

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
GOODS**

Government of the Republic of the Philippines

**“CONDUCT OF LEARNING AND DEVELOPMENT
PROGRAMS OF SDO IRIGA CITY”**

Php 1,690,755.20

**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.



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

BIDS AT AWARDS KOMITE

INVITATION TO BID FOR

“Conduct of Learning and Development Programs of SDO Iriga City”

Php 1,690,755.20

1. The *Schools Division Office of Iriga City*, through the *Basic Education – Learning Continuity Plan*, intends to apply the sum of *One Million Six Hundred Ninety Thousand Seven Hundred Fifty Five Pesos and Twenty Centavos (Php 1,690,755.20)* Only being the ABC to payments under the contract for **“Conduct of Learning and Development Programs of SDO Iriga City”** with ***Project Identification Number 2025-03-04-PR-071*** . Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item Description:

	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	3 days	Meals and Venue for Division Training on Bridging Reading across Languages for Grades 2 and 3 Teachers	180	600.00	324,000.00
2	1 day	Meals Expenses for DSOW for Division Training on Bridging Reading Across Languages	10	600.00	6,000.00
3	4 nights	Dinner of the Resource Speaker for the Training on Bridging Reading Across Languages	1	400.00	1,600.00
4	4 days	Meals and Venue for CARES (Continuing Advancement and Resourceful Enhancement of Skills) for MAPEH Teachers and Students	66	600.00	158,400.00
5	4 days	Meals for Capacity Building on Providing Technical Assistance through Reflective Collaborative Expertise	135	450.00	243,000.00
6	3 days	Meals and Venue for Enhancing Teaching through Collaborative Lesson Study in Math	44	600.00	79,200.00
7	3 days	Meals and Venue for Division Training for School Heads on Leadership and Management	72	800.00	172,800.00
8	2 days	Meals for DSOW for Division Training for School Heads on Leadership and Management	15	400.00	12,000.00
9	2 days	Meals and Venue Enhancing Geospatial Literacy: A Map Reading Training for AP Teachers	50	588.00	58,800.00

10	3 days	Meals and Venue Division Training on the Development of Learning Resources	73	600.00	131,400.00
11	4 days	Meals and Venue for Capability Building on Reflective-Collaborative Expertise for Education Program Supervisors	22	600.00	52,800.00
12	3 days	Meals and Venue for the Innovative Teaching Strategies: Real-World Application in Education	60	594.69	107,044.20
13	3 days	Meals and Venue for the Division Workshop on the Finalization of Compendium on Iriga's Famous identities	15	583.45	26,256.00
14	2 days	Meals and Venue for the Division Orientation of School Heads and key Teachers on Induction Program for Beginning Teachers (IPBT)	110	578.50	127,270.00
15	2 days	Meals for the DSOW on School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership	15	372.00	11,160.00
16	3 days	Meals and venue for the School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership	50	575.00	86,250.00
17	2 days	Meals for the Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders	75	580.00	87,000.00
18	1 day	Meals for the DSOW on Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders	15	385.00	5,775.00
<i>Airconditioned Hall with good sound system and projector, free wifi, free flowing coffee, chips and nuts, tarpaulin for every activity (6 x 4 ft) and welcome tarp of size (3x5ft)</i>					Php 1,690,755.20

2. The ***Schools Division Office of Iriga City*** now invites bids for the above Procurement Project. Delivery of the service is required for **Forty Nine (49) Calendar Days** upon receipt of the Notice to Proceed. 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.

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 **SDO Iriga City BAC Secretariat** and inspect the Bidding Documents at the address given below during **Monday to Friday, 8:00 am to 5:00 pm**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 12, 2025** until **April 1, 2025** from the given address *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00)** Only to the DepEd, Iriga City Division, Cashier Office*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.
6. The **Schools Division Office of Iriga City** will hold a Pre-Bid Conference on **March 19, 2025, 9:00 am** at **SDO Iriga Teacher's Hall**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **on or before April 1, 2025 at 8:00 am**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **April 1, 2025, at 9:00 am** at the **SDO Iriga Teacher's Hall**. Bids will be opened in the presence of the bidders' representatives.
10. The **Schools Division Office of Iriga City** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

RHEA MARGARITA S. REVINA
BAC Secretariat
Schools Division Office of Iriga City
San Nicolas, Iriga City
bac.sdoiriga@deped.gov.ph

Date: March 11, 2025

APPROVED:

MAYLANI L. GALICIA
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, *Schools Division of Iriga City*, wishes to receive Bids for the “**Conduct of Learning and Development Programs of SDO Iriga City**”, with identification number **2025-03-04-PR-071**.

