

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

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

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

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

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

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

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

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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.

**INVITATION TO BID FOR
Purchase and Delivery of CY2023 Food Supplies for
Centers
ITB 2022-DSWD-CAR-EPA-03**

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the *National Expenditure Program 2023* intends to apply the sum of *One Million Six Hundred Thirty-Five Thousand Five Hundred Seventy-Three 90/100 (Php 1,635,573.90)*. being the ABC to payments under the contract for the *Purchase and Delivery of CY2023 Food Supplies for Centers* broken down as follows:

Lot No.	Description	Quantity/ Unit	ABC	Place of Delivery
1	Food Supplies for RSCC	1 Lot	Php 417,962.00	16 Sgt. Floresca Street, Aurora Hill, Baguio City
2	Food Supplies for RHWG	1 Lot	Php 677,485.90	40 North Drive, Baguio City
3	Food Supplies for RRCY	1 Lot	Php 540,126.00	40 North Drive, Baguio City

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

1. The *Department of Social Welfare and Development - CAR* now invites bids for the above Procurement Project. Delivery of the Goods is required by **January 2023 to December 2023**. Bidders should have completed, within **Two (2) Years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

3. Prospective Bidders may obtain further information from *Department of Social Welfare and Development - CAR* and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM**, Monday to Friday.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **19 November 2022 to 10:00AM of 09 December 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount as follows:

Lot Number	Cost of Bid Documents (in Philippine Peso)
Lot 1	1,000.00
Lot 2	1,000.00
Lot 3	1,000.00
Lot 1 and Lot 2	5,000.00
Lot 1 and Lot 3	5,000.00
Lot 2 and Lot 3	5,000.00
All LOTS	5,000.00

The procuring entity allows payment of bidding documents through Bank-to-Bank transaction. However, the Official Receipt shall only be issued by the Cash Section to the bidder upon receipt of two (2) original deposit slip with the following bank details:

Account Number: 0222-0218-63
 Account Name : DSWD FO CAR (MISC TRUST ACCNT)
 Name of the Bank: LANDBANK – Baguio Branch

The bidders are required to submit separate bid/proposal for each lot. Failure to submit with the said requirement shall not be accepted by the BAC Secretariat.

5. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference¹** on **11:00 AM of 28 November 2022** at **DSWD-CAR Premises** and through **video conferencing or Google Meet with meeting ID/Link as <https://meet.google.com/xxz-dnqk-bzs>**, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10:00 AM (PST) of 09 December 2022**. Late bids shall not be accepted.

The procuring entity allows submission through courier provided that the bid envelope will be received on or before the deadline of bid submission.

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bid opening shall be on **10:30 AM of 09 December 2022** at **DSWD-CAR Premises** and **via Google Meet with meeting ID/Link as <https://meet.google.com/yim-rhfh-rim>**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The *Department of Social Welfare and Development* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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.

10. For further information, please refer to:

BAC SECRETARIAT

Procurement Section

DSWD-CAR

#40 North Drive, Baguio City

Bacsec.car@dswd.gov.ph

(074) 661-0430 Local 25025 / (02) 396-6580

Mobile Numbers: Globe: 0915-151-9259

Smart: 0963-610-9340

11. You may visit the following website for downloading of Bidding Documents:

<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/>

SGD.

ENRIQUE H. GASCON JR.

BAC Chairperson

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 Social Welfare and Development - CAR* wishes to receive Bids for the *Purchase and Delivery of CY2023 Food Supplies for Centers* with identification number *ITB 2022-DSWD-CAR-EPA-03*.

The Procurement Project (referred to herein as “Project”) is composed of *three (3) lots*, 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 *2022* in the amount of *One Million Six Hundred Sixty-Five Thousand One Hundred Seventy-Three Pesos and Ninety Centavos (Php 1,635,573.90) only*.

2.2. The source of funding is:

- a. NGA, the National Expenditure Program 2023.

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:

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 **ITB** Clause 18.

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

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 **DSWD-CAR Premises** and/or through videoconferencing/Google Meet 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 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 e.
 - 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 **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 **120 Calendar Days upon bid opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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.

² 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.

