMENT FOR USE IN DPWH CATANDUANES DEO, VIRAC, CATANDUANES (PR#24-02-014 dtd. 2/6/24)
Contract Location:	DPWH-CATANDUANES DISTRICT ENGINEERING OFFICE, VIRAC, CATANDUANES
Brief Description of Goods to be procured:	SUPPLY AND DELIVERY OF I.T. EQUIPMENT
Approved Budget for the Contract:	P 1,412,000.00
Source of Fund:	CY 2023 EAO (DEPED)
Supply & Delivery Period:	WITHIN 30 C.D. AFTER THE ISSUANCE OF P.O.
Cost of Bidding Documents:	P 5,000.00

The BAC is conducting the public bidding for this Contract in accordance with RA 9184 and its implementing Rules and Regulations. Bidders should have completed within from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents particularly in Section II, Instruction to Bidders. To be eligible to bid for this Contract, a supplier must meet the following major requirements:

- Registration Certificate from SEC, Department of Trade and Industry (DTI);
- Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for exclusive economic zones or areas;

- c.) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
- d.) Filipino Citizen or 60% Filipino-owned partnership/corporation;
- e.) Completion of a similar contract costing at least 50% of the ABC. In the case of Expendable Supplies, the SLCC must be at least twenty five percent (25%) of the ABC and
- f.) Net Financial Contracting Capacity (NFCC) at least equal to the ABC or in lieu of the NFCC computation, a committed line of credit (CLC) specific to the contract to be bid from a universal or commercial bank.

The DPWH will use non-discretionary “pass/fail” criteria in the eligibility check, preliminary examination of bids, evaluation of bids, post-qualification and award as specified in the 2016 Revised IRR of RA 9184.

The schedule of key procurement activities for the Contract is shown below:

Activity	Time	Place
1. Issuance/Downloading of Bidding Documents	From February 16, 2024 – March 7, 2024	Hard Copies at BAC Office, DPWH Catanduanes DEO, Virac, Catanduanes. Downloading from DPWH Website <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> ; PhilGEPS Website <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>
2. Pre-Bid Conference	February 23, 2024 @ 10:00 A.M.	BAC Office, DPWH Catanduanes DEO, Virac, Catanduanes
3. Receipt by the BAC of Bids	Up to 10:00 a.m. of March 7, 2024	BAC Office, DPWH Catanduanes DEO, Virac, Catanduanes
4. Opening of Bids	10:00 a.m. of March 7, 2024	BAC Office, DPWH Catanduanes DEO, Virac, Catanduanes

The prospective bidders can make payment for the purchase of the Bidding Documents at any DPWH Offices provided that they coordinate with the Office where the payment was made to ensure the Verification of payments that the latter will send via email to the Procuring Office (Item E.1 of Department Order No. 64 series of 2012).

Prospective bidders shall present their ORIGINAL OFFICIAL RECEIPT OF PAYMENT for Bid Documents (project specific) to the BAC Secretariat of this Office before the deadline stated above. The Owner or Authorized Representatives will be allowed to transact business relative to bidding matters. Representatives are required to submit Special Power of Attorney or Secretary’s Certificate, whichever is applicable and two (2) valid government issued IDs to be allowed to transact business.

Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current the following eligibility documents in the PhilGEPS:

- a. Registration Certificate (SEC/DTI Registration)
- b. Mayor’s/Business Permit or its Equivalent Documents
- c. Tax Clearance
- d. PCAB License and Registration, and
- e. Audited Financial Statements

Any expired document among the afore-cited eligibility documents shall render the PhilGEPS Platinum Registration Certificate as automatically suspended and its validity shall resume only once the said expired document is already updated with the PhilGEPS.

For recently expired Mayor’s Permit, the recently expired Mayor’s Permit together with official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the LGU shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Platinum Registration and Membership.

Prospective bidders shall attach their newly updated PhilGEPS Certificate of Platinum Registration and Membership to be considered eligible.

