



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII**  
Purok Bumanaag, Brgy. Zone III, Koroandal City, 9506

**PHILIPPINE BIDDING DOCUMENTS**  
**FOR THE**  
**Procurement of Office Supplies for the use**  
**of Pantawid Staffs (Lot 1 to Lot 5)**

**Project Identification No. DSWD12-PANTAWID-2024-04-008**

**Government of the Republic of the Philippines**

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

# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

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

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

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

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

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





**INVITATION TO BID FOR THE  
DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF OFFICE SUPPLIES  
FOR THE USE OF PANTAWID STAFFS (LOT 1 TO LOT 5)**

1. The **Department of Social Welfare and Development Field Office XII**, through the **General Appropriations Act 2024** intends to apply the sum of the *amount* being the ABC to payments under the contract for each following lot/item:
  - a. Two Hundred Sixty-four Thousand Seven Hundred Six Pesos and 60/100 (Php 264,706.60) for DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sarangani Province and General Santos City for 2024 (LOT1);
  - b. Three Hundred Eighteen Thousand One Hundred Forty-seven Pesos and 06/100 (Php318,147.06) for DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in South Cotabato for 2024 (LOT2);
  - c. Three Hundred Forty-six Thousand Nine Hundred Eighty-four Pesos and 95/100 (Php 346,984.95) for DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sultan Kudarat Province for 2024 (LOT3);
  - d. Four Hundred Fifty-four Thousand One Hundred Twenty-seven Pesos and 80/100 (Php 454,127.80) for DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Cotabato Province for 2024 (LOT4); and
  - e. Seven Hundred Twenty-seven Thousand Nine Hundred Seventy-five Pesos and 90/100 (Php 727,975.90) for DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in RPMO for 2024 (LOT5)
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 **One Time Delivery and within 30 days (excluding weekends) upon the receipt of the PO**. 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 **Department of Social Welfare and Development Field Office XII – Bids and Awards Committee Secretariat Office** and inspect the Bidding Documents at the address given below during **8:00a.m. to 5:00 p.m.**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 1, 2024 to May 20, 2024, 5:00 p.m.** 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:*

Approved Budget for the Contract	Bid Docs Amount
Lot 1 – Php 264,706.60	Php 1,000.00
Lot 2 – Php 318,147.05	Php 1,000.00
Lot 3 – Php 346,984.95	Php 1,000.00
Lot 4 – Php 454,127.80	Php 1,000.00
Lot 5 – Php 727,975.90	Php 1,000.00
<b>Total – Php 2,111,942.30</b>	<b>Php 5,000.00 (maximum fee for sale of bidding documents)</b>

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means.*

*[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*

6. The **Department of Social Welfare and Development Field Office XII** will hold a Pre-Bid Conference<sup>1</sup> on **May 8, 2024, 10:00 a.m.** at **DSWD Field Office 12,**

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

**Regional Center, Brgy. Carpenter Hill, Koronadal City**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before **May 21, 2024, 9:00 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 and evaluation shall be on **May 21, 2024, 10:30 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prospective bidders are hereby reminded, as follows:
  - a. Bidding documents for Eligibility and Financial Envelopes shall comprise the following:
    - i. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.  
  
\*One (1) mother Envelope for Technical Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).
    - ii. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.  
  
\*One (1) mother Envelope for Financial Component Documents, composed of three (3) sub envelopes for (ORIGINAL, COPY 1, and COPY 2).
11. 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.
12. For further information, please refer to:  
  
**DSWD 12 – BAC Secretariat Head**  
*Administrative Division – Procurement Section*  
*DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506*  
*procurement.fo12@dswd.gov.ph*
13. You may visit the following websites:

For downloading of Bidding Documents:  
<https://fo12.dswd.gov.ph/bid-bulletin/>  
<https://www.philgeps.gov.ph>

*April 30, 2024*

**JACKIYA A. LAO**  
BAC Chairperson

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

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

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

## 1. Scope of Bid

The Procuring Entity, **Department of Social Welfare and Development Field Office XII** wishes to receive Bids for the ***PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF PANTAWID STAFFS (LOT 1 TO LOT 5)***, with identification number ***DSWD12-PANTAWID-2024-04-008***.

