



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**METRO MANILA 1<sup>ST</sup>**  
**DISTRICT ENGINEERING OFFICE**  
NATIONAL CAPITAL REGION  
West Bank Road, Manggahan Floodway, Rosario, Pasig City



## **BIDS AND AWARDS COMMITTEE**

Contract Name  
**General Support Services; Janitorial Services  
Requirement of MMIDEO, NCR, DPWH,  
Rosario, Pasig City**

Contract I.D. No.  
**25GOB0083**

**June 2025**

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition**  
**July 2020**

# Preface

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

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

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

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

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

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.





## INVITATION TO BID

1. The **Metro Manila 1<sup>st</sup> District Engineering Office**, through the **GAA 2025** intends to apply the sum stated below being the Approved Budget for the Contract (ABC) to payments for the listed contracts. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Metro Manila 1<sup>st</sup> District Engineering Office** through its Bids and Awards Committee now invites bids for the hereunder:

a)

Contract ID No.	:	25GOB0082
Name of Contract	:	General Support Services; Security Services Requirement of MMIDEO, NCR, DPWH, Rosario, Pasig City
Approved Budget for the Contract	:	Php 9,696,177.86
Contract Duration	:	1 year
Cost of Bid Documents	:	Php 10,000.00

b)

Contract ID No.	:	25GOB0083
Name of Contract	:	General Support Services; Janitorial Services Requirement of MMIDEO, NCR, DPWH, Rosario, Pasig City
Approved Budget for the Contract	:	Php 7,960,465.80
Contract Duration	:	1 year
Cost of Bid Documents	:	Php 10,000.00

3. The MMIDEO-NCR-DPWH now invites bids for the above-listed procurement project. Bidders should have completed, within three (3) years 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 (Instructions to Bidders).

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act". The contract shall be awarded to the Lowest Calculated Responsive Bidder (LCRB) who was determined as such during post-qualification.

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.

5. Interested bidders may obtain further information from the **Metro Manila 1<sup>st</sup> District Engineering Office** and inspect the Bidding Documents at **West Bank Road, Manggahan Floodway, Rosario, Pasig City** during weekdays from **7:00 A.M. to 4:00 P.M.**
6. A complete set of Bidding Documents may be acquired by interested bidders on **June 6 – 25, 2025 at 7:00 A.M. to 11:00 A.M.** from the address 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 specified in each contract.
7. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
8. The **Metro Manila 1<sup>st</sup> District Engineering Office** will hold a Pre-Bid Conference on **June 13, 2025 at 1:00 P.M.** at **DPWH-MM1DEO Conference Room, Rosario, Pasig City**, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat at the address below for manual submission on or before **June 25, 2025 at 10:30 A.M.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid Opening shall be on **June 25, 2025** immediately after the deadline for submission of bids at **DPWH-MM1DEO Conference Room, Rosario, Pasig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
11. The **Metro Manila 1<sup>st</sup> 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

RODEL A. SANTOS  
Head, BAC Secretariat  
BAC Office: MM1DEO, Rosario, Pasig City  
Telephone No.: 641-44-08

EDUARDO B. DEL ROSARIO  
BAC Chairman  
BAC Office: MM1DEO, Rosario, Pasig City  
Telephone No.: 641-44-08

APPROVED BY:

**EDUARDO B. DEL ROSARIO**  
OIC – Assistant District Engineer  
BAC Chairman

NOTED:

**ARISTOTLE B. RAMOS**  
District Engineer

NCR 13.5 EAP/JCABP

# *Instructions to Bidders*

## **1. Scope of Bid**

The Procuring Entity, **Metro Manila 1<sup>st</sup> District Engineering Office, NCR, DPWH** wishes to receive Bids for the **General Support Services; Janitorial Services Requirement of MMIDEO, NCR, DPWH, Rosario, Pasig City**, with identification number **25GOB0083**.

*[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 **2025** in the amount of **SEVEN MILLION NINE HUNDRED SIXTY THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS AND EIGHTY CENTAVOS ONLY (₱7,960,465.80)**.

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:
  - a. When the Goods sought to be procured are not available from local suppliers
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Goods**

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

#### **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- 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 MMIDEO, NCR, DPWH, Rosario, Pasig City.

