



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD
OFFICE XII**

PUROK BUMANAAG, BRGY. ZONE III, KORONADAL CITY, 9506

BIDDING DOCUMENTS

FOR THE

**Supply and Delivery of Office Supplies for the use
of Pantawid Staffs for 2021 Lot 1 to Lot 5**

Project Reference No. 21-008

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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders.....	12
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	12
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	14
15. Sealing and Marking of Bids	14
16. Deadline for Submission of Bids	15
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	15
20. Post-Qualification	16
21. Signing of the Contract	16
Section III. Bid Data Sheet	17
Section IV. General Conditions of Contract	20
1. Scope of Contract	21
2. Advance Payment and Terms of Payment	21
3. Performance Security	21
4. Inspection and Tests	21
5. Warranty	22
6. Liability of the Supplier	22
Section V. Special Conditions of Contract	23
Section VI. Schedule of Requirements	27
Section VII. Technical Specifications	37
Section VIII. Checklist of Technical and Financial Documents	47

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 FOR THE

Bidding of Supply and Delivery of Security Services for the Security Measure of DSWD FO 12, CIU Satellite Offices

1. The **Department of Social Welfare and Development Field Office XII**, through the Government of the Philippines (GOP) under General Appropriations Act (GAA) 2021 intends to apply the sum of **Two Hundred Seventy-Two Thousand and Six Hundred Eighty-Five Pesos Only (Php 272,685.00)** for Lot 1 Sarangani Province, **Four Hundred Nineteen Thousand and Forty Pesos Only (Php 419,040.00)** for Lot 2 South Cotabato Province, **Three Hundred Sixty-Five Thousand and Five Hundred Sixty Pesos Only (Php 365,560.00)** for Lot 3 Sultan Kudarat Province, **Five Hundred Sixty-Eight Thousand and One Hundred Forty-Five Pesos Only (Php 568,145.00)** for Lot 4 North Cotabato Province, and **One Million Sixty-Eight Thousand and Eight Hundred Two Pesos Only (Php 1,068,802.00)** for Lot 5 **RPMO** being the ABC to payments under the contract for each lot/item of **21-008 Bidding of Supply and Delivery of Office Supplies for the use of Pantawid Staffs for 2021 Lot 1 to Lot 5**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The **Department of Social Welfare and Development Field Office XII** now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Working days upon the receipt of the Purchase Order Contract Duration*. Bidders should have completed, within *Two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *DSWD FO XII Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below during *office hours*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on *March 17, 2021* 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; Php 500.00 for ABC of P500,000 and below, Php 1,000.00 for ABC of more than P500,000.00 up to 1 Million, and Php 5,000.00 for ABC of more than 1 Million up to 5 Million.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *which will be presented in person, by facsimile, or through electronic means.*
6. The **Department of Social Welfare and Development Field Office XII** will hold a Pre-Bid Conference¹ on *March 24, 2021, 1:30 p.m.* at *DSWD FO XII Office*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *April 7, 2021, 10:00 a.m.* 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 *April 7, 2021, 1:30 p.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Social Welfare and Development Field Office XII** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

DSWD FO XII-BAC Secretariat
Administrative Division-Procurement Section
Department of Social Welfare and Development FO XII
Purok Bumanaag, Brgy. Zone III, Koronadal City
Email Address: procurement.fo12@dswd.gov.ph
Telephone No. +63 (083)-228-8637

March 17, 2021

(Signed) JACKIYA A. LAO
BAC Chairperson DSWD FO XII

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Social Welfare and Development Field Office XII** wishes to receive Bids for the *21-008 Bidding of Supply and Delivery of Office Supplies for the use of Pantawid Staffs for 2021 Lot 1 to Lot 5*, with Project Reference No. 21-008.

The Procurement Project (referred to herein as “Project”), 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 2021* in the amount of **Two Million Six Hundred Ninety-Four Thousand and Two Hundred Thirty-Two Pesos Only (Php 2,694,232.00)**.