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 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 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 **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot

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

20. Post-Qualification

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

21. Signing of the Contract

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

[Include the following clauses if Framework Agreement will be used:]

- 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 to 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

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	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Purchase and Delivery of Food Supplies or Grocery items</p> <p>b. Completed within Two (2) Years prior to the deadline for the submission and receipt of bids.</p>			
7.1	<i>Not applicable</i>			
12	The price of the Goods shall be quoted in DDP <i>Baguio City, Philippines</i> 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> <p>a. The amount of not less than 2% of the ABC of each lot if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit:</p> <p style="margin-left: 40px;">a.1 Lot 1 – Php 8,359.24</p> <p style="margin-left: 40px;">a.2 Lot 2 – Php 13,549.72</p> <p style="margin-left: 40px;">a.3 Lot 3 – Php 10,802.52</p> <p style="text-align: center;">or</p> <p>b. The amount of not less than 5% of the ABC of each lot if bid security is in Surety Bond:</p> <p style="margin-left: 40px;">b.1 Lot 1 – Php 20 898.10</p> <p style="margin-left: 40px;">b.2 Lot 2 – Php 33,874.30</p> <p style="margin-left: 40px;">b.3 Lot 3 – Php 27,006.30</p>			
19.3	Lot No.	Description	Quantity/ Unit	ABC
	1	Food Supplies for RSCC	1 Lot	Php 417,962.00
	2	Food Supplies for RHWG	1 Lot	Php 677,485.90
	3	Food Supplies for RRCY	1 Lot	Php 540,126.00
20.2	<i>Not Applicable</i>			
21.1	<i>Not Applicable</i>			

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 prior to 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 IV (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

- 6.1. 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.
- 6.2. 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	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</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: <i>Select appropriate requirements and delete the rest.</i></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.
- f. *[Specify additional incidental service requirements, as needed.]*

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.

Spare Parts –

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

Select appropriate requirements and delete the rest.

- a. 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
- b. in the event of termination of production of the spare parts:
 - 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.

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<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 Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>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	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantity	Place of Delivery	Delivered, Weeks/Months
1	Food Supplies for RSCC	1 Lot	16 Sgt. Floresca Street, Aurora Hill, Baguio City	Please refer to the attached detailed list and delivery schedule of goods per center
2	Food Supplies for Regional Haven for Women and Girls (RHWG)	1 Lot	40 North Drive, Baguio City	
3	Food Supplies for RRCY	1 Lot	40 North Drive, Baguio City	

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

Item	Qty	Unit	Specification	Statement of Compliance
				<p><i>[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 equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
Lot 1 Food Supplies for RSCC				
1	2	sack	All Purpose Flour, 25kg per sack	
2	40	pack	Bihon, 400g per pack	
3	20	can	Biscuits, at least 800g per can, assorted	
4	20	can	Butter Cookies, 800g per can	
5	2	container	Catsup, 4L per container	
6	24	pack	Chocolate Drink, powder, 1kg per pack	

7	48	sack	Commercial Rice, 25kg/sack, well-milled	
8	48	bottle	Cooking Oil, 2L/bottle, with omega 3, liquid	
9	240	tin	Corned Beef, premium, made with pure beef, 150g per tins	
10	2	box	Condensed milk, 300ml x 48 tins/box	
11	2	box	Evaporated milk, 378ml x 48 tins/box	
12	12	can	Fruit cocktail, at least 3033g per can	
13	40	box	Formula milk, 0-6 mos., at least 1.3 kg	
14	40	box	Formula milk, 12mos-24mos., at least 1.3 kg	
15	40	box	Formula milk, 6-12 mos, at least 1.3kg	
16	3	box	Luncheon meat, 350gx24tins/box	
17	40	pack	Malagkit rice, white, good quality, 1kg per pack	
18	40	pack	Glutinous powder, 500 g	
19	12	pack	Macaroni elbow, 1kg/pack	
20	12	pack	Margarine, fortified, classic, 1kg per tub	
21	12	tub	Peanut Butter, 426g	
22	12	tub	Mayonnaise, 1000ml/tub	
23	2	box	Powdered Milk, 1kg/box, 12 packs per box	
24	22	pack	Salt, iodized, 1kg per pack	
25	20	pack	Sotanghon, 400g/pack	
26	4	gallon	Soy Sauce, 3.785 Liters	
27	12	pack	Spaghetti pasta, 900g/pack	
28	12	pack	Spaghetti sauce 1kg/pack	
29	6	bottle	Cheese sandwich spread, classic, at least 440 g	
30	6	bottle	Cheese sandwich spread, pimienta, at least 440 g	
31	20	pack	Sugar, brown 1kg/pack	
32	2	box	Sardines in tomato sauce, 155g x 100 tins/box	
33	12	pack	Tomato Sauce, 250 g	
34	12	pack	Tomato paste, 150 g	

