

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement, Supply and Delivery of Common Supplies for the Philippine Identification System**

**PB-2021-005**

**Philippine Statistics Authority  
Regional Statistical Services Office III  
City of San Fernando, Pampanga**

# Table of Contents

<b>Section I. Invitation to Bid.....</b>	<b>3</b>
<b>Section II. Instructions to Bidders.....</b>	<b>6</b>
1. Scope of Bid .....	7
2. Funding Information.....	7
3. Bidding Requirements .....	7
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	7
5. Eligible Bidders.....	7
6. Origin of Goods .....	8
7. Subcontracts .....	8
8. Pre-Bid Conference .....	9
9. Clarification and Amendment of Bidding Documents .....	9
10. Documents comprising the Bid: Eligibility and Technical Components .....	9
11. Documents comprising the Bid: Financial Component .....	9
12. Bid Prices .....	10
13. Bid and Payment Currencies .....	10
14. Bid Security .....	10
15. Sealing and Marking of Bids .....	11
16. Deadline for Submission of Bids .....	11
17. Opening and Preliminary Examination of Bids .....	11
18. Domestic Preference .....	11
19. Detailed Evaluation and Comparison of Bids .....	11
20. Post-Qualification .....	12
21. Signing of the Contract .....	12
<b>Section III. Bid Data Sheet .....</b>	<b>13</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>15</b>
1. Scope of Contract .....	16
2. Advance Payment and Terms of Payment .....	16
3. Performance Security .....	16
4. Inspection and Tests .....	16
5. Warranty .....	17
6. Liability of the Supplier .....	17
<b>Section V. Special Conditions of Contract .....</b>	<b>18</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>22</b>
<b>Section VII. Technical Specifications .....</b>	<b>26</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>28</b>

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



## **INVITATION TO BID**

### **Procurement, Supply and Delivery of Common Supplies for the Philippine Identification System**

1. The **Philippine Statistics Authority- Regional Statistical Services Office III (PSA RSSO III)** through ASA No. 03-2021-041 issued by the Philippine Statistics Authority Central Office, intends to apply the sum of **Two Million Four Hundred Eighty Seven Thousand One Hundred Ten Pesos (Php2,487,110.00)** being the ABC to payments under the contract for PB-2021-005 entitled **Procurement, Supply and Delivery of Common Supplies for the Philippine Identification System**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PSA RSSO III** now invites bids for the above Procurement Project. Delivery of the goods is on **26-29 October 2021**. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **PSA RSSO III** and inspect the Bidding Documents at the address given below during **Mondays to Fridays, 9:00 a.m. to 4:30 p.m. from 26 August to 14 September 2021**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **26 August to 15 September 2021** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)** and may be viewed through our website.

6. The **PSA RSSO III** will hold a Pre-Bid Conference on **03 September 2021, 10:00 a.m.** through video conferencing or webcasting via zoom, which shall be open to prospective bidders.

For interested bidders, kindly e-mail us at **psaro3bac@gmail.com** before **03 September 2021**.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **15 September 2021, 9:00 a.m.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening and evaluation shall be on **15 September 2021, 10:00 a.m.** via zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PSA RSSO III** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Ms. Patricia D. Ramos**  
PSA-RO3-BAC Secretariat, Head  
PSA Regional Statistical Services Office III  
Diosdado Macapagal Government Center  
Maimpis, City of San Fernando, Pampanga  
E-mail Add: psaro3bac@gmail.com  
Contact No. 045-455-2552/045-436-4452

12. For downloading of bidding documents: [rso03.psa.gov.ph](http://rso03.psa.gov.ph)

*26 August 2021*

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**ELNA RUTH F. CASASOLA**  
PSA-RO3-BAC, Chairperson  
Chief Administrative Officer

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

## **1. Scope of Bid**

The Procuring Entity, **PSA RSSO III** wishes to receive Bids for the **Procurement, Supply and Delivery of Common Supplies for the Philippine Identification System** with identification number **PB-2021-005**.

The **Procurement, Supply and Delivery of Common Supplies for the Philippine Identification System** (referred to herein as “Project”) is 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 2021 for **Two Million Four Hundred Eighty Seven Thousand One Hundred Ten Pesos(Php2,487,110.00)**.

2.2 The source of funding is the 2021 General Appropriations Act.

## **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 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:
    - 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-expendable supplies and services or twenty-five percent (25%) in the case of expendable 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 subcontracting is not allowed.

