



Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office No. VIII
Government Center, Palo, Leyte

PHILIPPINE BIDDING DOCUMENTS

Government of the Republic of the Philippines

**SUPPLY AND DELIVERY OF
I.T. EQUIPMENT FOR CSC RO VIII COMEX**

(1 LOT)

CSC RO VIII-PB-2024-0002

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.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	14
1. Scope of Bid	15
2. Funding Information.....	15
3. Bidding Requirements	15
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	15
5. Eligible Bidders.....	15
6. Origin of Goods	16
7. Subcontracts	16
8. Pre-Bid Conference	16
9. Clarification and Amendment of Bidding Documents	16
10. Documents comprising the Bid: Eligibility and Technical Components	16
11. Documents comprising the Bid: Financial Component	17
12. Bid Prices	17
13. Bid and Payment Currencies	18
14. Bid Security	18
15. Sealing and Marking of Bids	18
16. Deadline for Submission of Bids	18
17. Opening and Preliminary Examination of Bids	18
18. Domestic Preference	19
19. Detailed Evaluation and Comparison of Bids	19
20. Post-Qualification	19
21. Signing of the Contract	20
Section III. Bid Data Sheet	21
Section IV. General Conditions of Contract	24
1. Scope of Contract	25
2. Advance Payment and Terms of Payment	25
3. Performance Security	25
4. Inspection and Tests	25
5. Warranty	25
6. Liability of the Supplier	26
Section V. Special Conditions of Contract	27
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	32
Section VIII. Checklist of Technical and Financial Documents	37

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



Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office No. VIII
 Government Center, Palo, Leyte

INVITATION TO BID
FOR THE SUPPLY AND DELIVERY
OF I.T. EQUIPMENT FOR CSC RO VIII COMEX
 (CSC RO VIII-PB-2024-0002)

- The **Civil Service Commission Regional Office No. VIII, Palo, Leyte**, (CSC RO VIII) through the **Fiscal Autonomy Trust Fund** intends to apply the sum of **One Million One Hundred Two Thousand Eight Hundred Pesos (PHP1,102,800.00)** being the ABC to payments under the contract for the **Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX**, as indicated in **Section VII (Technical Specifications)** under **CSC RO VIII-PB-2024-0002**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1 Lot	<p>Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX</p> <p>1 Set Desktop Computer (VM Capable)</p> <p>Processor:</p> <ul style="list-style-type: none"> - Intel i7 12700 or higher - 12 Cores; 20 Threads <p>Memory:</p> <ul style="list-style-type: none"> - 32GB DDR4 <p>Storage:</p> <ul style="list-style-type: none"> - 500GB SSD <p>Display:</p> <ul style="list-style-type: none"> - LED Monitor at least 19.5" - 2GB Integrated/Shared Graphics <p>Network Interface:</p> <ul style="list-style-type: none"> - Gigabit Ethernet 10/100/1000 - With built-in wireless capability <p>Standard I/O Ports:</p>
--------------	---

- FRONT: Two (2) USB 3.1 Gen 1 (or higher) Ports

- FRONT: One (1)
Headphone/Speaker/Jack/Combo Jack

- FRONT: One (1) Microphone-in Jack

- REAR: One (1) VGA Port

- REAR: One (1) HDMI Port

- REAR: One (1) Ethernet RJ-45 Port

- REAR: Four (4) USB 2.0 Ports

- REAR: Audio Jacks

Input Device:

- USB Optical Mouse bundled with Mouse Pad

- Standard full-sized USB Keyboard with numeric keypad

Operating System:

- Windows 11 Professional 64-bit (must not be pre-installed and must be individually packed/stored in a CD)

1 Set Desktop Computer (Mid-Range)

Processor:

- Intel i5 10th Gen or higher

Memory:

- 16GB DDR4

Storage:

- 240GB SSD

- 1TB SATA HDD

Display:

- LED Monitor at least 18.5"

- 2GB Integrated/Shared Graphics

Network Interface:

- Gigabit Ethernet 10/100/1000

- With built-in wireless capability

Standard I/O Ports:

