

# **PHILIPPINE BIDDING DOCUMENTS**

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**

**PROCURING ENTITY: DEPARTMENT OF PUBLIC WORKS  
AND HIGHWAYS, NEGROS OCCIDENTAL 5<sup>th</sup> DISTRICT  
ENGINEERING OFFICE**

**BIDDING DOCUMENTS**

**FOR**

**PROCUREMENT ID/CONTRACT ID: 25RRE005**

**CONTRACT NAME: PROCUREMENT OF PHOTOCOPIER  
FOR USE IN THE PLANNING AND DESIGN SECTION IN  
REPRODUCTION OF POW, DUPA, AND DED PLANS,  
DPWH NEGROS OCCIDENTAL 5TH DEO, SAN CARLOS  
CITY, NEGROS OCCIDENTAL**

**CONTRACT LOCATION: DPWH Negros Occidental 5th DEO**

**Start Date for Issuance  
of Bidding Documents: May 22, 2025**

**Date of Opening of Bids: June 3, 2025**

**Preface**

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

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

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

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

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

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**NEGROS OCCIDENTAL 5TH  
DISTRICT ENGINEERING OFFICE**  
San Carlos City, Negros Occidental



**INVITATION TO BID**

**FOR**

**PROCUREMENT OF PHOTOCOPIER FOR USE IN THE PLANNING AND DESIGN  
SECTION IN REPRODUCTION OF POW, DUPA, AND DED PLANS, DPWH NEGROS  
OCCIDENTAL 5TH DEO, SAN CARLOS CITY, NEGROS OCCIDENTAL**

1. The **Department of Public Works and Highways (DPWH) Negros Occidental 5<sup>th</sup> District Engineering Office**, through the **FY 2025 RA 12116 REGULAR 2025 CURRENT with SUB ALLOTMENT ADVICE NO. SR2025-02-005070** intends to apply the sum of **Php 560,000.00** being the Approved Budget for the Contract (ABC) to payments under the **Contract ID No. 25RRE005 – Procurement of Photocopier for use in the Planning and Design Section in reproduction of POW, DUPA, and DED Plans, DPWH Negros Occidental 5th DEO, San Carlos City, Negros Occidental**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Public Works and Highways (DPWH) Negros Occidental 5<sup>th</sup> District Engineering Office** now invites bids for the above Procurement project. Delivery of Goods is required as specified in the Schedule of Requirements. Bidders should have completed, within (5) years from the date of submission and receipt of bids, a contract similar to the Project whose values must be at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current of the following eligibility documents in the PhilGEPS:
  - a. Registration certificate (SEC/DTI Registration)
  - b. Mayor's/Business permit or its Equivalent Documents
  - c. Tax Clearance
  - d. PCAB License and Registration, and
  - e. Audited Financial Statement

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

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

4. 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 Regulation (IRR) of Republic Act (RA) No. 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 the 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. Prospective Bidders may obtain further information from **DPWH Negros Occidental 5th District Engineering Office** and inspect Bidding Documents at the address given below during Monday to Friday from 8:00 A.M. to 5:00 P.M.
6. A complete set of Bidding Documents may be acquired by interested bidders on **May 22, 2025** until before 10:00 A.M. of **June 3, 2025** from the given address or 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 **Php 1,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

For purposes of procurement activities to be held through DPWH Negros Occidental 5th DEO, prospective bidders are hereby notified that said DEO is unable to accept payments for Bidding Documents due to the current structure of its Finance Section. In consideration thereof, prospective bidders are advised to pay the applicable fee from other DPWH offices for the Bidding Documents.

Also, for purposes of maintaining the orderly conduct of procurement activities, prospective bidders are further advised that the Bids and Awards Committee will only accept bids within the period as provided under applicable rules and regulations only if submitted together with an Official Receipt (OR) evidencing that the aforementioned fee has been duly paid.