The Procurement Project (referred to herein as “Project”) pertains to the **Meals and Venue, and Accommodation**, 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 **Human Resource Development (HRD) Fund**, in the amount of **One Million Six Hundred Ninety Thousand Seven Hundred Fifty Five Pesos and Twenty Centavos Only (P1,690,755.20)**.

2.2. The source of funding is:

Human Resource Development (HRD) Fund

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. *not applicable*
- 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 the specified date and time and either at its physical address **March 19, 2025 at 9:00 am at the SDO Iriga Teacher's Hall** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) Calendar Days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

- 15.1 Each Bidder shall submit of its bid as follows:
 - a) one (1) hard copy of the original both technical and financial components
 - b) two (2) hardcopies of each technical and financial components
 - c) 1 mother envelope for the technical and financial envelope
- 15.2 Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”. ALL Envelopes shall be sealed and **signed across** by the authorized representative or the owner.
- 15.3 Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL

COMPONENT” and “COPY NO. ____ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

- 15.4 ALL envelopes in the Bidding Documents shall be with tabbing and fully organized based in the checklist upon submission. The bidders must follow the official template that is provided in **Section VIII**.
- 15.5 Failure of the Bidders to comply with the said condition shall be a ground for disqualification.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address below:

April 1, 2025 at 8:00 am
SDO Iriga Teacher’s Hall, Schools Division Office,
DepEd-San Nicolas, Iriga City

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. Not applicable.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
[One Project having several items that shall be awarded as one contract.](#)
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

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	For this purpose, contracts similar to the Project shall be: <p style="text-align: center;">“Conduct of Learning and Development Programs of SDO Iriga City”</p> <p style="text-align: center;">completed within <i>Two (2) years</i> prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>Iriga City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Php 33,815.10 (2%), if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 84,537.76 (5%), if bid security is in Surety Bond.
15	FOR STRICLY COMPLIANCE
19.3	No further instruction.
20.1	List licenses and permits relevant to the Project and the corresponding law requiring it, or state “No additional requirement.”
21.1	List additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, or state “No additional requirement.”

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	
1	<p>1. Meals and Venue for Division Training for Grades 2 and 3 Teachers on Bridging Reading Across Languages – Php 324,000.00</p> <p>a. 1 lunch and 2 snacks b. 2 food stations for first 50 pax; tarpaulin backdrop; unlimited coffee with creamer; chips & nuts; sound system and projector; good service of microphones; and internet connectivity.</p> <p>2. Continuing Advancement and Resourceful Enhancement of Skills (CARES) of MAPEH Teachers and Student Program- Php 158,400.00</p> <p>a. AM snacks, Lunch, and PM Snacks b. Lunch in buffet serving style; with unlimited hot drinks e.g. coffee with creamer, tea, chocolate; with finger food such as chips, nuts, etc.; with water dispenser and mineral water; gracing table should be available during the closing program/presentations c. For venue, there shall be an spacious hall for dance activities; at least two (2) microphones in good condition; with projector and white screen; tables and chairs have covers.</p> <p>3. Meals for Capacity Building on Providing Technical Assistance Through Reflective-Collaborative Expertise- Php 243,000.00</p> <p>a. Lunch in buffet serving style; with unlimited hot drinks e.g. coffee with creamer, tea, chocolate; with finger food such as chips, nuts, etc.; with water dispenser and mineral water; gracing table should be available during the closing program/presentations; Foods shall be in buffet serving in all identified venues</p> <p>4. Meals and Venue for Enhancing Teaching through Collaborative Lesson Study in Math- Php 79,200.00</p> <p>a. Free flowing coffee with cream and hot chocolate from 7am to 5pm b. Table skirting and centerpiece on the tables c. Candies during the training d. Projector and white screen, sound system, extension wire and wifi connection.</p> <p>5. Meals and Venue for Division Training on the Development of Learning Resources- Php 131,400.00</p> <p>a. Tarpaulin backdrop; free flowing coffee with creamer, chips and nuts; sound system and projector; good service of microphones and internet connectivity.</p> <p>6. Meals and Venue for the Division Orientation of School Heads and Key Teachers on Induction Program for Beginning Teachers (IPBT)- Php 127,270.00</p> <p>a. With free flowing coffee.</p> <p>7. Meals and Venue for the School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership- Php 86,250.00</p> <p>a. with free flowing coffee.</p> <p>8. Meals for the Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders- Php 87,000.00</p> <p>a. with free flowing coffee.</p> <p>Delivery and Documents –</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p>

