



Invitation to Bid for **25GFA16 – PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO**

1. The DPWH Albay 1st District Engineering Office, through the GAA 2025 (EAO) intends to apply the sum of **₱ 2,256,741.00** being the ABC to payments under the contract for **Contract ID No. 25GFA16 – PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DPWH Albay 1st District Engineering Office now invites bids for the above Procurement Project. Delivery of the Goods is required by **60CD upon receipt of Notice to Proceed**. Bidders should have completed, within *one (1) year* 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 Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from DPWH Albay 1st District Engineering Office and inspect the Bidding Documents at the address given below during Monday to Friday at 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 4 – July 24, 2025** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting their ORIGINAL OFFICIAL RECEIPT OF PAYMENT in person.
6. The DPWH Albay 1st District Engineering Office will hold a Pre-Bid Conference on **10:00 A.M., July 11, 2025** at **Procurement Unit Conference Room DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City** and through livestreaming via <https://www.youtube.com/@DPWH.Albay1DEO>, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **10:00 A.M., July 24, 2025**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **10:01 A.M., July 24, 2025** at the given address below **Procurement Unit Conference Room DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City** through livestreaming via <https://www.youtube.com/@DPWH.Albay1DEO>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The DPWH Albay 1st District Engineering Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

EVA C. CLARIÑO
Procurement Head
DPWH Albay 1st District Engineering Office
Old Airport Road, Brgy.40 Cruzada, Legazpi City
Tel No. (052) 431 2233
Email Address: clarinoec@dpwh.gov.ph
12. You may visit the following websites:

For downloading of Bidding Documents:
www.philgeps.gov.ph and www.dpwh.gov.ph

Dates of Publication: July 04 – July 10, 2025


AMELITO L. ROBLES
BAC Chairman

PHILIPPINE BIDDING DOCUMENTS

CONTRACT
ID No.

25GFA16

25GFA16: PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO.



**DEPARTMENT OF PUBLIC
WORKS AND HIGHWAYS
ALBAY 1ST DISTRICT
ENGINEERING OFFICE**

Old Airport Road, Brgy.40
Cruzada, Legazpi City

July 4,2025

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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.



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AMELITO L. ROBLES
BAC - Chairman

Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DPWH Albay 1st District Engineering Office wishes to receive Bids for the **PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO.** under a Framework Agreement, with identification number **Contract ID No. 25GFA16.**

The Procurement Project (referred to herein as “Project”) is composed of **One Hundred Five (105) items**, the details of which are described in Technical Specifications.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for GAA 2025 in the amount of **₱ 2,256,741.00**

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 Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. 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:

- a. 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 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 **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 **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 Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

- 14.2. The Bid and bid security shall be valid until **one hundred twenty (120) days from the date of bid opening**. 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.

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 **Technical Specifications**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as **one 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

- 20.1. 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**.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Supply and delivery of Supplies. b. Completed within one (1) year prior to the deadline for the submission and receipts of bids
7.1	Subcontracting is not allowed
12	The price of the Goods shall be quoted DDP (<i>Peso</i>) [DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City] for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC], 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 five percent (5%) of ABC] if bid security is in Surety Bond.
16.1	<p>The address for submission of bids is:</p> <p>Procurement Unit, DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City.</p> <p>The deadline for submission of bids is: July 24, 2025 until 10:00 A.M.</p> <p>Cut-Off Time for Payment and Dropping of Bidding Documents:</p> <p>9:00 AM - Request for preparation of Order of Payment 9:30 AM - Received of Accounting, the Order of Payment 9:45 AM - Received of Cashier, the Order of Payment 10:00 AM - Dropping of Bidding Documents</p>
19.2	Partial Bids are not allowed. Bid modification/discount is not allowed.
19.3	Bidders shall submit a proposal. Evaluation and contract award will be undertaken as one contract
20.2	a) Registration certificate from Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or

	<p>Cooperative Development Authority (CDA) for cooperatives or its equivalent document,</p> <p>b) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p> <p>d) 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</p>
21.2	No additional requirements

General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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**, **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.

