Republic of the Philippines
PROVINCE OF PAMPANGA
City of San Fernando, Pampanga

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF GOODS

Government of the Republic of the Philippines

PR No. 26 - 2322
Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES

(For Various District Hospitals)
(Single Year Framework Agreement)

Sixth Edition
July 2020

Preface

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

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

Glossary of Acronyms, Terms, and Abbreviations

Whenever the following terms or acronyms are used in these bidding documents, they shall have the following respective meanings:

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])

BDS – Bid Data Sheet

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])

IB – Invitation to Bid

ITB – Instructions to Bidder

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

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SECTION I. INVITATION TO BID

Republic of the Philippines
PROVINCE OF PAMPANGA
City of San Fernando
INVITATION TO BID NO. 2026-50
MEDIC - BAC

INVITATION TO BID FOR PURCHASE REQUEST NO. 26-2322, 26-2321 and 26-2320

The **Provincial Government of Pampanga ("Province")** intends to apply the following sums from the following funds, as follows:

SOURCE OF FUNDING/YEAR	APPROVED BUDGET FOR THE CONTRACT (ABC)	PURCHASE REQUEST NUMBER	DESCRIPTION
General Fund	10,349,554.00	#26-2322	Supply and delivery of Consolidated Janitorial Supplies (for Various District Hospitals) (Single Year Framework Agreement)
General Fund	2,983,415.00	#26-2321	Supply and delivery of Consolidated Computer Supplies (for Various District Hospitals) (Single Year Framework Agreement)
General Fund	7,895,430.00	#26-2320	Supply and delivery of Consolidated Office Supplies (for Various District Hospitals) (Single Year Framework Agreement)

Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The **Province** invites bids for the above Procurement Project. Delivery of Goods shall be in accordance with the delivery schedule under Section VI. **Schedule of Requirements.** Bidders should have completed, within two 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. Instruction to Bidders.

2. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

3. Interested bidders may obtain further information from the **Province** and inspect the Bidding Documents at the **Bids and Awards Committee (BAC) Secretariat Office, Ground Floor, Provincial Capitol, City of San Fernando, Pampanga between 8:00 A.M. to 5:00 P.M.**

4. A complete set of Bidding Documents may be purchased by interested Bidders from **June 25, 2026 (Thursday) between 8:00 A.M. to 5:00 P.M. up to July 15, 2026 (Wednesday) until 8:30 A.M. only** from the given address above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the following amounts:

PURCHASE REQUEST NUMBER	ABC	AMOUNT
#26-2322	10,349,554.00	10,000.00
#26-2321	2,983,415.00	5,000.00
#26-2320	7,895,430.00	10,000.00

The procuring entity shall allow the bidder to present its proof of payment of the fees in person.

5. The **Province** will hold a Pre-Bid Conference on **July 3, 2026 (Friday), 9:00 A.M.** at the **Executive**

House, Second Floor, Provincial Capitol, City of San Fernando, Pampanga, which shall be open to prospective bidders.

6. Bids must be duly received by the **Bids and Awards Committee (BAC) Secretariat Office** thru manual submission at **Ground Floor, Provincial Capitol, City of San Fernando, Pampanga on or before 8:45 A.M. of to July 15, 2026 (Wednesday).** 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. Opening of bids will be on **July 15, 2026 (Wednesday), 9:00 A.M.** at the **Executive House, Second Floor, Provincial Capitol, City of San Fernando, Pampanga.** Bids will be opened in the presence of the bidders 'representatives who choose to attend at the activity.

9. Online bid submission is not applicable.

10. The **Province** reserves the right to accept or reject any and all bids, declare a failure 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without hereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:
    PATRICIA P. BALOLONG
    Chairperson - Bids and Awards Committee (BAC) Secretariat
    BAC Secretariat Office, Ground Floor, Provincial Capitol,
    City of San Fernando, Pampanga

12. You may visit the following websites:

For downloading of Bidding Documents: ***www.pampanga.gov.ph***

June 24, 2026

FRANCIS V. MASLOG (SGD)
Chairman

Bids and Awards Committee

SECTION II. INSTRUCTION TO BIDDERS

1. Scope of Bid

The Procuring Entity, ***The Provincial Government of Pampanga*** wishes to receive Bids for the Procurement of ***Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES for Various District Hospitals*** *under a Framework Agreement* with *Identification Number: Purchase Request No. 26 - 2322.*