The Procurement Project (referred to herein as “Project”) is composed of one lot or item, 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 ***2024 Approved GAA*** in the amount of **Two Million One Hundred Eleven Thousand Nine Hundred Forty-two Pesos and 30/100 (Php 2,111,942.30)**

2.2. The source of funding the **Approved GAA 2024**.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

- 7.1. The Procuring Entity has prescribed that:
- a. **Subcontracting is not allowed.**

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **May 8, 2024, 10:00 a.m.** and at its physical address **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE 12, Regional Center, Brgy. Carpenter Hill, Koronadal City** 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**, on/or before **May 11, 2024** or 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 the **BDS**.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **13. Bid and Payment Currencies**

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.2. The Bid and bid security shall be valid until **September 21, 2024**. 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 One Project having several items, which shall be awarded as separate contracts per item.
- 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**

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Supply and Delivery of Commercial Rice.</li> <li>b. Completed within <b>at least two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<b><i>Subcontracting is not allowed</i></b>
12	The price of the Goods shall be quoted DDP 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> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 5,294.13 for Lot 1, Php 6,362.94 for Lot 2, Php 6,939.70 for Lot 3, Php 9,082.56 for Lot 4, and , Php 14,559.52 for Lot 5 or the amount equivalent to two percent (2%) of ABC</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 13,235.33 for Lot 1, Php 15,907.35 for Lot 2, Php 17,349.25 for Lot 3, Php 22,706.39 for Lot 4, and , Php 36,398.80 for Lot 5 or the amount equivalent to five percent (5%) of ABC</b> if bid security is in Surety Bond.</li> </ol>
19.1	<ol style="list-style-type: none"> <li>1. <i>All forms must be submitted using the prescribed format provided by the Procuring Entity and completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.</i></li> <li>2. <i>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder, otherwise, bids shall be subject to an outright disqualification.</i></li> </ol>
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice of Post Qualification from the BAC that the supplier has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), the Supplier shall submit and/or present the following requirements for Post Qualification in accordance to Section 34 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA9184:</p>

**1. Present original copy of the following:**

- a. a. Latest Income Tax Return and Business Tax Return (**For 4<sup>th</sup> Quarter of 2023**)
- b. b. Latest Value Added Tax (VAT) Return (**For 4<sup>th</sup> Quarter of 2023, if applicable**)  
*Only tax returns filed and taxes paid through the BIR Electronic Filing & Payment System (EFPS) shall be accepted.*
- c. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- d. Valid Registration Certificate from Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
- e. Valid Business/Mayor's permit issued by the city or municipality where the principal place of business of the bidder is located;
- f. Valid Tax Clearance per EO 398, Series of 2005, as finally reviewed and approved by the BIR;
- g. Bureau of Internal Revenue (BIR) Registration Certificate.
- h. Copy of Contracts or PO's, Notice of Award (NOA) and Notice to Proceed (NTP) for all On-going contracts
- i. End-User's Acceptance, Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt/s (duplicate or triplicate copy) relative to Single Largest Completed Contract
- j. Company profile and Organizational Chart. Company printed brochure may be included.
- k. Vicinity Map/Location of the business.
- l. Other appropriate licenses and permits required by law and stated in the Bidding Documents.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

	NOTE: FOR POST QUALIFICATION PURPOSES ONLY
20.3	<p>Each Bidder shall submit the following in one (1) “mother” envelope duly sealed and labeled, containing two (2) sets of envelopes:</p> <p>First envelope containing three (3) sets of Eligibility and Technical documents duly sealed and marked as Original Copy, Copy One and Copy Two.</p> <p>Second envelope containing three (3) sets of Financial Bid documents duly sealed and marked as Original Copy, Copy One and Copy Two.</p>
20.4	<p>All envelopes shall be labeled/marked as follows:</p> <p>TO : JACKIYA A. LAO</p> <p>CHAIRPERSON</p> <p>BIDS AND AWARDS COMMITTEE DSWD-FIELD OFFICE 12</p> <p>FROM : _____</p> <p>(Name of Bidder in Capital Letters)</p> <p>ADDRESS: _____ (Address of Bidder in Capital Letters)</p> <p>PROJECT:</p> <p>PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF PANTAWID STAFFS IN SARANGANI PROVINCE AND GENERAL SANTOS CITY FOR 2024 (LOT1)</p> <p>PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in South Cotabato for 2024 (LOT2)</p> <p>PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sultan Kudarat Province for 2024 (LOT3)</p> <p>PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Cotabato Province for 2024 (LOT4)</p> <p>PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in RPMO for 2024 (LOT5)</p>