All Bids must be accompanied by a Bid Security in any of the acceptable forms with the following schedule:

FORM OF BID SECURITY	Minimum amount in % of ABC
1. Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank	Two percent (2%)
2. 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	
3. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

4. Bid securing declaration is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

The Department of Public Works and Highways reserves the right to accept or reject any Bid and to annul the bidding process any time prior to contract award, without incurring any liability to the affected Bidders.

Any requests for additional information concerning this bidding shall be directed to the following:

**ELSIE R. GIANAN**  
Head, Procurement Unit  
DPWH Catanduanes DEO, San Isidro Village, Virac, Catanduanes  
gianan.elsie@dpwh.gov.ph  
09164490754

**MAXIMO C. ELEDA**  
BAC Chairperson  
DPWH Catanduanes DEO, San Isidro Village, Virac, Catanduanes  
eleda.maximo@dpwh.gov.ph  
09175172295

APPROVED BY:



**MAXIMO C. ELEDA**  
BAC Chairperson

Contract ID Nos. 24GFH0001, 24GFH0002, 24GFH0003  
Dates of Publication/Posting: February 16-22, 2024  
Publication: DPWH Website / PhilGEPS / DPWH Bulletin Board

BID DATA SHEET

ITB Clause	
1.1	<p>The Procuring Entity is: <b><u>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS, VIRAC, CATANDUANES</u></b></p> <p>The scope of the goods/services required under this Contract is: <b><u>SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, FURNITURE AND FIXTURE, OFFICE SUPPLIES, I.T. CONSUMBALES, JANITORIAL AND ELECTRICAL SUPPLIES FOR USE IN DPWH CATANDUANES DISTRICT ENGINEERING OFFICE, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES (PR#24-02-012 dtd. 2/2/24)</u></b></p>
2	<p>The Funding Source is: The Government of the Philippines (GOP) through <b><u>CY 2023 EAO</u></b> in the amount of <b><u>P 3,500,640.00</u></b></p> <p>The Name of the Project is <b><u>24GFH0002 - SUPPLY AND DELIVERY OF OFFICE EQUIPMENT, FURNITURE AND FIXTURE, OFFICE SUPPLIES, I.T. CONSUMBALES, JANITORIAL AND ELECTRICAL SUPPLIES FOR USE IN DPWH CATANDUANES DISTRICT ENGINEERING OFFICE, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES (PR#24-02-012 dtd. 2/2/24)</u></b></p>
5.4	<p>For the procurement of Non-Expandable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause (1) (iii), a single contract that is similar to the project, equivalent to at least fifty percent (50%) of the ABC.</p>
7.1.b	<p>Subcontracting is not allowed.</p>
8	<p>The Procuring Entity will hold a Pre-Bid Conference on <b><u>FEBRUARY 23, 2024; 10:00 A.M. @ BAC OFFICE, DPWH CATANDUANES DEO, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES</u></b></p> <p>The Procuring Entity's address is: <b><u>DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS CATANDUANES DISTRICT ENGINEERING OFFICE, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES ENGR. MAXIMO C. ELEDA – BAC CHAIRPERSON</u></b></p>
10.1	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within [state relevant period as provided in the Invitation to Bid] prior to the deadline for the submission and receipt of bids.</p>
11.3	<p>The ABC is <b><u>P 3,500,640.00</u></b> Any bid with a financial component exceeding this amount shall not be accepted.</p>
12.1.a	<p>No incidental services are required.</p>
12.1.b	<p>No incidental services are required.</p>
14.1	<p>The bid security shall be in the following amount:</p> <ol style="list-style-type: none"><li>1. The amount of ____ (insert 2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li><li>2. The amount of ____ (insert 5% of ABC) if bid security is in Surety Bond; or Bid Securing Declaration (BSD)</li></ol>
14.2	<p>The bid security shall be valid until 120 C.D. after the bid opening</p>
15	<p>Each Bidder shall submit <u>one (1)</u> original and <u>one (1)</u> copy of the first and second components of its bid (properly book bound or ring bound with pagination)</p>
16.1	<p>The address for submission of bids is: <b><u>DPWH-CATANDUANES DEO, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES</u></b></p> <p>The deadline for submission of bids is on: <b><u>UP TO 10:00 A.M., MARCH 7, 2024</u></b></p>
17.1	<p>The place of bid opening is at: <b><u>DPWH-CATANDUANES DEO, SAN ISIDRO VILLAGE, VIRAC, CATANDUANES</u></b></p> <p>The date and time of bid opening is on: <b><u>MARCH 7, 2024 @ 10:00 A.M.</u></b></p>
20.2	<p>Submit Income Tax Return of the preceding year filed and/or paid in accordance with the latest BIR Registrations.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>





