



Republic of the Philippines
Department of Education
REGION VII – Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL

PHILIPPINE BIDDING DOCUMENTS

CY 2021 Procurement of Technical- Vocational-Livelihood (TVL) Learning Tools and Equipment LOTS 2 and 3 (RE-BID)

Government of the Republic of the Philippines

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Preface

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

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

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
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SCHOOLS DIVISION OF NEGROS ORIENTAL

INVITATION TO BID FOR
CY 2021 Procurement of Technical-Vocational-Livelihood
(TVL) Learning Tools and Equipment Lots 2 and 3
(RE-BID)

1. The **Department of Education – Schools Division of Negros Oriental**, through the **OSEC-7-21-5479** intends to apply the sum of **Php 3,476,639.40 (Three Million Four Hundred Seventy-Six Thousand Six Hundred Thirty-Nine Pesos and Forty Centavos Only)** being the ABC to payments under the contract for the **CY 2021 Procurement of Technical-Vocational-Livelihood (TVL) Learning Tools and Equipment Lots 2 and 3**, details as shown below;

Lot #	Project Description	Approved Budget for Contract (ABC)
2	Illustration; Technical Drafting; Computer System Servicing and Contact Center NCII	Php 3,313,101.40
3	Agricultural Crop Production and Landscape Installation and Maintenance	Php 163,538.00
TOTAL ABC		Php 3,476,639.40

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

2. The **Department of Education - Schools Division of Negros Oriental** now invites bids for the above Procurement Project. Delivery of the Goods is required within 60 calendar days upon receipt of the Notice of Award.

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

4. Prospective Bidders may obtain further information from **Department of Education - Schools Division of Negros Oriental** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM (Monday to Friday)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 27, 2021 and until the opening of bids** from the given address below and upon payment of the applicable fees for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of;

Lot #	Project Description	Bid Document Applicable Fee
2	Illustration; Technical Drafting; Computer Systems Servicing and Contact Center NCII Php 3,313,101.40	P 5,000.00
3	Agricultural Crop Production and Landscape Installation and Maintenance Php 163,538.00	P 500.00

Interested bidders may pay the applicable fees in person or deposit their payment for the Bidding Documents to our Development Bank of the Philippines (DBP) account, details as follows:

Account Name: DepEd, Division of Negros Oriental
Account Number: 0-00160-740-1

The bidder must present its proof of payment for the fees in person or email its proof of payment to this email address: **negros.oriental@depd.gov.ph**. After verification from the bank, the bidding documents will be sent through email provided that the bidder shall print the bid documents and submit them to the procuring entity as a requirement among others before the awarding of contract.

6. The **Department of Education - Schools Division of Negros Oriental** will hold a Pre-Bid Conference on **December 27, 2021, 11 AM at 3rd Floor Division Conference Room, Schools Division of Negros Oriental, Kagawasan Avenue, Capitol Area, Daro, Dumaguete City** and/or through video conferencing or webcasting **via ZOOM link <https://bit.ly/32zaksA>**, which shall be open to prospective bidders.
 7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before;
1:30 P.M., January 10, 2022 for LOTS 2 and 3,
- Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
 9. Bid opening shall be as follows;

Lot No.	Project Description	Date/Time	Venue
2	Illustration; Technical Drafting; Computer System and Contact Center NCII	January 10, 2022 1:30 PM	Conference Room, DepEd – Schools Division of Negros Oriental, Kagawasan Avenue, Capitol Area, Daro, Dgte. City
3	Agricultural Crop Production and Landscape Installation and Maintenance	January 10, 2022 1:30 PM	

And /or through videoconferencing / webcasting app link: <https://bit.ly/3H3Bg2E>

10. The **Department of Education - Schools Division of Negros Oriental** 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:

JOELYZA M. ARCILLA, EdD, CESE
 BAC Chairperson, OIC - ASDS
 Schools Division of Negros Oriental
 Kagawasan Avenue, Capitol Area, Daro
 Dumaguete City, Negros Oriental 6200
 (035) 225 1623
 www.depednegor.net

JOELYZA M. ARCILLA, EdD, CESE
 OIC - Asst. Schools Division of Negros Oriental
 Chairperson, Bids & Awards Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **Department of Education - Schools Division of Negros Oriental** wishes to receive Bids for the **CY 2021 Procurement of Technical-Vocational-Livelihood (TVL) Learning Tools and Equipment Lots 2 and 3.**

The Procurement Project (referred to herein as “Project”) is for the procurement of various TVL learning tools and equipment, 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 Calendar Year 2021 in the amount of **Php 3,476,639.40 (Three Million Four Hundred Seventy Six Thousand Six Hundred Thirty Nine Pesos and Forty Centavos Only).**

