



**MUNICIPALITY OF SANTA FE, ROMBLON**

**PHILIPPINE BIDDING DOCUMENTS**

**for the**

**PROCUREMENT OF OFFICE  
SUPPLIES (MAYOR'S OFFICE)**

Date of Public Bidding: September 9, 2024, 1:30 P.M.

Sixth Edition  
July 2020

## Checklist of Eligibility Requirements for the BAC

REVISED IMPLEMENTING RULE OF R.A. 9184

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

Bidder: \_\_\_\_\_

### Checklist of Eligibility Requirements

#### TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Imp. Office	CHARLIE T. ANDRES, JR. Member	EMYLOW G. MACHON Member	DERRICK E. MAYOR Member	CARMEL P. PANAGSAGAN Vice-Chairperson	REYNALD T. SOLANOY Chairperson
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#### Legal Documents

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- (a) Valid PhilGeps Registration Certificate (Platinum Membership) (all pages);  
in accordance with Section 8.5.2 of the IRR
  - (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or its equivalent document.  
**and**
  - (ii) Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Zones or Areas;  
**and**
  - (iii) Tax Clearance per E. O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
  - (iv) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

#### Technical Documents

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- (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 the 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

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

**Remarks:** ( ) Pass ( ) Fail



# Checklist of Technical Envelope Requirements for the BAC

REVISED IMPLEMENTING RULE OF R.A. 9184

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

Bidder: \_\_\_\_\_

## Checklist of Eligibility Requirements

Imp. Office	CHARLIE T. ANDRES, JR. Member	EMYLOW G. MACHON Member	DERRICK E. MAYOR Member	CARMEL P. PANAGSAGAN Vice-Chairperson	REYNALD T. SOLANOY Chairperson
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### Technical Documents

- (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.
- (1) The signatory is the sole proprietor or duly authorized representative of the prospective bidder.
  - (2) The owner and sole proprietor or the duly authorized representative 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 accompanied by the duly notarized Special Power of Attorney, Board/ Partnership Resolution, or Secretary's Certificate whichever is applicable;
  - (3) It is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB, **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) It is authorizing the HOPE or his duly authorized representative/s to verify all the documents submitted;
  - (6) It complies with the disclosure provision under Section 47 of the IRR of RA 9184, in relation to other provisions of RA 3019;
  - (7) It complies with existing labor laws and standards;
  - (8) It 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.
  - (9) It 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.**

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: ( ) Pass ( ) Fail

Name of Procuring Entity:  
**MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON**

## Checklist of Financial Envelope Requirements for the BAC

REVISED IMPLEMENTING RULE OF R.A. 9184

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

Bidder: \_\_\_\_\_

### Checklist of Eligibility Requirements

Imp. Office	CHARIE T. ANDRES, JR Member	EMYLOW G. MACHON Member	DERRICK E. MAYOR Member	CARMEL P. PANAGSAGAN Vice-Chairperson	REYNALD T. SOLANOY Chairperson
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#### Financial Documents

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- (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 venture agreement (JVA) in case the joint venture is already exister  
**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 succesful.

*Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.*

**Remarks:** ( ) Pass ( ) Fail



Name of Procuring Entity:

**MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON**

## Checklist of Additional Requirements for the BAC

REVISED IMPLEMENTING RULE OF R.A. 9184

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

Bidder: \_\_\_\_\_

### Checklist of Bid Requirements

**FINANCIAL COMPONENT ENVELOPE:**

Imp. Office	CHARLIE T. ANDRES, JR. Member	EMYLOW G. MACHON Member	DERRICK E. MAYOR Member	CARMEL P. PANAGSAGAN Vice-Chairperson	REYNALD T. SOLANOY Chairperson
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1 Original of duly signed and accomplished Financial Bid Form; **and**

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2 Original of duly signed and accomplished Price Schedule(s).

*Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.*

**Remarks:** ( ) Complying ( ) Non-Complying

Name of Procuring Entity:

**MUNICIPAL GOVERNMENT OF SANTA FE, ROMBLON**

## Checklist of Additional Requirements for the BAC

REVISED IMPLEMENTING RULE OF R.A. 9184

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

Bidder: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS: (Post-Qualification Documents of Winning Bidder)**

Imp. Office	CHARLIE T. ANDRES, JR.	Member	EMYLOW G. MACHON	Member	DERRICK E. MAYOR	Member	CARMEL P. PANAGSAGAN	Vice-Chairperson	REYNALD T. SOLANOY	Chairperson
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1 Latest Income Tax and Business Tax Returns

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2 BIR Certificate of Registration

*Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.*

**Remarks: ( ) Complying ( ) Non-Complying**

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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



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
-oOo-

## **THE BIDS AND AWARDS COMMITTEE**

### **INVITATION TO BID FOR THE PROCUREMENT OF OFFICE SUPPLIES (MAYOR'S OFFICE)**

1. The **Municipal Government of Santa Fe, Romblon**, through the **General Fund 2024<sup>1</sup>** intends to apply the sum of **One Hundred Three Thousand Six Hundred Thirty Pesos (Php103,630.00)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **"Procurement of Office Supplies (Mayor's Office)" (ITB No. 2024-0059)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Municipal Government of Santa Fe, Romblon** now invites bids for the above Procurement Project. Delivery of Goods is required **thirty (30) working days after the receipt of the Notice to Proceed of the Winning Bidder**. Bidders should have completed, within the last three (3) 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) 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 5183.

4. Prospective Bidders may obtain further information from **Municipal Government of Santa Fe** and inspect the Bidding Documents at the address given below during **8:00 am to 5:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 21, 2024 to September 9, 2024** from the given address and website below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos (P500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **September 9, 2024 at 1:30 P.M.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **September 9, 2024 at 1:30 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The Municipal Government of Santa Fe, Romblon 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 Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ENGR. REYNALD T. SOLANOY**  
*Municipal Assessor/LGU-BAC Chairperson*  
*Municipality of Santa Fe*  
*Province of Romblon*  
*Telephone No. **0917-154-2647***  
*Email Address: **stafebac2023@gmail.com***

11. You may visit the website listed below:

For downloading of Bidding Documents: **<http://www.staferomblon.gov.ph>**

  
**REYNALD T. SOLANOY**  
*LGU-BAC Chairperson*



# **Section II.**

# **Instructions to Bidders**

## 1. Scope of Bid

The Procuring Entity, **Municipal Government of Santa Fe, Romblon** wishes to receive Bids for the **Procurement of Office Supplies (Mayor's Office)**, with identification number **ITB No. 2024-0059**

The Procurement Project (referred to herein as "Project") is composed of single 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 **General Fund 2024** in the amount of **One Hundred Three Thousand Six Hundred Thirty Pesos (P103,630.00)**.

2.2. The source of funding is:

**LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.**

## 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.

## 1. Scope of Bid

The Procuring Entity, **Municipal Government of Santa Fe, Romblon** wishes to receive Bids for the **Procurement of Office Supplies (Mayor's Office)**, with identification number **ITB No. 2024-0059**

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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.

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## 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.
  - b. For the procurement of Expandable 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.
  - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expandable supplies and services or twenty-five percent (25%) in the case of expandable supplies* of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- b. 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 *{[insert if applicable]}* and/or through videoconferencing/webcasting} 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 Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid within 120 Calendar Days from the Bid Opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

In addition, each bidder shall submit two (2) additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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



The Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. Interested bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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

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

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

# **Section III.**

# **Bid Data Sheet**



# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>Sale and delivery of Office Supplies.</i></li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> <li>c. Prospective bidder need to submit one SLCC per lot</li> </ol> <p>Note: Use the prescribed forms for the Statement of SLCC provided in this Bidding Documents. Using other forms not prescribed in this bidding documents is ground for disqualification of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
10.1	<p>The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents)</p> <p>Please follow the additional provisions:</p> <ol style="list-style-type: none"> <li>1. For bid Security, if the bidder opted to submit Bid Securing Declaration, use the prescribed form provided in this Bidding Document</li> <li>2. For NFCC, Statement of SLCC and Statement of All Ongoing and Private Contracts, the prospective bidder should use the prescribed form provided in this Bidding Document</li> <li>3. NFCC computation should be pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184</li> </ol> <p><b>Using other forms not prescribed in this Bidding Document is a ground for disqualification of bids.</b></p>
12	The price of the Goods shall be quoted DDP <i>Municipal Government of Santa Fe – Poblacion, Santa Fe, Romblon</i> inclusive of applicable taxes and freight charges or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b><i>Two Thousand Seventy Two Pesos &amp; 60/100 (P2,072.60)</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>Five Thousand One Hundred Eighty One Pesos &amp; 50/100 (P5,181.50)</i></b>, if bid security is in Surety Bond.</li> </ol>
19.3	<i>The ABC for the project is One Hundred Three Thousand Six Hundred Thirty Pesos (P103,630.00)</i>