- FRONT: Two (2) USB 3.1 Gen 1 (or higher)
Ports

- FRONT: One (1)
Headphone/Speaker/Jack/Combo Jack

- FRONT: One (1) Microphone-in Jack

- REAR: One (1) VGA Port

- REAR: One (1) HDMI Port

- REAR: One (1) Ethernet RJ-45 Port

- REAR: Four (4) USB 2.0 Ports

- REAR: Audio Jacks

Input Device:

- USB Optical Mouse bundled with Mouse Pad
- Standard full-sized USB Keyboard with numeric keypad

Operating System:

- Windows 11 Professional 64-bit (must not be pre-installed and must be individually packed/stored in a CD)

24 Set Desktop Computer (Basic)

Processor:

- Intel i3 9th Gen or higher
- 3.6GHz base frequency; 4.2GHz Turbo Frequency
- 4 Cores; 4 Threads; 65W Thermal Design Power

Memory:

- 8GB DDR4 (single slot)

Storage:

- 240GB SSD
- 500GB SATA HDD

Display:

- LED Monitor at least 18.5"
- 2GB Integrated/Shared Graphics

Network Interface:

- Gigabit Ethernet 10/100/1000

Standard I/O Ports:

- FRONT: Two (2) USB 3.1 Gen 1 (or higher) Ports
- FRONT: One (1) Headphone/Speaker/Jack/Combo Jack
- FRONT: One (1) Microphone-in Jack
- REAR: One (1) VGA Port
- REAR: One (1) HDMI Port
- REAR: One (1) Ethernet RJ-45 Port
- REAR: Four (4) USB 2.0 Ports
- REAR: Audio Jacks

Input Device:

- USB Optical Mouse bundled with Mouse Pad
- Standard full-sized USB Keyboard with numeric keypad

Operating System:

- Windows 11 Professional 64-bit (must not be pre-installed and must be individually packed/stored in a CD)

21 Unit Uninterruptible Power Supply

- 650 VA output capacity
- with at least 2 universal outlets (all with battery backup and surge protection)

1 Unit Fingerprint Scanner

3 Units 8-port Gigabit Switch

100 pieces RJ45 Pass Through Connectors

25 pieces US Standard Duplex Outlet + Plate

30 pieces Surface Box

1 box THHN Stranded Wire no. 14

1 box THHN Stranded Wire no. 12

6 pieces Electrical Tape (Big)

9 pieces Electrical Moulding 1”

5 pieces Electrical Moulding 1/2”

Other Requirements:

1. Items must be delivered to Civil Service Commission RO VIII, Government Center, Palo, Leyte within thirty (30) calendar days upon receipt of the Notice to Proceed.
2. The Desktop Computers and all other peripherals shall be brand new and free from any defects.
3. The Desktop Computers and UPS shall be a derived model that is readily available in the Philippine market and not a cloned unit or custom built.

	<p>4. The Supplier shall ensure the availability of spare parts and components, for a period of five (5) years, thus, the equipment to be delivered shall not be an end-of-life (EOL) model at the time of the bidding.</p> <p>5. The Supplier shall deliver equipment made with sustainable materials, energy-efficient power supply, and with recyclable.</p>
--	---

2. The **CSC RO VIII, Palo, Leyte**, now invite bids for the above Procurement Project. Delivery of the Goods is required within **thirty (30) calendar days** upon receipt of the Notice to Proceed. Bidders should have completed, **a single contract similar to the Project within the last three (3) years** from the date of submission and receipt of bids. 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 **CSC RO VIII** and inspect the Bidding Documents at the address given below during **office hours from 8:00 A.M. to 5:00 P.M., Mondays to Fridays, except holidays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **5 April 2024 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)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, to be **presented in person or through email at ro08.msd@csc.gov.ph**.
6. The CSC RO VIII will hold a Pre-Bid Conference on **15 April 2024, 1:30 p.m.** at HRC Building, CSC RO VIII, Palo, Leyte, 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 by depositing in the bid box located at the CSC RO VIII guardhouse on or before **29 April 2024 at 11:30** in the morning. 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**.
 - a. The amount of not less than **P22,056.00 (2%)** of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or