35	12	pack	Cheese, 900 g	
36	12	pack	Cream, 1 Liter	
37	24	bottle	Nata de coco, 340 g	
Lot 2 FOOD SUPPLIES FOR RHWG				
1	120	piece	All-Purpose Cream, 250 ml	
2	7	sack	All-Purpose Flour, 25 kg per sack	
3	150	pack	Bihon, 400 g per pack	
4	65	can	Biscuits, at least 750 g, assorted	
5	32	can	Butter Cookies,600g per can	
6	2	pack	Black Pepper, whole, 1kg per pack	
7	7	case	Chocolate Drink, powder, 20g per pouch,12 pouch per pack 42 pack per case	
8	60	sack	Commercial Rice ,25kg/ sack, well milled	
9	15	can	Cooking oil,16kg/ can	
10	8	box	Corned beef, premium, with printed nutrition information label, 150g per tins x 48s tins/box	
11	6	box	Condensed milk, 300ml per tins x 48 tins/box	
12	6	box	Coffee, refill, 100g per pack,30 packs per box	
13	6	case	Coffee, sachet, original 3 in 1, brown, at least 26 grams per sachet, 240 pieces per case	
14	7	box	Creamer, refill, original 170gbox/pack,60 packs per box	
15	22	Pack	Cornstarch 1kg/pack	
16	10	Box	Evaporated milk,378ml per tins, 48 tins/box	
17	48	Can	Fruit Cocktail, at least 3033g per can	
18	80	Piece	Instant coconut milk, at least 40 g/ pack	
19	6	Box	Luncheon Meat, 350g per tins, 24 tins per box	
20	75	Pack	Malagkit Rice, white, good quality, 1kg per pack	
21	60	Pack	Macaroni Elbow,1kg/ pack	
22	48	Tub	Mayonnaise,1000ml/ tub	

23	8	Box	Meat loaf, 150g per tins, 48 tins/box	
24	36	Pack	Oatmeal, at least 800 /pack, instant, quick cook	
25	90	Pack	Pancit Canton,500g/pack	
26	24	Pack	Powdered Juice, 200g/ pack, assorted flavor	
27	9	Box	Powdered Milk, fortified, 150g per pack, 72 packs per box	
28	48	Pack	Salt, iodized 1kg/ pack	
29	50	Pack	Sinigang Mix, at least 40 g/ pack	
30	30	Pack	Seasoning Mix, at least 40 g/ pack	
31	15	Gallon	Soy Sauce,1 gallon per container	
32	50	Pack	Spaghetti pasta, 950g/pack	
33	70	Pack	Spaghetti sauce,1kg/pack	
34	6	Bottle	Sandwich Spread, at least 435 assorted	
35	150	Pack	Sugar, brown1kg per pack	
36	6	Box	Sardines, mackerel,155/g per tins, 100 tins/box	
37	8	Box	Sardines in tomato sauce,155g per tins,100 tins/box	
38	18	Pack	Tomato Sauce, 250 mg	
39	8	Box	Tuna flakes in oil, 175g x 48tins/box	
40	15	Container	Vinegar, 1 gallon per container	
41	20	tins	Whole kernel, at least 425 g per tins	
42	30	bottle	Fish Sauce, boneless bagoong, 350 ml/bottle	
43	18	gallon	Patis, 1 gallon per container	
44	2	Sack	Granulated /White Sugar, 50 kgs per pack	
45	10	Bottle	Gel Food Coloring: Pandan Flavor, Mango Flavor, Ube flavor, Matcha, 25 ml/bottle	
46	1	Pail	Vegetable shortening, 11 kls/ pail	
47	10	Pack	Powdered Gelatin: unflavored, 10 sachets/pack	
48	1	Pail	Margarine ,11 kls/ pail	
Lot 3	FOOD SUPPLIES FOR RRCY			