	<p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<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>Spare Parts – Not Applicable</p>
	<p>Packaging – Not Applicable</p>
	<p>Transportation – Not Applicable</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Meals and Venue for Division Training on Bridging Reading across Languages for Grades 2 and 3 Teachers	180	324,000.00	3 days
2	Meals Expenses for DSOW for Division Training on Bridging Reading Across Languages	10	6,000.00	1 day
3	Dinner of the Resource Speaker for the Training on Bridging Reading Across Languages	1	1,600.00	4 nights
4	Meals and Venue for CARES (Continuing Advancement and Resourceful Enhancement of Skills) for MAPEH Teachers and Students	66	158,400.00	4 days
5	Meals for Capacity Building on Providing Technical Assistance through Reflective Collaborative Expertise	135	243,000.00	4 days
6	Meals and Venue for Enhancing Teaching through Collaborative Lesson Study in Math	44	79,200.00	3 days
7	Meals and Venue for Division Training for School Heads on Leadership and Management	72	172,800.00	3 days
8	Meals for DSOW for Division Training for School Heads on Leadership and Management	15	12,000.00	2 days
9	Meals and Venue Enhancing Geospatial Literacy: A Map Reading Training for AP Teachers	50	58,800.00	2 days
10	Meals and Venue Division Training on the Development of Learning Resources	73	131,400.00	3 days
11	Meals and Venue for Capability Building on Reflective-Collaborative Expertise for Education Program Supervisors	22	52,800.00	4 days

12	Meals and Venue for the Innovative Teaching Strategies: Real-World Application in Education	60	107,044.20	3 days
13	Meals and Venue for the Division Workshop on the Finalization of Compendium on Iriga's Famous identities	15	26,256.00	3 days
14	Meals and Venue for the Division Orientation of School Heads and key Teachers on Induction Program for Beginning Teachers (IPBT)	110	127,270.00	2 days
15	Meals for the DSOW on School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership	15	11,160.00	2 days
16	Meals and venue for the School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership	50	86,250.00	3 days
17	Meals for the Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders	75	87,000.00	2 days
18	Meals for the DSOW on Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders	15	5,775.00	1 day

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
1	<p>Meals and Venue for Division Training on Bridging Reading across Languages for Grades 2 and 3 Teachers- Php 324,000.00</p> <p><u>MENU: (AM Snacks, Lunch, and PM Snacks) 3 days only</u> 2 food stations for first 50 pax; tarpaulin backdrop; unlimited coffee with creamer; chips & nuts; sound system and projector; good service of microphones; and internet connectivity.</p> <p><u>Day 1:</u> AM Snacks: Bihon guisado; 2 pcs. Ibos; and Fresh lemon juice (in a glass). Lunch: Corn soup; steamed rice; baby back ribs; broccoli with shrimp; grilled chicken; leche flan; and bottled water (500ml). PM Snacks: Baked mac; toasted bread; iced tea with American lemon (in a glass)</p> <p><u>Day 2:</u> AM Snacks: 3 layer bread cheese pimiento; macaroni salad; juice in-can (220ml) Lunch: Pumpkin soup; steamed rice; pork barrel; Solomon chicken; sweet and sour tuna; gulay na laing; fresh fruits; bottled water (500ml) PM Snacks: Sotanghon soup with bola-bola; 2 sliced toasted bread; blue lemonade (in a glass)</p> <p><u>Day 3:</u> AM Snacks: Egg sandwich; potato fries; orange juice (in a glass) Lunch: Steamed rice; sinigang na tuna; chicken cordon bleu; chopseuy; fresh fruits; bottled water (500ml) PM Snacks: Pancit canton w/ sliced cake; juice in can (220ml)</p>	
2	<p>Meals expense for DSOW for Division Training on Bridging Reading Across Languages- Php 6,000.00</p> <p><u>MENU: (AM Snacks, Lunch and PM Snacks) 1 day only</u></p> <p>AM Snacks: Palabok; sliced toasted bread; iced tea in glass Lunch: Sinigang na tuna; vegetable lumpia (fried); sisig special; steamed rice; sliced pineapple; bottled 500ml water PM Snacks: Arrozcaldo with whole egg and tokwa; pineapple juice in a glass</p>	
3	<p>Dinner of the Resource Speaker for the Training on Bridging Reading Across Languages- Php 1,600.00</p> <p><u>MENU: Dinner only for 4 nights</u></p> <p>Dinner 1 (day 0): Pork igado; chopsuey; ampalaya salad; sliced pineapple; steamed rice Dinner 2 (day 1): Picadillo medium-sized; fresh lumpia; cucumber salad; sliced leche flan; steamed rice Dinner 3 (day 2): Ginisang tabios; pork barbecue 1 stick; vegetable lumpia; gelatin; steamed rice Dinner 4 (day 3): Sliced yellow fin/tuna sinigang; gulay na katnga; mango slice; steamed rice</p>	

