



Republic of the Philippines

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

DAVAO DEL SUR DISTRICT ENGINEERING OFFICE

Digos City, Davao del Sur, Region XI

BIDDING DOCUMENTS FOR

CONTRACT ID:

25GLD0016

CONTRACT NAME:

Procurement of 100 packs INDEX TAB, Self- adhesive, 5 set per box, "Sign", Assorted Colors, etc.

CONTRACT LOCATION:

Davao del Sur DEO

Issuance of Bidding Documents:

November 07, 2024 until before 02:00 P.M. of November 14, 2024

Date of Submission and Opening of Bids: **November 14, 2024**

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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



INVITATION TO BID (IB) No. 2024-GS-095 For

Procurement of 100 packs Index Tab, Self-adhesive, 5 set per box, "Sign", Assorted Colors, etc.

1. The **Department of Public Works and Highways (DPWH), Davao del Sur District Engineering Office (DEO)**, thru its Bids and Awards Committee (BAC) and by Virtue of the Government Procurement Policy Board (GPPB) Circular 06-2019 dated July 17, 2019, re: Guidelines on the Implementation of **Early Procurement Activities (EPA)**, intends to undertake early procurement activities of the hereunder projects from opening of bids until post-qualification of bids as the proposed national budget has already been submitted to Congress, short of award, until approval or enactment of appropriations and issuance of budget authorization documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DPWH, Davao del Sur DEO** now invites bids for the hereunder Contract:

Contract ID No.	: 25GLD0016
	► P.R. No. 24-10-129 dated October 01, 2024
Contract Name	: Procurement of 100 packs Index Tab, Self-adhesive, 5 set per box, "Sign", Assorted Colors, etc.
Contract Location	: Davao del Sur DEO
ABC	: Php 361,668.00

Delivery of the Goods is required by **Thirty (30) Calendar Days upon receipt of the Notice to Proceed**. Bidders should have completed, within **ten (10) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Procurement Unit, DPWH, Davao del Sur DEO** and inspect the Bidding Documents at the address given below during **8:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **November 07, 2024 until 02:00 P.M. of November 14, 2024** from the given address

and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos Only (Php 500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
7. Bid opening shall be on **November 14, 2024 (02:00 P.M.)** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
8. The prospective bidders are likewise informed of all implications of a project procurement undertaken through EPA. This shall include, but not limited to the:
 - a. Rules and procedures of EPA;
 - b. Fixed price rule in procurement;
 - c. Extension of the bid validity and security;
 - d. Validity of the eligibility requirements prior to the award of the contract;
 - e. Conditions of award; and
 - f. Date of earliest delivery.
9. The **DPWH, Davao del Sur DEO** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

DAISY A. CANIBAN
Engineer III – Head, Procurement Unit
and concurrent Head, BAC Secretariat
DPWH, Davao del Sur DEO
Lapu-lapu Street, Digos City
Telephone No. 272-1128
11. You may visit the following websites:

For downloading of Bidding Documents:

Philippine Government Electronic Procurement System (PhilGEPS) Website
(<https://notices.philgeps.gov.ph>)

Department of Public Works and Highways (DPWH) Website
(<https://www.dpwh.gov.ph/dpwh/business/procurement/gs/advertisement>)

Website: www.dpwh.gov.ph
Tel. No(s).: (082) 272-1128



Date of Issue: **November 06, 2024**

ROMEO C. CANIBAN
Engineer III
Chief, Construction Section
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Public Works and Highways, Davao del Sur District Engineering Office** wishes to receive Bids for the **Procurement of 100 packs INDEX TAB, Self- adhesive, 5 set per box, “Sign”, Assorted Colors, etc.** with contract identification number **25GLD0016**.

The Procurement Project (referred to herein as “Project”) is composed of **Forty-Eight (48) items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2025** in the amount of **Php 361,668.00**

2.2. The source of funding is NGA, the **General Appropriations Act (GAA)**.

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:
- For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to **at least twenty-five percent (25%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will not hold a pre-bid conference for this Contract.