2.2. The source of funding is DSWD FO XII, National Expenditure Program FY 2021

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 limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at 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 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 March 24, 2021, 1:30 p.m. at DSWD XII Office 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 *two (2) 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 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 Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 **August 7, 2021**. 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.

² 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.

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

- 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

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> <ul style="list-style-type: none"> a. <i>Good and Services similar or within the definitions of the services to be procured.</i> b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP <i>Region XII</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
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"> a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	<p><i>21-008 Bidding of Supply and Delivery of Office Supplies for the use of Pantawid Staffs for 2021 Lot 1 to Lot 5</i></p> <p><i>-Office Supplies with an ABC amounting to; Php 272,685.00 for Lot 1 Sarangani Province, Php 419,040.00 for Lot 2 South Cotabato Province, Php 365,560.00 for Lot 3 Sultan Kudarat Province, Php 568,145.00 for Lot 4 North Cotabato Province, and Php 1,068,802.00 for Lot 5 RPMO</i></p>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <p><i>The Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</i></p> <ul style="list-style-type: none"> <i>1. Photocopy of Single Largest Completed Contract or Purchase Order, which should be signed by both parties.</i> <i>2. The corresponding proof of completion, which could either be:</i> <ul style="list-style-type: none"> <i>i. Certificate of Final Acceptance/Completion from bidder's client; or</i> <i>ii. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract.</i>

	<p><i>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</i></p> <p><i>i. 2020 Income Tax Return with proof of payment; and</i></p> <p><i>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from July 2020 to December 2020.</i></p> <p><i>* Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder.</i></p> <p><i>** In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</i></p> <p><i>*** In case the valid Mayor's Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</i></p>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p>

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 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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</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>“The delivery terms applicable to the Contract are DDP delivered in <i>Region XII</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered <i>Region XII</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>the End-user or the General Services Section (GSS)</i>.</p>
	<p>Packaging – Not applicable</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination</p>

	<p>Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</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>Intellectual Property Rights –</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	<p>“The terms of payment shall be every 15th and 30th day of the month.</p>

4	The inspections and approval as to the acceptability of the services on its compliance with the technical specifications as scheduled will be conducted by the DSWD Inspection Committee with the presence of end-user.
---	---

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	Total	Delivered, Weeks/Months
LOT 1	For the use of Pantawid Staffs in Sarangani Province for 2021			
1	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	13 packs	13 packs	
2	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	174 bottles	174 bottles	
3	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	200 pads	200 pads	
4	Ballpen, (Black, 50pcs/box)	20 boxes	20 boxes	
5	Ballpen, (Blue, 50pcs/box)	20 boxes	20 boxes	
6	CORRECTION TAPE, film base type, UL 6m min	350 pieces	350 pieces	
7	Canon Pixma 790 Ink (Yellow)	25 bottles	25 bottles	Delivery will commence within 30 days (excluding weekends) upon the receipt of the Purchase Order (PO)
8	Canon Pixma 790 Ink (Black)	50 bottles	50 bottles	
9	Canon Pixma 790 Ink (Magenta)	25 bottles	25 bottles	
10	Canon Pixma 790 Ink (Cyan)	25 bottles	25 bottles	
11	GLUE, Multi-purpose, non-toxic, 200grams	150 bottles	150 bottles	
12	PAPER, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets	200 reams	200 reams	
13	PAPER, multicopy, legal, 80gsm, 500 sheets	250 reams	250 reams	
14	STAPLER, STANDARD TYPE, with stapler remover, heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	5 pieces	5 pieces	
15	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70 pieces	70 pieces	