	<p><b><u>BID REF NO.: ITB NO.</u></b></p> <p><b>DSWD12-PANTAWID-2024-04-008 (LOT1)</b></p> <p><b>DSWD12-PANTAWID-2024-04-008 (LOT2)</b></p> <p><b>DSWD12-PANTAWID-2024-04-008 (LOT3)</b></p> <p><b>DSWD12-PANTAWID-2024-04-008 (LOT 4)</b></p> <p><b>DSWD12-PANTAWID-2024-04-008 (LOT 5)</b></p> <p><b><u>Approved Budget for the Contract :</u></b></p> <p>Lot 1- <b>₱ 264,706.60</b></p> <p>Lot 2- <b>₱ 318,147.05</b></p> <p>Lot 3- <b>₱ 346,984.95</b></p> <p>Lot 4- <b>₱ 454,127.80</b></p> <p>Lot 5- <b>₱ 727,975.90</b></p> <p>DO NOT OPEN BEFORE: 21 MAY 2024; 10:30 A.M.</p>
21.2	<i>No further instructions</i>



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

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

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

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

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

## 1. **Scope of Contract**

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

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

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

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

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

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

## 3. **Performance Security**

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

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b>The delivery shall be ONE TIME DELIVERY and within 30 days(excluding weekends) upon the receipt of the PO</b></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><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts – Not applicable</b></p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p><b>Transportation –</b></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>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>Payment shall be made at least 30% completion of delivery</p> <p>Three (3) time payment during the duration of contract.</p> <p>Partial payment must correspond to the value of goods delivered and accepted after the appropriate inspection acceptance procedures</p> <p>Proof of Deliveries (Delivery Receipts/Acknowledgment Receipts) must be signed by authorized person to support claims for payment.</p>
4	<p>The inspections and tests that will be conducted by the Inspection (DSWD Inspection Committee), Designated Inspectorate at the Regional Level, Final Acceptance by the DSWD Acceptance Committee, End-User, MSWDO/Focal Person shall be done at the Municipal Hall receiving/delivery site.</p>

## *Section VI. Schedule of Requirements*

### **A. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sarangani Province and General Santos City for 2024 (LOT1)**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
	<b>LOT 1</b>			Delivery of the Goods is required <i><b>One Time Delivery and within 30 days (excluding weekends) upon the receipt of the PO</b></i>
1	Epson 003 Ink Refill-Black, Genuine	100 bottles	100 bottles	
2	Epson 003 Ink Refill-Cyan, Genuine	45 bottles	45 bottles	
3	Epson 003 Ink Refill-Magenta, Genuine	45 bottles	45 bottles	
4	Epson 003 Ink Refill-Yellow, Genuine	45 bottles	45 bottles	
5	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	400 reams	400 reams	
6	PAPER, multicopy, legal, 80gsm, 500 sheets	150 reams	150 reams	
7	Epson 664 Ink Refill-Black, Genuine	50 bottles	50 bottles	
8	STAPLE WIRE, STANDARD, (26/6)	30 boxes	30 boxes	
9	SIGN PEN, Liquid/Gel ink, black,0.7mm	100 pieces	100 pieces	

10	SIGN PEN, Liquid/Gel ink, blue,0.7mm	85 pieces	85 pieces	
	<p><b>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT GENERAL SANTOS CITY AND INSPECTION SHOULD ALSO BE DONE IN PCO-GENSAN CITY. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</b></p>			

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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



**B. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF PANTAWID STAFFS IN SOUTH COTABATO FOR 2024 (LOT2)**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
	<b>LOT 2</b>			Delivery of the Goods is required <i><b>One Time Delivery and within 30 days (excluding weekends) upon the receipt of the PO</b></i>
1	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack	5 packs	5 packs	
2	ALCOHOL, 70%, ethyl, 500ml, with moisturizer, hypoallergenic	100 bottles	100 bottles	
3	Ballpen, (Black, 50piece/box)	4 boxes	4 boxes	
4	SIGN PEN, Liquid/Gel ink, black,0.7mm	50 pieces	50 pieces	
5	Epson 664 Ink Refill-Cyan, Genuine	50 bottles	50 bottles	
6	Epson 664 Ink Refill-Magenta, Genuine	50 bottles	50 bottles	
7	Epson 664 Ink Refill-Yellow, Genuine	50 bottles	50 bottles	
8	Epson 664 Ink Refill-Black, Genuine	100 bottles	100 bottles	
9	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	400 Reams	400 Reams	
10	PAPER, multicopy, legal, 80gsm, 500 sheets	55 Reams	55 Reams	