2.2 The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. 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 of least fifty percent (50%) of the ABC for this Project.
- 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 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 and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within 3 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 or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until Sixty (60) Calendar Days from the opening of bids. 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 the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. 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 maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause														
5.3	For this purpose, contracts similar to the Project shall be those described in the BDS , and completed within the relevant period stated in the Invitation to Bid and ITB .													
7.1	No further instructions													
12	The price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the BDS 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 60%; text-align: center;">Form of Bid Security</th> <th style="width: 40%; text-align: center;">Amount of Bid Security (Equal to Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td>a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Two percent (2%)</td> </tr> <tr> <td>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> </tr> <tr> <td>c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or</td> <td style="text-align: center; vertical-align: middle;">Five percent (5%)</td> </tr> <tr> <td>d. Any combination of the foregoing.</td> <td style="text-align: center; vertical-align: middle;">Proportionate to share of form with respect to total amount of security</td> </tr> <tr> <td>e. Bid Securing Declaration</td> <td style="text-align: center; vertical-align: middle;">No Percentage required</td> </tr> </tbody> </table>		Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)	a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)	b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Five percent (5%)	d. Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security	e. Bid Securing Declaration	No Percentage required	
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	TOTAL ABC	Php 3,476,639.40												

20.2	<p>The lowest calculated bid shall present Original Copy of the following for Post Qualification evaluation;</p> <ol style="list-style-type: none"> 1. PhilGEPS Certificate of Registration (Platinum) 2. DTI/SEC Registration Certification 3. Business/Mayor's Permit 4. Tax Clearance 5. Audited Financial Statement <p style="text-align: center;">Latest Income and Business Tax Returns, Filed and Paid through Electronic Filing and Payments System (eFPS)</p>
21.2	No Further Instructions

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

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

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

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

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

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</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>For Goods supplied from abroad, state: The delivery terms applicable to the Contract are DDP delivered as indicated on Paragraph 11 of Section I IB. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are as indicated on Paragraph 11 of Section I IB. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Ruby Jean Estrellita M. Bidaure AO-IV Supply Officer.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>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.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of _____.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within _____ months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>
	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic</p>

	Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be full payment upon completion of the project and all documentary requirements have been complied with.
4	The inspections and tests that will be conducted will be on-site inspection.

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.

Lot #	Description	Approved Budget for Contract (ABC)	Delivered Weeks/Month
2	Illustration; Technical Drafting; and Contact Center	Php 3,313,101.40	Within 60 Calendar Days from the receipt of Notice to Proceed
3	Agricultural Crop Production and Landscape Installation and Maintenance	Php 163,538.00	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

LOT 2

**Illustration: Technical Drafting; Computer System Servicing and Contact Center NCII
– Php 3,313,101.40**

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
unit	Computer with Table and Chair	3	45,750.00	137,250.00
	Computer with peripherals (for use in audio and video playback of reference and sample recordings) Processor: 9th Generation Intel® Core i3-9100 processors Chipset: Intel® B365 Express Chipset Memory: 8 GB DDR4 (Up to 32 GB of Dual-channel DDR4) Hard Disk Drive: 1 TB 3.5-inch 7200 RPM Optical Drive: WITHOUT Graphics: Intel® UHD Graphics 630 Card Reader: WITHOUT Printer Port: WITHOUT Audio: Integrated high-definition, 5.1-channel surround sound Networking: Wireless LAN: Intel 802.11ac + Bluetooth 5.0 / LAN: Gigabit Ethernet Keyboard and Mouse: USB Keyboard and Mouse Monitor: 19.5" V206HQL Bb Speakers: WITHOUT Power Supply: 250W			
unit	Scanner	2	5,000.00	10,000.00
unit	Tablet	5	6,200.00	31,000.00
	Active Area: 10" × 6.25"/ 254 × 159mm Resolution: 5080 LPI Active Area: 10" × 6.25"/ 254 × 159mm Resolution: 5080 LPI Report Rate: Max. ≥200 Accuracy: ±0.01 Inch Reading Height: 10mm Color Option: Black Power Voltage: USB cable mode DC 5V Power Consumption: <0.5W Interface Support: USB Compatibility: Windows® 10/8/7 (32/64bit), MAC OS X® 10.10 and above, Android 6.0 and above			
unit	Printer, Laser	2	9,519.75	19,039.50
	Print Speed: 12 pages per minute (A4) Resolution Enhanced: True 600 x 600 dpi resolution(2400 x 600 dpi equivalent with Automatic Image Refinement Technology) PDL: CAPT (Canon Advanced Printing Technology) Memory: Uses PC memory (Standard 2MB on-board)			
pcs	Illustration Board 10" X 15" (inches)	30	48	1,440.00
ream	Vellum paper, A4 white	15	296.7	4,450.50
pcs	pencil, B	25	60	1,500.00
pcs	Pencil HB	25	69	1,725.00
pcs	Brush #3	30	79	2,370.00
pcs	UniPin 0.2mm	25	390	9,750.00
pcs	Eraser (for ink & pencil)	25	40	1,000.00
bottle	India Ink	20	490	9,800.00