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. on **June 3, 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 **June 3, 2025 at 10:00 A.M at Conference Room, DPWH Negros Occidental 5th District Engineering Office, San Carlos City, Negros Occidental**. Bids will be opened in the presence of the bidder's representative who choose to attend at the address below and/or through webcasting via YouTube Live of **DPWH Negros Occ 5th DEO Procurement Livestream**. Late bids shall not be accepted.

10. The **DPWH Negros Occidental 5<sup>th</sup> District Engineering Office** through its Bids and Awards Committee 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 35.6 and 41 of 2016 Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**MARK ROVIN C. PIDO**

Head, Bids and Awards Committee Secretariat  
DPWH Negros Occidental 5th District Engineering Office,  
San Carlos City, Negros Occidental  
[bacdpwhnegocc5thdeo@gmail.com](mailto:bacdpwhnegocc5thdeo@gmail.com) ; 09770650078

12. You may visit the following websites:

For downloading of Bidding Documents: [www.dpwh.gov.ph](http://www.dpwh.gov.ph) and/or  
[www.notices.philgeps.gov.ph](http://www.notices.philgeps.gov.ph)

  
**PEDRITO E. BAUTISTA**  
BAC Chairperson

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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## **1. Scope of Bid**

The Procuring Entity, Department of Public Works and Highways wishes to receive Bids for the Courier Services for the Door-To-Door Delivery of DPWH Official Documents for CY, with identification number \_\_\_\_\_.

The Procurement 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 GAA \_\_\_\_ in the amount of \_\_\_\_\_.

2.2. The source of funding is:

NGA, the National Expenditure Program.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

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

## 11. Documents comprising the Bid: Financial Component

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

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

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or 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 *[indicate date]*. 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

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

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. 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 15 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 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, {[*Include if Framework Agreement will be used:*] or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,} the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. {[*Include if Framework Agreement will be used:*] For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## **21. Signing of the Contract**

- a. 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

| ITB Clause |   |
|------------|---|
| 1.0        | The Procuring Entity, <b>Department of Public Works and Highways Negros Occidental 5<sup>th</sup> District Engineering Office, San Carlos City, Negros Occidental</b> wishes to receive Bids <b>PROCUREMENT OF PHOTOCOPIER FOR USE IN THE PLANNING AND DESIGN SECTION IN REPRODUCTION OF POW, DUPA, AND DED PLANS, DPWH NEGROS OCCIDENTAL 5TH DEO, SAN CARLOS CITY, NEGROS OCCIDENTAL</b> , with identification number 25RRE005.  |
| 2.1        | The GOP through the source of funding as indicated below for the <b>FY 2025 RA 12116 REGULAR 2025 CURRENT with SUB ALLOTMENT ADVICE NO. SR2025-02-005070</b> in the amount of <b>P 560,000.00</b> .   |
| 2.2        | The source of funding is:<br><br>NGA, the General Appropriations Act or Special Appropriations.   |
| 5.3        | For this purpose, contracts similar to the Project shall be:<br><br>a. Procurement of Photocopier.<br><br>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.  |
| 7.1        | Subcontracting is not allowed.  |
| 10.1       | <ul style="list-style-type: none"> <li>✓ For manual submission of bids, the Technical Documents is preferably book bounded.</li> <li>✓ The contents of Technical Documents are preferably numbered/paginated consecutively in the right-hand top margin and signed below page number by duly authorized representative for both manual and electronic submission of bids.</li> <li>✓ Any missing, incomplete or patently insufficient document in the required checklist is a ground for outright rejection (non-complying) of the bid</li> </ul> |
| 11.1       | <ul style="list-style-type: none"> <li>✓ For manual submission of bids, the Financial Documents is preferably book bounded.</li> <li>✓ The contents of Financial Documents are preferably numbered/paginated consecutively in the right-hand top margin and signed below page number by duly authorized representative for both manual and electronic submission of bids.</li> <li>✓ Any missing, incomplete or patently insufficient document in the required checklist is a ground for outright rejection (non-complying) of the bid</li> </ul> |