1	17	sack	All Purpose Flour, 25kg per sack	
2	20	pack	Baking Powder, 250g per pack	
3	35	pack	Bihon, 400g per pack	
4	50	can	Biscuits, at least 750g assorted	
5	17	can	Cooking oil, 16kg/can	
6	60	kgs	Baraco coffee, medium roast 1kg per pack	
7	10	box	Corned beef, premium, with printed nutrition information label, 150g per tins x 48s tins/box	
8	5	box	Condensed milk, 300ml x 48 tins/box	
9	16	box	Evaporated milk, 370ml x 48 tins/box	
10	20	can	Fruit cocktail, at least 3.033g per can	
11	25	box	Luncheon meat, 350g x 24 tins/box	
12	48	pack	Macaroni elbow, 1kg/pack	
13	10	box	Meat loaf, 150g x 48s tins/box	
14	104	sack	Commercial Rice, 25kg/sack, well-milled	
15	40	pack	Pancit canton, 500g/pack	
16	12	box	Powdered milk, 150g per pack x 72packs/box	
17	80	pack	Sotanghon, 400g/pack	
18	80	pack	Spaghetti pasta, 950g/pack	
19	60	pack	Sugar, brown, 1kg per pack	
20	8	box	Tuna flakes in oil, 175g x 48tins/box	

	Terms and Conditions:	
a.	Can comply with the Technical Specifications of each item as reflected in the itemized list	
b.	Food items should not expire within one (1) year from the date of delivery.	
c.	Willing to deliver the items on staggered basis in reference to the delivery schedule	

d.	Delivered items that will be found beyond the expiration date as specified, damaged and not within the technical specifications will be returned to the winning bidder after inspection. The winning bidder shall replace the items within three (3) working days upon notification.	
e.	Delivery date may be rescheduled in case of calamities, pandemic, and other circumstantial situations, the end-user shall closely coordinate with the winning bidder for the change of delivery schedule	
f.	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	
g.	Payment will be processed every after complete delivery	

NOTE:

1. For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item (indicate brand and specifications). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications. **Attachment of photo is mandatory for items without brand.**

Example:

Specification	Statement of Compliance
All Purpose Cream, 250 ml	Comply, brand x

Or

Specification	Statement of Compliance
Macaroni Elbow, 1kg/pack	Comply, see attached photo

2. The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.

Example:

Terms and Conditions:	Statement of Compliance
Can comply with the Technical Specifications of each item as reflected in the itemized list	Comply

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) **(all pages) in accordance with Section 8.5.2 of the IRR**

and

Technical Documents

- 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;
- 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;
- 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;
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
- Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate/**Board Resolution** 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

- 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

- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- [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.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



Checklist of Technical and Financial Documents

		Name of Bidder/s		
ABC				
I. TECHNICAL COMPONENT ENVELOPE (First Envelope)				
<u>Legal Documents</u>				
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;				
<u>Technical Documents</u>				
(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;				
(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;				
(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;				
(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;				
(f) Original duly signed Omnibus Sworn Statement (OSS);				
and if applicable, Original Notarized Secretary's Certificate/ Board Resolution 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.				
(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)				
or				
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.				
Class "B" Documents				
(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;				
or				
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.				

I. FINANCIAL COMPONENT ENVELOPE (Second Envelope)				
<input type="checkbox"/>	(i) Original of duly signed and accomplished Financial Bid Form;			
	Bid Amount:			
<input type="checkbox"/>	(j) Original of duly signed and accomplished Price Schedule(s).			
<u>Other documentary requirements under RA No. 9184 (as applicable)</u>				
(k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.				
(l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.				