4	<p>Meals and Venue for CARES (Continuing Advancement and Resourceful Enhancement of Skills) for MAPEH Teacher and Students-Php 158,400.00</p> <p>a. Lunch in buffet serving style; with unlimited hot drinks e.g. coffee with creamer, tea, chocolate; with finger food such as chips, nuts, etc.; with water dispenser and mineral water; gracing table should be available during the closing program/presentations</p> <p>b. For venue, there shall be an spacious hall for dance activities; at least two (2) microphones in good condition; with projector and white screen; tables and chairs have covers.</p> <p><u>MENU:</u></p> <p><u>Day 1:</u> AM Snacks: Spaghetti; toasted bread; fresh buko juice Lunch: Plain rice; pork adobo; okoy na dilis; laing; corn soup; 1 whole apple; 500ml mineral water; PM Snacks: 1 big ensaymada; potato chips; 350ml iced tea</p> <p><u>Day 2:</u> AM Snacks: pancit guisado; chicken sandwich; fresh camote juice; Lunch: Plain rice; pork humba; sinigang na hipon; gulay na langka; pumpkin soup; buko pandan; 500ml mineral water PM Snacks: goto with egg; empanada; 350ml orange pulp juice</p> <p><u>Day 3:</u> AM Snacks: sotanghon guisado; 1 pc big ibos/suman; hot chocolate Lunch: plain rice; pork chop; sinigang na isda; gulay na santol or fresh laing; 1 whole lakatan banana; 500ml mineral water PM Snacks: clubhouse; camote fries; 350ml mango juice in can</p> <p><u>Day 4:</u> AM Snacks: potato salad; chicken sandwich; fresh lemon juice Lunch: plain rice; sinigang na baboy; fried tilapia; grilled chicken; creamy mushroom soup; fruit salad; 500ml mineral water PM Snacks: macaroni soup (served hot); 1 pc big toasted siopao; 350ml soda in can</p>	
5	<p>Meals for Capacity Building on Providing Technical Assistance through Reflective Collaborative Expertise- Php 243,000.00</p> <p>Lunch in buffet serving style; with unlimited hot drinks e.g. coffee with creamer, tea, chocolate; with finger food such as chips, nuts, etc.; with water dispenser and mineral water; gracing table should be available during the closing program/presentations; Foods shall be in buffet serving in all identified venues</p> <p><u>MENU (AM Snacks, lunch and PM Snacks) 4 days only</u></p> <p><u>Day 1:</u> AM Snacks: Baked macaroni; chicken sandwich; fresh cucumber juice Lunch: plain rice; pork humba; sinigang na hipon; gulay na laing; pumpkin soup; buko pandan; 500ml mineral water PM Snacks: goto with egg; empanada; 350ml orange pulp juice</p>	