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 Ten (10) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **One Hundred Twenty (120) calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Of the Same Category of the contract to be procured; and b. Completed within ten (10) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	<p>The price of the Goods shall be quoted DDP to the DPWH, Davao del Sur District Engineering Office.</p> <p>Bid prices shall be fixed. Price quoted shall include taxes and delivery cost.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC, if bid security is in Surety Bond.
19.3	<p>The Approved Budget for the Contract (ABC) is Php 361,668.00</p> <p>Any bid with a financial component exceeding the ABC shall not be accepted.</p>
20.1	<ol style="list-style-type: none"> a. Registration Certificate from Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent documents; b. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; c. Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and d. The prospective bidder's audited financial statements, showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

21.1	<p>To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.</p> <p>The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:</p> <table data-bbox="357 517 1385 1288"> <tr> <th data-bbox="357 517 892 658">Form of Performance Security</th><th data-bbox="892 517 1385 658">Amount of Performance Security (Not less than the Percentage of the Total Contract Price)</th></tr> <tr> <td data-bbox="357 658 892 799">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td><td data-bbox="892 658 1385 1084" rowspan="2">Five percent (5%)</td></tr> <tr> <td data-bbox="357 799 892 1084">(Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr> <tr> <td data-bbox="357 1084 892 1288">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td data-bbox="892 1084 1385 1288">Thirty percent (30%)</td></tr> </table> <p>The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Delivery and Final Acceptance.</p>	Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)	(Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)							
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)							
(Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)							

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>The Procuring Entity is: Department of Public Works and Highways, Davao del Sur District Engineering Office thru the Bids and Awards Committee (BAC)</p> <p>The Funding Source is the Government of the Philippines (GOP) through the General Appropriations Act (GAA) in the amount of Php <u>361,668.00</u></p> <p>The Procuring Entity's address for Notices is:</p> <p>Department of Public Works and Highways Davao del Sur District Engineering Office Lapu-lapu St., Digos City</p> <p>Attention: ROMEO C. CANIBAN Chief, Construction Section BAC Chairperson</p> <p>The effectivity of contract is defined in Section VI. Schedule of Requirements</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>
2.2	<p>Advance payment is not allowed, unless otherwise directed or approved by the President; as provided in Annex "D" of the revised 2016 IRR of RA No. 9184.</p> <p>The DPWH shall pay the Invoice value of the goods upon delivery, inspection and acceptance of the Procuring Entity, in accordance with the prevailing auditing rules and regulations.</p> <p>Payment shall be made within Forty-Five (45) days upon receipt of the Sales Invoice/Official Receipt.</p>
4	<p>The Procuring Entity's authorized representatives shall conduct inspections and tests that are specified in Section VII: Technical Specifications.</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
	COMMON OFFICE SUPPLIES			Thirty (30) calendar days upon receipt of the Approved Notice to Proceed (NTP)
1	INDEX TAB, Self-adhesive, 5 set per box, "Sign", Assorted Colors	100	packs	
2	INDEX TAB, Self-adhesive, 5 set per box, "Sign Here", Assorted Colors	100	packs	
3	NOTE PAD, Stick-on, 2x2, 100 sheets per pad	10	pads	
4	PAPER CLIP, Metal Type, 29mm, 100 pieces per box	40	boxes	
5	PAPER CLIP, Metal Type, 50mm, 100 pieces per box	40	boxes	
6	STAPLE WIRE, Gun Tacker, 5/16", 8mm, Heavy duty	3	boxes	
7	TAPE, Double Adhesive Type, 24mm, 50 meters length	30	rolls	
8	TAPE, Duct Type, Gray, 24mm, 50 meters length	24	rolls	
9	TAPE, Duct Type, Gray, 36mm, 50 meters length	5	rolls	
	INVENTORY/OFFICE SUPPLIES			
10	BALLPEN, 0.3mm, Black, As per sample	12	pieces	
11	BALLPEN, 0.5mm, Black, As per sample	362	pieces	
12	BALLPEN, 0.7mm, Blue, As per sample	50	pieces	
13	CORRECTION TAPE, Refillable, 6mx5m	136	pieces	
14	CORRECTION TAPE, Refill, 6mx5m	80	pieces	
15	GLUE TAPE, Refillable, 8mx6mm	10	pieces	
16	GLUE TAPE, Refill, 8mx6mm	40	pieces	
17	LAMINATING FILM, 228mmx50mm, Thick	3	rolls	