Name and Signature

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]

DETAILED LIST AND DELIVERY SCHEDULE OF FOOD SUPPLIES FOR RSCC

RECEPTION AND STUDY CENTER FOR CHILDREN

ITEM NO.	GENERAL DESCRIPTION	QUANTITY / SIZE	UNIT OF MEASURE	SCHEDULE OF DELIVERIES					
				Jan 10, 2023	Mar 28, 2023	May 26, 2023	July 25, 2023	Sep 26, 2023	Nov 27, 2023
	FOOD SUPPLIES EXPENSES (50203050 00)								
1	All Purpose Flour, 25kg per sack	2	sack	1			1		
2	Bihon , 400g per pack	40	pack	10		10		10	10
3	Biscuits, at least 800g per can, assorted	20	can	4	3	3	4	3	3
4	Butter Cookies, 800g per can	20	can	4	3	3	4	3	3
5	Catsup 4L per container	2	container	1			1		
6	Chocolate drink, powder, 1 kg per pack	24	pack	4	4	4	4	4	4
7	Commercial Rice, 25kg/sack, well-milled	48	sack	8	8	8	8	8	8
8	Cooking oil, 2L/bottle, with omega 3, liquid	48	bottle	8	8	8	8	8	8
9	Corned beef,premium, made with pure beef, 150g per tins	240	tin	40	40	40	40	40	40
10	Condensed milk, 300ml x 48 tins/box	2	box	1			1		
11	Evaporated milk, 378ml x 48s tins/box	2	box	1			1		
12	Fruit cocktail, at least 3033g per can	12	can	4		4		4	
13	Formula Milk, 0-6 mos.,at least 1.3 kg	40	box	10	6	6	6	6	6
14	Formula Milk, 12 mos-24 mos., at least 1.3 kg	40	box	10	6	6	6	6	6
15	Formula Milk, 6-12 mos ,at least 1.3 kg	40	box	10	6	6	6	6	6
16	Luncheon meat, 350g x 24 tins/box	3	box	1		1		1	
17	Malagkit rice, white, good quality, 1kg per pack	40	pack	10	5	5	10	5	5
18	Glutinous powder, 500g	40	pack	10	5	5	10	5	5
19	Macaroni elbow, 1kg/pack	12	pack	2	2	2	2	2	2
20	Margarine, fortified, classic, 1kg per tub	12	pack	2	2	2	2	2	2
21	Peanut Butter, 426g	12	tub	2	2	2	2	2	2
22	Mayonnaise, 1000ml/tub	12	tub	2	2	2	2	2	2
23	Powdered milk, 1 kg/box, 12 packs per box	2	box	1			1		
24	Salt, iodized, 1kg per pack	22	pack	4	3	4	3	4	4
25	Sotanghon, 400g/pack	20	pack	5		5		5	5
26	Soy sauce, 3.785 Liters	4	gallon	2			2		
27	Spaghetti pasta, 900g/pack	12	pack	2	2	2	2	2	2
28	Spaghetti sauce, 1kg/pack	12	pack	2	2	2	2	2	2
29	Cheese sandwich spread, classic, at least 440g	6	bottle	2		2		2	
30	Cheese sandwich spread, pimienta, at least 440g	6	bottle	2		2		2	
31	Sugar, brown, 1kg per pack	20	pack	4	3	3	4	3	3
32	Sardines in tomato sauce, 155g x 100 tins/box	2	box	1			1		
33	Tomato sauce, 250mg	12	pack	4		4		4	
34	Tomato paste, 150g	12	pack	4		4		4	
35	Cheese, 900g	12	pack	2	2	2	2	2	2
36	Cream, 1 Liter	12	pack	2	2	2	2	2	2
37	Nata de coco, 340g	24	bottle	4	4	3	4	4	5

Prepared by :