16	STAMP PAD FELT, blue, bed dimension: 60mm x 100mm min	250 pieces	250 pieces	
17	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	50 boxes	50 boxes	
18	SCISSORS, symmetrical, blade length: 65mm min	30 pairs	30 pairs	
19	TAPE, TRANSPARENT, width: 24mm (±1mm), length:50meters	50 rolls	50 rolls	
20	TAPE, packaging, brown, 24mm, 50 meters length	30 rolls	30 rolls	
21	MARKER, FLUORESCENT, 3 colors per set	30 sets	30 sets	
22	Oslo Paper, 9x12, 100GSM	10 reams	10 reams	
23	Brown Long Folder, 100pcs/pack	30 packs	30 packs	
24	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box	10 boxes	10 boxes	
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO			
LOT 2	For the use of Pantawid Staffs in South Cotabato Province for 2021			
1	CALCULATOR, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	3 units	3 units	
2	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	64 packs	64 packs	
3	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	300 bottles	300 bottles	

4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	328 pads	328 pads	Delivery will commence within 30 days (excluding weekends) upon the receipt of the Purchase Order (PO)
5	Ballpen, (Black, 50pcs/box)	30 boxes	30 boxes	
6	Ballpen, (Blue, 50pcs/box)	15 boxes	15 boxes	
7	CORRECTION TAPE, film base type, UL 6m min	450 pieces	450 pieces	
8	Epson 664 Ink Refill-Cyan	30 bottles	30 bottles	
9	Epson 664 Ink Refill-Magenta	30 bottles	30 bottles	
10	Epson 664 Ink Refill-Yellow	30 bottles	30 bottles	
11	Epson 664 Ink Refill-Black	70 bottles	70 bottles	
12	GLUE, Multi-purpose, non-toxic, 200grams.	54 bottles	54 bottles	
13	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	400 reams	400 reams	
14	PAPER, multicopy, legal, 80gsm, 500 sheets	350 reams	350 reams	
15	Paper, Multi-Purpose(Copy) Letter size, substance 20	70 reams	70 reams	
16	STAPLER, STANDARD TYPE, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	5 pieces	5 pieces	
17	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	100 pieces	100 pieces	
18	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	75 boxes	75 boxes	
19	SCISSORS, symmetrical, blade length: 65mm min	15 pairs	15 pairs	
20	TAPE, TRANSPARENT, width: 24mm (±1mm), lenght:50meters	50 rolls	50 rolls	
21	MARKER, FLUORESCENT, 3 colors per set	60 sets	60 sets	
22	TONER CART, BROTHER TN-3320, Black	5 carts	5 carts	
23	Oslo Paper, 9x12, 100GSM	10 reams	10 reams	

24	Brown Long Folder, 100pcs/pack	35 packs	35 packs	
25	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box	20 boxes	20 boxes	
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO			
LOT 3	For the use of Pantawid Staffs in Sultan Kudarat Province for 2021			
1	CALCULATOR, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	3 units	3 units	
2	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	64 packs	64 packs	Delivery will commence within 30 days (excluding weekends) upon the receipt of the Purchase Order (PO)
3	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	300 bottles	300 bottles	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	330 pads	330 pads	
5	Ballpen, (Black, 50pcs/box)	30 boxes	30 boxes	
6	Ballpen, (Blue, 50pcs/box)	15 boxes	15 boxes	
7	CORRECTION TAPE, film base type, UL 6m min	450 pieces	450 pieces	
8	Epson 664 Ink Refill-Cyan	30 bottles	30 bottles	
9	Epson 664 Ink Refill-Magenta	30 bottles	30 bottles	
10	Epson 664 Ink Refill-Yellow	30 bottles	30 bottles	
11	Epson 664 Ink Refill-Black	50 bottles	50 bottles	
12	GLUE, Multi-purpose, non-toxic, 200grams.	50 bottles	50 bottles	

13	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	300 reams	300 reams	
14	PAPER, multicopy, legal, 80gsm, 500 sheets	321 reams	321 reams	
15	Paper, Multi-Purpose(Copy) Letter size, substance 20	60 reams	60 reams	
16	STAPLER, STANDARD TYPE, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	5 pieces	5 pieces	
17	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	100 pieces	100 pieces	
18	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	75 boxes	75 boxes	
19	SCISSORS, symmetrical, blade length: 65mm min	20 pairs	20 pairs	
20	TAPE, TRANSPARENT, width: 24mm (±1mm), length:50meters	50 rolls	50 rolls	
21	MARKER, FLUORESCENT, 3 colors per set	130 sets	130 sets	
22	Oslo Paper, 9x12, 100GSM	10 reams	10 reams	
23	Brown Long Folder, 100pcs/pack	35 packs	35 packs	
24	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box	20 boxes	20 boxes	
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO			
LOT 4	For the use of Pantawid Staffs in North Cotabato Province for 2021			