sets	Water Color	25	350	8,750.00
sets	Acrylic of Oil	20	410	8,200.00
sets	Craypas	25	280	7,000.00
sets	Colored pencil	18	350	6,300.00
pcs	Triangle 30/60 degrees	25	150	3,750.00
pcs	Triangle 45 degrees	25	150	3,750.00
pcs	Ruler, 12"	25	25	625.00
pcs	Compass	25	150	3,750.00
pcs	Pentel (Sharpie)	25	60	1,500.00
pcs	Pentel (Regular Pilot) pens	25	58	1,450.00
pcs	Felt pen, fine pt. black	20	60	1,200.00
bottle	Small (medicine) Bottle/container for water used in painting	20	40	800.00
unit	Board, Drawing	36	2,200.00	79,200.00
	The item shall have the following specifications: 1) Portable Easel Type Drawing Board, adjustable angles, can be tilted to at least 75 degrees, folds flat; 2) Material: Board: Laminated Medium Density Fiberboard, Frame: Kiln-dried hard wood; 3) Dimensions (LxW): 42 cm x 29 cm (minimum), fits A3 size drawing paper; 4) With ledge for holding pencils; 5) The item must not have sharp edges or rough surfaces;			
unit	Eraser	30	80.00	2,400.00
	The item shall have the following specifications: 1) Material: Vinyl; 2) Color: White; 3) Dimension: At least 60 mm x 20 mm x 12 mm; 4) No discoloration of the eraser on paper; 5) Age resistant; 6) The material used must be non-toxic; 7) Plastic pouch individual packaging			
unit	Pencil, Mechanical	100	84.00	8,400.00
	The item shall have the following specifications: 1. Casing Material: plastic ; 2. Total Length: 5 1/2 inches ; 3. Casing Diameter : 5 mm to 7 mm ; 4. Lead Diameter: 0.5 to 0.7 mm ; 5. Carton box or plastic pouch packaging 6. The item must be branded.			
unit	Sharpener, Pencil	8	50.2	401.60
	The item shall have the following specifications: 1) Type : Hand-cranked, table-mountable with metal clamp, single cutter head; 2) Material : Metal case, stainless steel cutter; 3) Must accommodate 10 mm diameter pencils (approximate) 4) Auto feed and auto stop. 5) With translucent pencil shaving bin. 6) Carton box packaging 7) Dimension: 1.97 x 1.18 x 2.13 inches (approximate) 8.) The item must have smooth surface and no sharp edges except cutting blade.			
unit	Technical Pens Set	8	2901.05	23,208.40
	The item shall have the following specifications: 1. Body material: plastic ; 2. Set to consist of one each pen point size : (0.2 mm , 0.4 mm , 0.6 mm) ; 3. Includes a black colored ink for refill purposes. ; 4. Erasable when used on drafting paper, no bleeding when highlighted ;			

	5. Can be left uncapped for 18 hours without drying up (Test ISO 554) ; 6. Smooth surface and no sharp edges 7. Carton box or plastic pouch packaging 8. The item must be branded.			
unit	Template, Drawing	30	1200	36,000.00
	The item shall have the following specifications: 1. Material: transparent plastic ; 2. Shape: 10 pieces Circular Template, 15 pieces Furniture Template ; 3. Length: 8 inches to 10 inches ; 4. Width: 4 to 7 inches ; 5. Thickness: 2 mm to 3 mm ; 6. Contains 32 to 42 holes ; 7. Color: any color ; 8. All edges are chamfered and smoothed ; 9. The item must not have sharp edges or rough surfaces; 10. Carton box or plastic pouch packaging 11. The item must be branded.			
unit	Triangle 30°x 60°x 90°, 8"	30	150	4,500.00
	The item shall have the following specifications: 1) Material: Clear plastic; 2) Shape: Accurate 30 x 60 x 90 degrees triangle; 3) Length(longest side): 8 inches (minimum); 4) Thickness: 1 mm to 2 mm; 5) With metric graduations (in centimeters with smallest graduation of 1 millimeter) on one leg, and english graduations (in inches with smallest graduation of 1/16 inch) on the other leg; 6) Metric graduations must be marked in "CENTIMETER", "Centimeter", "centimeter", or "cm", and English graduations must be marked in "INCH", "Inch", or "inch"; 7) The item must not have sharp edges or rough surfaces; 8) With plastic pouch for storage; 9) The item must be branded.			
unit	Triangle 45°x 45°x 90°, 8"	30	160	4,800.00
	The item shall have the following specifications: 1) Material: Clear plastic; 2) Shape: Accurate 45 x 45 x 90 degrees triangle; 3) Length(longest side): 8 inches (minimum); 4) Thickness: 1 mm to 2 mm; 5) With metric graduations (in centimeters with smallest graduation of 1 millimeter) on one leg, and english graduations (in inches with smallest graduation of 1/16 inch) on the other leg; 6) Metric graduations must be marked in "CENTIMETER", "Centimeter", "centimeter", or "cm", and English graduations must be marked in "INCH", "Inch", or "inch"; 7) The item must not have sharp edges or rough surfaces; 8) With plastic pouch for storage; 9) The item must be branded.			
unit	Triangle Scale	30	180.5	5,415.00
	The item shall have the following specifications: 1. Type: Metric Triangle Scale; 2. Material: White plastic; 3. Length: 12 inches; 4. Width: approx. 1 inch; 5. Scale: 1:100, 1:200, 1:250, 1:300, 1:400, 1:500; 6. With tapered edges and color coded sides: a. Red: 1:200 and 1:500,			