	<p><u>Day 2:</u> AM Snacks: sotanghon guisado; 1 pc big ibos/suman; hot chocolate Lunch: plain rice; breaded pork chop; sinigang na isda; gulay na santol or fresh laing; 1 whole lakatan banana; 500ml mineral water PM Snacks: clubhouse; camote fries; 350 ml mango juice in can</p> <p><u>Day 3:</u> AM Snacks: potato salad; chicken sandwich; fresh lemon juice Lunch: plain rice; sinigang na baboy; fried tilapia; grilled chicken; creamy mushroom soup; fruit salad; 500ml mineral water PM Snacks: macaroni soup (served hot); 1 pc big toasted siopao; 350ml soda in can</p> <p><u>Day 4:</u> AM Snacks: creamy macaroni salad; soda cracker; hot ginger tea/juice Lunch: plain rice; pork afritada; fish fillet; ginataang sitaw; pork bola bola with misua; 1 whole orange PM Snacks: ham & cheese sandwich; 350ml pineapple juice in can</p>	
6	<p>Meals and Venue for Enhancing Teaching through Collaborative Lesson Study in Math- Php 79,200.00</p> <p>a. Free flowing coffee with cream and hot chocolate from 7am to 5pm b. Table skirting and centerpiece on the tables c. Candies during the training d. Projector and white screen, sound system, extension wire and wifi connection.</p> <p><u>MENU: (AM Snacks, Lunch and PM Snacks) 3 days only</u></p> <p><u>Day1:</u> AM Snacks: macaroni salad; buttered toasted bread; ginger lemon juice (350ml) Lunch: pork steak; fish fillet with sauce; tinolang manok; steamed rice; buko salad; bottled water (500ml) PM Snacks: bihon guisado; puto cutchinta; pineapple juice (glass 350ml)</p> <p><u>Day 2:</u> AM Snacks: sotanghon guisado; biko; cucumber juice (350ml) Lunch: cordon bleu; beef broccoli; sauted mix vegetables; corn soup; steamed rice; orange; bottled water (500ml) PM Snacks: pancit guisado; sapin sapin (malagkit); bottled water 350ml</p> <p><u>Day 3:</u> AM Snacks: baked macaroni; carrot cake; orange juice (350ml) Lunch: pork imbutido; chicken afritada; gulay na gabi; nido soup; steamed rice; buko pandan salad; bottled water (500ml) PM Snacks: buko pie; pineapple juice (350ml)</p>	
7	<p>Meals and Venue for Division Training for School Heads on Leadership and Management- Php 172,800.00 With free flowing coffee</p> <p><u>Menu: (Breakfast, AM Snacks, Lunch and PM Snacks) 3 days only</u></p> <p><u>Day 1:</u> Breakfast: fried rice; boiled egg; dried fish; ham; banana AM Snacks: baked macaroni; carrot cake; orange juice in can (240ml) Lunch: pork imbutido; chicken afritada; gulay na gabi; nido soup; steamed rice; buko pandan salad; bottled water (500ml) PM Snacks: carbonara; buko pie; pineapple juice in can (240ml)</p>	

	<p><u>Day 2:</u> Breakfast: plain rice; scrambled egg; longganisa; 1 whole apple AM Snacks: sotanghon guisado; biko; cucumber juice in can (240ml) Lunch: chicken cordon bleu; beef with broccoli; sauted mixed vegetables; corn soup; steamed rice; orange; bottled water (500ml) PM Snacks: pansit guisado; sapin sapin malagkit; bottled water (350ml)</p> <p><u>Day 3:</u> Breakfast: plain rice; sunny side up; corned beef; hotdogs; papaya AM Snacks: penne pasta; empanada; lemon juice in glass (240ml) Lunch: pork hamonado; ginataang manok with libas; sinigang na hipon; steamed rice; banana; bottled water (500ml) PM Snacks: spaghetti; banana cake; bottled water (350ml)</p>	
8	<p>Meals for DSOW for Division Training for School Heads on Leadership and Management- Php 12,000.00</p> <p><u>MENU (AM Snacks, Lunch and PM Snacks) 2 days only</u></p> <p><u>Day 1:</u> AM Snacks: pancit palabok; puto kutsinta with cheese; bottled water (350ml) Lunch: Menudo; bicol express; orange; steamed rice; bottled water (500ml) PM Snacks: egg sandwich; camote fries; buko juice in glass (240ml)</p> <p><u>Day 2:</u> AM Snacks: sotanghon guisado; biko; cucumber juice in glass (240ml) Lunch: chicken cordon bleu; beef with broccoli; sauted mixed vegetables; corn soup; steamed rice; orange; bottled water (500ml) PM Snacks: hamburger; French fries; cucumber juice in glass (240ml)</p>	
9	<p>Meals and Venue Enhancing Geospatial Literacy: A Map Reading Training for AP Teachers- Php 58,800.00</p> <p><u>MENU: (AM snacks, Lunch and PM Snacks) 2 days only</u></p> <p><u>Day 1:</u> AM Snacks: macaroni salad; buttered toasted bread; ginger lemon juice (350ml) Lunch: pork steak; fish fillet with sauce; tinolang manok; steamed rice; buko salad; bottled water (500ml) PM Snacks: bihon guisado; puto cutchinta; pine apple juice (glass 350ml)</p> <p><u>Day 2:</u> AM Snacks: sotanghon guisado; biko; cucumber juice (350ml) Lunch: chicken cordon bleu; beef with broccoli; sauted mixed vegetables; corn soup; steamed rice; orange; bottled water (500ml) PM Snacks: pancit guisado; sapin sapin (malagkit); bottled water 350ml</p>	
10	<p>Meals and Venue Division Training on the Development of Learning Resources- Php 131,400.00</p> <p>Tarpaulin backdrop; free flowing coffee with creamer, chips and nuts; sound system and projector; good service of microphones and internet connectivity.</p> <p><u>MENU (AM Snacks, Lunch and PM Snacks)</u></p> <p><u>Day 1:</u> AM Snacks: carbonara; chicken sandwich; pineapple juice Lunch: buttered chicken; beef steak; chopseuy; plain rice; leche flan PM Snacks: pesto pasta; empanada; buko juice</p>	