1	CALCULATOR, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	4 units	4 units	Delivery will commence within 30 days (excluding weekends) upon the receipt of the Purchase Order (PO)
2	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	67 packs	67 packs	
3	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	360 bottles	360 bottles	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	550 pads	550 pads	
5	Ballpen, (Black, 50pcs/box)	20 boxes	20 boxes	
6	Ballpen, (Blue, 50pcs/box)	20 boxes	20 boxes	
7	CORRECTION TAPE, film base type, UL 6m min	550 pieces	550 pieces	
8	Epson 664 Ink Refill-Cyan	50 bottles	50 bottles	
9	Epson 664 Ink Refill-Magenta	50 bottles	50 bottles	
10	Epson 664 Ink Refill-Yellow	50 bottles	50 bottles	
11	Epson 664 Ink Refill-Black	90 bottles	90 bottles	
12	GLUE, Multi-purpose, non-toxic, 200grams.	200 bottles	200 bottles	
13	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	500 reams	500 reams	
14	PAPER, multicopy, legal, 80gsm, 500 sheets	450 reams	450 reams	
15	Paper, Multi-Purpose(Copy) Letter size, substance 20	120 reams	120 reams	
16	STAPLER, STANDARD TYPE, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	10 pieces	10 pieces	
17	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	160 pieces	160 pieces	
18	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	100 boxes	100 boxes	
19		20 boxes	20 boxes	

20	RUBBER BAND, 70mm min lay flat length (#18), 350g per box	40 pairs	40 pairs	
21	SCISSORS, symmetrical, blade length: 65mm min	30 rolls	30 rolls	
22	TAPE, packaging, brown, 24mm, 50 meters length	134 sets	134 sets	
23	MARKER, FLUORESCENT, 3 colors per set	10 reams	10 reams	
24	Oslo Paper, 9x12, 100GSM	15 boxes	15 boxes	
25	ENVELOPE, expanding, kraft, legal size, 100s/box	50 packs	50 packs	
	Brown Long Folder, 100pcs/pack			
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO			
LOT 5	For the use of Pantawid Staffs in RPMO for 2021			
1	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	42 packs	42 packs	
2	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	400 bottles	400 bottles	
3	Portable A4 wooden writing clipboard file hardboard with metal vertical clips	5 pieces	5 pieces	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	100 pads	100 pads	
5	Ballpen, (Black, 50pcs/box)	144 boxes	144 boxes	
6	Ballpen, (Blue, 50pcs/box)	71 boxes	71 boxes	
7	SIGN PEN, blue,0.7	200 pieces	200 pieces	

8	CORRECTION TAPE, film base type, UL 6m min	1216 pieces	1216 pieces	Delivery will commence within 30 days (excluding weekends) upon the receipt of the Purchase Order (PO)
9	Epson 664 Ink Refill-Cyan	40 bottles	40 bottles	
10	Epson 664 Ink Refill-Magenta	40 bottles	40 bottles	
11	Epson 664 Ink Refill-Yellow	40 bottles	40 bottles	
12	Epson 664 Ink Refill-Black	90 bottles	90 bottles	
13	Epson 003 Ink Refill-Cyan	150 bottles	150 bottles	
14	Epson 003 Ink Refill-Magenta	150 bottles	150 bottles	
15	Epson 003 Ink Refill-Yellow	150 bottles	150 bottles	
16	Epson 003 Ink Refill-Black	300 bottles	300 bottles	
17	GLUE, Multi-purpose, non-toxic, 200grams.	300 bottles	300 bottles	
18	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	600 reams	600 reams	
19	PAPER, multicopy, legal, 80gsm, 500 sheets	250 reams	250 reams	
20	STAPLER, STANDARD TYPE, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	5 pieces	5 pieces	
21	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70 pieces	70 pieces	
22	STAMP PAD FELT, blue, bed dimension: 60mm x 100mm min	100 pieces	100 pieces	
23	Hi-tecpoint V7 RT, Pure liquid ink (black), 1.00mm, signing pen	40 pieces	40 pieces	
24	Hi-tecpoint V7 RT, Pure liquid ink (blue), 1.00mm, signing pen	40 pieces	40 pieces	
25	G-2 - Gel Ink Rollerball pen, Fine Tip 0.7mm, blue	10 pieces	10 pieces	
26	Frixion, Ball clicker, erasable pen, tip size 0.5, Refillable, black	500 pieces	500 pieces	
27	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	50 boxes	50 boxes	