Special Conditions of Contract

GCC Clause	
1	<p>The Procuring Entity is: DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City</p> <p>The Funding Source is the Government of the Philippines (GOP) through the GAA 2025 in the amount of ₱ 2,256,741.00</p> <p>Delivery of the Goods shall be made by the supplier in accordance with the terms specified in Schedule of Requirements.</p> <p>The delivery terms applicable to this Contract are delivered to <i>DPWH Albay 1st District Engineering Office, Old Airport Road, Brgy.40 Cruzada, Legazpi City.</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>The Project schedule are defined in Schedule of Requirements</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is ALLAN B. IMPERIAL.</p> <p>The DPWH reserves the right to terminate the contract for convenience if during its duration, there exists condition/s that would make its continued implementation economically/financially impractical, such as, but not limited to, availability of funds</p>
2.2	<p>The DPWH shall pay the Invoice value of the goods upon delivery, inspection and acceptance of the Procuring Entity, in accordance with the prevailing auditing rules and regulations.</p>
4	<p>The Procuring Entity's authorized representatives shall conduct inspections and tests that are specified in Section VII: Technical Specifications.</p>

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	DELIVERY, Weeks/Months
1	Book Paper (LONG) S-24	300	reams	60 CD
2	Book Paper (A4) S-24	525	reams	60 CD
3	Book Paper (A3) S-24	30	reams	60 CD
4	Brown Envelope (LONG)	250	pcs	60 CD
5	Brown Envelope (A4)	100	pcs	60 CD
6	Brown Envelope (SHORT)	50	pcs	60 CD
7	Expandable Envelope (Brown) - Long	50	pcs	60 CD
8	Expandable Envelope (Orange) - Long	12	pcs	60 CD
9	Expandable Brown Envelope - Short	30	pcs	60 CD
10	Expandable Folder (Green - LONG)	50	pcs	60 CD
11	Photo Paper A4 - Glossy	40	packs	60 CD
12	Sticker Paper - Glossy (A4) 180gsm	30	packs	60 CD
13	Sticker Photo Paper A4 (Glossy, 20 pcs/pack) 180gsm	20	packs	60 CD
14	Mailing Envelope (Long, 500 pcs/box)	3	box	60 CD
15	Record Book, 300 pages	18	pcs	60 CD
16	Ballpen BLACK - Ordinary (12 pcs per box)	50	bxs	60 CD
17	Pentel Pen - Fine BLACK	30	pcs	60 CD
18	White Board Marker - BLACK	25	pcs	60 CD
19	Ballpen 0.5 (BLACK)	35	bxs	60 CD
20	Ballpen 0.5 (BLUE)	6	bxs	60 CD

21	Pilot V1 Grip Hi-Techpoint Pen (Black, 1.0)	1	box	60 CD
22	Pilot V1 Grip Hi-Techpoint Pen (Blue, 1.0)	3	box	60 CD
23	Ballpen (Fine-Tech) 0.3mm BLACK	10	pcs	60 CD
24	Ballpen (Fine-Tech) 0.3mm BLUE	5	pcs	60 CD
25	Ballpen (Fine-Tech) 0.7mm BLUE	5	pcs	60 CD
26	My Gel Pen 0.8mm BLACK	13	bxs	60 CD
27	My Gel Pen 0.8mm BLUE	10	bxs	60 CD
28	Pencil Sharpener (Heavy Duty)	3	unit	60 CD
29	Stapler (Big) w/ remover - heavy duty	30	pcs	60 CD
30	Staple Wire No.35	100	bxs	60 CD
31	Correction Tape	150	pcs	60 CD
32	Cutter Blade Refill (10 blades per tube)	2	tubes	60 CD
33	Puncher Heavy Duty (2 Hole)	10	pcs	60 CD
34	Scotch Tape, 1"	100	pcs	60 CD
35	Masking/Paper Tape 1"	50	pcs	60 CD
36	Packaging Tape - 2" (Brown)	5	pcs	60 CD
37	INK for Epson WF-C879R (BLACK - T05B1 / ICXBK20)	7	bxs	60 CD
38	INK for Epson WF-C879R (CYAN - T05B2)	7	bxs	60 CD
39	INK for Epson WF-C879R (MAGENTA - T05B3)	7	bxs	60 CD
40	INK for Epson WF-C879R (YELLOW - T05B4)	7	bxs	60 CD
41	INK for Epson L6190 - No. 001 (BLACK)	20	btls	60 CD
42	INK for Epson L6190 - No. 001 (CYAN)	7	btls	60 CD
43	INK for Epson L6190 - No. 001 (MAGENTA)	7	btls	60 CD