	<p><u>Day 2:</u> AM Snacks: potato chicken salad; ensaymada; moringa juice Lunch: pork humba; chicken tinola with papaya and sili leaves; ginataang sitaw; plain rice; coffee jelly PM Snacks: pansit guisado; sandwich; lemon with pipino juice</p> <p><u>Day 3</u> AM Snacks: baked macaroni; toasted siopao; buko juice Lunch: seafood kare-kare; buttered vegetables; nilagang baka; plain rice; buko pandan PM Snacks: macaroni salad; siopao; blue lemonade juice</p>	
11	<p>Meals and Venue for Capability Building on Reflective-Collaborative Expertise for Education Program Supervisors- Php 58,200.00</p> <p><u>MENU (AM Snacks, Lunch and PM Snacks) 4 days only</u></p> <p><u>Day 1:</u> AM Snacks: baked macaroni; toasted siopao; buko juice Lunch: seafood kare-kare; buttered vegetables; nilagang baka; steamed rice; leche flan; bottled water (500ml) PM Snacks: sotanghon guisado; ibos; lemon with pipino juice</p> <p><u>Day 2:</u> AM Snacks: spaghetti; toasted bread; fresh buko juice Lunch: pork adobo; okoy na dilis; laing; corn soup; 1 whole apple; steamed rice; bottled water (500ml) PM Snacks: clubhouse; camote fries; 350ml mango juice in can</p> <p><u>Day 3:</u> AM Snacks: carbonara; ensaymada; cucumber juice Lunch: pork steak; fish fillet with sauce; pinakbet; steamed rice; banana; bottled water (500ml) PM Snacks: potato chicken salad; toasted siopao; canned pineapple juice (350ml)</p> <p><u>Day 4:</u> AM Snacks: pansit guisado; native puto; canned orange juice (350ml) Lunch: beef kare-kare; fried chicken; shanghai rolls; corn soup; steamed rice; buko pandan; bottled water (500ml) PM Snacks: tuna sandwich; macaroni salad; blue lemonade</p>	1
12	<p>Meals and Venue for the Innovative Teaching Strategies: Real-World Application in Education- Php 107,044.20</p> <p><u>MENU: (AM Snacks, Lunch and PM Snacks) 3 days only</u></p> <p><u>Day 1:</u> AM Snacks: macaroni salad; buttered toasted bread; ginger lemon juice (350ml) Lunch: pork steak; fish fillet with sauce; tinolang manok; chopseuy; steamed rice; buko salad; bottled water (500ml) PM Snacks: bihon guisado; puto cutchinta; pine apple juice (glass 350ml)</p> <p><u>Day 2:</u> AM Snacks: sotanghon guisado; biko; cucumber juice (350ml) Lunch: chicken cordon bleu; beef with broccoli; sauted mixed vegetables; corn soup; steamed rice; fish lumpia; bottled water (500ml) PM Snacks: pansit guisado; sapin sapin (malagkit); bottled water (350ml)</p> <p><u>Day 3:</u> AM Snacks: baked macaroni; carrot cake; orange juice (350ml)</p>	