- b. The amount of not less than **P55,140.00 (5%)** of ABC if bid security is in Surety Bond.
9. Bid opening shall be on **29 April 2024 at 1:30 PM** at the address given below. Bids will be opened in the presence of the bidders' representatives who will attend the activity.
10. The **CSC RO VIII** reserves the right to reject any and all bids, declare a failure of bidding, or to 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:

SHRS MA. LOURDES H. SABALZA
BAC Secretariat Head
Civil Service Commission
Regional Office No. VIII
Government Center, Palo, Leyte 6501
Telefax: (053) 888-0742
Website: www.cscro8.weebly.com

12. You may visit the following websites:

For downloading of Bidding Documents: www.cscro8.weebly.com
www.philgeps.gov.ph

3 April 2024


ATTY. FLORDELIZA C. ALGAS
Director III
BAC Chairperson

②

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **CSC RO VIII** wishes to receive Bids for the **Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX** with identification number CSC RO VIII-PB-2024-0002.

The Procurement Project (referred to herein as “Project”) is composed of **one lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of **One Million One Hundred Two Thousand Eight Hundred Pesos (PHP1,102,800.00)**.

2.2. The source of funding is:

a. NGA, the Fiscal Autonomy Trust 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. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed. If notwithstanding the bidder/supplier had illegally subcontracted any portion of the Project he/she shall not be relieved of any liability or obligation under the Contract and will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 **the last three 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.

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 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 from the date of the opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity of the CSCRO VIII. 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 seven (7) copies (one (1) original, six (6) authenticated copies) of the first and second components of its Bid.

All bids must be duly received by the BAC Secretariat through manual submission, as indicated in paragraph 7 of the **IB**.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time at its physical address 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 Bidder's representative who is/are present shall sign a register evidencing their attendance.

¹ 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.

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. 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.

- 19.3. The Project shall be awarded as follows:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. A single contract similar to the Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX, as indicated in paragraph 1 of the Invitation to Bid, and whose value must be at least fifty percent (50%) of the ABC to be bid. b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP at the Civil Service Commission RO VIII, Government Center, Palo, Leyte 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"> a. The amount of not less than Php22,056.00 <i>[equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php55,140.00 <i>[equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.
15	Each bidder shall submit one (1) original and six (6) authenticated copies of the first and second components of its bid.
19.3	<p>1 Lot Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX, as indicated in Section VII- Technical Specification, under CSC RO VIII-PB-2024-0002 in the amount of One Million One Hundred Two Thousand Eight Hundred Pesos (P1,102,800.00).</p> <p>The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows, pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184.</p> <p>NFCC= [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p>

20.1	<p>The following post qualification documents must be submitted within non-extendible period of five (5) calendar days from receipt of the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid:</p> <p>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</p> <ol style="list-style-type: none">1. Tax Clearance (current);2. BIR Registration Certification with T.I.N.3. Quarterly Income Tax Return (latest)4. Quarterly Value Added Tax Return (latest)
------	---

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

2. **Terms of Payment**

2.1. Advance payment of the contract is not allowed.

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. **Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents – 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> <ul style="list-style-type: none"> a. In case of Goods supplied from abroad, the goods shall be delivered DDP to Civil Service Commission RO VIII, Government Center, Palo, Leyte. b. In case of Goods supplied from within the Philippines, the goods shall be delivered to Civil Service Commission RO VIII, Government Center, Palo, Leyte. <p style="padding-left: 40px;">In both cases, risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). Delivery schedule shall be coordinated with the CSC RO VIII-Management Services Division through email at ro08.msd@csc.gov.ph at least two working days before the intended delivery date.</p> <p>Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI Schedule of Requirements.</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; and 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. <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>

Spare Parts –

2.

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. In the event of termination of production of the spare parts:
 - a. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - b. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

Packaging –

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.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within 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.

The Procuring Entity accepts no liability for the damage of Goods during transit. 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>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>
3	<p>Payment shall be made through LBP check, within thirty (30) days after the submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.</p>
4	<p>The supplier shall send at least two (2) IT technicians as support for the inspection and testing of the Desktop Computers and all other peripherals.</p> <p>CSC RO VIII Inspection Team together with the authorized technical representative shall at all reasonable times during the supply, delivery, installation, commissioning, and testing of the project shall examine, inspect, measure, and test the materials and workmanship, and to check the progress of the said project.</p>
5	<p>Warranty Period:</p> <p>Warranty of parts and after sales services:</p> <p>Except as may be otherwise specified or agreed upon by the parties, the supplier shall replace defective parts/goods and provide after sales services within one (1) year from date of acceptance of the goods by the procuring entity.</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.