|      |  |
|------|--|
| 13.2 | Philippine Pesos.  |
| 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>2% of ABC</b> 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>5% of ABC</b> if bid security is in Surety Bond.</li> </ul> |
| 16.1 | <p>The address for submission of bids is <b>DPWH Bidding Room, Negros Occidental 5<sup>th</sup> District Engineering Office, San Carlos City, Negros Occidental.</b></p> <p>The deadline for submission of bids is <b>June 3, 2025.</b></p>  |
| 17.1 | <p>The place of bid opening is <b>DPWH Bidding Room, Negros Occidental 5<sup>th</sup> District Engineering Office, San Carlos City, Negros Occidental.</b></p> <p>The date and time of bid opening <b>June 3, 2025 @ 10:00 A.M, immediately after dropping of bids.</b></p>  |
| 17.2 | <p>Bid corrections or any corrections as well as erasures made in the financial documents including the discounts offered and the methodology of their applications must be duly signed or initialed.</p>  |

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

### **Notes on the General Conditions of Contract**

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

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

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

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

- 6.1. 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.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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



## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

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

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

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

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

# Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 1          | <p><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>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<br/> Name of the Supplier<br/> Contract Description<br/> Final Destination<br/> Gross weight<br/> Any special lifting instructions</p>   |

|     |  |
|-----|--|
|     | Any special handling instructions<br>Any relevant HAZCHEM classifications  |
|     | 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><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 | Partial payment is not allowed.  |
| 4   | The inspections and tests that will be conducted are: <i>none</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.

[illegible]

(Signature Over Printed Name of  
Authorized Representative)

(Designation)

(Name of Bidder/Company)

## **SPECIFICATION**

### **General:**

Copy/Print Technology: Laser Color

Copy Resolution: 600 x 600 dpi

Copy Speed: Minimum speed of 36 ppm; speed measured using A4 size paper  
: Minimum speed of 18 ppm: speed measured using A3 size paper

Gradation: 256 gradations

Multicopy: 1-9,999

Original Copy Format: A6-A3; Custom sizes

Print Resolution: 1,800 (equivalent) x 600 dpi; 1,200 x 1,200 dpi

Print Speed: Minimum speed of 36 ppm; speed measured using A4 size paper

Print Quality: 1,200 x 1,200 dpi

Scan Resolution: 600 dpi

Scan Speed (mono/colour): Up to 100/100 ipm in simplex;  
Up to 200/200 ipm in duplex

Scan Feature: Multi-sheet scan to single PDF file; Scan to  
Network Folder; Scan to USB/Memory Device

Scan Type: Flatbed and Automatic Document Feeder (ADF)

Duty Cycle: 175,000 pages

Memory: 8 GB

Hard Disk: 256 GB

Ink/Toner System: Genuine Toner (high yield); Toner must be available nationwide. Certificate of Authenticity is required. Pre-installed toner with additional one (1) high yield genuine toner per color.

Network Interface: Gigabit Ethernet

IO Ports: USB 2.0 (Type A); Ethernet (RJ-45)

Mobile Printing: Wi-Fi Direct

### **Paper Handling:**

Duplex Printing: Automatic two-sided printing

Paper Trays: Standard Input tray (1,150 up to 6,650 sheets), Multi-purpose tray (500 sheets)

Maximum Media Size: A3 (11.7in x 17in)

Media Type: Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.

Output Capacity: Maximum of 250 sheets

### **Software:**

Supported OS: Windows 11, 10

Drivers: Original CD/DVD copy or in any electronic media storage

### **Accessories:**

Cables & Connectors: All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

### **Other Requirements:**

Brand and Model: Must be globally recognized brand of printers and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-life. The Manufacturer's certificate is required.

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.

Documentation and Media: The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

Warranty and Maintenance: The supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR). Have an Authorized Service Establishment with at least twenty-five (25) years in operation within Bacolod City. Supplier is required to provide Exclusive Distributorship from the manufacturer of the Product Offered for the Labor, Parts, and Genuine Consumables.