28	RUBBER BAND, 70mm min lay flat length (#18), 350g per box	30 boxes	30 boxes	
29	CARBON FILM, PE, blue, size 216mm x 330mm	10 reams	10 reams	
30	Neon transparent index notes	1000 pcs	1000 pcs	
31	SCISSORS, symmetrical, blade length: 65mm min	25 pairs	25 pairs	
32	TAPE, TRANSPARENT, width: 24mm (±1mm), length:50meters	100 rolls	100 rolls	
33	TAPE, packaging, brown, 24mm, 50 meters length	40 rolls	40 rolls	
34	MARKER, FLUORESCENT, 3 colors per set	400 sets	400 sets	
35	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	10 boxes	10 boxes	
36	Stock card	2308 pieces	2308 pieces	
37	Oslo Paper, 9x12, 100GSM	10 reams	10 reams	
38	2 Tier Mesh Document Tray Filing Data Rack	5 pieces	5 pieces	
39	ENVELOPE, expanding, kraft, legal size, 100s/box	13 boxes	13 boxes	
40	Brown Long Folder, 100pcs/pack	50 packs	50 packs	
41	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box	20 boxes	20 boxes	
	<p>NOTE: ONE TIME DELIVERY AT THE REGIONAL OFFICE. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</p> <p>Lot 1- P 272,685.00 Lot 2- P 419,040.00 Lot 3- P 365,560.00 Lot 4- P 568,145.00 <u>Lot 5- P1,068,802.00</u> Grand Total: P2,694,232.00</p>			

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of the Company/Bidder Signature Over Printed Name of the Representative Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance	
LOT 1	For the use of Pantawid Staffs in Sarangani Province for 2021	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>	
1	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack		
2	ALCOHOL, 70%, ethyl, 500ml, with moisturizer		
3	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors		
4	Ballpen, (Black, 50pcs/box)		
5	Ballpen, (Blue, 50pcs/box)		
6	CORRECTION TAPE, film base type, UL 6m min		
7	Canon Pixma 790 Ink (Yellow)		
8	Canon Pixma 790 Ink (Black)		
9	Canon Pixma 790 Ink (Magenta)		
10	Canon Pixma 790 Ink (Cyan)		
11	GLUE, Multi-purpose, non-toxic, 200grams		
12	PAPER, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets		
13	PAPER, multicopy, legal, 80gsm, 500 sheets		
14	STAPLER, STANDARD TYPE, with stapler remover, heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort		
15	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
16	STAMP PAD FELT, blue, bed dimension: 60mm x 100mm min		

17	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	
18	SCISSORS, symmetrical, blade length: 65mm min	
19	TAPE, TRANSPARENT, width: 24mm (±1mm), length:50meters	
20	TAPE, packaging, brown, 24mm, 50 meters length	
21	MARKER, FLUORESCENT, 3 colors per set	
22	Oslo Paper, 9x12, 100GSM	
23	Brown Long Folder, 100pcs/pack	
24	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box, No.2, 12pcs per box	
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO	
LOT 2	For the use of Pantawid Staffs in South Cotabato Province for 2021	
1	CALCULATOR, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	
2	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	
3	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	
5	Ballpen, (Black, 50pcs/box)	