11	FOLDER, Brown, for legal size documents, 100pcs/pack	50 packs	50 packs	
12	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10 pieces	10 pieces	
13	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs	50 boxes	50 boxes	
14	PAPER CLIP, vinyl/plastic coat, length: 32mm min	20 boxes	20 boxes	
15	MAGAZINE FILE BOX, LARGE size, made of chipboard (FILEX)	20 pieces	20 pieces	
16	VELLUM Board, A4, 200GSM, 10sheets/pack	50 packs	50 packs	
	<p><b>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT CULTURAL GYM, KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</b></p>			

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**C. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sultan Kudarat Province for 2024 (LOT3)**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
	<b>LOT 3</b>			Delivery of the Goods is required <i><b>One Time Delivery and within 30 days (excluding weekends) upon the receipt of the PO</b></i>
1	Ballpen, (Black, 50piece/box)	14 Boxes	14 Boxes	
2	SIGN PEN, Liquid/Gel ink, black,0.7mm	210 pieces	210 pieces	
3	SIGN PEN, Liquid/Gel ink, blue,0.7mm	210 pieces	210 pieces	
4	CORRECTION TAPE, film base type, UL 8m min	250 pieces	250 pieces	
5	Epson 664 Ink Refill-Cyan, Genuine	60 bottles	60 bottles	
6	Epson 664 Ink Refill-Magenta, Genuine	60 bottles	60 bottles	
7	Epson 664 Ink Refill-Yellow, Genuine	60 bottles	60 bottles	
8	Epson 664 Ink Refill-Black, Genuine	125 Bottles	125 Bottles	
9	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	400 Reams	400 Reams	
10	PAPER, multicopy, legal, 80gsm, 500 sheets	195 reams	195 reams	
11	STAPLE WIRE, STANDARD, (26/6)	30 boxes	30 boxes	

12	PAPER CLIP, vinyl/plastic coat, length: 50mm min	30 boxes	30 boxes	
13	CANON GI-71 INK BOTTLE(BLACK), Genuine	20 bottles	20 bottles	
14	CANON GI-71 INK BOTTLE(CYAN), Genuine	10 bottles	10 bottles	
15	CANON GI-71 INK BOTTLE(MAGENTA), Genuine	10 bottles	10 bottles	
16	CANON GI-71 INK BOTTLE(YELLOW), Genuine	10 bottles	10 bottles	
	<b><i>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT PROVINCIAL CAPITOL, ISULAN, SULTAN KUDARAT AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b>			

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**D. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Cotabato Province for 2024 (LOT4)**

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
	<b>LOT 4</b>			Delivery of the Goods is required <b><i>One Time Delivery and within 30 days (excluding weekends) upon the receipt of the PO</i></b>
1	Ballpen, (Black, 50piece/box)	18 Boxes	18 Boxes	
2	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	150 Pieces	150 Pieces	
3	Epson 003 Ink Refill-Cyan, Genuine	100 Bottles	100 Bottles	
4	Epson 003 Ink Refill-Magenta, Genuine	100 Bottles	100 Bottles	
5	Epson 003 Ink Refill-Yellow, Genuine	100 Bottles	100 Bottles	
6	Epson 003 Ink Refill-Black, Genuine	200 Bottles	200 Bottles	
7	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	600 Reams	600 Reams	
8	PAPER, multicopy, legal, 80gsm, 500 sheets	150 Reams	150 Reams	
9	STAPLE WIRE, STANDARD, (26/6)	30 Boxes	30 Boxes	
10	Canon GI-71 (PGBK) Ink Refill (Black), Genuine	30 Bottles	30 Bottles	
11	Canon GI-71 (M) Ink Refill (Magenta), Geuine	10 Bottles	10 Bottles	

12	Canon GI-71 (Y) Ink Refill (Yellow), Genuine	10 Bottles	10 Bottles	
13	Canon GI-71 (C) Ink Refill (Cyan), Genuine	10 Bottles	10 Bottles	
14	Storage Box, Trans Clear, 155L	10 Boxes	10 Boxes	
	<p><b>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT PROVINCIAL CAPITOL, AMAS, KIDAPAWAN CITY AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</b></p>			