### BILL OF QUANTITIES

Item No.	NOMENCLATURE	QUANTITY	UNIT OF ISSUE	UNIT BID PRICE	BID AMOUNT
Supply and Delivery of Office Equipment, Furniture and Fixture, Office Supplies, I.T. Consumables, Janitorial and Electrical Supplies for use in DPWH Catanduanes District Engineering Office, San Isidro Village, Virac, Catanduanes					
<b>OFFICE EQUIPMENT</b>					
1	Ringbinding Machine	1	unit		
2	Stand Alone A4 Scanner (High Speed)	2	unit		
3	Stand Alone A3 Scanner (High Volume Scanning)	1	unit		
<b>FURNITURE AND FIXTURE</b>					
1	Sofa	1	set		
<b>OFFICE SUPPLIES</b>					
1	Paper Bond subs. 20/70 gsm 8.5x13" (long) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	760	ream		
2	Paper Bond subs. 20/70 gsm 11¾"x16½" (A3) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	80	ream		
3	Paper Bond subs. 20/70 gsm 8¼"x11¾" (A4) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	990	ream		
4	Paper Bond subs. 20/70 gsm 8.5x11" (long) ultra white, advance "Ink-lock" system 99.99% jam free (copier paper hard copy)	245	ream		
5	PVC cover	2	ream		
6	Colored Paper (blue) A4-250 sheet	2	ream		
7	Colored Paper (light blue) long-250 sheet	3	ream		
8	Colored Paper (green) long-250 sheet	4	ream		
9	Colored Paper (peach) long-250 sheet	3	ream		
10	Colored Paper (assorted) long-250 sheet	2	ream		
11	Colored Paper (assorted) A4-250 sheet	2	ream		

Total Amount in Words: \_\_\_\_\_

This proposal consists of \_\_\_\_\_ pages with \_\_\_\_\_ line items, if there is/are missing page, please notify this Office prior to the schedule date opening of the bid otherwise non-complain thereto will be considered after the bid has been opened.

WARRANTY: I/WE warrant that I/We have not given or perished to give any gift to any official or employee to secure a contract and that any violation of this shall be a sufficient ground for the government to revoke or cancel the contract that may be awarded to us/me.

Bid Validity: \_\_\_\_\_

Name and Signature of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_



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12	Mylar Drafting Paper A2 size	15	roll		
13	Notepad post it (2x3)	35	pad		
14	Notepad post it (3x4)	55	pad		
15	Sticker paper (sky blue)	2	ream		
16	Speedo transparent index tabs (clear)	50	box		
17	Battery, size AA, alkaline 2pcs/packet	20	packet		
18	Battery, size AAA, alkaline 2pcs/packet	20	packet		
19	Photo Paper	5	pack		
20	Folder File (long-white)	1000	pc		
21	Folder Expandable (long-green)	300	pc		
22	Folder colored long	30	pc		
23	Brown Envelope (long)	750	pc		
24	Brown Envelope (short)	75	pc		
25	Brown Envelope Expandable (long)	750	pc		
26	Envelope Expandable long (blue)	75	pc		
27	Envelope plastic long	20	pc		
28	Staple wire # 35	42	box		
29	Ringbinder 1 1/2"	5	pc		
30	Ringbinder 1"	5	pc		
31	Stamp pad ink (green)	5	pc		
32	Stamp pad ink (blue)	5	pc		
33	Stamp pad ink (red)	5	pc		