The Procurement of ***Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES for Various District Hospitals*** is composed of ***One (1) Lot***, the details of which are described in **Section VII (Technical Specifications).**

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

2. Funding Information

2.1. The Provincial Government of Pampanga through the source of funding as indicated below for ***GENERAL FUND*** in the amount of ***Ten Million Three Hundred Forty-Nine Thousand Five Hundred Fifty-Four Pesos (Php 10,349,554.00)***.

2.2. The source of funding is ***LGU's proposed Local Government Expenditure Program***

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, 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 **Invitation to Bid (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.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

   i. **When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;**

b. 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 have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

   a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that ***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 ***(Please refer to Paragraph 6 of Invitation to Bid (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 **Invitation to Bid (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 **Instruction to Bidders** (**ITB)** Clause 5.3 should have been completed within ***(Please refer to paragraph 2 of the Invitation to Bid)*** 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 Invitation to Bid (IB)*** shall not be accepted.

11.4. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the ***Section I. Invitation to Bid (IB)***.

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 **Bid Data Sheet** (**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 **Section VII (Technical Specifications).**

12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:

a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Cluase 12.1 shall be submitted with the bidding documents.

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 PESO.***

14. Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] or any form of Bid Security in the amount indicated in the **Bid Data Sheet (BDS)**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and Bid Security shall be valid until 120 calendar days from date of the Opening of Bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

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.

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

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at 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 5 of the Invitation to Bid (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 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.

a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation.

19.2. If the Project allows partial bids under **Section I of the ITB**,, 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 **Instruction to Bidder** (**ITB)** Clause 15 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 **Bid Data Sheet (BDS)** for purposes of the NFCC computation pursuant to Section 23.4.1.4 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 (1) Project having several items that shall be awarded as one (1) 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 ***Bid Data Sheet (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**.

21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form of the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

21.5. The following documents shall form part of the Framework Agreement:

a. Framework Agreement Form;
b. Bidding Documents;
c. Call-offs;
d. Winning bidder's bid, including the Technical and Financial Proposals and all other documents/statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
e. Performance Security or Performance Securing Declaration, as the case may be;
f. Notice to Execute Framework Agreement; and

g. Other contract documents that may be required by existing laws and/or specified in the **BDS.**

SECTION III.
BID DATA SHEET

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. "***OFFICE SUPPLIES***" b. Completed within ***two (2) years*** prior to the deadline for the submission and receipt of bids.
7	***"Subcontracting is not Allowed"***
13.2(a)	The Bid prices for Goods supplied shall be quoted in ***Philippine Peso***
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms: 1. ***Php 206,991.08*** 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. ***Php 517,477.70*** 5% of ABC, if bid security is in Surety bond; or Any combination of the foregoing proportionate to the share of form with respect to total amount of security
15	Each Bidder shall submit One (1) Copy of the **Technical** and **Financial** components of its bid. The two components shall be placed into separate envelope forming the Two (2) Envelopes which shall be marked as follows: First Envelope – Technical Components Second Envelope – Financial Components The Two Envelopes shall be enclosed in a single envelope referred to as the "Mother Envelope" which shall be marked as follows: **ENVELOPE MARKING (MOTHER ENVELOPE)** **Name and Address of Bidder** **The Chairperson** **Bids and Awards Committee** **Provincial Government of Pampanga** **Capitol Compound, CSFP** **Name of Project** **Contract ID** **DO NOT OPEN BEFORE: [Insert date & time of opening of bids]** All envelopes should be properly sealed, signed and labelled.
19.3	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	*The bidder with the Lowest Calculated Bid shall submit **ALL** of the following post qualification requirements:* *1. Copy of the following valid and current Eligibility and Financial Documents listed in PhilGEPS Certificate of Registration (Platinum Membership), as follows:* *a) Registration Certificate issued by Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI);*

	b) Mayor's Permit or its equivalent document; *c) Tax Clearance; and* *d) Latest Audited Financial Statement*
21	No further 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**.