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**E. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in RPMO for 2024 (LOT5)**

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
	<b>LOT 5</b>			Delivery of the Goods is required <i><b>One Time Delivery and within 30 days (excluding weekends) upon the receipt of the PO</b></i>
1	VELLUMBoard, A4, 200GSM, 10sheets/pack	150 packs	150 packs	
2	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets	1176 reams	1176 reams	
3	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors	50 boxes	50 boxes	
4	CORRECTION TAPE, film base type, UL 8m min	150 pieces	150 pieces	
5	SIGN PEN, Hi-Techpoint, V10 Grip,Blue	230 pieces	230 pieces	
6	SIGN PEN, Liquid/Gel ink, black,0.7mm	100 pieces	100 pieces	
7	SIGN PEN, Liquid/Gel ink, blue,0.7mm	100 pieces	100 pieces	
8	Ball clicker, erasable pen, tip size 0.5, Refillable, black	120 pieces	120 pieces	
9	MARKER, PERMANENT, bullet type, black	50 pieces	50 pieces	
10	STAPLE WIRE, STANDARD, (26/6)	50 pieces	50 pieces	

11	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box	13 boxes	13 boxes	
12	PAPER CLIP, vinyl/plastic coat, length: 50mm min	30 boxes	30 boxes	
13	TAPE, TRANSPARENT, width: 24mm ( $\pm 1$ mm), length: 50meters	30 rolls	30 rolls	
14	Epson 664 Ink Refill-Black, Genuine	60 bottles	60 bottles	
15	Epson 003 Ink Refill-Black, Genuine	240 bottles	240 bottles	
16	Epson 003 Ink Refill-Cyan, Genuine	90 bottles	90 bottles	
17	Epson 003 Ink Refill-Magenta, Genuine	90 bottles	90 bottles	
18	Epson 003 Ink Refill-Yellow, Genuine	90 bottles	90 bottles	
19	Canon GI-71 (PGBK) Ink Refill (Black), Genuine	60 bottles	60 bottles	
20	Canon GI-71 (M) Ink Refill (Magenta), Genuine	30 bottles	30 bottles	
21	Canon GI-71 (Y) Ink Refill (Yellow), Genuine	30 bottles	30 bottles	
22	Canon GI-71 (C) Ink Refill (Cyan), Genuine	30 bottles	30 bottles	
23	Epson T52R for Epson C4050 label printer (BK)	3 bottles	3 bottles	



24	Epson T52R for Epson C4050 label printer (M)	3 bottles	3 bottles
25	Epson T52R for Epson C4050 label printer (Y)	3 bottles	3 bottles
26	Epson T52R for Epson C4050 label printer (C)	3 bottles	3 bottles
27	Epson T52R for Epson C4050 label printer (MBK))	3 bottles	3 bottles
28	Continuous Roll Paper for Epson C4050 (8rolls/ case)	2 cases	2 cases
29	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	30 pieces	30 pieces
	<b><i>NOTE: ONE TIME DELIVERY AT PANTAWID WAREHOUSE LOCATED AT JEP BUILDING, PANTUA, KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b>		

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

# Technical Specifications

## A. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sarangani Province and General Santos City for 2024 (LOT1)

Item	Specification	Statement of Compliance
<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>		
	<b>LOT 1</b>	
1	Epson 003 Ink Refill-Black, Genuine - 100 bottles	
2	Epson 003 Ink Refill-Cyan, Genuine -45 bottles	
3	Epson 003 Ink Refill-Magenta, Genuine - 45 bottles	
4	Epson 003 Ink Refill-Yellow, Genuine - 45 bottles	
5	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets -400 reams	
6	PAPER, multicopy, legal, 80gsm, 500 sheets -150 reams	

7	Epson 664 Ink Refill-Black, Genuine bottles -50	
8	STAPLE WIRE, STANDARD, (26/6) 30 boxes -	
9	SIGN PEN, Liquid/Gel ink, black,0.7mm -100 pieces	
10	SIGN PEN, Liquid/Gel ink, blue,0.7mm -85 pieces	
	<p><b><i>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT GENERAL SANTOS CITY AND INSPECTION SHOULD ALSO BE DONE IN PCO-GENSAN CITY. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b></p>	