6	Ballpen, (Blue, 50pcs/box)	
7	CORRECTION TAPE, film base type, UL 6m min	
8	Epson 664 Ink Refill-Cyan	
9	Epson 664 Ink Refill-Magenta	
10	Epson 664 Ink Refill-Yellow	
11	Epson 664 Ink Refill-Black	
12	GLUE, Multi-purpose, non-toxic, 200grams.	
13	PAPER, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets	
14	PAPER, multicopy, legal, 80gsm, 500 sheets	
15	Paper, Multi-Purpose(Copy) Letter size, substance 20	
16	STAPLER, STANDARD TYPE, with stapler remover, heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	
17	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
18	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	
19	SCISSORS, symmetrical, blade length: 65mm min	
20	TAPE, TRANSPARENT, width: 24mm (± 1 mm), length:50meters	
21	MARKER, FLUORESCENT, 3 colors per set	
22	TONER CART, BROTHER TN-3320, Black	
23	Oslo Paper, 9x12, 100GSM	
24	Brown Long Folder, 100pcs/pack	
25	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2,	

	12pcs per box, No.2, 12pcs per box	
	<p>NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</p>	
LOT 3	For the use of Pantawid Staffs in Sultan Kudarat Province for 2021	
1	CALCULATOR, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	
2	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	
3	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	
5	Ballpen, (Black, 50pcs/box)	
6	Ballpen, (Blue, 50pcs/box)	
7	CORRECTION TAPE, film base type, UL 6m min	
8	Epson 664 Ink Refill-Cyan	
9	Epson 664 Ink Refill-Magenta	
10	Epson 664 Ink Refill-Yellow	
11	Epson 664 Ink Refill-Black	
12	GLUE, Multi-purpose, non-toxic, 200grams.	
13	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	

14	PAPER, multicopy, legal, 80gsm, 500 sheets	
15	Paper, Multi-Purpose(Copy) Letter size, substance 20	
16	STAPLER, STANDARD TYPE, with stapler remover,heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	
17	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
18	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	
19	SCISSORS, symmetrical, blade length: 65mm min	
20	TAPE, TRANSPARENT, width: 24mm (±1mm), length:50meters	
21	MARKER, FLUORESCENT, 3 colors per set	
22	Oslo Paper, 9x12, 100GSM	
23	Brown Long Folder, 100pcs/pack	
24	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box	
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO	
LOT 4	For the use of Pantawid Staffs in North Cotabato Province for 2021	
1	CALCULATOR, compact, 12 digits, Big keys, angled display, solar and battery solar solar powered	

2	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	
3	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	
5	Ballpen, (Black, 50pcs/box)	
6	Ballpen, (Blue, 50pcs/box)	
7	CORRECTION TAPE, film base type, UL 6m min	
8	Epson 664 Ink Refill-Cyan	
9	Epson 664 Ink Refill-Magenta	
10	Epson 664 Ink Refill-Yellow	
11	Epson 664 Ink Refill-Black	
12	GLUE, Multi-purpose, non-toxic, 200grams.	
13	PAPER, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets	
14	PAPER, multicopy, legal, 80gsm, 500 sheets	
15	Paper, Multi-Purpose(Copy) Letter size, substance 20	
16	STAPLER, STANDARD TYPE, with stapler remover, heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	
17	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
18	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	
19	RUBBER BAND, 70mm min lay flat length (#18), 350g per box	
20	SCISSORS, symmetrical, blade length: 65mm min	