44	INK for Epson L6190 - No. 001 (YELLOW)	7	btls	60 CD
45	Ink - 003 (for Epson L5290 / L3210) - Black	100	pcs	60 CD
46	Ink - 003 (for Epson L5290 / L3210) - Cyan	65	pcs	60 CD
47	Ink - 003 (for Epson L5290 / L3210) - Magenta	65	pcs	60 CD
48	Ink - 003 (for Epson L5290 / L3210) - Yellow	65	pcs	60 CD
49	INK for Epson L360 / L121 - No. 664 (BLACK)	52	btls	60 CD
50	INK for Epson L360 / L121 - No. 664 (CYAN)	26	btls	60 CD
51	INK for Epson L360 / L121 - No. 664 (MAGENTA)	26	btls	60 CD
52	INK for Epson L360 / L121 - No. 664 (YELLOW)	26	btls	60 CD
53	EPSON T6931 (PHOTO BLACK)	1	pcs	60 CD
54	EPSON T6932 (CYAN)	1	pcs	60 CD
55	EPSON T6933 (MAGENTA)	1	pcs	60 CD
56	EPSON T6934 (YELLOW)	1	pcs	60 CD
57	EPSON T6935 (MATTE BLACK)	1	pcs	60 CD
58	Ink for EPSON L1455 - Black (774)	1	pcs	60 CD
59	INK for Epson M15140 - No. 008 (BLACK)	6	btls	60 CD
60	CANON NPG-88 Toner - Black	2	pcs	60 CD
61	CANON NPG-88 Toner - Magenta	2	pcs	60 CD
62	CANON NPG-88 Toner - Cyan	2	pcs	60 CD
63	CANON NPG-88 Toner - Yellow	2	pcs	60 CD
64	Ink for CANON C3222L - Black (NPG - 67)	2	pcs	60 CD
65	Ink for CANON C3222L - Cyan (NPG - 67)	2	pcs	60 CD
66	Ink for CANON C3222L - Magenta (NPG - 67)	2	pcs	60 CD

67	Ink for CANON C3222L - Yellow (NPG - 67)	2	pcs	60 CD
68	Ink for Canon Image Runner Advance DX C3922i - Black	1	pcs	60 CD
69	Ink for Canon Image Runner Advance DX C3922i - Cyan	1	pcs	60 CD
70	Ink for Canon Image Runner Advance DX C3922i - Magenta	1	pcs	60 CD
71	Ink for Canon Image Runner Advance DX C3922i - Yellow	1	pcs	60 CD
72	Toner for Canon IR Advance DX c3826i (B, C, M, Y)	1	sets	60 CD
73	Toner - for Develop Ineo+ 308 (BLACK)	1	unit	60 CD
74	Toner - for Develop Ineo+ 308 (CYAN)	1	unit	60 CD
75	Toner - for Develop Ineo+ 308 (MAGENTA)	1	unit	60 CD
76	Toner - for Develop Ineo+ 308 (YELLOW)	1	unit	60 CD
77	EPSON Maintenance Box T6193	1	pcs	60 CD
78	Maintenance Box - T6714 / PXMB6 (for Epson WF-c879R)	7	bxs	60 CD
79	Maintenance Box - Epson L14150	2	pcs	60 CD
80	Maintenance Box for EPSON L1455	1	pcs	60 CD
81	Maintenance Box for CANON C3222L	1	pcs	60 CD
82	Maintenance Box for EPSON M15140	1	pcs	60 CD
83	USB Flashdrive (64GB)	15	pcs	60 CD
84	USB Flashdrive (32GB)	20	pcs	60 CD
85	USB Flashdrive (128GB)	3	pcs	60 CD
86	External Storage Drive - 2TB	2	units	60 CD
87	External Storage Drive - 1TB	4	units	60 CD
88	Rewritable CD-RW	5	bxs	60 CD
89	Computer Mouse - USB Type	5	pcs	60 CD