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in 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<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 120 days after the opening of Bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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



## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

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

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

## 20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid,

## 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <b>Janitorial Services</b></li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>
12	<p>The price of the Goods shall be quoted DDP <i>as stated on the Schedule of Requirements</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b><u>₱159,209.32</u></b> <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><u>₱398,023.29</u></b> <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</li> </ul>
15	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p> <p>Ensure that envelopes are properly sealed and marked.</p>
19	<p>Incomplete documents on the Original, Copy 1 &amp; Copy 2 Envelopes will be deemed as "Failed"</p>

# ***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

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

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

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



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

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

<b>Item No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Utility Workers	20	20	

# Technical Specifications

Item/Description	Statement of Compliance
<p><b>UTILITY WORKERS</b></p> <p><i>Note:</i>  <i>Contract of Service for Utility Workers is for the period from July 1, 2025 to June 30, 2026</i></p> <p><i>Attached herewith is the COST BREAKDOWN for reference.</i></p>	<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>



## Cost Breakdown

### DPWH Janitorial Services

Days worked/week 7 days  
No. of days/yr. 313 days  
New Daily Wage DW=645.00/8hr

#### 1. Amount to Utility:

Ave Pay/month	(DW x no. of days/yr./12) for 8 hrs.	16,823.75
13 Month Pay	(DW x 365/12/12)	1,401.97
5 days SIL	(DW x 5/12)	268.75
Uniform Allowance	(RA 5487)	100.00
		<b>18,594.47</b>

#### 2. Amount to Gov't:

SSS Premium	As of Jan. 2025	1,850.00
Philhealth	5% as of Jan 2024	420.59
Pag-ibig	As of Feb 2024	200.00
State Insurance Fund		30.00
		<b>2,500.59</b>

A = 1+2	21,095.06
B = Agency Fee @ 10%	2,109.51
C = Supplies, Materials and use of Equipment	3,718.00
C = 12% VAT	3,230.71
	<b>30,153.28</b>

Number of Months = X 12

Contingency Fee = X 10%

Number of Utility = X 20

**ABC = ₱7,960,465.80**



## **TERMS OF REFERENCE**

### **GENERAL SUPPORT SERVICE – JANITORIAL SERVICES REQUIREMENT OF METRO MANILA 1<sup>ST</sup> DEO, NCR, DPWH**

#### **I. BACKGROUND AND OBJECTIVE**

To procure a contract with a reputable SERVICE PROVIDER that will provide efficient janitorial services to MMIDEO, NCR, DPWH located at 2555 Westbank Road, Manggahan Floodway, Rosario, Pasig City and has a pool of well-trained personnel who are able to provide adequate and reliable maintenance services to ensure orderliness to the office premises.

#### **II. CONTRACT PERIOD**

The contract period shall cover one (1) year from July 1, 2025 to June 30, 2026.

#### **III. APPROVED BUDGET FOR THE CONTRACT**

1. The fund for this engagement shall be sourced from the General Appropriations Act (GAA) for fiscal year 2022 of MMIDEO.
2. The Approved Budget for the Contract (ABC) for this procurement is **SEVEN MILLION NINE HUNDRED SIXTY THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS AND EIGHTY CENTAVOS ONLY (P7,960,465.80)** inclusive of all government taxes, other fees and charges.

#### **IV. MODE OF PROCUREMENT**

The procurement of Janitorial Services for MMIDEO shall be undertaken through Competitive Bidding pursuant to RA 9184 and its 2016 Revised IRR.

#### **V. QUALIFICATIONS OF THE CONTRACTOR**

The SERVICE PROVIDER should have the necessary eligibility, experience and expertise in providing janitorial series as provided in the Bidding Documents.