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

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. In the case *o*f Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

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 or Framework Agreement specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual, if applicable, additional tests specified in the **SCC, Section VII (Technical Specifications)**. 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	**Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: *[For Goods supplied from abroad, state:]* "The delivery terms applicable to the Contract are DDP delivered to the ***Provincial Government of Pampanga thru Provincial General Services Office (PGSO)*** in accordance with INCOTERMS." *[For Goods supplied from within the Philippines, state:*] "The delivery terms applicable to this Contract are ***Delivered Duty Paid (DDP) to The Provincial Government of Pampanga thru Provincial General Services Office (PGSO)***. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." 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 is as stated above. **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.
3	Within ten (10) calendar days from receipt of the ***Notice to Execute Framework Agreement (NEFA)*** 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. (a) The Procuring Entity's address for Notices is: *BIDS AND AWARDS COMMITTEE – SECRETARIAT OFFICE, Ground Floor, Provincial Capitol Bldg., City of San Fernando, Pampanga* The Supplier's address for Notices is: _____
5.2	*Defective items discovered within seven (7) days from the date of delivery must be replaced within 24 hours upon notification by the end-user at no cost to the Procuring Entity.*

SECTION VI. SCHEDULE OF REQUIREMENTS

SCHEDULE OF REQUIREMENT

ITEM NO.	Item Description	Quantity	Delivery Period
	Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES for Various District Hospitals (Single Year Framework Agreement)	1 lot (Please refer to Section VII. Technical Specifications for the quantity of items)	Upon receipt of call-off, the supplier shall deliver the items within 10 calendar days at the Provincial General Services Office (PGSO)

Terms & Conditions:

1. Brand of the items being offered must be indicated together with the bid for items no. 1-4, 6, 19, 38, 41-49, 53-57, 63-68, 70, 73, 90 & 96; and
2. With valid inventory of at least twice the quantity requirement of the project to ensure product availability.

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

_____
Name of Company/Bidder

_____
Signature Over Printed Name of Representative

_____
Date

SECTION VII. TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS
PR No. 26 - 2322

Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES for VARIOUS DISTRICT HOSPITALS (Single Framework Agreement)	1,798 pcks.	BATTERY, dry cell, size AA, two (2) pieces per blister pack	
	1,989 pcks.	BATTERY, dry cell, size AAA, two (2) pieces per blister pack	
	194 pcks.	BATTERY, dry cell, size C, two (2) pieces per blister pack	
	60 pcks.	BATTERY, dry cell, size D, two (2) pieces per blister pack	
	12 tubes	BLADE, for general purpose cutter/utility knife, size: big, 10 pieces per tube	
	123 pcs.	CALCULATOR, 12 digits, solar & battery operated, with independent memory & extra large display, color: black	
	146 pcks.	CARTOLINA, assorted colors, size: 22 inches x 28 inches,	
	pcks.	20pcs/pack	
	23 pcks.	CARTOLINA, color: white, size: 22 inches x 28 inches, 20pcs/pack	
	5 pcs.	CLEARBOOK, thickness: Cover: 700 Microns, Sheets: 73 Microns, clear sheet with plastic clip, 20 sheets, size: A4, any color	
	78 pcs.	CLEARBOOK, thickness: Cover: 700 Microns, Sheets: 73 Microns, clear sheet with plastic clip, 20 sheets, size:long , any color	
	200 pcks.	CLEARBOOK REFILL, size: long, 10pcs/pack	
	272 pcs.	CLIP BOARD, with clip binder, can hold up to 100 pieces bond paper, size: legal, any color	
	110 bxs.	CLIP, backfold, size: 25mm or 1 inch , color: black, 12 s/box	
	60 bxs.	CLIP, backfold, size: 32mm, or 1 1/4 inches, color: black, 12 s/box	
	50 pcs.	CLIP, BULLDOG stainless, size: 1.5 inches	
	142 pcs.	CLIP, BULLDOG stainless, size: 2 inches	
	162 pcs.	CLIP, BULLDOG stainless, size: 3 inches	
	208 bxs.	CLIP, backfold, size: 50mm, or 1 1/4 inches, color: black, 12 s/box	
	2,681 pcs.	CORRECTION TAPE, 8 meters x 5mm, any color	
	22 pcs.	CUTTER/ UTILITY KNIFE, high quality plastic knife snap-off blade auto-lock cutter , size: big, any color	
	496 pcs.	DATA FILE BOX,made of chipboard, with closed ends, horizantal, size: approx 15" x 12" x 10", color: blue	
	17 bxs.	ENVELOPE, Documentary, size: A4, 500 pieces per box	
	122 bxs.	ENVELOPE, Documentary, size: legal, 500 pieces per box	
	8 pcs.	ENVELOPE, expanding, made of plastic with elastic band, size: legal, any color	
	588 pcs.	ENVELOPE, expanding, made of plastic, with handle, size: legal, any color	
	4 bxs.	ENVELOPE, expanding, made of cardboard, with elastic band, 100 pieces per box	
	53 bxs.	ENVELOPE, mailing, color: white, size: long, 500pcs/box	
	5 bxs.	ENVELOPE, mailing, color: white, size: short, 500pcs/box	
	2 pcs.	ERASER, felt, for blackboard/whiteboard, size: 5cm x2cm x12cm, any color	
	495 pcs.	ERASER, made of rubber, size: 38mm x 18mm x 10mm, any color	
	1,110 bxs.	FASTENER, made of metal, non-sharp edges, 50 sets per box, size: 7cm	
	180 bxs.	FASTENER, made of plastic, non-sharp edges, 50 sets per box, size: 7cm	
	56 pcks.	FOLDER with tab, size: A4, 100 pieces per pack , any color	
	282 pcks.	FOLDER with tab, size: legal, 100 pieces per pack, any color	