Description	Quantity	Total	Delivered, Weeks/Months
Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX, as indicated in Section VII (Technical Specifications)	Please refer to Section VII (Technical Specifications)	1 Lot	Within thirty (30) calendar days upon receipt of the Notice to Proceed

I hereby verify to comply with all the above requirements.

Signature over the printed name of the authorized representative

Company name

Date

Section VII. Technical Specifications

Technical Specifications

Item #	Specification	Statement of Compliance
		<p>[Bidders must state here either “Will Comply” or “Will 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</p>

		applicable laws and issuances.]
1 Lot	<p>Supply and Delivery of I.T. Equipment for CSC RO VIII COMEX</p> <p>1 Set Desktop Computer (VM Capable)</p> <p>Processor:</p> <ul style="list-style-type: none"> - Intel i7 12700 or higher - 12 Cores; 20 Threads <p>Memory:</p> <ul style="list-style-type: none"> - 32GB DDR4 <p>Storage:</p> <ul style="list-style-type: none"> - 500GB SSD <p>Display:</p> <ul style="list-style-type: none"> - LED Monitor at least 19.5" - 2GB Integrated/Shared Graphics <p>Network Interface:</p> <ul style="list-style-type: none"> - Gigabit Ethernet 10/100/1000 - With built-in wireless capability <p>Standard I/O Ports:</p> <ul style="list-style-type: none"> - FRONT: Two (2) USB 3.1 Gen 1 (or higher) Ports - FRONT: One (1) Headphone/Speaker/Jack/Combo Jack - FRONT: One (1) Microphone-in Jack - REAR: One (1) VGA Port - REAR: One (1) HDMI Port - REAR: One (1) Ethernet RJ-45 Port - REAR: Four (4) USB 2.0 Ports - REAR: Audio Jacks <p>Input Device:</p> <ul style="list-style-type: none"> - USB Optical Mouse bundled with Mouse Pad - Standard full-sized USB Keyboard with numeric keypad 	

Operating System:

- Windows 11 Professional 64-bit (must not be pre-installed and must be individually packed/stored in a CD)

1 Set Desktop Computer (Mid-Range)

Processor:

- Intel i5 10th Gen or higher

Memory:

- 16GB DDR4

Storage:

- 240GB SSD
- 1TB SATA HDD

Display:

- LED Monitor at least 18.5"
- 2GB Integrated/Shared Graphics

Network Interface:

- Gigabit Ethernet 10/100/1000
- With built-in wireless capability

Standard I/O Ports:

- FRONT: Two (2) USB 3.1 Gen 1 (or higher) Ports

- FRONT: One (1)

Headphone/Speaker/Jack/Combo Jack

- FRONT: One (1) Microphone-in Jack
- REAR: One (1) VGA Port
- REAR: One (1) HDMI Port
- REAR: One (1) Ethernet RJ-45 Port
- REAR: Four (4) USB 2.0 Ports

- REAR: Audio Jacks

Input Device:

- USB Optical Mouse bundled with Mouse Pad
- Standard full-sized USB Keyboard with numeric keypad

Operating System:

- Windows 11 Professional 64-bit (must not be pre-installed and must be individually packed/stored in a CD)

24 Set Desktop Computer (Basic)

Processor:

- Intel i3 9th Gen or higher

	<ul style="list-style-type: none"> - 3.6GHz base frequency; 4.2GHz Turbo Frequency - 4 Cores; 4 Threads; 65W Thermal Design Power <p>Memory:</p> <ul style="list-style-type: none"> - 8GB DDR4 (single slot) <p>Storage:</p> <ul style="list-style-type: none"> - 240GB SSD - 500GB SATA HDD <p>Display:</p> <ul style="list-style-type: none"> - LED Monitor at least 18.5" - 2GB Integrated/Shared Graphics <p>Network Interface:</p> <ul style="list-style-type: none"> - Gigabit Ethernet 10/100/1000 <p>Standard I/O Ports:</p> <ul style="list-style-type: none"> - FRONT: Two (2) USB 3.1 Gen 1 (or higher) Ports - FRONT: One (1) Headphone/Speaker/Jack/Combo Jack - FRONT: One (1) Microphone-in Jack - REAR: One (1) VGA Port - REAR: One (1) HDMI Port - REAR: One (1) Ethernet RJ-45 Port - REAR: Four (4) USB 2.0 Ports - REAR: Audio Jacks <p>Input Device:</p> <ul style="list-style-type: none"> - USB Optical Mouse bundled with Mouse Pad - Standard full-sized USB Keyboard with numeric keypad <p>Operating System:</p> <ul style="list-style-type: none"> - Windows 11 Professional 64-bit (must not be pre-installed and must be individually packed/stored in a CD) <p>21 Unit Uninterruptible Power Supply</p> <ul style="list-style-type: none"> - 650 VA output capacity - with at least 2 universal outlets (all with battery backup and surge protection) 	
--	--	--

	<p>1 Unit Fingerprint Scanner</p> <p>3 Units 8-port Gigabit Switch</p> <p>100 pieces RJ45 Pass Through Connectors</p> <p>25 pieces US Standard Duplex Outlet + Plate</p> <p>30 pieces Surface Box</p> <p>1 box THHN Stranded Wire no. 14</p> <p>1 box THHN Stranded Wire no. 12</p> <p>6 pieces Electrical Tape (Big)</p> <p>9 pieces Electrical Moulding 1”</p> <p>5 pieces Electrical Moulding 1/2”</p> <p>Other Requirements:</p> <p>1. Items must be delivered to Civil Service Commission RO VIII, Government Center, Palo, Leyte within thirty (30) calendar days upon receipt of the Notice to Proceed.</p> <p>2. The Desktop Computers and all other peripherals shall be brand new and free from any defects.</p> <p>3. The Desktop Computers and UPS shall be a derived model that is readily available in the Philippine market and not a cloned unit or custom built.</p> <p>4. The Supplier shall ensure the availability of spare parts and components, for a period of five (5) years, thus, the equipment to be delivered shall not be an end-of-life (EOL) model at the time of the bidding.</p> <p>5. The Supplier shall deliver equipment made with sustainable materials, energy-efficient power supply, and with recyclable.</p>	
--	--	--

I hereby certify to comply with all the above Technical Specifications:

Name of Company/Bidder

Signature over Printed of
Name of Representative

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 check 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.

Bidding Forms

- I. Bid Form**
- II. Price Schedule**
- III. Bid Securing Declaration Form**
- IV. Omnibus Sworn Statement**
- V. Contract Agreement Form**
- VI. Statement of the Bidder of all its Ongoing Government and Private Contracts, including Contracts Awarded but Not Yet Started**
- VII. Statement of Bidder's Single Largest and Completed Contract Similar to the contract to be bid**



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

BID FORM

Date : _____
 Project Identification No. : _____

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

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 or Commission or gratuity	Purpose of
_____	_____	_____
_____	_____	_____
_____	_____	_____

(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: _____

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

For Goods Offered from Within the Philippines

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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]

Signature: _____

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

Date: _____

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Name of Company:

Name of the Bidder:

Address of the Bidder:

Contact No.:

Item No.	Name of the Completed Contract	Description of the Project	Date of the Contract	Contract Duration	Owner's Name & Address (Telephone No.)	Kinds of Goods	Amount of Completed Contract	Date of Delivery / Completion	End User's Acceptance or Official Receipt(s) or Sales Invoice shall be attached to the statement

Submitted by:

Printed Name and Signature

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone Nos.	Contract Duration	Date of Delivery	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts
GOVERNMENT							
PRIVATE							

Note:

State all ongoing 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.

1. Notice of Award or Contract
2. Notice to Proceed issued by the owner (*in the absence of Notice to Proceed (NTP), execute an affidavit that the bidder asserted all efforts in requesting the NTP. Indicate the circumstances and state the reasons. Attach letter of request as supporting documents*).

Not to be submitted during the Opening of Bids but to be verified, ascertained and validated during post-qualification.

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