#### **VI. MINIMUM TRACK RECORD**

The MMIDEO desires a SERVICE PROVIDER who has completed within the last three (3) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid. A similar contract must be a janitorial contract the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

#### **VII. SCOPE OF WORK AND DELIVERIES**

Janitors/Janitress shall render eight (8) hours of work everyday from Monday to Saturday, 5:00 AM to 2:00 PM (5 janitor); 6:00AM to 3:00 PM (5 janitor); 7:00 AM to 4:00 PM (10 janitors).



a. Daily Routine

1. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by MMIDEO;
2. Cleaning and sanitizing of work stations, comfort rooms, pantries and sinks; removal of spots or stains from floors; wiping by application of cleaning solution of all surfaces such as tabletops, chairs and computers to remove dust, soot and grime.
3. Proper disposal of solid waste from the service area assigned to the designated trash storage.
4. Spraying of disinfectant; and
5. Upkeep of indoor potted and garden plants.

b. Weekly Routine

1. Spot rubbing, dirt stain removal and cleaning of chairs, tables and window blinds.
2. Thorough cleaning, washing and scrubbing of all rooms and comfort room facilities.
3. Cleaning and polishing of walls, counters, light diffusers, picture frames and hanging wall frames; electric fans and ceiling fans and
4. Washing, scrubbing, stripping, waxing and polishing of floors.

c. Monthly Routine

1. Dusting and removing of cobwebs from ceiling of the premises;
2. Weeding of plants and polishing of metal signs;
3. General cleaning of window blinds; kitchens or pantries and
4. Refilling of liquid deodorizers in all bathrooms.





d. Quarterly Routine

1. General cleaning of all areas and shampooing of all chairs, rugs/carpets and blinds.

e. Miscellaneous Routine

1. Miscellaneous work such as but not limited to carrying, transporting or moving of office furniture, equipment, supplies within and/or outside office premises as may be assigned from time to time.
2. Rendition of overtime services during emergency situations and/or extraordinary circumstances may be allowed and;
3. Report to the Chief Administrative of MMIDEO any damage/leaking pipe; plumbing, water and toiler facilities, electrical and any damaged furniture and fixture that will need immediate repair.

VIII. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

- a.) Provide efficient janitorial services and other related services in accordance with the standards prescribed by MMIDEO;
- b.) Deploy SEVENTEEN (17) Janitorial Personnel to carry out and perform janitorial services covered by the contract in accordance with the following schedule and office assignments;

DEPLOYMENT OFFICE/SECTION	PER	NUMBER OF JANITORS	5:00 AM to 2:00 AM	6:00 AM to 3:00 PM	7:00 AM to 4:00 PM
MAIN BUILDING/GROUNDS/GF		4	1	1	2
DE'S OFFICE		1			1
ADE'S OFFICE		1			1
CONSTRUCTION		3			3
PLANNING & DESIGN		2			2
PERSONNEL		1			1
RECORDS UNIT		1			1
PROCUREMENT UNIT		1			1
COA		1			1
MAINTENANCE SECTION		1			1
FINANCE SECTION		1			1
QUALITY ASSURANCE		1			1
SUPPLY & PROPERTY UNIT		1			1
MONITORING UNIT		1			1
<b>TOTAL</b>		<b>20</b>			<b>20</b>



MMIDEO through its Administrative Section may re-assign any janitorial personnel at any time.

- c.) Maintain cleanliness throughout MMIDEO Compound.
- d.) Coordinate with MMIDEO-EU for the proper disposal and implementation of SOLID WASTE MANAGEMENT including the sales of all scraps.
- e.) Provide the required Performance Security within ten (10) days from receipt of the Notice to Award (NOA) to guarantee full and faithful compliance with each-and-every term, stipulation and condition of the Contract.
- f.) Comply with existing labor laws and standards, rules and regulations of the Department of Labor and Employment (DOLE) on all workers or on its employees as to their wages, taxes, SSS Premiums, PhilHealth and PAG-IBIG contributions and benefits and other requirements in accordance with Philippine Laws on that matter;
- g.) Guarantee that its employees are physically and mentally fit to perform the job; honest, courteous, of good moral character and covered by appropriate government clearances such as NBI, Police Clearance and Barangay Clearances;
- h.) Assign an Area Supervisor/Manager from their Main Office not from among the pool of personnel who will conduct regular inspection, monitoring and supervision at least once in every quarter of its personnel to ensure performance efficiency;
- i.) Evaluate performance of its personnel semi-annually using the instrument prescribed by MMIDEO to determine if they still meet the required standards for performance including attendance, punctuality and attitude towards work;
- j.) Conduct drug testing among its employees once during the term of the contract at its own expense.
- k.) Guarantee that its employees are well-trained. The winning service provider shall see to it that personnel assigned to MMIDEO shall have received or shall be subjected to appropriate training for them to be equipped with the right knowledge and skills in the performance of their duties and responsibilities and such training may be conducted or sponsored by the service provider at least once in the duration of the contract and thereafter provide MMIDEO a copy of the certificate as proof of compliance with the training requirement;