18	MEGA BOX, Extra Large, White	15	pieces	Thirty (30) calendar days upon receipt of the Approved Notice to Proceed (NTP)
19	PUSH PINS, 100 pieces per box	5	boxes	
20	RULER, Plastic, 12 inches	15	pieces	
	COMMON OFFICE DEVICES			
21	DATER, Trodat, Month/Day/Year	14	pieces	
	INVENTORY/OFFICE SUPPLIES (Paper Materials and Products)			
22	COLORED PAPER, 80gsm, Green, A4 As per sample	5,000	packs	
23	EPSON INK, 008 - L15150, 127ml, Black	5	bottles	
24	EPSON INK, 008 - L15150, 70ml, Cyan	3	bottles	
25	EPSON INK, 008 - L15150, 70ml, Magenta	3	bottles	
26	EPSON INK, 008 - L15150, 70ml, Yellow	3	bottles	
27	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Black	30	bottles	
28	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Cyan	30	bottles	
29	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Magenta	30	bottles	
30	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Yellow	30	bottles	
31	PHOTO PAPER, Double Sided, Glossy, High Gloss, A4, 210-280 gsm	15	packs	
	COMMON COMPUTER SUPPLIES			
32	COMPACT DISC (CD) - Rewritable	100	pieces	
33	COMPUTER KEYBOARD, Optical, USB Connection Type	2	pieces	
34	COMPUTER MOUSE, Optical, USB Connection Type	3	pieces	
	INVENTORY/COMPUTER SUPPLIES			
35	FLASH DRIVE, 32GB, USB 2.0 Plug and Play	9	pieces	

	INVENTORY/JANITORIAL EQUIPMENT, SUPPLIES AND MATERIALS			Thirty (30) calendar days upon receipt of the Approved Notice to Proceed (NTP)
36	DEODORIZER, Big	24	pieces	
37	DISHWASHING LIQUID, 500ml	30	bottles	
38	FEATHER DUSTER	3	pieces	
39	GLOVES, Rubber, Laundry Type, Big	5	pairs	
40	LIQUID DETERGENT, per Gallon	2	gallons	
41	LIQUID SOSA, 500ml	12	pieces	
42	MOP HEAD, Rayon	20	pieces	
43	SPONGE, with Scouring Pad	30	pieces	
44	TOILET BOWL BRUSH	5	pieces	
45	TOILET BOWL PLUNGER	5	pieces	
46	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Medium (M)	50	rolls	
47	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Large (L)	50	rolls	
48	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Extra Large (XL)	50	rolls	

PLACE OF DELIVERY: DPWH, Davao del Sur District Engineering Office, Digos City

(Name of Bidder/Company)

(Signature Over Printed Name of Authorized Representative)

(Legal Capacity)

Section VII. Technical Specifications

Statement of Compliance

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Technical Specifications

Item	DPWH Specification	Bidder's Compliance	Bidder's Specifications
	COMMON OFFICE SUPPLIES		
1	INDEX TAB, Self-adhesive, 5 set per box, "Sign", Assorted Colors		
2	INDEX TAB, Self-adhesive, 5 set per box, "Sign Here", Assorted Colors		
3	NOTE PAD, Stick-on, 2x2, 100 sheets per pad		
4	PAPER CLIP, Metal Type, 29mm, 100 pieces per box		
5	PAPER CLIP, Metal Type, 50mm, 100 pieces per box		
6	STAPLE WIRE, Gun Tacker, 5/16", 8mm, Heavy duty		
7	TAPE, Double Adhesive Type, 24mm, 50 meters length		
8	TAPE, Duct Type, Gray, 24mm, 50 meters length		
9	TAPE, Duct Type, Gray, 36mm, 50 meters length		
	INVENTORY/OFFICE SUPPLIES		
10	BALLPEN, 0.3mm, Black, As per sample		
11	BALLPEN, 0.5mm, Black, As per sample		
12	BALLPEN, 0.7mm, Blue, As per sample		
13	CORRECTION TAPE, Refillable, 6mx5m		
14	CORRECTION TAPE, Refill, 6mx5m		
15	GLUE TAPE, Refillable, 8mx6mm		
16	GLUE TAPE, Refill, 8mx6mm		
17	LAMINATING FILM, 228mmx50mm, Thick		
18	MEGA BOX, Extra Large, White		
19	PUSH PINS, 100 pieces per box		
20	RULER, Plastic, 12 inches		
	COMMON OFFICE DEVICES		
21	DATER, Trodat, Month/Day/Year		