TECHNICAL SPECIFICATIONS
PR No. 26 - 2322

Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES for VARIOUS DISTRICT HOSPITALS (Single Framework Agreement)	2 pcks.	FOLDER with tab, size: short, 100 pieces per pack , any color, any color	
	20 bxs.	FOLDER, expanding pressboard, size: legal, 100 pieces per box	
	90 pcs.	GLUE STICK for glue gun , size: 7mm x 100mm	
	97 btls.	GLUE, all-purpose,non-toxic, washable, and safe for various applications, size: 240 grams, color: white	
	15 pcs.	GLUE GUN, voltage: 100-240V, rated power: 40 watts, made of aluminum alloy, applicable glue stick: 7mm, any color	
	13 rls.	LAMINATING FILM size: 12 inches X 50 meters x 250mic	
	594 pcs.	MARKER, for whiteboard, color: black, fine tip, length: at least 5 inches	
	4 tubes	INSTANT GLUE, super glue that bonds in seconds, Used for bonding porous and non-porous materials that require a fast and strong fix, Holds up to 2 tons, color: clear, packaging size: 3 grams	
	1,852 pcs.	MARKER, Permanent, color: black, fine tip, length: at least 5 inches	
	242 pcks.	MARKER, Highlighter/ Flourescent, chisel tip, 3 assorted colors per pack, size: at least 4 inches length, tip: 2mm line width	
	24 pcs.	MARKER, for whiteboard, color: red, fine tip , length: at least 5 inches	
	44 pcs.	NOTEPAD STICKY NOTES, super sticky, 3M, size: 3" x 3", 100 sheets per pad , neon colored	
	100 pcs.	NOTEPAD STICKY NOTES, super sticky, 3M, size: 3" x 2", 100 sheets per pad , neon colored	
	154 pads	MARKER, Permanent, color: red, fine tip, length: at least 5 inches	
	20 pads	MARKER, Permanent, color: blue, fine tip, length: at least 5 inches	
	20 pads	PAD PAPER, ruled, 60gsm, 90 leaves, size: 215mm x 330mm, color: yellow	
	650 bxs.	PAPER CLIP, vinly/plastic coated, jumbo, 33mm, 100 s/box	
	788 bxs.	PAPER CLIP, vinly/plastic coated, jumbo, 50mm, 100 s/box	
	217 rms.	PAPER, bondpaper, size: A3, 80 gsm, 500 sheets per ream	
	7,150 rms.	PAPER, bondpaper, size: A4 , 500 sheets per ream, 70 gsm	
	3,020 rms.	PAPER, bondpaper, size: A4 , 500 sheets per ream, 80 gsm	
	7,050 rms.	PAPER, bondpaper, size: legal , 500 sheets per ream, 70 gsm	
	2,240 rms.	PAPER, bondpaper, size: legal , 500 sheets per ream, 80 gsm	
	18 pcks.	PAPER, colored bond paper,size: short, 80 gsm assorted neon colors, 250 s/pack	
	735 pcks.	PAPER, photopaper, glossy, size: A4, 20pcs/pack	
	40 pcks.	PAPER, specialty paper , board , white, 10 sheets/pack, Long, 220gsm	
	430 pcks.	PAPER, specialty paper , board , white, 10 sheets/pack, size: A4, 220gsm	
	60 pcks.	PAPER, sticker paper, 10 sheets/pack, matte, size: A4,	
	5,320 pcs.	PEN, ballpen, retractable,super fine, 0.5mm, color: black	
	500 pcs.	PEN, ballpen, retractable,super fine, 0.5mm, color: blue	
	600 pcs.	PEN, ballpen, retractable,super fine, 0.5mm, color: red	
	132 pcs.	PEN, signpen, V10 grip, color: black	