Technical Support: With at least five (5) Technical Support, they shall provide through telephone and email, eight (8) hours per day (8:00 am - 5:00 pm), five (5) days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

## Technical Specifications

[illegible]

(Signature Over Printed Name of  
Authorized Representative)

(Designation)

(Name of Bidder/Company



## **SPECIFICATION**

### **General:**

Copy/Print Technology: Laser Color

Copy Resolution: 600 x 600 dpi

Copy Speed: Minimum speed of 36 ppm; speed measured using A4 size paper  
: Minimum speed of 18 ppm: speed measured using A3 size paper

Gradation: 256 gradations

Multicopy: 1-9,999

Original Copy Format: A6-A3; Custom sizes

Print Resolution: 1,800 (equivalent) x 600 dpi; 1,200 x 1,200 dpi

Print Speed: Minimum speed of 36 ppm; speed measured using A4 size paper

Print Quality: 1,200 x 1,200 dpi

Scan Resolution: 600 dpi

Scan Speed (mono/colour): Up to 100/100 ipm in simplex;  
Up to 200/200 ipm in duplex

Scan Feature: Multi-sheet scan to single PDF file; Scan to  
Network Folder; Scan to USB/Memory Device

Scan Type: Flatbed and Automatic Document Feeder (ADF)

Duty Cycle: 175,000 pages

Memory: 8 GB

Hard Disk: 256 GB

Ink/Toner System: Genuine Toner (high yield); Toner must be available nationwide. Certificate of Authenticity is required. Pre-installed toner with additional one (1) high yield genuine toner per color.

Network Interface: Gigabit Ethernet

IO Ports: USB 2.0 (Type A); Ethernet (RJ-45)

Mobile Printing: Wi-Fi Direct

### **Paper Handling:**

Duplex Printing: Automatic two-sided printing

Paper Trays: Standard Input tray (1,150 up to 6,650 sheets), Multi-purpose tray (500 sheets)

Maximum Media Size: A3 (11.7in x 17in)

Media Type: Paper (bond, light, heavy, plain, recycled, rough), envelopes, labes, cardstock, photo, brochures.

Output Capacity: Maximum of 250 sheets

### **Software:**

Supported OS: Windows 11, 10

Drivers: Original CD/DVD copy or in any electronic media storage

### **Accessories:**

Cables & Connectors: All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

### **Other Requirements:**

Brand and Model: Must be globally recognized brand of printers and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-life. The Manufacturer's certificate is required.

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.

Documentation and Media: The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

Warranty and Maintenance: The supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR). Have an Authorized Service Establishment with at least twenty-five (25) years in operation within Bacolod City. Supplier is required to provide Exclusive Distributorship from the manufacturer of the Product Offered for the Labor, Parts, and Genuine Consumables.

Technical Support: With at least five (5) Technical Support, they shall provide through telephone and email, eight (8) hours per day (8:00 am - 5:00 pm), five (5) days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

## ***VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) as per GPPB Resolution No. 15 series of 2021;

- Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives
- Mayor’s/Business Permit issued by the city or municipality where the principal of business of the bidder is located or equivalent document for Exclusive Economic Zones or Areas.

A recently expired Mayor’s Permit together with the official receipt as proof that the prospective bidder has applied for the renewal within the period prescribed by the concerned local government unit shall be accepted by the Philgeps for the purpose of updating of Philgeps Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR.

For individual consultants not registered under the sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI Registration and Mayor’s/Business Permit.

- Tax Clearance per Executive Order No. 398 series of 2005, as finally reviewed and approval by the BIR.

#### 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 with Inspection and Acceptance Report (for DPWH transactions), Sales Invoice, Approved Disbursement Voucher and other applicable 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, brochures and offered equipment, Warranty Certificate 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 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**
- ☐ (h) 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***

- ☐ (i) 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.