- l.) Provide Personal Protective Equipment (PPE) to its employees without any additional cost to MMIDEO;
- m.) Ensure that it is able to respond to situations that require immediate assistance in any form to its employees during national emergency situations without any additional cost to MMIDEO;
- n.) Comply with all other applicable laws, rules and regulations.

**IX. DUTIES AND RESPONSIBILITIES OF MMIDEO**

a. Allocate the total amount of **SEVEN MILLION NINE HUNDRED SIXTY THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS AND EIGHTY CENTAVOS ONLY (P7,960,465.80)** as the Approved Budget for the Contract (ABC) to cover the payment of the services rendered by the janitorial personnel deployed thereat by the winning bidder.

b. Pay the winning bidder the Monthly Billing Rates stipulated in said contract subject to existing government auditing and accounting rules and regulations for and in consideration of the services rendered by janitorial personnel deployed by the winning bidder and upon presentation of its semi-monthly personnel payment and affidavit or sworn certification that its has paid the salaries and benefits of its personnel for the period covered per submitted payroll and remitted the corresponding premiums to Pag-Ibig, SSS, PhilHealth, ECC, etc.

**X. RIGHTS OF THE SERVICE PROVIDER**

Collect lawful charges for the services rendered upon submission of billing requirements and compliance with the terms of the contract.

**XI. RIGHTS OF MMIDEO**

Supervise the janitorial services and other related functions/works being rendered by the Service Provider to ensure maximum efficiency;

Prescribe standard cleaning services checklist and guidelines to ensure the Service Provider compliance to the Contract; and

Suspend, cancel or terminate the Contract on any of the following grounds:

1. Inability to provide the necessary efficient janitorial services and related works.
2. Violation of any pertinent ERC rules and regulations or of the conditions, agreements or restrictions stipulated in the Contract.

The personnel to be deployed shall be the sole responsibility of the Service Provider and no employee-employer relationship exists between said personnel and MMIDEO.





## **XII. PAYMENT SCHEME**

Payment to the winning bidder shall be made on a monthly basis upon submission of billing statement duly accomplished service and inspection report forms and other documentary requirements.

## **XIII. LIQUIDATED DAMAGES**


When the winning service provider refuse or fails to satisfactorily complete the work within the specified contract time plus any extension time duly granted and is hereby in default under the contract, the winning bidder shall pay MMIDEO for liquidated damages and not by way of penalty, an amount, as provided in the conditions of the contract equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the MMIDEO may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances such as but not limited to forfeiture of performance security and/or blacklisting of the Service Provider.

For entitlement to such liquidated damages, MMIDEO need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due the Service Provider under the Contract and/or collect such liquidated damages from the retention money or other securities posted by the Contractor at the MMIDEO'S convenience.

## **XIV. RESERVATION CLAUSE**

The METRO MANILA 1 DISTRICT ENGINEERING OFFICE (MMIDEO) reserves the right to reject any and all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR without thereby incurring any liability to the affected bidder or bidders.

PREPARED BY:

  
**ELIZABETH V. CRUZ**  
Admin. Assistant I  
Member, BAC-Secretariat

# Checklist of Technical and Financial Documents

## *Eligibility Requirements*

### Class “A” Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- ☐ (c) 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; **and**
- ☐ (d) Bureau of Internal Revenue (BIR) Certificate of Registration; **and**
- ☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **and**
- ☐ (f) The Supplier’s audited financial statements, showing, among others, the Supplier’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; **and**
- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

### 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.

## *Technical Component*

- ☐ (i) 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**
- ☐ (j) 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**
- ☐ (k) 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**
- ☐ (l) Conformity with the Technical Specifications, which should include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- ☐ (m) 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 Component***

- ☐ (n) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (o) Original of duly signed and accomplished Bill of Quantities; **and**
- ☐ (p) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (q) *[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.
- ☐ (r) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