	<p>b. Yellow: 1:250 and 1:300, c. Green: 1:100 and 1:400; 7. The smallest graduation must be 1 millimeter; 8) Metric graduations must be marked in "METER", "Meter", "meter", or "m"; 9. The item must not have sharp edges or rough surfaces; 10. Plastic pouch packaging 11. The item must be branded.</p>			
unit	T-Square	30	1200.3	36,009.00
	<p>The item shall have the following specifications: 1. Material: Black plastic head, recessed transparent plastic blade; 2. Length of blade: 36" to 42"; 3. Blade width: 2" to 3"; 4. Blade thickness: approx. 6mm; 5. Blade edges must be straight; 6. With hole on end of blade for hanging; 7. Comes with bag 8. Smooth surface and no sharp edges 9. The item must be branded.</p>			
sets	Computer with peripherals (for use in audio and video playback of reference and sample recordings) Processor: 9th Generation Intel® Core i3-9100 processors Chipset: Intel® B365 Express Chipset Memory: 8 GB DDR4 (Up to 32 GB of Dual-channel DDR4) Hard Disk Drive: 680Gb 3.5-inch 7200 RPM Optical Drive: WITHOUT Graphics: Intel® UHD Graphics 630 Card Reader: WITHOUT Printer Port: WITHOUT Audio: Integrated high-definition, 5.1-channel surround sound Networking: Wireless LAN: Intel 802.11ac + Bluetooth 5.0 / LAN: Gigabit Ethernet Keyboard and Mouse: USB Keyboard and Mouse Monitor: 19.5" V206HQL Bb Speakers: WITHOUT Power Supply: 250W	25	31,000.00	775,000.00
sets	Computer tables and chairs (ergonomic)	25	5,000.00	125,000.00
unit	LCD projector	1	21,785.40	21,785.40
unit	White board	1	4,036.00	4,036.00
unit	Anti-Static Device (Anti-static Wrist Strap)	28	200.00	5,600.00
	<p>Consists of: a) Adjustable and elastic wristband with integrated 1 Mega Ohm Resistor, b) banana plug with alligator clip for connecting to ground (or equivalent), c) at least 59" long coiled cord; d) non toxic material e) Carton box or plastic pouch packaging</p>			
unit	Crimping Tool (RJ 11/45)	56	472.50	26,460.00
	<p>1. Ratchet Crimp Tool 2. ALL-IN-ONE tool that can strip, cut, and crimp 3. lightweight steel frame 4. RJ-11/45 Compatible 5. Positions for 8P/8C, 6P/6C and 4C Connectors 6. Lightweight, compact, and durable 7. Smooth surface and no sharp edges except cutting edges 8. Carton box packaging</p>			
unit	Drill, Portable, Electric	7	599.35	4,195.45

	【Lightweight and Efficient】 - Only weighs 267g/0.6lb, no power cord, easy to handle. 3.5N.M torque, 180r/min rotating speed, 47pcs most normally used screwdriver bits and standard 6.35mm(1/4") sleeve, single-speed trigger control, with its forward and reverse directions, allows for rapid screw-driving fastening and loosening, help you to get the job done efficiently.			
unit	Flash drive	35	385	13,475.00
	1. Capacity: 16 GB ; 2. Connectivity: USB 3.0, Backward-Compatible with USB 2.0, Plug and Play ; 3. Device/OS compatibility: Windows Vista, Windows 7, 8, 10, Mac OS 10.6+ or later versions; 4. Form: Swivel type or with cover; 5. Dimension: 0.40 x 0.80 x 2.31 in. (10.16 x 20.32 x 58.67 mm) approximate			
unit	Flashlight, head-mounted	21	200	4,200.00
	LED headlight material: ABS+ aluminum alloy lamp beads: XPE+COB Charging: Support USB charging Battery: 1 x battery (built-in) Power: 5W Size: 8 x 4 x 2.5cm Weight: 86g The package includes: 1 x headlight 1 x charging cable 1 x battery (built-in) x headband			
unit	Hub / Switch	63	505.55	31,849.65
	8x 10/100Mbps Auto-Negotiation RJ45 port, supporting Auto-MDI/MDIX Green Ethernet technology saves power IEEE 802.3X flow control provides reliable data transfer Plastic casing and desktop design Plug and play, no configuration needed Fanless design ensures quiet operation HARDWARE FEATURES Interface 8x 10/100Mbps, Auto-Negotiation, Auto-MDI/MDIX Ports Fan Quantity Fanless External Power Supply External Power Adapter (Output: 5VDC / 0.6A) Dimensions (W x D x H) 4.9 x 1.9 x 0.9 in. (124.6 x 48.7 x 22.8 mm) Max Power Consumption 2.64W Package Contents 8-Port 10/100Mbps Desktop Switch			
unit	Managed switch	14	6270	614,460.00
	8-Port Gigabit L2+ Managed Switch with 2 SFP Slots PORT: 8x Gigabit RJ45 Ports, 2x Gigabit SFP Slots, RJ45/Micro-USB Console Port SPEC: 1U 13-inch Rack-mountable Steel Case FEATURE: Integration with Omada SDN Controller, Static Routing, OAM, DDM, 802.1Q VLAN, QinQ, STP/RSTP/MSTP, IGMP Snooping, 802.1p/DSCP QoS, ACL, 802.1x, Radius/Tacacs+ Authentication, LACP, CLI, SNMP, Dual Image/Configuration, IPv6			
unit	Optical drive, External	14	594	8,316.00
	1. Interface: USB 3.0 or better;- Color: Black/Silver - Material: Plastic and Metal - Size: about 138x137.5x17mm/5.43x5.41x0.67inch - Supported formats: DVD-ROM, DVD-Video, CD-R/RW, CD-ROM/XA, CD-ROM, CD-EXTRA, CD-TEXT			