**Note:**

- ✓ For manual submission of bids, the Technical Documents is preferably book bounded.
- ✓ The contents of Technical Documents are preferably numbered/paginated consecutively in the right-hand top margin and signed below page number by duly authorized representative for both manual and electronic submission of bids.
- ✓ Any missing, incomplete or patently insufficient document in the required checklist is a ground for outright rejection (non-complying) of the bid

**25 FINANCIAL COMPONENT ENVELOPE**

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

**Note:**

- ✓ For manual submission of bids, the Financial Documents is preferably book bounded.
- ✓ The contents of Financial Documents are preferably numbered/paginated consecutively in the right-hand top margin and signed below page number by duly authorized representative for both manual and electronic submission of bids.
- ✓ Any missing, incomplete or patently insufficient document in the required checklist is a ground for outright rejection (non-complying) of the bid

## *Section IX. Bidding Forms*

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 0 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 0.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2 failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

## Bid Form

---

Date: \_\_\_\_\_

Invitation to Bid<sup>2</sup> N°: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 0 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>3</sup>

| Name and address       | Amount and | Purpose of agent | 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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

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<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

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

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

*[in the capacity of]*

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

### PRICE SCHEDULE FOR GOODS OFFERED

**Contract ID: 25RRE005**

**Contract Name: PROCUREMENT OF PHOTOCOPIER FOR USE IN THE PLANNING AND DESIGN SECTION IN REPRODUCTION OF POW, DUPA, AND DED PLANS DPWH NEGROS OCCIDENTAL 5TH DISTRICT ENGINEERING OFFICE, SAN CARLOS CITY NEGROS OCCIDENTAL.**

| 1  | 2   | 3                     | 4              |      | 5                   | 6                    | 7                    |
|--|---|-----------------------|----------------|------|---------------------|----------------------|----------------------|
| Item No.   | Description                                     | ABC                   | Quantity /Unit |      | Unit Cost<br>(Peso) | Total Cost<br>(Peso) | Delivery<br>Schedule |
|  |   | <b>Php 560,000.00</b> |                |      |                     |                      |                      |
| 1  | Photocopier                                     |                       | 1              | unit |                     |                      |                      |
|  | X-X-X-X-X-X-X-X-X-X-X-X                         |                       |                |      |                     |                      |                      |
|  | <b><i>Please see attached specification</i></b> |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  |   |                       |                |      |                     |                      |                      |
|  | <b>Total:</b>                                   |                       |                |      |                     |                      |                      |
| Total Amount of Bid:   |   |                       |                |      |                     |                      |                      |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>           (in words)         </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>           (in figure)         </div> </div> |   |                       |                |      |                     |                      |                      |

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

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

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



## **SPECIFICATION**

General:

Copy/Print Technology: Laser Color

Copy Resolution: 600 x 600 dpi

Copy Speed: Minimum speed of 36 ppm; speed measured using A4 size paper

: Minimum speed of 18 ppm: speed measured using A3 size paper

Gradation: 256 gradations

Multicopy: 1-9,999

Original Copy Format: A6-A3; Custom sizes

Print Resolution: 1,800 (equivalent) x 600 dpi; 1,200 x 1,200 dpi

Print Speed: Minimum speed of 36 ppm; speed measured using A4 size paper

Print Quality: 1,200 x 1,200 dpi

Scan Resolution: 600 dpi

Scan Speed (mono/colour): Up to 100/100 ipm in simplex;

Up to 200/200 ipm in duplex

Scan Feature: Multi-sheet scan to single PDF file; Scan to

Network Folder; Scan to USB/Memory Device

Scan Type: Flatbed and Automatic Document Feeder (ADF)

Duty Cycle: 175,000 pages

Memory: 8 GB

Hard Disk: 256 GB

Ink/Toner System: Genuine Toner (high yield); Toner must be available nationwide. Certificate of Authenticity is required. Pre-installed toner with additional one (1) high yield genuine toner per color.