20.2	<i>BIR Certificate of Registration and Latest income tax and business tax return fled and paid through the BIR Electronic and Payment System.</i>
21.2	<i>None</i>

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



## 1. **Scope of Contract**

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

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

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

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

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

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

## 3. **Performance Security**

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

## 4. **Inspection and Tests**

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

**Section V.**  
**Special Conditions of**  
**Contract**



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>on project site at Municipal Hall-Poblacion, Santa Fe, Romblon</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and three (3) copies of the Supplier’s Invoice showing Goods’, description, quantity, unit price and total amount;</li> <li>(ii) Original and three (3) copies of delivery receipt</li> </ul> <p>For purpose of this Clause the Procuring Entity’s Representative at the Project Site are Ms. Ruth V. Gallos and Mr. Erwin B. Gusi.</p>
	<p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>



	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>



2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are actual inspection and testing of the goods delivered.

# **Section VI. Schedule of Requirements**

## 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	Air Freshener, aerosol type, spray, 320 ml	18 bottle	18 bottle	Within 30 working days after supplier's receipt of Notice to Proceed
2	Air Freshener scented gel 320ml lavender	10 pieces	10 pieces	
3	Adhesive Tape 12mm x 4m, big roll	12 roll	12 roll	
4	Ballpen, doodle black ballpen, fine point 0.5mm, semi-gel ink. 10pcs/tube	20 tube	20 tube	
5	Battery AA, zero added mercury and cadmium, quality seal super heavy duty, 4pcs per pack	5 pack	5 pack	
6	Battery super heavy duty + 9V size/Format UPN-146812-No.1222 6F22 9volts	11 pack	11 pack	Within 30 working days after supplier's receipt of Notice to Proceed
7	Brown envelop, legal	60 pcs	60 pcs	
8	Brown envelop A4	60 pcs	60 pcs	
9	Calculator, MS 12 standard heavy duty, solar cell battery DC 1.5	3 pcs	3 pcs	
10	Cleaner, toilet and urinal 1000ml	15 bottle	15 bottle	
11	Clip, backfold, 25mm	5 box	5 box	Within 30 working days after supplier's receipt of Notice to Proceed
12	Clip, backfold, 32mm	5 box	5 box	
13	Clip, backfold, 50mm	10 box	10 box	
14	Correction Tape, good quality, 5mm x8m	20 pieces	20 pieces	
15	Data File Box legal (Magazine File Box)	24 pieces	24 pieces	
16	Detergent Powder 47-60grams/sachet	20 dozen	20 dozen	Within 30 working days after supplier's receipt of Notice to Proceed
17	Dishwashing Liquid 1 liter	10 bottle	10 bottle	
18	Doormat, cloth	10 pieces	10 pieces	
19	Fabcon antibac 33ml	144 sachet	144 sachet	
20	Glue, all purpose, white, 130grams	5 bottle	5 bottle	
21	INK CART, CANON CL-811, Colored	6 cart	6 cart	Within 30 working days after supplier's receipt of Notice to Proceed
22	INK CART, CANON PG-810, Black	8 cart	8 cart	
23	Canon Ink Pixma GI-790, Yellow, 70ml, Genuine Ink	2 bottle	2 bottle	
24	Canon Ink Pixma GI-790, Black, 130ml, Genuine Ink	5 bottle	5 bottle	
25	Canon Ink Pixma GI-790, Magenta, 70ml, Genuine Ink	5 bottle	5 bottle	
26	Canon Ink Pixma GI-790, Cyan, 70ml, Genuine Ink	5 bottle	5 bottle	Within 30 working days after supplier's receipt of Notice to Proceed
27	Epson Ink 003 Yellow, 65mL (Genuine Ink)	8 bottle	8 bottle	
28	Epson Ink 003 Black, 65mL (Genuine Ink)	8 bottle	8 bottle	
29	Epson Ink 003 Magenta, 65mL (Genuine Ink)	8 bottle	8 bottle	
30	Epson Ink 003 Cyan, 65mL (Genuine Ink)	8 bottle	8 bottle	
31	Epson Ink 664 Yellow, 70ml, Genuine Ink	4 bottle	4 bottle	
32	Epson Ink 664 Black, 70ml, Genuine Ink	4 bottle	4 bottle	