	<ul style="list-style-type: none"> - Supported CD size: 12cm/4.7inch Diameter; 8cm/ 3.1inch Diameter - Supported media types: CD-ROM, CD-R, CD-RW, DVD-ROM, DVD-R, DVD-RW, DVD+RW, DVD+R, DVD+R DL, DVD-R DL, DVD RAM - Read Speed: CD-ROM: 24x Max; DVD-ROM: 8x Max - Record Speed: CD 24X Max - Memory Cache: 2M - Rated Voltage: 5V 			
unit	Patch panel (48 ports)	14	2105	29,470.00
	<ol style="list-style-type: none"> 1. Network Patch Panel 2. 48 port Patch Panel 3. CAT5e Cable 4. Material: ABS Plastic 5. Application: UTP(Unshielded) 6. Certification: RoHS, ISO, CE 7. RJ45 Connector : two rows (1-24 ports & 25-48 ports) 8. Transport package: 1PCS/Box 9. Smooth surface and no sharp edges 			
unit	Pliers, Combination, 8", Insulated	63	833.3	52,497.90
	<p>Type: Combination pliers; Body shape: Square nose Material: Chrome vanadium/forged steel Length: 9 inches (minimum) Insulation range: 1000 volts (etched on the handle) Design: Square nose with serrated jaw Comes with nickel plated finish, side cutter and insulated handle Must be branded (Brand must etched either in the head or on the handle)</p>			
unit	Pliers, Long Nose, 7"	42	305	12,810.00
	<ol style="list-style-type: none"> 1 Material: chrome vanadium steel, HRc 38 to 60; 2 Length: 7 inches (minimum); 3 Handle type: curved handle with rubber cushion for easy grip; 4 Jaws type: knurled and long tempered; 5 Comes with hardened cutting edges and chrome-nickel finish. 6. Smooth surface and no sharp edges 7. Carton or plastic packaging 			
Unit	Pump, Desoldering	42	250	10,500.00
	<ol style="list-style-type: none"> 1. Material : Plastic or aluminum housing; 2. Replaceable heat-resistant plastic tip; 3. Length : Minimum of 6 inches; 4. Effective in removing solder; 5. Smooth surface and no sharp edges 6. Carton or plastic packaging 			
unit	Screwdriver Set, Precision	24	250.80	6,019.20
	<ol style="list-style-type: none"> 1. Material: Hardened and tempered steel; 2. 1 set comes with the following: <ol style="list-style-type: none"> a) 3 x Phillips tip No. 00, 0, and 1 ; b) 6 x Standard tip No. 1, 1.2, 1.4, 1.8, 2.4, and 3.0; c) 1 x Awl; d) 1 x Magnet; e) plastic storage case; 3. Non slip design handle 			
unit	Screwdriver, Phillips, 8" insulated	42	250.00	10,500.00
	<ol style="list-style-type: none"> 1. Shank Material: chrome vanadium steel, HRc 38 to 60; 2. Handle Material: Molded Plastic 3. Overall length: 8 inches (minimum) 4. Insulation protection (including shank): 1000VAC/ 			