90	Uniteruptible Power Supply (UPS 1000VA)	5	units	60 CD
91	Automatic Voltage Regulator (AVR)	1	units	60 CD
92	Alcohol - Isoprophyl 70%	20	gallons	60 CD
93	Inter-Folded Tissue Paper - 120 pulls	120	packs	60 CD
94	Rolled Tissue Paper	48	rolls	60 CD
95	Cleansing/Wet Wipes	70	pcs	60 CD
96	Dishwashing Paste	20	pcs	60 CD
97	Dishwashing Liquid (1 Ltr)	120	Btls	60 CD
98	Sponge Cleaner	42	pcs	60 CD
99	Albatross (Bathroom Deodorizer)	15	pcs	60 CD
100	Detergent Powder - 1kl	30	packs	60 CD
101	Tornado Mop	8	units	60 CD
102	Battery "AA" (by 2's)	50	packs	60 CD
103	Battery "AAA" (by 2's)	50	packs	60 CD
104	LED Bulb (15W / 20W)	20	pcs	60 CD
105	Stand Fan 16"	1	units	60 CD

(Name of Bidder/Company)

(Signature over Printed Name of Representative)

(Legal Capacity)

Technical Specifications

Item	Maximum Quantity	DPWH Specification	Bidder's Compliance	Bidder's Specification
			<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>	

(Name of Bidder/Company)

(Signature over Printed Name of Representative)

(Legal Capacity)

Bid Proposal



Republic of the Philippines
Department of Public Works and Highways
OFFICE OF THE DISTRICT ENGINEER
Albay I District Engineering Office
Airport Road, Legazpi City



SUPPLIER/DEALER:
ADDRESS :

Date of Opening :
Time of Opening:

BID PROPOSAL

Contract ID # : 25GFA16

Name of Project : PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO

APPROVED BUDGET FOR THE CONTRACT :

Php 2,256,741.00

ITEM N°	ARTICLES/DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL PRICE
1	Book Paper (LONG) S-24	300	reams		
2	Book Paper (A4) S-24	525	reams		
3	Book Paper (A3) S-24	30	reams		
4	Brown Envelope (LONG)	250	pcs		
5	Brown Envelope (A4)	100	pcs		
6	Brown Envelope (SHORT)	50	pcs		
7	Expandable Envelope (Brown) - Long	50	pcs		
8	Expandable Envelope (Orange) - Long	12	pcs		
9	Expandable Brown Envelope - Short	30	pcs		
10	Expandable Folder (Green - LONG)	50	pcs		
11	Photo Paper A4 - Glossy	40	packs		
12	Sticker Paper - Glossy (A4) 180gsm	30	packs		
13	Sticker Photo Paper A4 (Glossy, 20 pcs/pack) 180gsm	20	packs		
14	Mailing Envelope (Long, 500 pcs/box)	3	box		
15	Record Book, 300 pages	18	pcs		
16	Ballpen BLACK - Ordinary (12 pcs per box)	50	bxs		
17	Pentel Pen - Fine BLACK	30	pcs		
18	White Board Marker - BLACK	25	pcs		
19	Ballpen 0.5 (BLACK)	35	bxs		
20	Ballpen 0.5 (BLUE)	6	bxs		
21	Pilot V1 Grip Hi-Techpoint Pen (Black, 1.0)	1	box		
22	Pilot V1 Grip Hi-Techpoint Pen (Blue, 1.0)	3	box		
23	Ballpen (Fine-Tech) 0.3mm BLACK	10	pcs		
24	Ballpen (Fine-Tech) 0.3mm BLUE	5	pcs		
25	Ballpen (Fine-Tech) 0.7mm BLUE	5	pcs		
26	My Gel Pen 0.8mm BLACK	13	bxs		
27	My Gel Pen 0.8mm BLUE	10	bxs		
28	Pencil Sharpener (Heavy Duty)	3	unit		
29	Stapler (Big) w/ remover - heavy duty	30	pcs		
30	Staple Wire No.35	100	bxs		
31	Correction Tape	150	pcs		
32	Cutter Blade Refill (10 blades per tube)	2	tubes		
33	Puncher Heavy Duty (2 Hole)	10	pcs		
34	Scotch Tape, 1"	100	pcs		
35	Masking/Paper Tape 1"	50	pcs		
36	Packaging Tape - 2" (Brown)	5	pcs		
37	INK for Epson WF-C879R (BLACK - T05B1 / ICX8K20)	7	bxs		
38	INK for Epson WF-C879R (CYAN - T05B2)	7	bxs		
39	INK for Epson WF-C879R (MAGENTA - T05B3)	7	bxs		
40	INK for Epson WF-C879R (YELLOW - T05B4)	7	bxs		
41	INK for Epson L6190 - No. 001 (BLACK)	20	btl		
42	INK for Epson L6190 - No. 001 (CYAN)	7	btl		