Item Number	Description	Quantity	Total	Delivered, Weeks/Months
33	Epson Ink 664 Magenta, 70ml, Genuine Ink	4 bottle	4 bottle	Within 30 working days after supplier's receipt of Notice to Proceed
34	Epson Ink 664 Cyan, 70ml, Genuine Ink	4 bottle	4 bottle	
35	Extension Wire heavy duty 10meters,4gangs	2 piece	2 piece	
36	Marker, permanent, black, bullet type, refillable	5 piece	5 piece	
37	Metal File Frame Multi-Layers 3-tier rack office desk organizer, black heavy duty	1 pc	1 pc	Within 30 working days after supplier's receipt of Notice to Proceed
38	Mouse, Optical USB connection type	2 unit	2 unit	
39	Mop with Steel Handle Big	2 pcs	2 pcs	
40	Multi Insect Spray Odorless 500ml	4 bottle	4 bottle	
41	Muriatic Acid 1000ml	10 pcs	10 pcs	Within 30 working days after supplier's receipt of Notice to Proceed
42	Neon Paper assorted color	3 ream	3 ream	
43	Note Pad, stick on, 76mm x 100mm (3"x4")	3 pad	3 pad	
44	Paper Clip, vinyl/plastic coated, 50mm	20 box	20 box	
45	Paper, Multi-Purpose, A4, 70 gsm	25 ream	25 ream	Within 30 working days after supplier's receipt of Notice to Proceed
46	Paper Fastener, plastic coated	12 box	12 box	
47	Pentelpen Ink Refill	2 bottle	2 bottle	
48	Pencil, lead, with eraser	4 box	4 box	
49	Sign Pen 0.5mm needle tip, black	3 piece	3 piece	Within 30 working days after supplier's receipt of Notice to Proceed
50	Sticker Paper, matte, A4	15 sheets	15 sheets	
51	Specialty Paper, A4 200 GSM, pale cream, 100 sheets	5 pack	5 pack	
52	Specialty Paper, Legal 200 GSM, pale cream, 100 sheets	8 pack	8 pack	
53	Puncher 2 holes (big)	2 piece	2 piece	Within 30 working days after supplier's receipt of Notice to Proceed
54	Record Book, 300 pages, sizes: 214mm x 278mm min	5 piece	5 piece	
55	Ruler, plastic 450mm	3 piece	3 piece	
56	Scissors, symmetrical medium size	2 pair	2 pair	
57	Stamp Pad, felt	2 piece	2 piece	Within 30 working days after supplier's receipt of Notice to Proceed
58	Staple Wire, standard	10 box	10 box	
59	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack	18 pack	18 pack	
60	Toilet Cleaner, ultratic liquid bleach, classic 1000ml	10 bottle	10 bottle	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

# **Section VII. Technical Specifications**

## Technical Specifications

Bidders must state here either "Comply or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment offered.

Item	Specification	Statement of Compliance
1	Air Freshener, aerosol type, spray, 320 ml	
2	Air Freshener scented gel 320ml lavender	
3	Adhesive Tape 12mm x 4m, big roll	
4	Ballpen, doodle black ballpen, fine point 0.5mm, semi-gel ink. 10pcs/tube	
5	Battery AA, zero added mercury and cadmium, quality seal super heavy duty, 4pcs per pack	
6	Battery super heavy duty + 9V size/Format UPN-146812-No.1222 6F22 9volts	
7	Brown envelop, legal	
8	Brown envelop A4	
9	Calculator, MS 12 standard heavy duty, solar cell battery DC 1.5	
10	Cleaner, toilet and urinal 1000ml	
11	Clip, backfold, 25mm	
12	Clip, backfold, 32mm	
13	Clip, backfold, 50mm	
14	Correction Tape, good quality, 5mm x8m	
15	Data File Box legal (Magazine File Box)	
16	Detergent Powder 47-60grams/sachet	
17	Dishwashing Liquid 1 liter	
18	Doormat, cloth	
19	Fabcon antibac 33ml	
20	Glue, all purpose, white, 130grams	
21	INK CART, CANON CL-811, Colored	
22	INK CART, CANON PG-810, Black	
23	Canon Ink Pixma GI-790, Yellow, 70ml, Genuine Ink	
24	Canon Ink Pixma GI-790, Black, 130ml, Genuine Ink	
25	Canon Ink Pixma GI-790, Magenta, 70ml, Genuine Ink	
26	Canon Ink Pixma GI-790, Cyan, 70ml, Genuine Ink	
27	Epson Ink 003 Yellow, 65mL (Genuine Ink)	
28	Epson Ink 003 Black, 65mL (Genuine Ink)	
29	Epson Ink 003 Magenta, 65mL (Genuine Ink)	
30	Epson Ink 003 Cyan, 65mL (Genuine Ink)	
31	Epson Ink 664 Yellow, 70ml, Genuine Ink	
32	Epson Ink 664 Black, 70ml, Genuine Ink	
33	Epson Ink 664 Magenta, 70ml, Genuine Ink	
34	Epson Ink 664 Cyan, 70ml, Genuine Ink	
35	Extension Wire heavy duty 10meters,4gangs	
36	Marker, permanent, black, bullet type, refillable	
37	Metal File Frame Multi-Layers 3-tier rack office desk organizer, black heavy duty	