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier 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 **03 September 2021, 10:00 a.m.** via zoom 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 **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

## 13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.2. The Bid and bid security shall be valid until **12 January 2022**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

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

- 16.1. The Bidders shall submit on or before **15 September 2021, 9:00 a.m.** 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 Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

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

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

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

## ***Section III. Bid Data Sheet***

# 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. Procurement of Common Supplies</li> <li>b. <b>Completed</b> within <b>five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Sub-Contracting is not allowed.
12	The price of the Goods shall be quoted DDP in the Philippines 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 <b>Forty Nine Thousand Seven Hundred Forty Two Pesos and 20/100 (Php49,742.20)</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 <b>One Hundred Twenty Four Thousand Three Hundred Fifty Five Pesos and 50/100 (Php124,355.50)</b> if bid security is in Surety Bond.</li> </ol>
15	<p>Each Bidder shall submit <b>TWO</b> copies of the first and second component of its bid.</p> <p>Copy 1- Original Copy</p> <p>Copy 2- Certified True Copy from the Original</p> <p><b><u>Additional:</u></b> <i>Each envelope must be properly sealed, labeled and signed</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Indicate if: Original Copy or Certified True Copy</p> <p style="text-align: center;"><b>TECHNICAL COMPONENT BID FOR THE</b>  Procurement, Supply and Delivery of Common Supplies  For the Philippine Identification System  PB-2021-005  <b>COMPANY NAME</b>  Registered Address  Authorized Representative  Contact details (e-mail address and contact number)</p> <p style="text-align: center;">DO NOT OPEN on or before 13 September 2021, 10:00 a.m.</p> </div>
19.3	The project pertains to one lot only.
20.1	No additional instruction.

## ***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. 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><i>For Goods supplied from within the Philippines,</i>            “The delivery terms applicable to this Contract are delivered at the indicated project site below. 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).            For purposes of this Clause the Procuring Entity’s Representative at the Project Site are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Province/Station</th> <th style="width: 25%;">Name of Head of the Office</th> <th style="width: 25%;">Name of Authorized Representative</th> <th style="width: 25%;">Contact Number</th> </tr> </thead> <tbody> <tr> <td>Regional Office III</td> <td>Arlene M. Divino</td> <td>Maria Eloisa C. Vallete</td> <td>0920-575-1031</td> </tr> <tr> <td>Aurora</td> <td>Mercy A. Duaso</td> <td>Ferdinand Peralta</td> <td>0919-325-7305</td> </tr> <tr> <td>Bataan</td> <td>Francisco P. Corpuz</td> <td>Marielle Tuazon</td> <td>0915-935-6342</td> </tr> <tr> <td>Bulacan</td> <td>Marcelino O. De Mesa</td> <td>Gelle De Leon</td> <td>0923-115-9901</td> </tr> <tr> <td>Nueva Ecija</td> <td>Elizabeth M. Rayo</td> <td>Marizol Arazula</td> <td>0926-004-3720</td> </tr> <tr> <td>Pampanga</td> <td>Maria Virginia R. Olveña</td> <td>Irving Carlos</td> <td>0927-453-6013</td> </tr> <tr> <td>Tarlac</td> <td>Corazon P. Bonifacio</td> <td>Jecelinda Tuquero</td> <td>0921-635-0765</td> </tr> <tr> <td>Zambales</td> <td>Norman L. Bundalian</td> <td>Rhea Barrera</td> <td>0948-188-8985</td> </tr> </tbody> </table> <p><b><i>Kindly provide the Procuring Entity original copies of all delivery receipts upon completion of deliveries.</i></b></p>	Province/Station	Name of Head of the Office	Name of Authorized Representative	Contact Number	Regional Office III	Arlene M. Divino	Maria Eloisa C. Vallete	0920-575-1031	Aurora	Mercy A. Duaso	Ferdinand Peralta	0919-325-7305	Bataan	Francisco P. Corpuz	Marielle Tuazon	0915-935-6342	Bulacan	Marcelino O. De Mesa	Gelle De Leon	0923-115-9901	Nueva Ecija	Elizabeth M. Rayo	Marizol Arazula	0926-004-3720	Pampanga	Maria Virginia R. Olveña	Irving Carlos	0927-453-6013	Tarlac	Corazon P. Bonifacio	Jecelinda Tuquero	0921-635-0765	Zambales	Norman L. Bundalian	Rhea Barrera	0948-188-8985
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**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: 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.

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

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

**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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity**
- Name of Head of the Office**
- Name of the Supplier**
- Contract Description**
- Final Destination** (Address of the Office)
- Gross weight**
- Any special handling instructions (provide sticker “THIS SIDE UP”)**

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><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.</p> <p>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, the procuring entity shall imposed necessary penalty for every day of delay as to be stated in the contract of agreement.</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	No additional instructions.

## *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.

Date of delivery: <b>26 October 2021</b>	Place of delivery: <b>PSA Aurora, JS Center, Brgy. Pingit, Baler, Aurora</b>
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Description	Unit of Measure	Quantity
<b>BATTERY, AAA, 4 pieces per blister pack</b>	pack	18
<b>MARKER, black</b>	pc	18
<b>PAPER, MULTICOPY, 210mm x 297mm</b>	ream	108
<b>PAPER, MULTICOPY, 216mm x 330mm</b>	ream	68
<b>PAPER CUTTER</b>	unit	8
<b>OFFICIAL RECORD BOOK</b>	book	24

Date of delivery: <b>27 October 2021</b>	Place of delivery: <b>PSA Bataan, Bataan Government Center, Ala-uli, Pilar, Bataan</b>
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Description	Unit of Measure	Quantity
<b>BATTERY, AAA, 4 pieces per blister pack</b>	pack	51
<b>MARKER, black</b>	pc	51
<b>PAPER, MULTICOPY, 210mm x 297mm</b>	ream	359
<b>PAPER, MULTICOPY, 216mm x 330mm</b>	ream	191
<b>PAPER CUTTER</b>	unit	14
<b>OFFICIAL RECORD BOOK</b>	book	46