BID PROPOSAL

Contract ID # : 25GFA16

Name of Project : PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO

APPROVED BUDGET FOR THE CONTRACT :

Php 2,256,741.00

ITEM N°	ARTICLES/DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL PRICE
43	INK for Epson L6190 - No. 001 (MAGENTA)	7	btls		
44	INK for Epson L6190 - No. 001 (YELLOW)	7	btls		
45	Ink - 003 (for Epson L5290 / L3210) - Black	100	pcs		
46	Ink - 003 (for Epson L5290 / L3210) - Cyan	65	pcs		
47	Ink - 003 (for Epson L5290 / L3210) - Magenta	65	pcs		
48	Ink - 003 (for Epson L5290 / L3210) - Yellow	65	pcs		
49	INK for Epson L360 / L121 - No. 664 (BLACK)	52	btls		
50	INK for Epson L360 / L121 - No. 664 (CYAN)	26	btls		
51	INK for Epson L360 / L121 - No. 664 (MAGENTA)	26	btls		
52	INK for Epson L360 / L121 - No. 664 (YELLOW)	26	btls		
53	EPSON T6931 (PHOTO BLACK)	1	pcs		
54	EPSON T6932 (CYAN)	1	pcs		
55	EPSON T6933 (MAGENTA)	1	pcs		
56	EPSON T6934 (YELLOW)	1	pcs		
57	EPSON T6935 (MATTE BLACK)	1	pcs		
58	Ink for EPSON L1455 - Black (774)	1	pcs		
59	INK for Epson M15140 - No. 008 (BLACK)	6	btls		
60	CANON NPG-88 Toner - Black	2	pcs		
61	CANON NPG-88 Toner - Magenta	2	pcs		
62	CANON NPG-88 Toner - Cyan	2	pcs		
63	CANON NPG-88 Toner - Yellow	2	pcs		
64	Ink for CANON C3222L - Black (NPG - 67)	2	pcs		
65	Ink for CANON C3222L - Cyan (NPG - 67)	2	pcs		
66	Ink for CANON C3222L - Magenta (NPG - 67)	2	pcs		
67	Ink for CANON C3222L - Yellow (NPG - 67)	2	pcs		
68	Ink for Canon Image Runner Advance DX C3922i - Black	1	pcs		
69	Ink for Canon Image Runner Advance DX C3922i - Cyan	1	pcs		
70	Ink for Canon Image Runner Advance DX C3922i - Magenta	1	pcs		
71	Ink for Canon Image Runner Advance DX C3922i - Yellow	1	pcs		
72	Toner for Canon IR Advance DX c3826i (B, C, M, Y)	1	sets		
73	Toner - for Develop Ineo+ 308 (BLACK)	1	unit		
74	Toner - for Develop Ineo+ 308 (CYAN)	1	unit		
75	Toner - for Develop Ineo+ 308 (MAGENTA)	1	unit		
76	Toner - for Develop Ineo+ 308 (YELLOW)	1	unit		
77	EPSON Maintenance Box T6193	1	pcs		
78	Maintenance Box - T6714 / PXMB6 (for Epson WF-c879R)	7	bxs		
79	Maintenance Box - Epson L14150	2	pcs		
80	Maintenance Box for EPSON L1455	1	pcs		
81	Maintenance Box for CANON C3222L	1	pcs		
82	Maintenance Box for EPSON M15140	1	pcs		
83	USB Flashdrive (64GB)	15	pcs		
84	USB Flashdrive (32GB)	20	pcs		
85	USB Flashdrive (128GB)	3	pcs		
86	External Storage Drive - 2TB	2	units		
87	External Storage Drive - 1TB	4	units		
88	Rewritable CD-RW	5	bxs		