Item	Specification	Statement of Compliance
38	Mouse, Optical USB connection type	
39	Mop with Steel Handle Big	
40	Multi Insect Spray Odorless 500ml	
41	Muriatic Acid 1000ml	
42	Neon Paper assorted color	
43	Note Pad, stick on, 76mm x 100mm (3"x4")	
44	Paper Clip, vinyl/plastic coated, 50mm	
45	Paper, Multi-Purpose, A4, 70 gsm	
46	Paper Fastener, plastic coated	
47	Pentelpen Ink Refill	
48	Pencil, lead, with eraser	
49	Sign Pen 0.5mm needle tip, black	
50	Sticker Paper, matte, A4	
51	Specialty Paper, A4 200 GSM, pale cream, 100 sheets	
52	Specialty Paper, Legal 200 GSM, pale cream, 100 sheets	
53	Puncher 2 holes (big)	
54	Record Book, 300 pages, sizes: 214mm x 278mm min	
55	Ruler, plastic 450mm	
56	Scissors, symmetrical medium size	
57	Stamp Pad, felt	
58	Staple Wire, standard	
59	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack	
60	Toilet Cleaner, ultratic liquid bleach, classic 1000ml	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) 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*

- (k) 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

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

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

- (n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government

office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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



**Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_  
ITB No. 2024-0059

To: The BAC Chairperson  
Municipal Government of Santa Fe  
Poblacion, Santa Fe, Romblon

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Procurement of Office Supplies (Mayor's Office)* 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: *(i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties,* which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

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


(if none, state "None")

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**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. ITB No. 2024-0059 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)
1	Air Freshener, aerosol type, spray, 320 ml		18 bottle						
2	Air Freshener scented gel 320ml lavender		10 pieces						
3	Adhesive Tape 12mm x 4m, big roll		12 roll						
4	Ballpen, doodle black ballpen, fine point 0.5mm, semi-gel ink. 10pcs/tube		20 tube						
5	Battery AA, zero added mercury and cadmium, quality seal super heavy duty, 4pcs per pack		5 pack						
6	Battery super heavy duty + 9V size/Format UPN-146812-No.1222 6F22 9volts		11 pack						
7	Brown envelop, legal		60 pcs						
8	Brown envelop A4		60 pcs						
9	Calculator, MS 12 standard heavy duty, solar cell battery DC 1.5		3 pcs						
10	Cleaner, toilet and urinal 1000ml		15 bottle						
11	Clip, backfold, 25mm		5 box						
12	Clip, backfold, 32mm		5 box						
13	Clip, backfold, 50mm		10 box						