TECHNICAL SPECIFICATIONS
PR No. 26 - 2322

Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
Supply & Delivery of CONSOLIDATED OFFICE SUPPLIES for VARIOUS DISTRICT HOSPITALS (Single Framework Agreement)	60 pcs.	PEN, signpen, V10 grip, color: blue	
	110 pcs.	PEN, signpen, with rubber grip and cap, color: black	
	30 pcs.	PENCIL SHARPENER, manual, single cutter head, with durable metal casing, adjustable pencil guide, with heavy duty steel cutters, any color	
	316 bxs.	PENCIL, lead/graphite, with eraser, one (1) dozen per box	
	14 rls.	PLASTIC COVER,clear, size: 48" x 100 meter, gauge #6	
	102 pcs.	PUNCHER, for paper, 2 hole punch, any color	
	85 bxs.	PUSH PIN, hammer head type, assorted colors, 100pcs/box	
	12 pcks.	PVC BOOK BINDING COVER 10 s/pack , CLEAR, size: legal	
	270 pcs.	RECORD BOOK, 200 pages, 7 inches x 0.25 inches x 11.2 inches	
	270 pcs.	RECORD BOOK, 300 pages, 7 inches x 0.50 inches x 11.2 inches	
	630 pcs.	RECORD BOOK, 500 pages, 7 inches x 0.50 inches x 11.2 inches	
	60 pcs.	RING BINDER 1" x 44" plastic, color: black	
	20 pcs.	RING BINDER 1/2" x 44" plastic, color: black	
	20 pcs.	RING BINDER 1/4" x 44" plastic, color: black	
	60 pcs.	RING BINDER 2" x 44" plastic, color: black	
	20 pcs.	RING BINDER 24mm x 1.2 meters, color: black	
	20 pcs.	RING BINDER 3/4" x 44" plastic, color: black	
	142 bxs.	RUBBER BAND No. 18, 350g/box	
	74 bxs.	RUBBER BAND, small, 50 grams/box	
	144 pcs.	RULER, plastic, transparent, size: 12" length	
	83 pairs	SCISSORS, symmetrical or asymmetrical, stainless steel blades, size: 18 cm, any color	
	44 btls.	STAMP PAD INK, color: black, 30ml	
	86 btls.	STAMP PAD INK, color: violet, 30ml	
	88 pcs.	STAMP PAD, felt pad , size: 6 inches	
	126 pcs.	STAPLE REMOVER, plier type, made of stainless steel	
	1,180 bxs.	STAPLE WIRE, standard #35, 5000 staples per box	
	20 pcs.	STAPLER WIRE REMOVER, twin jaws, any color	
	400 bxs.	STAPLER WIRE, no.10, 1000 staples/box	
	48 pcs.	STAPLER, no.10, any color	
	457 pcs.	STAPLER, no.35 with remover, any color	
	99 pcs.	TAPE DISPENSER, table top, any color	
	68 pcks.	Tape Flags, "Sign Here", 50s/pack	
	356 rls.	TAPE, double sided, 1"	
	89 rls.	TAPE, duct tape, 48mm x 10m, color gray	
	10 rls.	TAPE, duct tape, 48mm x 10m, color green	
	12 rls.	TAPE, duct tape, 48mm x 10m, color red	
	616 rls.	TAPE, masking, 24mmx100m	
	106 rls.	TAPE, masking, 48 mmx100m	
	150 rls.	TAPE, packaging, 48 mmx100m	
	2,630 rls.	TAPE, transparent, 24mmx100m	
	170 rls.	TAPE, transparent, 48 mmx100m	
	5 pcs.	TRAY, in and out, 2 layers, made of powder coated steel, color: black	
	20 pcs.	TRAY, in and out, 3 layers, made of powder coated steel, color: black	
	51 pcs.	WALL CLOCK, big, round, diameter: 30cm	

*Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the the equipment offered. Statement of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-referrenced to that evidence. Evidence shall be in the the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii).

I hereby certify to comply with the Technical Specifications of all the items to be Bid.

_____
Name of Company/Bidder

_____
Signature Over Printed Name of Representative

_____
Date

SECTION VIII. CHECKLIST OF TECHNICAL & FINANCIAL DOCUMENTS

Republic of the Philippines
PROVINCE OF PAMPANGA
City of San Fernando

BIDS AND AWARDS COMMITTEE
MEDIC-BAC
BIDDING REQUIREMENTS FOR THE PROCUREMENT
OF GOOD/EQUIPMENTS

PROJECT _____

BIDDER _____

Checklist of BID Requirements

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

Techical Documents

☐ (b.) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c.) Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (d.) Original Copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original Copy of Notarized Bid Securing Declaration; **and**

☐ (e.) Conformity with the Technical Specifications, which include production/delivery schedule; manpower requirements; aftersales; **and**

☐ (f.) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (g.) The propective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A commited Line of Credit from a Universal or Commercial Bank in leiu of its NFCC computation

Class "B" Documents

☐ (h.) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potentioal joint venture partners stating Duly notarized statements from all the potentioal joint venture partners stating that the bid is successful.

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

☐ (i.) [For foreign bidders claiming by reason of their country's extention 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.

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

II. FINANCIAL COMPONENT ENVELOPE

☐ (a.) Original of duly signed and accomplished Financial Bid Form; **and**

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

NOTE : Any missing document/s in the above -mentioned checklist is a ground for outright declaration of "Non-Compliance" Suppliers and Contractors who will participate in the public bidding of the Province are required to submit One (1) Copy of the first & second components of their technical documents duly signed by the authorized signatory.

[ ] Complying [ ] Non-Complying

SECTION IX. OTHER BIDDING DOCUMENTS

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties],* which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agentCurrencyCommission or gratuity

_____
_____
_____
(if none, state "None") *]*

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

**** Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020.***

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

**** Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020.***

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

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

Name: _____

Legal Capacity: _____

Signature: _____

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

**** Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020.***

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

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

**** Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020.***

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. [Select one, delete the other:]

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

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

2. [Select one, delete the other:]

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

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

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

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

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

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the
      Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

**** Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020.***

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice to Execute Framework Agreement]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

   a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
      i. Procuring Entity has no claims filed against the contract awardee;
      ii. It has no claims for labor and materials filed against the contractor; and
      iii. Other terms of the contract; or

   b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

**** Mandatory Provision pursuant to Government Procurement Policy Board (GPPB) Resolution No. 16-2020 dated September 16, 2020.***

Framework Agreement

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between [name of PROCURING ENTITY] of the Philippines with office address at _____, represented herein by its _____, _____ and hereinafter referred to as the "THE PROCURING ENTITY".

and

[name of SUPPLIER], a duly registered entity existing under the laws of the Philippines, with postal address at _____, represented by its _____, _____ hereinafter referred to as the "THE SUPPLIER",