Date of delivery: <b>29 October 2021</b>	Place of delivery: <b>PSA Bulacan, Villa Reina Building, Valenzuela St., Malolos City, Bulacan</b>
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<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>
<b>BATTERY</b> , AAA, 4 pieces per blister pack	pack	165
<b>MARKER</b> , black	pc	165
<b>PAPER, MULTICOPY</b> ,210mm x 297mm	ream	2,271
<b>PAPER, MULTICOPY</b> , 216mm x 330mm	ream	619
<b>PAPER CUTTER</b>	unit	31
<b>OFFICIAL RECORD BOOK</b>	book	122

Date of delivery: <b>26 October 2021</b>	Place of delivery: <b>PSA Nueva Ecija, F Harrison Building, Brgy. Dicarma, Maharlika Highway, Cabanatuan City, Nueva Ecija</b>
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<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>
<b>BATTERY</b> , AAA, 4 pieces per blister pack	pack	111
<b>MARKER</b> , black	pc	111
<b>PAPER, MULTICOPY</b> ,210mm x 297mm	ream	1,143
<b>PAPER, MULTICOPY</b> , 216mm x 330mm	ream	416
<b>PAPER CUTTER</b>	unit	31
<b>OFFICIAL RECORD BOOK</b>	book	86

Date of delivery: <b>28 October 2021</b>	Place of delivery: <b>PSA Pampanga, 2/F, 3&amp;1 Building, Davsan Subdivision, Phase I, Mc Arthur Highway, Sindalan, San Fernando, Pampanga</b>
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<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>
<b>BATTERY, AAA, 4 pieces per blister pack</b>	pack	147
<b>MARKER, black</b>	pc	147
<b>PAPER, MULTICOPY, 210mm x 297mm</b>	ream	1,655
<b>PAPER, MULTICOPY, 216mm x 330mm</b>	ream	551
<b>PAPER CUTTER</b>	unit	33
<b>OFFICIAL RECORD BOOK</b>	book	110

Date of delivery: <b>29 October 2021</b>	Place of delivery: <b>PSA Tarlac, 3rd Floor U.S. Building Mc Arthur Highway, City of Tarlac, Tarlac</b>
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<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>
<b>BATTERY, AAA, 4 pieces per blister pack</b>	pack	87
<b>MARKER, black</b>	pc	87
<b>PAPER, MULTICOPY, 210mm x 297mm</b>	ream	649
<b>PAPER, MULTICOPY, 216mm x 330mm</b>	ream	326
<b>PAPER CUTTER</b>	unit	26
<b>OFFICIAL RECORD BOOK</b>	book	70



Date of delivery: <b>27 October 2021</b>	Place of delivery: <b>PSA Zambales, 47 Gordon Avenue, Brgy. Pag-asa, Olongapo City, Zambales</b>
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<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>
<b>BATTERY, AAA, 4 pieces per blister pack</b>	pack	60
<b>MARKER, black</b>	pc	60
<b>PAPER, MULTICOPY, 210mm x 297mm</b>	ream	225
<b>PAPER, MULTICOPY, 216mm x 330mm</b>	ream	421
<b>PAPER CUTTER</b>	unit	18
<b>OFFICIAL RECORD BOOK</b>	book	52

Date of delivery: <b>28 October 2021</b>	Place of delivery: <b>PSA RSSO III, DMGC, Maimpis, City of San Fernando, Pampanga</b>
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<b>Description</b>	<b>Unit of Measure</b>	<b>Quantity</b>
<b>MARKER, black</b>	pc	54
<b>PAPER, MULTICOPY, 210mm x 297mm</b>	ream	264
<b>PAPER, MULTICOPY, 216mm x 330mm</b>	ream	96
<b>PAPER CUTTER</b>	unit	2
<b>OFFICIAL RECORD BOOK</b>	book	36

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

## Technical Specifications

Item	Specification	Total Quantity	Statement of Compliance
	<b>BATTERY</b> , alkaline, AAA, 4 pieces per blister pack	639 packs	
	<b>MARKER</b> , permanent, black	693 pcs	
	<b>PAPER, MULTICOPY</b> , 80gsm, size: 210mm x 297mm	6,869 reams	
	<b>PAPER, MULTICOPY</b> , 80gsm, size: 216mm x 330mm	2,492 reams	
	<b>PAPER CUTTER</b> , max paper size: A4, heavy duty metal based photo guillotine craft machine 12 inch cut length, 10 sheets capacity (A4 -white)	163 pcs	
	<b>OFFICIAL RECORD BOOK</b> , 8.5 inches x 11 inches 500 PAGES with Page Number and margin	546 books	
<i>Free delivery at the stated project sites in the Schedule of Requirements</i>			

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

#### Technical Documents

- (e) 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 Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) 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***

- (l) 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**

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

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

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

Republic of the Philippines



Government Procurement Policy Board