Network Interface: Gigabit Ethernet

IO Ports: USB 2.0 (Type A); Ethernet (RJ-45)

Mobile Printing: Wi-Fi Direct

### **Paper Handling:**

Duplex Printing: Automatic two-sided printing

Paper Trays: Standard Input tray (1,150 up to 6,650 sheets), Multi-purpose tray (500 sheets)

Maximum Media Size: A3 (11.7in x 17in)

Media Type: Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.

Output Capacity: Maximum of 250 sheets

### **Software:**

Supported OS: Windows 11, 10

Drivers: Original CD/DVD copy or in any electronic media storage

### **Accessories:**

Cables & Connectors: All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

### **Other Requirements:**

Brand and Model: Must be globally recognized brand of printers and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-life. The Manufacturer's certificate is required.

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.

Documentation and Media: The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

Warranty and Maintenance: The supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR). Have an Authorized Service Establishment with at least twenty-five (25) years in operation within Bacolod City. Supplier is required to provide Exclusive Distributorship from the manufacturer of the Product Offered for the Labor, Parts, and Genuine Consumables.

Technical Support: With at least five (5) Technical Support, they shall provide through telephone and email, eight (8) hours per day (8:00 am - 5:00 pm), five (5) days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

## Contract Agreement Form

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THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
between  
*[name of PROCURING ENTITY]* of the Philippines (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

i. Philippine Bidding Documents (PBDs)

- i. Schedule of Requirements
- ii. Technical Specifications
- iii. General and Special Conditions of Contract; and
- iv. Supplemental or Bid Bulletins, if any

ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

iii. Performance Security;

iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of [total contract price in words and figures] or such other sums as may be ascertained, [Named of the bidder] agrees to [state the object of the contract] in accordance with his/her/its Bid.

4. The [Name of the procuring entity] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*  
*Capacity]*

*[Insert Signatory's Legal*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

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

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

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **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:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. [Name of Bidder] complies with existing labor laws and standards;
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
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 and 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's Authorized Representative]*

Bidder's Representative/Authorized Signatory

*[Insert signatory's legal capacity]*

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

***NAME OF NOTARY PUBLIC***

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

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

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

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

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

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

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

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

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

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

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

**STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR IN NATURE**

**Business Name:**

**Business Address:**

| Name of Contract /Project Cost                | a. Owner's Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Bidder's Role |   | a. Amount at Award<br>b. Amount at Completion<br>c. Duration | a. Date Awarded<br>b. Contract Effectivity<br>c. Date Completed |
|---|--|----------------|---------------|---|--|---|
|   |  |                | Description   | % |  |   |
| <u>Government</u>                             |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
| <u>Private</u>                                |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
|   |  |                |               |   |  |   |
| Note: This statement shall be supported with: |  |                |               |   |  |   |

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

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

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

**Business Name:**

**Business Address:**

| Name of Contract /Project Cost                | a. Owner's Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Bidder's Role |   | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment |            | Value of Outstanding Works/<br>Undelivered Portion |
|---|--|----------------|---------------|---|---|---------------------|------------|--|
|   |  |                | Description   | % |   | Planned             | Actual     |  |
| <u>Government</u>                             |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
| <u>Private</u>                                |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
|   |  |                |               |   |   |                     |            |  |
| Note: This statement shall be supported with: |  |                |               |   |   |                     | Total Cost |  |

1. Notice of Award and/or Contract/Purchase Order
2. Notice to Proceed issued by owner/Certificate of Completion/Official Receipt
3. Certificate of Accomplishment signed by the owner or authorized representative

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

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



## CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid. 31

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **Acknowledgement**

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

## Bank Guarantee Form for Advance Payment

To: [name and address of PROCURING ENTITY]  
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

\_\_\_\_\_  
Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

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 of 120 calendar days, 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]*

**FINANCIAL DOCUMENTS 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 = P \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

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.