WITNESSETH, that:

WHEREAS, THE PROCURING ENTITY decided to use Framework Agreement on its procurement project _____;

WHEREAS, this Agreement is for the option to purchase of goods determined to be necessary and desirable to address and satisfy the needs of THE PROCURING ENTITY but by its nature, use or characteristic, the quantity and/or exact time of need cannot be accurately pre-determined;

WHEREAS, THE PROCURING ENTITY has the option to purchase the items provided in the Framework Agreement List, attached and made an integral part of this Agreement as provided in Article I, on a date and time to be determined in the Call-Off to be issued for such purpose by THE PROCURING ENTITY; and

WHEREAS, THE SUPPLIER which passed the eligibility screening conducted by THE PROCURING ENTITY, shall maintain and update the eligibility requirements during period of this Agreement and shall honor all obligations under this Framework Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

Article I
GENERAL CONSIDERATIONS

1. This Framework Agreement is an option contract. THE PROCURING ENTITY is given the option to either purchase the identified items in the Framework Agreement or not to purchase at all. The discretion to exercise the option falls solely with THE PROCURING ENTITY. THE SUPPLIER may not require or demand for the latter to purchase the items in the Framework Agreement List.

2. In this Framework Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract which is attached thereto and made and integral part thereof

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3. The following documents shall be deemed to form and be read and construed as part of this Agreement:

(a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
(b) the Framework Agreement List and the Technical Specifications;
(c) the General Conditions of Contract;
(d) the Special Conditions of Contract;
(e) the Performance Security or Performance Securing Declaration;
(f) the Procuring Entity's Notice to Execute Framework Agreement;
(g) Mini Competition, when necessary; and
(h) Call-Offs.

Article II
DURATION

The term of this Agreement shall be from _____ to _____ unless sooner revoked by both parties.

Article III
CONSIDERATION

For the consideration of one peso (Php 1.00), THE PROCURING ENTITY have the option to purchase any or all of the items in the Framework Agreement List through the issuance of Call-off and THE SUPPLIER commits to deliver the goods and performe the services subject to the conditions of the Call-off.

Article IV
PERFECTION OF PROCUREMENT CONTRACT

The Framework Agreement being an option contract, a procurement contract is perfected only when THE PROCURING ENTITY exercises the option to procure any item from the Framework Agreement List through the issuance of a Call-off

Article V
OBLIGATION TO ANSWER A CALL-OFF

Once THE PROCURING ENTITY issues a Call-off, THE SUPPLIER is bound to deliver the goods or perform the services identified at the time and date specified in the Call-off.

Failure on the part of THE SUPPLIER to deliver goods or perform the services shall warrant forfeiture of performance security or performance securing declaration and imposition of liquidated damages as provided for in the Guidelines on use of Framework Agreement by all Procuring Entities without prejudice to all other applicable sanctions.

Article VI
TERMS AND CONDITIONS

The terms and conditions of this Framework Agreement shall be governed by Guidelines on the Use of Framework Agreement by all Procuring Entity and all relevant issuance of the GPPB.

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

Signed, sealed, delivered by _____ the _____ (for the Procuring Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

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Statement of Single Largest Completed Contract (SLCC)

Business Name : _____
Business Address : _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Description/Kinds of Goods	Amount of Completed Contract/s*	Date of Delivery

Note: This Statement shall be supported with end user's acceptance or official receipt(s) or sales invoice issued for the contract.
*Adjusted by the bidder to current prices using PSA's consumer price index, when necessary, for the purpose of meeting the SLCC requirement.

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

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List of All Ongoing Government and Private Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Description/Kinds of Goods	Amount of Contract/s	Date of Delivery

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

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NFCC COMPUTATION FOR ELIGIBILITY CHECK (REVISED)

A.

		Year 20____
1.	Approved Budget for the Contract (ABC)	
2.	Current Assets	
3.	Current Liabilities	
4.	Net Working Capital	
5.	Total value of all outstanding or ongoing Projects	

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

NFCC= [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC=P_____

Submitted by:

_____
Name of Supplier/Distributor/Manufacturer

_____
Signature of Authorized Representative

Date:_____

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