	1500VDC, VDE Certified (or its equivalent) 5. Non slip handle design 6. Carton or plastic packaging			
unit	Soldering Iron, 60W	28	750.00	21,000.00
	1. Type: Iron rod 2. Voltage: 220/240VAC, 60Hz, Single phase; 3. Power: 60W (minimum); 4. Body Length: 8.3 inches (21 cm) approximate 5. Cord Length: 1.5 meters (minimum) 6. Handle: Plastic; (non slip handle) 7. With user's manual written in English that contains user's guide, operating procedure, parts with description, safety procedure, and maintenance; 8. Interchangeable copper tip; 9. Should have available spare parts nationwide for a minimum period of 5 years; 10. Carton and/or plastic packaging			
unit	Stripper, Wire	21	356.6	7,488.60
	Type: Spring-loaded self opening; Body shape: Long jaw with slot Blade material: Hardened alloy steel (sharp edges to strip and cut the wires) Wires to stripped: 10 AWG to 24 AWG Length: 7 inches (minimum) Comes with automatic self-adjusting spring, crimping slot, and hard plastic handle Must be branded 7-in-1 stripping function 0.6-2.6mm, 10-22 AWG			
unit	Tester, LAN Cable	14	475	6,650.00
	1 Cable Tester with LED indication for RJ12, RJ11, RJ45, Cat5e, Cat5, 10/100 Base-T; 2 Main tester: 1-2-3-4-5-6-7-8-G; 3 Remote tester: 1-4-3-2-5-6-7-8-G; 4 Power supply: 9 V battery (included); 5 Capable of testing crossover, straight-through, and rollover cables; 6 Includes plastic case or pouch; 7 With User's Manual in English which includes: a. a diagram of the parts with their names, b. operating procedures c. safety precautions when using the equipment, d. basic troubleshooting and maintenance procedures. 8 With Service centers located in major cities in the Philippines. 9. Material: ABS 10. Size: 103x100x30mm/4.06x0.39x1.18in approximate 11. Smooth surface and no sharp edges			
unit	Uninterruptible Power Supply (UPS)	42	2500	105,000.00
	The item shall have the following specifications: 1. Type: Battery (included): Lithium ion battery or Maintenance-free sealed Lead-Acid battery with suspended electrolyte: leakproof 2. Voltage: Nominal Input Voltage: 230V, 50/60 Hz 3. Output Power Capacity: 600VA (minimum) 4. Output Connections :2 Universal Receptacle (minimum) 5. Cord Length: 1 meter (minimum) 6. Maximum Input Current: 5A 7. Protection: Overload, Short Circuit, Over Discharge & Over Charge 8. Transfer Time: 10ms maximum 9. Size (Approx.): (H) 223mm x (W) 143mm x (D) 347mm 10. Metal and/or hard plastic casing			

unit	USB External HD	7	2745	19,215.00
	1) 560 G Portable/External Hard Drive 2) Application: Laptop / Desktop PC 3) Interface Type: SATAII 4) Installation: Mobile 5) Formatted Capacity: 1000GB(Windows Display about 298GB) 6) Size(mm): 14.29 x 80.01 x 17.60 (Approx.) 7) Metal Casing 8) Comes with USB 3.0 cable (18 inch minimum) 9) User's manual (English) on name of parts, user's guide, wiring connection, safety precautions and maintenance 10) Smooth surface and no sharp edges			
unit	Video camera, PC	7	500	3,500.00
	1) 5.0 Mega Pixel Web Camera, USB-type; 2) With Microphone for Laptop and Desktop PC use; 3) Resolution: at least 640 x 480; 4) Support Windows XP/7/8/equivalent Mac OS or later versions; 5) With User's Manual in English which includes: a) a diagram of the parts with their names, b) operating procedures 6) Hard plastic or metal casing			
set	Wrench, Allen, 30 pcs/set	14	720	10,080.00
	LONG: 1/16"-5/64"-3/32"-1/8"-9/64"-5/32"-3/16"-1/4"-5/16" SHORT: 0.05"-1/16"-5/64"-3/32"-7/64"-1/8"-5/32"-3/16"-7/32" LONG: 1.5-2-2.5-3-4-4.5-5-6-8mm SHORT:1.27-1.5-2-2.5-3-3.5-4-5-5.5mm			
unit	White board	7	5020	35,140.00
	White board, floor standing, rolling Board: White Formica Laminated, plane will not deform. Board Size: Rectangular 1800mm W x 1000 to 1200mm H, Board Edges secured with Aluminum Clip Edging 17 mm (minimum) with plastic corner caps Comes with Metal Tray for Marker and Eraser The stand and frame are constructed with Aluminum or powder coated steel 25mm square tube (minimum), sturdy, no wobble With 4 lockable hard plastic caster wheels Overall Height from floor: 210 to 214cm Smooth surface, no sharp edges			
unit	Eraser	50	60	3,000.00
	The item shall have the following specifications: 1) Material: Vinyl; 2) Color: White; 3) Dimension: At least 60 mm x 20 mm x 12 mm; 4) No discoloration of the eraser on paper; 5) Age resistant; 6) The material used must be non-toxic; 7) Plastic pouch individual packaging			
sets	Computer with peripherals (for use in audio and video playback of reference and sample recordings) Processor: 9th Generation Intel® Core i3-9100 processors Chipset: Intel® B365 Express Chipset Memory: 8 GB DDR4 (Up to 32 GB of Dual-channel DDR4) Hard Disk Drive: 1 TB 3.5-inch 7200 RPM Optical Drive: WITHOUT Graphics: Intel® UHD Graphics 630 Card Reader: WITHOUT Printer Port: WITHOUT Audio: Integrated high-definition, 5.1-channel surround sound	27	32,189.60	869,119.20