APRIL ROSE D. NAVALTA
 AA - III

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2022-DSWD-CAR-EPA- 03

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	All Purpose Flour , 25kg per sack		2	sack	-	-	-	-	-	-
2	Bihon, 400g per pack		40	pack	-	-	-	-	-	-
3	Biscuits, at least 800g per can, assorted		20	can	-	-	-	-	-	-
4	Butter Cookies, 800g per can		20	can	-	-	-	-	-	-
5	Catsup, 4L per container		2	container	-	-	-	-	-	-
6	Chocolate Drink, powder, 1kg per pack		24	pack	-	-	-	-	-	-
7	Commercial Rice, 25kg/sack, well-milled		48	sack	-	-	-	-	-	-
8	Cooking Oil, 2L/bottle, with omega 3, liquid		48	bottle	-	-	-	-	-	-
9	Corned Beef,premium, made with pure beef, 150g per tins		240	tin	-	-	-	-	-	-
10	Condensed milk, 300ml x 48 tins/box		2	box	-	-	-	-	-	-
11	Evaporated milk,378ml x 48 tins/box		2	box	-	-	-	-	-	-
12	Fruit cocktail, at least 3033g per can		12	can	-	-	-	-	-	-
13	Formula milk, 0-6 mos.,at least 1.3 kg		40	box	-	-	-	-	-	-
14	Formula milk, 12mos-24mos.,at least 1.3 kg		40	box	-	-	-	-	-	-
15	Formula milk, 6-12 mos, at least 1.3kg		40	box	-	-	-	-	-	-
16	Luncheon meat, 350gx24tins/box		3	box	-	-	-	-	-	-
17	Malagkit rice, white , good quality, 1kg per pack		40	pack	-	-	-	-	-	-
18	Glutinous powder, 500 g		40	pack	-	-	-	-	-	-
19	Macaroni elbow, 1kg/pack		12	pack	-	-	-	-	-	-
20	Margarine,fortified, classic, 1kg per tub		12	pack	-	-	-	-	-	-
21	Peanut Butter,426g		12	tub	-	-	-	-	-	-
22	Mayonnaise,1000ml/tub		12	tub	-	-	-	-	-	-
23	Powdered Milk, 1kg/box, 12 packs per box		2	box	-	-	-	-	-	-
24	Salt,iodized, 1kg per pack		22	pack	-	-	-	-	-	-
25	Sotanghon, 400g/pack		20	pack	-	-	-	-	-	-
26	Soy Sauce, 3.785 Liters		4	gallon	-	-	-	-	-	-
27	Spaghetti pasta,900g/pack		12	pack	-	-	-	-	-	-
28	Spaghetti sauce 1kg/pack		12	pack	-	-	-	-	-	-
29	Cheese sandwich spread, classic, at least 440 g		6	bottle	-	-	-	-	-	-
30	Cheese sandwich spread,pimiento , at least 440 g		6	bottle	-	-	-	-	-	-

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2022-DSWD-CAR-EPA- 03

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance 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)
31	Sugar, brown 1kg/pack		20	pack	-	-	-	-	-
32	Sardines in tomato sauce,155g x 100 tins/box		2	box	-	-	-	-	-
33	Tomato Sauce,250 g		12	pack	-	-	-	-	-
34	Tomato paste, 150 g		12	pack	-	-	-	-	-
35	Cheese,900 g		12	pack	-	-	-	-	-
36	Cream, 1 Liter		12	pack	-	-	-	-	-
37	Nata de coco, 340 g		24	bottle	-	-	-	-	-
	Total								

NOTES:

1. In case a column is not applicable for an offered item, just indicate "-" or "0".

2. Leaving columns 6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2022-DSWD-CAR-EPA- 03

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	All Purpose Cream, 250 ml		120	piece	-	-	-	-	-	-
2	All purpose Flour, 25 kg per sack		7	sack	-	-	-	-	-	-
3	Bihon, 400 g per pack		150	pack	-	-	-	-	-	-
4	Biscuits, at least 750 g, assorted		65	can	-	-	-	-	-	-
5	Butter Cookies,600g per can		32	can	-	-	-	-	-	-
6	Black Pepper ,whole , 1kg per pack		2	pack	-	-	-	-	-	-
7	Chocolate drink,powder,20g per pouch,12 pouch per pack 42 pack per case		7	case	-	-	-	-	-	-
8	Commercial Rice ,25kg/sack, well milled		60	sack	-	-	-	-	-	-
9	Cooking oil,16kg/can		15	can	-	-	-	-	-	-
10	Corned beef, premium, with printed nutrition information label, 150g per tins x 48s tins/box		8	box	-	-	-	-	-	-
11	Condensed milk, 300ml per tins x 48 tins/box		6	box	-	-	-	-	-	-
12	Coffee, refill, 100g per pack,30 packs per box		6	box	-	-	-	-	-	-
13	Coffee,sachet,original 3 in 1,brown, atleast 26 grams per sachet,240 pieces per case		6	case	-	-	-	-	-	-
14	Creamer , refill, original 170gbox/pack,60 packs per box		7	box	-	-	-	-	-	-
15	Cornstarch 1kg/pack		22	Pack	-	-	-	-	-	-
16	Evaporated milk,378ml per tins, 48 tins/box		10	Box	-	-	-	-	-	-
17	Fruit Cocktail ,atleast 3033g per can		48	Can	-	-	-	-	-	-
18	Instant coconut milk, atleast 40 g/pack		80	Piece	-	-	-	-	-	-
19	Luncheon Meat, 350g per tins, 24 tins per box		6	Box	-	-	-	-	-	-
20	Malagkit Rice,white, good quality,1kg per pack		75	Pack	-	-	-	-	-	-
21	Macaroni Elbow,1kg/pack		60	Pack	-	-	-	-	-	-
22	Mayonnaise,1000ml/tub		48	Tub	-	-	-	-	-	-
23	Meat loaf, 150g per tins, 48 tins/box		8	Box	-	-	-	-	-	-
24	Oatmeal, atleast 800 /pack, instant, quick cook		36	Pack	-	-	-	-	-	-
25	Pancit Canton,500g/pack		90	Pack	-	-	-	-	-	-
26	Powdered Juice, 200g/pack, assorted flavor		24	Pack	-	-	-	-	-	-
27	Powdered Milk, fortified ,150g per pack,72 packs per box		9	Box	-	-	-	-	-	-
28	Salt, iodized 1kg/pack		48	Pack	-	-	-	-	-	-
29	Sinigang mix,atleast 40 g/pack		50	Pack	-	-	-	-	-	-