	<p>Lunch: pork embutido; chicken afritada; gulay na laing; nido soup; steamed rice; buko pandan salad; bottled water (500ml)</p> <p>PM Snacks: carbonara; buko pie; pineapple juice (350ml)</p>	
13	<p>Meals and Venue for the Division Workshop on the Finalization of Compendium on Iriga's Famous identities- Php 26,256.00</p> <p><u>Menu: (AM Snacks, Lunch and PM Snacks)</u></p> <p><u>Day 1:</u> AM Snacks: carbonara; chicken sandwich; canned pineapple juice (350ml) Lunch: pork steak; fish pellet with sauce; pinakbet; steamed rice; banana (lakatan); bottled water (500ml) PM Snacks: ginataang bilo bilo; puto cutchinta; bottled water (350ml)</p> <p><u>Day 2:</u> AM Snacks: pansit guisado; native puto Lanson; bottled water (350ml) Lunch: beef kare-kare; fried chicken; shanghai rolls; corn soup; steamed rice; buko pandan; bottled water (500ml) PM Snacks: tuna; macaroni salad; bottled water (350ml)</p> <p><u>Day 3:</u> AM Snacks: spaghetti (filipino style); toasted bread; canned orange juice (350ml) Lunch: pork caldereta; fried fish; vegetable fritters (okoy seafood); steamed rice; buko pandan salad; bottled water (500ml) PM Snacks: ginataang mais; turon with langka; canned pineapple juice (350ml)</p>	
14	<p>Meals and Venue for the Division Orientation of School Heads and key Teachers on Induction Program for Beginning Teachers (IPBT)- Php 127, 270.00</p> <p>With free flowing coffee</p> <p><u>Menu: (AM Snacks, Lunch and PM Snacks) 2 days only</u></p> <p><u>Day 1:</u> AM Snacks: Carbonara; ensaymada; cucumber juice in glass (240ml) Lunch: pork steak; fish fillet with sauce; pinakbet; nido soup; steamed rice; banana fruit; bottled water (500ml) PM Snacks: potato chicked salad; potato crisp fries; canned pineapple juice (350ml)</p> <p><u>Day 2:</u> AM Snacks: pansit guisado; native puto; canned orange juice (350ml) Lunch: beef kare-kare; fried chicken; shanghai rolls; corn soup; steamed rice; buko pandan; bottled water (500ml) PM Snacks: tuna sandwich; macaroni salad; blue lemonade in glass (240ml)</p>	
15	<p>Meals for the DSOW on School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership- Php 11,160.00</p> <p><u>Menu: (AM Snacks, Lunch, PM Snacks) 2 days only</u></p> <p><u>Day 1:</u> AM Snacks: macaroni salad; sliced bread; bottled water (350ml) Lunch: pork steak; bicol express; orange fruit; steamed rice; bottled water (500ml) PM Snacks: hamburger; French fries; buko juice in glass (240ml)</p>	

	<p><u>Day 2:</u> AM Snacks: pancit guisado; camote fries; bottled water (350ml) Lunch: chicken afritada; buttered mixed vegetables; banana fruit; steamed rice; bottled water (500ml) PM Snacks: egg pie; potato fries</p>	
16	<p>Meals and venue for the School Heads Induction Program (SHIP): Building Strong Foundations for Effective School Leadership – Php 86,250.00 With free flowing coffee</p> <p><u>Menu: (AM Snacks, Lunch and PM Snacks) 3 days only</u></p> <p><u>Day 1:</u> AM snacks: carbonara; garlic toast bread; pineapple juice (350ml) Lunch: chicken cordon bleu; beef with broccoli; sauted vegetables; corn soup; steamed rice; orange fruit; bottled water (500ml) PM snacks: bihon guisado; puto kutsinta; pineapple juice (250ml) in can or glass</p> <p><u>Day 2:</u> AM Snacks: sotanghon guisado; ibos; fresh buko juice in glass Lunch: pork embutido; chicken afritada; gulay na gabi; nido soup; buko pandan salad; steamed rice; bottled water (500ml) PM Snacks: clubhouse; camote fries; black gulaman in a glass (240ml)</p> <p><u>Day 3:</u> AM Snacks: spaghetti; toasted siopao; bottled water (500ml) Lunch: fried chicken; pork menudo; chopseuy; crab soup; steamed rice; gelatin; bottled water (500ml) PM Snacks: palabok; garlic toasted bread; bottled water (350ml)</p>	
17	<p>Meals for the Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders- Php 87,000.00 With free flowing coffee</p> <p><u>Menu: (AM snacks, Lunch, PM Snacks) 2 days only</u></p> <p><u>Day 1:</u> AM Snacks: pancit guisado; native puto Lanson; bottled water (350ml) Lunch: pork steak; fish fillet with sauce; tinolang manok; chopseuy; steamed rice; buko salad; bottled water (500ml) PM Snacks: chicken sandwich; camote fries; buko juice in glass (240ml)</p> <p><u>Day 2:</u> AM Snacks: spaghetti; toasted buttered bread; cucumber juice in glass (240ml) Lunch: pork caldereta; fried chicken; sauted mixed vegetables; corn soup; steamed rice; orange fruit; bottled water (500ml) PM Snacks: hamburger; French fries; pineapple juice in glass or in can (240ml)</p>	
18	<p>Meals for the DSOW on Capacity Enhancement of the Development of PD Programs and Provision of CPD to School Leaders- Php 5,775.00</p> <p><u>Menu: (AM Snacks, Lunch and PM Snacks) 1 day only</u></p> <p>AM Snacks: sotanghon guisado; ibos; fresh buko juice in glass (240ml) Lunch: chicken cordon blue; beef with broccoli; sauted vegetables; corn soup; steamed rice; buko pandan salad; bottled water (500ml) PM Snacks: clubhouse; camote fries; black gulaman in a glass (240ml)</p>	