21	TAPE, packaging, brown, 24mm, 50 meters length	
22	MARKER, FLUORESCENT, 3 colors per set	
23	Oslo Paper, 9x12, 100GSM	
24	ENVELOPE, expanding, kraft, legal size, 100s/box	
25	Brown Long Folder, 100pcs/pack	
	NOTE: ONE TIME DELIVERY TO EVERY PROVINCIAL CLUSTER OFFICE (PCOS) AND INSPECTION SHOULD ALSO BE DONE IN THE PCOS. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO	
LOT 5	For the use of Pantawid Staffs in RPMO for 2021	
1	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	
2	ALCOHOL, 70%, ethyl, 500ml, with moisturizer	
3	Portable A4 wooden writing clipboard file hardboard with metal vertical clips	
4	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	
5	Ballpen, (Black, 50pcs/box)	
6	Ballpen, (Blue, 50pcs/box)	
7	SIGN PEN, blue,0.7	
8	CORRECTION TAPE, film base type, UL 6m min	
9	Epson 664 Ink Refill-Cyan	
10	Epson 664 Ink Refill-Magenta	

11	Epson 664 Ink Refill-Yellow	
12	Epson 664 Ink Refill-Black	
13	Epson 003 Ink Refill-Cyan	
14	Epson 003 Ink Refill-Magenta	
15	Epson 003 Ink Refill-Yellow	
16	Epson 003 Ink Refill-Black	
17	GLUE, Multi-purpose, non-toxic, 200grams.	
18	PAPER, multicopy, 210mm x 297mm(A4), 80gsm, 500 sheets	
19	PAPER, multicopy, legal, 80gsm, 500 sheets	
20	STAPLER, STANDARD TYPE, with stapler remover, heavy duty, stapling capacity(30sheets), weight:0.5lbs, light effort	
21	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
22	STAMP PAD FELT, blue, bed dimension: 60mm x 100mm min	
23	Hi-tecpoint V7 RT, Pure liquid ink (black), 1.00mm, signing pen	
24	Hi-tecpoint V7 RT, Pure liquid ink (blue), 1.00mm, signing pen	
25	G-2 - Gel Ink Rollerball pen, Fine Tip 0.7mm, blue	
26	Frixion, Ball clicker, erasable pen, tip size 0.5, Refillable, black	
27	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	
28	RUBBER BAND, 70mm min lay flat length (#18), 350g per box	
29	CARBON FILM, PE, blue, size 216mm x 330mm	
30	Neon transparent index notes	

31	SCISSORS, symmetrical, blade length: 65mm min	
32	TAPE, TRANSPARENT, width: 24mm (±1mm), length:50meters	
33	TAPE, packaging, brown, 24mm, 50 meters length	
34	MARKER, FLUORESCENT, 3 colors per set	
35	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	
36	Stock card	
37	Oslo Paper, 9x12, 100GSM	
38	2 Tier Mesh Document Tray Filing Data Rack	
39	ENVELOPE, expanding, kraft, legal size, 100s/box	
40	Brown Long Folder, 100pcs/pack	
41	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box, No.2, 12pcs per box	
	<p>NOTE: ONE TIME DELIVERY AT THE REGIONAL OFFICE. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</p> <p>Lot 1- P 272,685.00 Lot 2- P 419,040.00 Lot 3- P 365,560.00 Lot 4- P 568,145.00 <u>Lot 5- P1,068,802.00</u> Grand Total: P2,694,232.00</p>	

I hereby certify to comply and deliver all the above requirements.

Name of the Company/Bidder Signature Over Printed Name of the Representative Date

***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);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) 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**
- (l) 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

- (m) 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.

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

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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).



AUTHORITY OF SIGNATORY

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of _____ Project ID-No. _____ by the _____; and that if awarded the project shall enter into a contract with the _____; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of he Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

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

BID FORM

Date : _____
 Project Identification No. : _____

To: **DSWD Field Office XII**
 Purok Bumanaag, Zone III
 Koronadal City

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

If our Bid is accepted, we undertake:

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

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

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

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

(if none, state “None”)]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Statement of all Government & Private Contracts completed which are similar in nature

Business Name: _____

Business Address: _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		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>						

Note: This statement shall be supported with:

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

Submitted by: _____

Printed Name & Signature

Designation: _____

Date : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, 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, 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; 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]

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

For Goods Offered from Abroad

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

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

For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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