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**B. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in South Cotabato for 2024 (LOT2)**

Item	Specification	Statement of Compliance
<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>		
<b>LOT 2</b>		
1	BATHROOM TISSUE, 450 sheets (w/ 3 ply per sheet) per roll x 12 rolls per pack -5 packs	
2	ALCOHOL, 70%, ethyl, 500ml, with moisturizer, hypoallergenic -100 bottles	
3	Ballpen, (Black, 50piece/box) -4 boxes	
4	SIGN PEN, Liquid/Gel ink, black,0.7mm -50 pieces	
5	Epson 664 Ink Refill-Cyan, Genuine - 50 bottles	
6	Epson 664 Ink Refill-Magenta, Genuine -50 bottles	
7	Epson 664 Ink Refill-Yellow, Genuine -50 bottles	
8	Epson 664 Ink Refill-Black, Genuine - 100 bottles	

9	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets -400 reams	
10	PAPER, multicopy, legal, 80gsm, 500 sheets -55 reams	
11	FOLDER, Brown, for legal size documents, 100pcs/pack -50 packs	
12	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min -10 pieces	
13	PAPER FASTENER, Plastic, 6.5" Long, 70mm between prongs -50 boxes	
14	PAPER CLIP, vinyl/plastic coat, length: 32mm min -20 boxes	
15	MAGAZINE FILE BOX, LARGE size, made of chipboard (FILEX) -20 pieces	
16	VELLUM Board, A4, 200GSM, 10sheets/pack -50 packs	
	<b><i>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT CULTURAL GYM, KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b>	

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**C. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Sultan Kudarat Province for 2024 (LOT3)**

Item	Specification	Statement of Compliance
<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>		
<p><b>LOT 3</b></p>		
1	Ballpen, (Black, 50piece/box) -14 boxes	
2	SIGN PEN, Liquid/Gel ink, black,0.7mm -210 pieces	
3	SIGN PEN, Liquid/Gel ink, blue,0.7mm -210 pieces	
4	CORRECTION TAPE, film base type, UL 8m min -250 pieces	
5	Epson 664 Ink Refill-Cyan, Genuine - 60 bottles	
6	Epson 664 Ink Refill-Magenta, Genuine -60 bottles	
7	Epson 664 Ink Refill-Yellow, Genuine -60 bottles	
8	Epson 664 Ink Refill-Black, Genuine - 125 bottles	



9	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets -400 reams	
10	PAPER, multicopy, legal, 80gsm, 500 sheets -195 reams	
11	STAPLE WIRE, STANDARD, (26/6) -30 boxes	
12	PAPER CLIP, vinyl/plastic coat, length: 50mm min -30 boxes	
13	CANON GI-71 INK BOTTLE(BLACK), Genuine -20 bottles	
14	CANON GI-71 INK BOTTLE(CYAN), Genuine -10 bottles	
15	CANON GI-71 INK BOTTLE(MAGENTA), Genuine -10 bottles	
16	CANON GI-71 INK BOTTLE(YELLOW), Genuine -10 bottles	
	<b><i>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT PROVINCIAL CAPITOL, ISULAN, SULTAN KUDARAT AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b>	

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**D. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in Cotabato Province for 2024 (LOT4)**

Item	Specification	Statement of Compliance
<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>		
<p><b>LOT 4</b></p>		
1	Ballpen, (Black, 50piece/box) -18 boxes	
2	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip -150 pieces	
3	Epson 003 Ink Refill-Cyan, Genuine - 100 bottles	
4	Epson 003 Ink Refill-Magenta, Genuine -100 bottles	
5	Epson 003 Ink Refill-Yellow, Genuine -100 bottles	
6	Epson 003 Ink Refill-Black, Genuine -200 bottles	
7	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets -600 reams	

8	PAPER, multicopy, legal, 80gsm, 500 sheets -150 reams	
9	STAPLE WIRE, STANDARD, (26/6) -30 boxes	
10	Canon GI-71 (PGBK) Ink Refill (Black), Genuine -30 bottles	
11	Canon GI-71 (M) Ink Refill (Magenta), Geuine -10 bottles	
12	Canon GI-71 (Y) Ink Refill (Yellow), Genuine -10 bottles	
13	Canon GI-71 (C) Ink Refill (Cyan), Genuine -10 bottles	
14	Storage Box, Trans Clear, 155 L -10 boxes	
	<p><b><i>NOTE: ONE TIME DELIVERY TO THE PROVINCIAL CLUSTER OFFICE (PCO) LOCATED AT PROVINCIAL CAPITOL, AMAS, KIDAPAWAN CITY AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b></p>	