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)
14	Correction Tape, good quality, 5mm x8m		20 pieces						
15	Data File Box legal (Magazine File Box)		24 pieces						
16	Detergent Powder 47-60grams/sachet		20 dozen						
17	Dishwashing Liquid 1 liter		10 bottle						
18	Doormat, cloth		10 pieces						
19	Fabcon antibac 33ml		144 sachet						
20	Glue, all purpose, white, 130grams		5 bottle						
21	INK CART, CANON CL-811, Colored		6 cart						
22	INK CART, CANON PG-810, Black		8 cart						
23	Canon Ink Pixma GI-790, Yellow, 70ml, Genuine Ink		2 bottle						
24	Canon Ink Pixma GI-790, Black, 130ml, Genuine Ink		5 bottle						
25	Canon Ink Pixma GI-790, Magenta, 70ml, Genuine Ink		5 bottle						
26	Canon Ink Pixma GI-790, Cyan, 70ml, Genuine Ink		5 bottle						
27	Epson Ink 003 Yellow, 65mL (Genuine Ink)		8 bottle						
28	Epson Ink 003 Black, 65mL (Genuine Ink)		8 bottle						
29	Epson Ink 003 Magenta, 65mL (Genuine Ink)		8 bottle						
30	Epson Ink 003 Cyan, 65mL (Genuine Ink)		8 bottle						
31	Epson Ink 664 Yellow, 70ml, Genuine Ink		4 bottle						
32	Epson Ink 664 Black, 70ml, Genuine Ink		4 bottle						

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)
33	Epson Ink 664 Magenta, 70ml, Genuine Ink		4 bottle						
34	Epson Ink 664 Cyan, 70ml, Genuine Ink		4 bottle						
35	Extension Wire heavy duty 10meters,4gangs		2 piece						
36	Marker, permanent, black, bullet type, refillable		5 piece						
37	Metal File Frame Multi-Layers 3-tier rack office desk organizer, black heavy duty		1 pc						
38	Mouse, Optical USB connection type		2 unit						
39	Mop with Steel Handle Big		2 pcs						
40	Multi Insect Spray Odorless 500ml		4 bottle						
41	Muriatic Acid 1000ml		10 pcs						
42	Neon Paper assorted color		3 ream						
43	Note Pad, stick on, 76mm x 100mm (3"x4")		3 pad						
44	Paper Clip, vinyl/plastic coated, 50mm		20 box						
45	Paper, Multi-Purpose, A4, 70 gsm		25 ream						
46	Paper Fastener, plastic coated		12 box						
47	Pentelpen Ink Refill		2 bottle						
48	Pencil, lead, with eraser		4 box						
49	Sign Pen 0.5mm needle tip, black		3 piece						
50	Sticker Paper, matte, A4		15 sheets						
51	Specialty Paper, A4 200 GSM, pale cream, 100 sheets		5 pack						

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)
52	Specialty Paper, Legal 200 GSM, pale cream, 100 sheets		8 pack						
53	Puncher 2 holes (big)		2 piece						
54	Record Book, 300 pages, sizes: 214mm x 278mm min		5 piece						
55	Ruler, plastic 450mm		3 piece						
56	Scissors, symmetrical medium size		2 pair						
57	Stamp Pad, felt		2 piece						
58	Staple Wire, standard		10 box						
59	Toilet Tissue Paper, 2-ply, 100% recycled, 9 roll/pack		18 pack						
60	Toilet Cleaner, ultratic liquid bleach, classic 1000ml		10 bottle						

Total Amount in Figures: **P** \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

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**  
**PROCUREMENT OF OFFICE SUPPLIES (MAYOR'S OFFICE)**  
**Project Identification No.: *ITB No. 2024-0059***

To: \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_ 2024. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024.

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- 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 BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year _____
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Worth Capital (2-4)	

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

NFCC = [(Current Assets minus Current Liabilities) (15)] minus value of all outstanding works under ongoing contracts, including awarded contracts yet to be started.

NFCC = P \_\_\_\_\_

NFCC must be at least equal to the ABC

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

\_\_\_\_\_  
 Name of Supplier / Distributor / Manufacturer  
 Signature of Authorized Representative

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

**NOTE:**

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



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

I, \_\_\_\_\_, of legal age, married/single, Filipino, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of \_\_\_\_\_, 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 \_\_\_\_\_ of the Municipal Government of Santa Fe, Romblon, as shown in the attached duly notarized Special Power of Attorney;
3. \_\_\_\_\_ 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. \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. 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;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ 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 \_\_\_\_\_.

9. \_\_\_\_\_ 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 \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_, day of \_\_\_\_\_ 2024. Affiant exhibited to me his/her \_\_\_\_\_, with his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2024.

**Statement of all 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**

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

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

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>GOVERNMENT:</u>							
<u>PRIVATE:</u>							

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

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

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

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid)
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)



**Statement of all 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**

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

Name of Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>GOVERNMENT:</u>							
<u>PRIVATE:</u>							

Submitted by: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid)
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Attach Notice of Award/Notice to Proceed/Purchase Order (if applicable)



Republic of the Philippines



Government Procurement Policy Board