Networking: Wireless LAN: Intel 802.11ac + Bluetooth 5.0 / LAN: Gigabit Ethernet Keyboard and Mouse: USB Keyboard and Mouse Monitor: 19.5" V206HQL Bb Speakers: WITHOUT Power Supply: 250W			
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Lot 3
Agricultural Crop Production and Landscape Installation & Maintenance
Php 163,538.00

Unit	Item Description	Quantity	Unit Cost (per set)	Total Cost
pair	Boots, Safety, Plastic	25	1,163.00	29,075.00
	<i>Upper material: Elastic PVC Sizes: 7 inches - 5pcs 8 inches - 5pcs 9 inches - 5pcs 10 inches -5pcs 11 inches - 5pcs Height: 13 to 14 inches Plain toe Type of boots: Unisex rain boots with rugged tractor lug outsole Packed with carton box per size</i>			
unit	Coat, Protective	25	459.00	11,475.00
	<i>Material: Polyester Size: Small, Unisex With a minimum of 2 pockets With studs for easy opening and closing of coat Length :up to knee or equivalent to 100cm or more Chemical resistant Packed with plastic pouch</i>			
unit	Cup, Measuring, 250ml	2	193.00	386.00
	<i>Material: Translucent Plastic; Capacity: 250ml Graduation: 25ml Inner Dimension: 7cm (minimum)</i>			
unit	Digger, Hole (Digging tool)	5	317.8	1,589.00
	<i>Blade Material: Carbon steel , 1/16 inch thick (minimum) Handle Material: Hardwood Handle length: 4 feet (minimum) Jaw digger/Blade width dimension: 4 inches (minimum) Blade length: 8 inches (minimum) Blade spread: 5 inches (minimum) Manual post hole digger type</i>			
pair	Goggles, Safety	25	98.00	2,450.00
	<i>Safety goggles, Clear Polycarbonate - one piece lens with 180° panoramic view, non-fog Size/Dimension: L 17 - 18.5 cm x W 8 cm x D 5-7.5 cm High impact resistant, ANSI "Z87" compliant Firm and comfortable seal around forehead, cheeks, nose and temples protects against splash, chemicals, dust Adjustable head strap Shall bear mark Z87 embossed or engraved or etched on</i>			

	<i>the item. Smooth surface, no sharp edges</i>			
unit	Hat, Hard, HDPE	25	102.00	2,550.00
	<i>Type: II Hard Hat with Impact Protection Body shape: Full brim Electrical Insulation Rating: Class E Sizes composed of ten (10) pcs in the following: Small 54-55 cm: 3 pcs Medium 56-57 cm: 3 pcs Large 58-59 cm: 4 pcs Comes with suspension straps and ratchet adjustment. ANSI Standard Type II and Class E must be permanently etched on the inside surface. Must be branded</i>			
unit	Hoe, Light (Digging tool)	5	121.00	605.00
	<i>Hoe Material: Carbon Steel, 1/16 inch thick(minimum) Draw hoe type Hoe Length: 6 1/2 inch (minimum) Hoe Width: 4 1/2 inch (minimum) Length:at least 48 inches Handle: Hard Wood Branded"</i>			
unit	Knife, Picking	5	221.2	1,106.00
	<i>Blade material: Stainless steel Length of blade: 3inches(minimum) Overall Length- 6 inches(minimum) Type:Curved blade and Foldable Comes with plastic handle Packed with protective plastic case Branded</i>			
unit	Pick Mattock (Digging tool)	5	216.00	1,080.00
	<i>Material: Forged Carbon steel Blade=2 inches(minimum) Pick axe length=6 inches(minimum) Head capacity(Permanently etch on the head): 2.0 pounds With wooden handle Handle length: 20 inches(minimum) The head must be press fitted for maximum safety Branded.</i>			
unit	Rake	5	150.00	750.00
	<i>Tine material:Forged Carbon steel Tine number: 10 to 12 tines Handle length: 4 ft (minimum) Tine height: 2 3/4 inches (minimum) Comes with hard wood handle Design with welded blade socket Garden rake type</i>			
pairs	SCISSORS, 8"	25	114.00	2,850.00
	<i>Type : Scissors Body Shape : Standard Shape Material : Stainless stell with soft grip handle Length : 8 inches (minimum) Well-polished and sharp for cutting paper and fabric Comes with carton box No sharp edges except on the blade The item must be branded and have good quality</i>			
unit	Scythe	25	154.00	3,850.00
	<i>Type: Scythe Grass blades material:High carbon steel Grass blade length: 8 inches (minimum) With a minimum 15 inches length wooden handle with</i>			