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

**E. DSWD12-PANTAWID-2024-04-008 PROCUREMENT OF Office Supplies for the use of Pantawid Staffs in RPMO for 2024 (LOT5)**

Item	Specification	Statement of Compliance
<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>		
<p><b>LOT 5</b></p>		
1	VELLUMBoard, A4, 200GSM, 10sheets/pack -150 packs	
2	PAPER,multicopy,210mm x 297mm(A4), 80gsm, 500 sheets -1176 reams	
3	Sticky Note, 76mmx76mm (3"x3"), 100 sheets, assorted colors -50 boxes	
4	CORRECTION TAPE, film base type, UL 8m min -150 pieces	
5	SIGN PEN, Hi-Techpoint, V10 Grip,Blue -230 pieces	
6	SIGN PEN, Liquid/Gel ink, black,0.7mm -100 pieces	
7	SIGN PEN, Liquid/Gel ink, blue,0.7mm -100 pieces	
8	Ball clicker, erasable pen, tip size 0.5, Refillable, black -120 pieces	

9	MARKER, PERMANENT, bullet type, black -50 pieces	
10	STAPLE WIRE, STANDARD, (26/6) -50 pieces	
11	PENCIL, lead, w/ eraser, wood cased, hardness: HB, No.2, 12pcs per box -13 boxes	
12	PAPER CLIP, vinyl/plastic coat, length: 50mm min -30 boxes	
13	TAPE, TRANSPARENT, width: 24mm ( $\pm 1$ mm), length:50meters -30 rolls	
14	Epson 664 Ink Refill-Black, Genuine - 60 bottles	
15	Epson 003 Ink Refill-Black, Genuine -240 bottles	
16	Epson 003 Ink Refill-Cyan, Genuine - 90 bottles	
17	Epson 003 Ink Refill-Magenta, Genuine -90 bottles	
18	Epson 003 Ink Refill-Yellow, Genuine -90 bottles	
19	Canon GI-71 (PGBK) Ink Refill (Black), Genuine -60 bottles	
20	Canon GI-71 (M) Ink Refill (Magenta), Genuine -30 bottles	
21	Canon GI-71 (Y) Ink Refill (Yellow), Genuine -30 bottles	

22	Canon GI-71 (C) Ink Refill (Cyan), Genuine -30 bottles	
23	Epson T52R for Epson C4050 label printer (BK) 3 bottles	
24	Epson T52R for Epson C4050 label printer (M) 3 bottles	
25	Epson T52R for Epson C4050 label printer (Y) 3 bottles	
26	Epson T52R for Epson C4050 label printer (C) 3 bottles	
27	Epson T52R for Epson C4050 label printer (MBK)) 3 bottles	
28	Continuous Roll Paper for Epson C4050 (8rolls/ case) 2 cases	
29	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min 30 pieces	
	<b><i>NOTE: ONE TIME DELIVERY AT PANTAWID WAREHOUSE LOCATED AT JEP BUILDING, PANTUA, KORONADAL CITY AND INSPECTION SHOULD ALSO BE DONE IN THE SAME AREA. Delivery terms within 30 days(excluded of the weekends) upon the receipt of the PO</i></b>	

**Conforme:**

Name of Company: \_\_\_\_\_

Signature of Bidder or Authorized Representative: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

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

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

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

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the



potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

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

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

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



**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 the 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: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**REGIONAL OFFICE XII**  
*Brgy. Carpenter Hill,*  
*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	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]*

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

### **BID SECURING DECLARATION**

**Project Identification No.:** \_\_\_\_\_

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**REGIONAL OFFICE XII**  
*Brgy. Carpenter Hill,*  
*Koronadal City*

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)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

*[If a sole proprietorship:]* I am the sole proprietor 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]*

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**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: \_\_\_\_\_

**Single Largest Completed Government & Private Contracts which are similar in nature**

Business Name: \_\_\_\_\_

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

Name of Completed Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work/Goods	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

Note: This statement shall be supported with:

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

Submitted by: \_\_\_\_\_  
Printed Name & Signature

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

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

**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 : \_\_\_\_\_