BID PROPOSAL

Contract ID # : 25GFA16

Name of Project : PROCUREMENT & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR USE IN DPWH-ALBAY 1ST DEO

APPROVED BUDGET FOR THE CONTRACT :

Php 2,256,741.00

ITEM N	ARTICLES/DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL PRICE
89	Computer Mouse - USB Type	5	pcs		
90	Uninterruptible Power Supply (UPS 1000VA)	5	units		
91	Automatic Voltage Regulator (AVR)	1	units		
92	Alcohol - Isoprophyl 70%	20	gallons		
93	Inter-Folded Tissue Paper - 120 pulls	120	packs		
94	Rolled Tissue Paper	48	rols		
95	Cleansing/Wet Wipes	70	pcs		
96	Dishwashing Paste	20	pcs		
97	Dishwashing Liquid (1 Ltr)	120	Btls		
98	Sponge Cleaner	42	pcs		
99	Albatross (Bathroom Deodorizer)	15	pcs		
100	Detergent Powder - 1kl	30	packs		
101	Tornado Mop	8	units		
102	Battery "AA" (by 2's)	50	packs		
103	Battery "AAA" (by 2's)	50	packs		
104	LED Bulb (15W / 20W)	20	pcs		
105	Stand Fan 16"	1	units		

TOTAL AMOUNT IN FIGURES : _____

Php _____

TOTAL AMOUNT OF BID IN WORDS : _____

SUPPLIER/ DEALER : _____

AUTHORIZED SIGNATURE _____

Sample Forms

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

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____
_____	_____
_____	_____

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

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

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

Name of Bidder_____Project ID No._____Page ____ of _____

Legal Capacity:

Signature: _____

Duly authorized to sign the Bid for and behalf of:

Statement of Single Largest Completed Contract which are Similar in Nature

Business Name: _____

Business Address: _____

Name of Contract	a. Agency's Name b. Address c. Telephone No.	Type of Product Delivered	No. of Units	Description	a. Amount of Award b. Amount of Completion c. Duration	a. Date of Award b. Contract Effectivity c. Date Completed
Government						
Private						

- NOTE:**
A. This statement shall be supported with, End-user's Acceptance OR Official Receipt/s OR Sales Invoice issued for the contract.
B. The bidders shall fill-up and submit this form for every item to be bid

Submitted by: _____
(Printed Name & Signature)

Legal Capacity: _____
Date: _____

Statement of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name: _____

Business Address: _____

Name of Contract/Project Cost	a. Owner's Name b. Address c. Telephone No.	Type of Product to be Delivered	No. of Units	Description	a. Amount of Award b. Amount of Completion c. Duration	Delivered Units		Value of Outstanding Works/Undelivered Portion
						Planned	Actual	
Government								
Private								
						Total Cost		

Submitted by: _____
(Printed Name & Signature)

Legal Capacity: _____

Date: _____

Financial Document for Eligibility Check

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)	

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

NFCC = [(current asset – current liabilities) (15)] minus 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 to be bid

NFCC = ₱ _____

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative
Date: _____

NOTE:

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

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

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
ALBAY 1ST DISTRICT
ENGINEERING OFFICE**

Old Airport Road, Brgy.40
Cruzada, Legazpi City