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Name and Signature of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_





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Supply and Delivery of Office Equipment, Furniture and Fixture, Office Supplies, I.T. Consumables, Janitorial and Electrical Supplies for use in DPWH Catanduanes District Engineering Office, San Isidro Village, Virac, Catanduanes					
34	Stamp pad ink (black)	5	pc		
35	Glue (130 grams)	15	pc		
36	Ballpen black 12 pcs (flexoffice FO-GELB015) .5	37	box		
37	Ballpen blue 12 pcs (flexoffice FO-GELB015).5	25	box		
38	Ballpen black matrix	3	jar		
39	Ballpen blue matrix	3	jar		
40	Sign Pen 0.5 (black)	19	box		
41	Sign Pen 0.5 (blue)	20	box		
42	Sign Pen 0.7 (black)	26	box		
43	Sign Pen 0.7 (blue)	27	box		
44	Sign Pen 0.7 (red)	3	box		
45	Sign Pen (BL-GC3-G-TEC-C3 0.3) black	3	box		
46	Sign Pen (BL-GC4-G-TEC-C4 0.4) black	3	box		
47	Sign Pen (Pentel Energel-Liquid Gel 0.5 black)	10	box		
48	Sign Pen (Pentel Energel-Liquid Gel 0.5 blue)	10	box		
49	Pencil w/ eraser	100	box		
50	Fastener plastic	51	box		
51	Clip Binder 1¼"	12	box		
52	Clip Binder 1"	22	box		
53	Clip Binder 2"	22	box		
54	Cutter blade	6	tube		
55	Correction tape 5mmx10m no. J-823	95	pc		
56	Tape Masking 0.5"	12	roll		

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Name and Signature of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

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57	Tape Masking 1"	22	roll		
58	Tape Masking 2"	22	roll		
59	Double Sided tape 1"	27	roll		
60	Double Sided tape (thick)	30	roll		
61	Tape Transparent .5"	12	roll		
62	Tape Transparent 2"	12	roll		
63	Tape Duct 2"	6	roll		
64	Rubber eraser (steadler medium size)	12	pc		
65	DPWH Standard Materials Logbook (50 pages)	50	pc		
66	Document File (Long) w/ DPWH logo (dark blue)	260	pc		
67	Document File (A4) w/ DPWH logo (dark blue)	150	pc		
68	Document Box (10x12x15) 2 ply w/ cover	100	box		
69	Data file box (5"x9"x15¾ (dark blue)	30	pc		
70	Data file box w/ cover	15	pc		
71	Pencil Sharpener	2	pc		
72	Stapler w/ remover	21	pc		
73	Cutter Heavy Duty	6	pc		
74	Scissors heavy duty	2	pc		
75	Puncher Heavy Duty	6	pc		
76	Wall Clock	2	pc		