	ferrule ring Right handed With non slip handle			
unit	Shears, Hedge	5	143.80	719.00
	Blade material:Carbon steel Blade size : Length-225 mm (minimum) Width-45mm(minimum) Thick-4mm (minimum) Overall length: 700mm Wooden handle with ferrule Non corrosive Packed with protective carton box Must be branded"			
pair	Shears, Pruning	25	464.00	11,600.00
	Blade material: Forged steel Cutting capacity:1 inch(minimum) Total length 7 inches minimum With non slip grip handle Multifunctional labor type Packed with shipping carton box			
unit	Shovel	5	364.80	1,824.00
	Material: High carbon steel plate Blade thickness: 1/16 inch (minimum) Handle type and material : D- type,Hardwood Width blade: 8.5 inches (minimum) Handle length : 29 inches (minimum) Total length : 40 inches (minimum) Types of Shovel : Round nose shovel"			
unit	Soil Auger	1	355.00	355.00
	Auger blade material:Carbon steel Auger Blade diameter: 2 3/4 inch (minimum) Length of the blade: 10 inches(minimum) Overall length including the handle:4 feet(minimum) Hand auger type Packed with protective carton box			
unit	Sprayer, Hand	5	239.00	1,195.00
	Material:Plastic Capacity: 1 liter(minimum) Thickness: 1mm(minimum) With hand pump handle Trigger type Packed with shipping carton box			
unit	Sprayer, Knapsack	5	468.00	2,340.00
	Material: Stainless Steel Capacity: 4 gallons to 5 gallons Back pack type Operating /workingpressure range : 2 - 4 bars(15 - 60 psi) Comes with complete accessories including the nozzle,rubber hose,connectors pumping lever and shoulder straps. With User's Manual in English which includes: a. parts manual with labels, b. assembly instructions, c. operating procedures, d. safety precautions when using the equipment, Warranty period of parts and service: 1 year Packed with shipping carton box Branded			
unit	Sprinkler	12	479.00	5,748.00

	Material: Hard plastic, 1.5 mm thick (minimum) Capacity: 12 liters(minimum) Comes with handle and spout Non toxic Branded"			
unit	Steel Tape Measure, 5m	1	78.00	78.00
	Type: Metric Body Shape: L-shape Blade Material: Stainless steel Blade Length: 300 mm Graduation: 1mm Blade Width: 30 mm(minimum) Blade Thickness: 1 mm(minimum) Handle Length: 150 mm(minimum) Graduation are marked permanently Numbers and graduations are endgraved and filled with black or red color Packed in a plastic pouch Warranty period of 1 year.			
unit	Step Ladder	2	2220.00	4,440.00
	Material: aluminum U channel Capacity: 250 lbs (minimum) Type: Flatform type Number of step: 6 (including top step) Reach height: 6 to 8 Feet(minimum) Width: 15 inches minimum Spread: 4 feet (minimum) Twin steps with gripped treads to prevent slipping Step braces on top and bottom step Heavy duty aluminum foot bracket with slip-resistant foot pad With User's Manual in English which includes: a. parts manual with labels, b. assembly instructions, Branded			
unit	Trowel, Hand	25	227	5,675.00
	Type: Garden trowel Material: Carbon Steel Thickness: 0.80 mm (minimum) Blade width: 8 cm(minimum) Blade length: 13 cm(minimum) Length including the handle: 30 cm (minimum) Branded			
pc	pruning shear or secateur	25	288.00	7,200.00
pc	loping shear	5	72.00	360.00
pc	pruning saw	25	216.00	5,400.00
pc	bow saw	5	498.00	2,490.00
pc	tree or pole pruner	5	187.00	935.00
pc	hedge trimmer	25	115.20	2,880.00
pc	spade	13	281.00	3,653.00
pc	shovel	13	140.00	1,820.00
pc	hole digger	5	317.80	1,589.00
pc	wheel barrow	5	432.00	2,160.00
pc	chain saw	2	1679.50	3,359.00
pc	telescopic shaft or power high branch pruner	2	1707.00	3,414.00
pc	power hedge trimmer	2	1440.00	2,880.00
pc	one-man soil auger	1	11399.00	11,399.00
pc	two-man soil auger	1	2999.00	2,999.00
pc	gloves	25	35.00	875.00
pc	ear masks/muff//plug	25	16.80	420.00

pc	goggles	25	98.00	2,450.00
pc	garden hose with complete accessories@10 m long	5	467.00	2,335.00
pc	rake	13	150.00	1,950.00
pc	ruler	5	30.00	150.00
pc	hand trowel	25	227.00	5,675.00
pc	soil drencher/accessory to the garden hose	5	31.00	155.00
pc	fork	25	210.00	5,250.00

I hereby certify to comply with all the above Technical Specifications

Name of Company/Bidder

Signature over Printed Name

Date

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (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.

NUMBER OF COPIES OF ELIGIBILITY+TECHNICAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPE

- One (1) Original Copy
 One (1) Additional Copy

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.

NUMBER OF COPIES OF ELIGIBILITY+TECHNICAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPE

- One (1) Original Copy
 One (1) Additional Copy

Appendixes and Sample Forms

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
_____	_____
_____	_____

(if none, state "None")]

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

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

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

The undersigned is authorized to submit the bid on behalf of *[name of 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: _____

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: _____

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

[Jurat]

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

Republic of the Philippines



Government Procurement Policy Board