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.
- ☐ (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

NOTE: ALL envelopes in Bidding Documents shall be with tabbing and fully organized based in this checklist upon submission.

TECHNICAL COMPONENT
Technical Documents – b

(Name of the Procuring Entity)

**Statement of All On-going Government and Private Contracts Including Contracts
Awarded but not yet started**

Business Name : _____
Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Description	%	
<u>Government</u>								
<u>Private</u>								
Total Cost								

Note:

The bidder shall support this statement with the duly signed **Notice of Award, Contract or Purchase Order and Notice to Proceed.**

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

One of the technical documents required to be in the Technical Component Envelope of a prospective bidder is a list of all its on-going contracts awarded but not yet started.

In case of no-going contract, the bidder shall submit this duly signed form and indicate **“No On-Going Contracts”** in this form preferably in the first column from the left.

TECHNICAL COMPONENT
Technical Documents – c

(Name of the Procuring Entity)

Statement Identifying Bidder's Single Largest Completed Contract Similar to the Contract to be Bid

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 Awarded b. Amount of Completion c. Contract Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note:

The bidder shall support this statement with the duly signed **Notice of Award, Contract or Purchase Order, Notice to Proceed and Official Receipt or validated LDDAP-ADA.**

Submitted by : _____
(Printed Name and Signature)
Designation : _____
Date : _____

One of the technical documents required to be in the Technical Component Envelope of a prospective bidder is a statement identifying the bidder's single largest completed contract with similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder's largest completed contract similar to the contract to be bid, adjusted to current prices using the NSO consumer price indices, must be at least fifty percent (50%) of the ABC to be bid. In case of no-going contract, the bidder shall submit this duly signed form and indicate **"No On-Going Contracts"** in this form preferably in the first column from the left.

BID SECURING DECLARATION FORM

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

BID SECURING DECLARATION

Project Identification No.: *[Insert Reference number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 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;
 - (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].

AUTHORIZED

[Insert NAME OF BIDDER'S

REPRESENTATIVE]

[Insert Signatory's Legal

Capacity]

Affiant

[Jurat]

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

Technical Specifications

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>

Schedule of Requirements

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

[illegible]

Omnibus Sworn Statement

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 Philippine Bidding Documents, which includes:
 - a. Carefully examine 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]**

TECHNICAL COMPONENT
Financial Documents – g

NET FINANCIAL CONTRACTING CAPACITY (NFCC) FORM

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or its duly accredited and authorized institution, the preceding calendar/tax year which should not be earlier than two (2) years from the date of submission.

Year 20__		
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

[NFCC = K (current assets – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started]

Herewith attached is a certified true copy of the audited financial statement: stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of submission.

Submitted by:

Name of Supplier /Distributor/ Manufacturer

Name of Authorized Representative

Date

Note:

1. If partnership of Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.
2. In case of no partnership, the bidder shall submit and indicate **"Not Applicable"**.

Bid Form

Date: _____

Invitation to Bid No: _____

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

Gentlemen and/or Ladies:

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	Amount and Purpose of agent
Currency	Commission or gratuity

_____	_____
_____	_____
_____	_____

if none, state "None"

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

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

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 and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

For Goods Offered From Within the Philippines

Name of Bidder: _____ Project ID Number: _____ 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 and behalf of: _____

Date: _____

For Goods Offered From Abroad

Name of Bidder: _____ Project ID Number: _____ Page ____ of ____

[illegible]

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid and behalf of: _____

Date: _____

Envelope Sealing Illustration

(Two-Envelope System)