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<b>I.T. CONSUMABLES</b>					
1	Hard Disk Drive for CPU 1TB	6	unit		
2	Hard Disk Drive for Laptop 1TB	2	unit		
3	External Solid State Drive, for engas & ebudget back up 1TB	1	pc		
4	Solid State Drive for Laptop 512GB	1	pc		
5	Toner Cartridge laserjet CE311A (cyan)	3	box		
6	Video Card for desktop computer 4GB	2	pc		
7	Memory RAM DDR3 for CPU (8GB)	7	pc		
8	Memory RAM DDR3 for Laptop (8GB)	3	pc		
9	Memory RAM DDR4 for CPU (8GB)	7	pc		
10	Memory RAM DDR4 for Laptop (8GB)	4	pc		
11	Power Supply of CPU, 12 pin, 750W	5	pc		
12	Back up battery for UPS (12V)	30	pc		
13	Printhead of Epson L6190 printer	2	pc		
14	Printhead of Epson L6160 printer	3	pc		
15	Maintenance Box for Epson L6190 printer	5	pc		
16	Maintenance Box for Epson L6160 printer	10	pc		
17	Power Supply of Epson L6190 printer	1	pc		
18	Power Supply of Epson L6160 printer	2	pc		
19	750W Electric CPU Air Blower vacuum for desktop/laptop	1	unit		
20	Computer Repair Toolkit (120 in 1 magnetic screwdriver w/ star screw, prying bar, etc)	1	set		
21	Toner Cartidge # 85A	12	box		

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22	Toner Cartridge # 35A	5	box		
23	Ink Cartridge canon 303	8	box		
24	HP Toner CF360A HP508A black	14	box		
25	HP Toner CF361A HP508A cyan	11	box		
26	HP Toner CF362A HP508A yellow	11	box		
27	HP Toner CF363A HP508A magenta	11	box		
28	HP laserjet toner 14A(black original)	2	box		
29	Genuine Epson ink 774 black	67	box		
30	Genuine Epson Ink 001 black	55	box		
31	Genuine Epson Ink 001 cyan	37	box		
32	Genuine Epson Ink 001 magenta	37	box		
33	Genuine Epson Ink 001 yellow	37	box		
34	Epson Ink 008 - black	6	box		
35	Epson Ink 008 - cyan	3	box		
36	Epson Ink 008 - magenta	3	box		
37	Epson Ink 008 - yellow	3	box		
38	Photodrum for Kyocera TK-479	1	box		
39	Kyocera Toner kit TK 6113	32	pc		
40	Ink Cartridge for HP CF276A MFP M428 fdw	12	box		
41	Brother ink BTD60 - black	35	box		
42	Brother ink BT5000 cyan	24	box		

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Name and Signature of Bidder: \_\_\_\_\_

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Telephone/Mobile No. \_\_\_\_\_

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43	Brother ink BT5000 magenta	24	box		
44	Brother ink BT5000 yellow	24	box		
45	Flashdrive USB 4GB	10	pc		
46	Flashdrive USB 32GB	17	pc		
47	USB HUB (8 Port)	2	pc		
48	External Hardrive 1TB	8	pc		
49	Maintenance Box for Epson SC-T3130 plotter	2	box		
50	TP-Link USB Wifi Receiver	1	pc		
51	Maintenance box for Epson L6260	1	box		
52	Maintenance Box for Brother MFC-L8900CDW	1	box		
<b>JANITORIAL SUPPLIES</b>					
1	Alcohol 70% antibacterial/antiseptic w/ moisturizer	15	gal.		
2	Air freshener (spray) lemon	26	btl		
3	Disinfectant Spray (170g)	16	btl		
4	Dishwashing liquid 500 ml (lemon)	35	btl		
5	Toilet Tissue (12 rolls/pack)	33	pack		
6	Tissue Box (facial tissue)	50	box		
7	Tissue (Paper Towel - 175 pulls)	100	box		
8	Spin Mop 360°	3	pc		
9	Broom Bamboo	15	pc		
10	Broom Tingting	12	pc		

Total Amount in Words: \_\_\_\_\_  
\_\_\_\_\_

This proposal consists of \_\_\_\_\_ pages with \_\_\_\_\_ line items, if there is/are missing page, please notify this Office prior to the schedule date opening of the bid otherwise non-complain thereto will be considered after the bid has been opened.

WARRANTY: I/WE warrant that I/We have not given or perished to give any gift to any official or employee to secure a contract and that any violation of this shall be a sufficient ground for the government to revoke or cancel the contract that may be awarded to us/me.