	INVENTORY/OFFICE SUPPLIES (Paper Materials and Products)		
22	COLORED PAPER, 80gsm, Green, A4 As per sample		
23	EPSON INK, 008 - L15150, 127ml, Black		
24	EPSON INK, 008 - L15150, 70ml, Cyan		
25	EPSON INK, 008 - L15150, 70ml, Magenta		
26	EPSON INK, 008 - L15150, 70ml, Yellow		
27	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Black		
28	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Cyan		
29	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Magenta		
30	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Yellow		
31	PHOTO PAPER, Double Sided, Glossy, High Gloss, A4, 210-280 gsm		
	COMMON COMPUTER SUPPLIES		
32	COMPACT DISC (CD) - Rewritable		
33	COMPUTER KEYBOARD, Optical, USB Connection Type		
34	COMPUTER MOUSE, Optical, USB Connection Type		
	INVENTORY/COMPUTER SUPPLIES		
35	FLASH DRIVE, 32GB, USB 2.0 Plug and Play		
	INVENTORY/JANITORIAL EQUIPMENT, SUPPLIES AND MATERIALS		
36	DEODORIZER, Big		
37	DISHWASHING LIQUID, 500ml		
38	FEATHER DUSTER		
39	GLOVES, Rubber, Laundry Type, Big		
40	LIQUID DETERGENT, per Gallon		
41	LIQUID SOSA, 500ml		
42	MOP HEAD, Rayon		

43	SPONGE, with Scourging Pad		
44	TOILET BOWL BRUSH		
45	TOILET BOWL PLUNGER		
46	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Medium (M)		
47	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Large (L)		
48	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Extra Large (XL)		

(Name of Bidder/Company)

(Signature Over Printed Name of Authorized Representative)

(Legal Capacity)

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

Section IX. Bidding Forms

Department of Public Works and Highways

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

Business Name:
Business Address:

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

Attachments:

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

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

Department of Public Works and Highways

Statement of Single Largest Completed Contract (SLCC) which are Similar in Nature

Business Name:

Business Address:

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

Attachments:

1. Copy of Contract;
2. Certificate of Completion; and
3. Certificate of Acceptance or Official Receipt/s or Sales Invoice issued for the contract.

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

Bid Securing Declaration Form

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

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER or its AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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

Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, **PROCUREMENT AGENT IF ENGAGED**, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER or its AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

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 ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

NFCC = Php _____

Submitted by:

Name of bidder: _____

Legal capacity: _____

Date: _____

Note:

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

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

BID FORM

Date: _____

Contract Identification No.: _____

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

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

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

BILL OF QUANTITIES WITH BID PRICES

Date of Bid Opening: **November 14, 2024**

Item No.	Description	Unit	Quantity	Unit Bid Price (Peso)	Total Bid Price (Peso) ¹
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
	COMMON OFFICE SUPPLIES				
1	INDEX TAB, Self-adhesive, 5 set per box, "Sign", Assorted Colors	packs	100		
2	INDEX TAB, Self-adhesive, 5 set per box, "Sign Here", Assorted Colors	packs	100		
3	NOTE PAD, Stick-on, 2x2, 100 sheets per pad	pads	10		
4	PAPER CLIP, Metal Type, 29mm, 100 pieces per box	boxes	40		
5	PAPER CLIP, Metal Type, 50mm, 100 pieces per box	boxes	40		
6	STAPLE WIRE, Gun Tacker, 5/16", 8mm, Heavy duty	boxes	3		
7	TAPE, Double Adhesive Type, 24mm, 50 meters length	rolls	30		
8	TAPE, Duct Type, Gray, 24mm, 50 meters length	rolls	24		
9	TAPE, Duct Type, Gray, 36mm, 50 meters length	rolls	5		
	INVENTORY/OFFICE SUPPLIES				
10	BALLPEN, 0.3mm, Black, As per sample	pieces	12		
11	BALLPEN, 0.5mm, Black, As per sample	pieces	362		
12	BALLPEN, 0.7mm, Blue, As per sample	pieces	50		
13	CORRECTION TAPE, Refillable, 6mx5m	pieces	136		
14	CORRECTION TAPE, Refill, 6mx5m	pieces	80		
15	GLUE TAPE, Refillable, 8mx6mm	pieces	10		

16	GLUE TAPE, Refill, 8mx6mm	pieces	40		
17	LAMINATING FILM, 228mmx50mm, Thick	rolls	3		
18	MEGA BOX, Extra Large, White	pieces	15		
19	PUSH PINS, 100 pieces per box	boxes	5		
20	RULER, Plastic, 12 inches	pieces	15		
	COMMON OFFICE DEVICES				
21	DATER, Trodat, Month/Day/Year	pieces	14		
	INVENTORY/OFFICE SUPPLIES (Paper Materials and Products)				
22	COLORED PAPER, 80gsm, Green, A4 As per sample	packs	5,000		
23	EPSON INK, 008 - L15150, 127ml, Black	bottles	5		
24	EPSON INK, 008 - L15150, 70ml, Cyan	bottles	3		
25	EPSON INK, 008 - L15150, 70ml, Magenta	bottles	3		
26	EPSON INK, 008 - L15150, 70ml, Yellow	bottles	3		
27	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Black	bottles	30		
28	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Cyan	bottles	30		
29	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Magenta	bottles	30		
30	EPSON INK, 003 - L3100/L1100/L5100 series, 65ml, Yellow	bottles	30		
31	PHOTO PAPER, Double Sided, Glossy, High Gloss, A4, 210-280 gsm	packs	15		
	COMMON COMPUTER SUPPLIES				
32	COMPACT DISC (CD) - Rewritable	pieces	100		
33	COMPUTER KEYBOARD, Optical, USB Connection Type	pieces	2		
34	COMPUTER MOUSE, Optical, USB Connection Type	pieces	3		
	INVENTORY/COMPUTER SUPPLIES				

35	FLASH DRIVE, 32GB, USB 2.0 Plug and Play	pieces	9		
	INVENTORY/JANITORIAL EQUIPMENT, SUPPLIES AND MATERIALS				
36	DEODORIZER, Big	pieces	24		
37	DISHWASHING LIQUID, 500ml	bottles	30		
38	FEATHER DUSTER	pieces	3		
39	GLOVES, Rubber, Laundry Type, Big	pairs	5		
40	LIQUID DETERGENT, per Gallon	gallons	2		
41	LIQUID SOSA, 500ml	pieces	12		
42	MOP HEAD, Rayon	pieces	20		
43	SPONGE, with Scouring Pad	pieces	30		
44	TOILET BOWL BRUSH	pieces	5		
45	TOILET BOWL PLUNGER	pieces	5		
46	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Medium (M)	rolls	50		
47	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Large (L)	rolls	50		
48	TRASH BAG, Plastic, Transparent, 10 pieces per roll, Extra Large (XL)	rolls	50		
TOTAL				Php	

Bid Validity: **One Hundred Twenty (120) Calendar Days**

Name and Signature of Bidder: _____

Address: _____

Telephone/Mobile No. _____

Name of Representative: _____

Signature of Representative: _____

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

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

¹ 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.

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Schedule of Prices For Goods Offered From Within the Philippines

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

[illegible]

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