"Form No. 3"





Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**NEGROS OCCIDENTAL 5TH  
DISTRICT ENGINEERING OFFICE**  
San Carlos City, Negros Occidental



**INVITATION TO BID**

**FOR**

**PROCUREMENT OF PHOTOCOPIER FOR USE IN THE PLANNING AND DESIGN  
SECTION IN REPRODUCTION OF POW, DUPA, AND DED PLANS, DPWH NEGROS  
OCCIDENTAL 5TH DEO, SAN CARLOS CITY, NEGROS OCCIDENTAL**

1. The **Department of Public Works and Highways (DPWH) Negros Occidental 5<sup>th</sup> District Engineering Office**, through the **FY 2025 RA 12116 REGULAR 2025 CURRENT with SUB ALLOTMENT ADVICE NO. SR2025-02-005070** intends to apply the sum of **Php 560,000.00** being the Approved Budget for the Contract (ABC) to payments under the **Contract ID No. 25RRE005 – Procurement of Photocopier for use in the Planning and Design Section in reproduction of POW, DUPA, and DED Plans, DPWH Negros Occidental 5th DEO, San Carlos City, Negros Occidental**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Public Works and Highways (DPWH) Negros Occidental 5<sup>th</sup> District Engineering Office** now invites bids for the above Procurement project. Delivery of Goods is required as specified in the Schedule of Requirements. Bidders should have completed, within (5) years from the date of submission and receipt of bids, a contract similar to the Project whose values must be at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current of the following eligibility documents in the PhilGEPS:
  - a. Registration certificate (SEC/DTI Registration)
  - b. Mayor's/Business permit or its Equivalent Documents
  - c. Tax Clearance
  - d. PCAB License and Registration, and
  - e. Audited Financial Statement

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

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

4. 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 Regulation (IRR) of Republic Act (RA) No. 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 the 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. Prospective Bidders may obtain further information from **DPWH Negros Occidental 5th District Engineering Office** and inspect Bidding Documents at the address given below during Monday to Friday from 8:00 A.M. to 5:00 P.M.
6. A complete set of Bidding Documents may be acquired by interested bidders on **May 22, 2025** until before 10:00 A.M. of **June 3, 2025** from the given address or 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 **Php 1,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

For purposes of procurement activities to be held through DPWH Negros Occidental 5th DEO, prospective bidders are hereby notified that said DEO is unable to accept payments for Bidding Documents due to the current structure of its Finance Section. In consideration thereof, prospective bidders are advised to pay the applicable fee from other DPWH offices for the Bidding Documents.

Also, for purposes of maintaining the orderly conduct of procurement activities, prospective bidders are further advised that the Bids and Awards Committee will only accept bids within the period as provided under applicable rules and regulations only if submitted together with an Official Receipt (OR) evidencing that the aforementioned fee has been duly paid.

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. on **June 3, 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 **June 3, 2025 at 10:00 A.M** at **Conference Room, DPWH Negros Occidental 5th District Engineering Office, San Carlos City, Negros Occidental**. Bids will be opened in the presence of the bidder's representative who choose to attend at the address below and/or through webcasting via YouTube Live of **DPWH Negros Occ 5th DEO Procurement Livestream**. Late bids shall not be accepted.



10. The **DPWH Negros Occidental 5<sup>th</sup> District Engineering Office** through its Bids and Awards Committee 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 35.6 and 41 of 2016 Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**MARK ROVIN C. PIDO**

Head, Bids and Awards Committee Secretariat

DPWH Negros Occidental 5th District Engineering Office,

San Carlos City, Negros Occidental

[bacdpwhnegocc5thdeo@gmail.com](mailto:bacdpwhnegocc5thdeo@gmail.com) ; 09770650078

12. You may visit the following websites:

For downloading of Bidding Documents: [www.dpwh.gov.ph](http://www.dpwh.gov.ph) and/or  
[www.notices.philgeps.gov.ph](http://www.notices.philgeps.gov.ph)



**PEDRITO R. BAUTISTA**  
BAC Chairperson