Bid Validity: \_\_\_\_\_

Name and Signature of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_





**BILL OF QUANTITIES**

Item No.	NOMENCLATURE	QUANTITY	UNIT OF ISSUE	UNIT BID PRICE	BID AMOUNT
Supply and Delivery of Office Equipment, Furniture and Fixture, Office Supplies, I.T. Consumables, Janitorial and Electrical Supplies for use in DPWH Catanduanes District Engineering Office, San Isidro Village, Virac, Catanduanes					
11	Dust pan non rigid plastic	7	pc		
12	Mop Handle screw type wooden handle	6	pc		
13	Toilet Brush w/ handle (long)	5	pc		
14	Hand Soap (liquid)	12	btl		
15	Insect Repellant Multi-insect 500ml (water base)	6	btl		
<b>ELECTRICAL SUPPLIES</b>					
1	LED Straight Fluorescent Tube; T8, 18W, 180-264VAC	80	pc		
2	Flat Cord Wire #16	100	mtr		
3	PVC Moulding; 1" x 10'	30	pc		
4	Extension Wire Heavy Duty (6 outlets)	2	pc		
5	Emergency Light (2-bulbs) firefly for networkroom	1	pc		

Total Amount in Words: \_\_\_\_\_

\_\_\_\_\_

This proposal consists of \_\_\_\_\_ pages with \_\_\_\_\_ line items, if there is/are missing page, please notify this Office prior to the schedule date opening of the bid otherwise non-complain thereto will be considered after the bid has been opened.

WARRANTY: I/WE warrant that I/We have not given or perished to give any gift to any official or employee to secure a contract and that any violation of this shall be a sufficient ground for the government to revoke or cancel the contract that may be awarded to us/me.

Bid Validity: \_\_\_\_\_

Name and Signature of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Contract ID: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
Location of the Contract: \_\_\_\_\_

**Contract Name:**

**Location of the Contract:**

- The Technical Component shall contain the following:

- | Form of Bid Security  | Amount of Bid Security<br>(Equal to Percentage<br>of the 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; or   | Five percent (5%)   |
| e. Any combination of the foregoing forms; or   | Proportionate to share of form with respect to total amount of security |

- a. Production/Delivery Schedule
- b. Technical Specifications
- c. Warranty Certificate
- d. Certification of Site Inspection

- ### CHECKLIST OF FINANCIAL COMPONENT FOR BIDDERS

1. Duly signed Bid Prices in the Bill of Quantities for procurement of Goods, or Scope of Work for procurement of Services
2. Recurring or maintenance costs, if applicable

DPWH-G&S-15: The Checklist of Eligibility, Technical and Financial Requirements for Bidders is provided for bidders as part of the Bidding Documents to organize the submission of requirements with regards to their eligibility, technical and financial proposal.

**Name of Office:**

Business Name:  
Business Address:

**Attachments:**

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

**Designation:**  
**Date:**

DPWH-G&S-13: Statement of all Government and Private Contracts Completed Which are Similar in Nature: The prospective bidder shall list down all the government and private contracts completed which are similar in nature to the procurement at hand. The BAC shall use the form to determine whether it has completed within the period specified in the Invitation to Bid, a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. In the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC.



**Name of Office:**

Business Name:  
Business Address:

[illegible]

Submitted by: \_\_\_\_\_  
(Printed Name and Signature)

**Designation:**  
**Date:**

DPWH-G&S-14: List of all On-going Government and Private Contracts Including Contracts Awarded but not yet Started: The prospective bidder shall list down all the government and private contracts completed which are similar in nature to the procurement at hand. The BAC shall use the form to determine whether it has completed within the period specified in the Invitation to Bid, a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. In the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC.

## OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

*If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [Address of Bidder];*

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

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

*If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of Project] of the [Name of Procuring Entity];*

*If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state the title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate issued by the corporation or members of the joint venture);*

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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

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

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

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

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

DPWH-G&S-18: The Omnibus Sworn Statement is a written undertaking issued by the prospective bidder or its duly authorized representative that its is not "blacklisted" or barred from bidding by the government; each of the documents submitted is an authentic copy of the original, complete, and all statements provided are true and correct; it is authorizing the Head of the Procuring Entity or his duly authorized representative(s) to verify all the documents submitted; the signatory is the duly authorized representative of the prospective bidder, it complies with the disclosure provision under Section 47 of RA 9184 in relation to the provisions of RA 3019; the responsibilities of a bidder provided in the PBDs; existing labor laws and standards; it did not give or pay any amount or any form of consideration, to any person or official, personnel or representative of the government in relation to any procurement or activity.

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

7. [Name of Bidder] complies with existing labor laws and standards;
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - 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 [Name of the Project]; and
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines

[Insert name of Bidder's Authorized Representative]

Bidder's Representative/Authorized Signatory

[Insert signatory's legal capacity]

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant's exhibited to me his/her [insert type of government identification card used] with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_. Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_.

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DPWH-G&S-18: The Omnibus Sworn Statement is a written undertaking issued by the prospective bidder or its duly authorized representative that its is not "blacklisted" or barred from bidding by the government; each of the documents submitted is an authentic copy of the original, complete, and all statements provided are true and correct; it is authorizing the Head of the Procuring Entity or his duly authorized representative(s) to verify all the documents submitted; the signatory is the duly authorized representative of the prospective bidder, it complies with the disclosure provision under Section 47 of RA 9184 in relation to the provisions of RA 3019; the responsibilities of a bidder provided in the PBDs; existing labor laws and standards; it did not give or pay any amount or any form of consideration, to any person or official, personnel or representative of the government in relation to any procurement or activity.



## Department of Public Works and Highways (DPWH)

Contract ID: \_\_\_\_\_  
Contract Name: \_\_\_\_\_  
Location of the Contract: \_\_\_\_\_

### Bid Form

Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the attached Bill of Quantities with Unit Bid Price and Total Bid Price for each item (Form DPWH-G&S-20).

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 provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in the **BDS** provision for **ITB** Clause **Error Reference source not found**. and it shall remain binding upon us and may be accepted 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:<sup>2</sup>

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.

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>2</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

## Department of Public Works and Highways (DPWH)

Contract ID: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Location of the Contract: \_\_\_\_\_

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

# **BILL OF QUANTITIES WITH BID PRICES**

Date of Bid Opening:\_\_\_\_\_

Item No.	Description	Unit	Quantity	Unit Bid Price (Peso)	Total Bid Price (Peso) <sup>1</sup>
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6

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.

See attached Schedules of Prices for (a) Goods Offered from Abroad and (b) Goods Offered from within the Philippines.

<sup>1</sup> Bidders 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 Name:

REPUBLIC OF THE PHILIPPINES )

CITY OF \_\_\_\_\_ ) S.S.

X-----X

**BID-SECURING DECLARATION**

**Invitation to Bid:** *[Insert reference number]*

**Contract ID:** *[Insert ID number]*

**Contract Name:** *[Insert Contract Name]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 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, and I/we have furnished the performance security and signed the Contract.

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

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]***

DPWH-G&S-04; The Bid Securing Declaration (BSD) is an undertaking which states that the bidder shall enter into contract with the DPWH and furnish the required Performance Security within ten (10) calendar days, or less from receipt of the Notice of Award, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions required in the guidelines issued by the GPPB. BSD must be notarized, dry-sealed with documentary stamps. The BSD shall be submitted to the DPWH as a form of bid security and shall be enforced when the bidder commits any act resulting to the forfeiture of Bid Security.

Department of Public Works and Highways

Contract Name: \_\_\_\_\_

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.  
Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

DPWH-G&S-04; The Bid Securing Declaration (BSD) is an undertaking which states that the bidder shall enter into contract with the DPWH and furnish the required Performance Security within ten (10) calendar days, or less from receipt of the Notice of Award, committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions required in the guidelines issued by the GPPB. BSD must be notarized, dry-sealed with documentary stamps. The BSD shall be submitted to the DPWH as a form of bid security and shall be enforced when the bidder commits any act resulting to the forfeiture of Bid Security.

**Department of Public Works and Highways (DPWH)**

Contract ID: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Location of the Contract: \_\_\_\_\_

**Technical Specifications Proposal**

Item/ Lot No.	DPWH Specification	<b>Bidder's Specification/Statement of Compliance</b> <b>(Specify Brand Name of Offered Product/s)</b>
		<p>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 <b>ITB Clause Error! Reference source not found.</b> and/or <b>GCC Clause Error! Reference source not found..</b></p>

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Signature Over Printed Name of Authorized Representative)

\_\_\_\_\_  
(Designation)

DPWH-G&S-16: The Technical Specifications Proposal shall contain the minimum requirements or specifications to meet the needs of the DPWH. The bidder must state his/her own specifications and statement of compliance specifying the brand name of the offered product/s and supported by evidence 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.



**Department of Public Works and Highways (DPWH)**

**Contract ID:** \_\_\_\_\_

**Contract Name:** \_\_\_\_\_

**Location of the Contract:** \_\_\_\_\_

**DELIVERY SCHEDULE REQUIREMENTS**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>

**Department of Public Works and Highways (DPWH)**

**Contract ID:** \_\_\_\_\_

**Contract Name:** \_\_\_\_\_

**Location of the Contract:** \_\_\_\_\_

**MANPOWER REQUIREMENTS**

QUANTITY	DESIGNATION	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER

Number of Calendar Days:

Submitted by:

Designation:

Date:

\_\_\_\_\_

**Department of Public Works and Highways (DPWH)**

Contract ID: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Location of the Contract: \_\_\_\_\_

Business Name:

Business Address:

**STATEMENT OF ALL SINGLE LARGEST COMPLETED CONTRACT**

NAME OF CONTRACT	a. Owner Name b. Address c. Telephone No.s	BIDDER'S ROLE	NATURE OF WORK	AMOUNT OF CONTRACT	DATE OF COMPLETION

Note: This statement shall be supported with:

1. Contract
2. Certificate of Acceptance

Submitted by:

Designation:

Date:

\_\_\_\_\_



**Department of Public Works and Highways (DPWH)**

**Contract ID:** \_\_\_\_\_

**Contract Name:** \_\_\_\_\_

**Location of the Contract:** \_\_\_\_\_

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## ***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, *[indicate name]* wishes to receive Bids for the *[insert Procurement Project]*{*[insert, if applicable:]* under a Framework Agreement}, with identification number *[indicate number]*.

*[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 *[indicate funding year]* in the amount of *[indicate amount]*.

2.2. The source of funding is:

*[If an early procurement activity, select one and delete others:]*

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

*[If not an early procurement activity, select one and delete others:]*

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 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. *[Select one, delete other/s]*

a. 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.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

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

*[Select one, delete the other/s]*

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
  - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

- 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:

*[Select one, delete other/s]*

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

- b. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **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 *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.



Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## **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**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
  - a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
  - b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### **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:
 

*[Select one, delete the other/s]*

  - a. Philippine Pesos.
  - b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 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**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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<sup>1</sup> 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.

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 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.

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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:

*[Select one, delete the other/s]*

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

*[Delete Options 2 and 3 if Framework Agreement will be used.]*

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

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 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, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* 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**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework

Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## 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**.

*[Include the following clauses if Framework Agreement will be used:]*

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## ***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**.

*[Include the following clauses if Framework Agreement will be used:]*

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 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. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*



#### **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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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.