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2022-DSWD-CAR-EPA- 03

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance 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)
30	Seasoning mix, at least 40 g/ pack		30	Pack	-	-	-	-	-	-
31	Soy sauce,1 gallon per container		15	Gallon	-	-	-	-	-	-
32	Spaghetti pasta, 950g/pack		50	Pack	-	-	-	-	-	-
33	Spaghetti sauce,1kg/pack		70	Pack	-	-	-	-	-	-
34	Sandwich Spread, at least 435 assorted		6	Bottle	-	-	-	-	-	-
35	Sugar,brown1kg per pack		150	Pack	-	-	-	-	-	-
36	Sardines,mackerel,155/g per tins ,100 tins/box		6	Box	-	-	-	-	-	-
37	Sardines in tomato sauce,155g per tins,100 tins/box		8	Box	-	-	-	-	-	-
38	Tomato Sauce,250 mg		18	Pack	-	-	-	-	-	-
39	Tuna flakes in oil, 175g x 48tins/box		8	Box	-	-	-	-	-	-
40	Vinegar , 1 gallon per container		15	Container	-	-	-	-	-	-
41	Whole kernel, atleast 425 g per tins		20	tins	-	-	-	-	-	-
42	Fish Sauce ,boneless bagoong, 350 ml/bottle		30	bottle	-	-	-	-	-	-
43	Patis ,1 gallon per container		18	gallon	-	-	-	-	-	-
44	Granulated /White Sugar, 50 kgs per pack		2	Sack	-	-	-	-	-	-
45	Gel Food Coloring : Pandan Flavor, Mango Flavor,Ube flavor, Matcha, 25 ml/ bottle		10	Bottle	-	-	-	-	-	-
46	Vegetable shortening, 11kls/pail		1	Pail	-	-	-	-	-	-
47	Powdered Gelatin: unflavored, 10 sachets/pack		10	Pack	-	-	-	-	-	-
48	Margarine ,11 kls/pail		1	Pail	-	-	-	-	-	-
		Total								-

NOTES:

1. In case a column is not applicable for an offered item, just indicate "-" or "0".

2. Leaving columns 6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____

Legal Capacity: _____

Signature: _____

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

REGIONAL HAVEN FOR GIRLS AND WOMEN (RHWG)

ITEM NO.	GENERAL DESCRIPTION	QUANTITY/ SIZE	UNIT OF MEASURE	DELIVERY SCHEDULE					
				January 10, 2023	March 28, 2023	May 26, 2023	July 25, 2023	Sept. 26, 2023	Nov. 27, 2023
	FOOD SUPPLIES								
1	All Purpose Cream, 250ml	120	piece	20	20	20	20	20	20
2	All Purpose Flour, 25kg per sack	7	sack	2		2		2	1
3	Bihon , 400g per pack	150	pack	25	25	25	25	25	25
4	Biscuits, at least 750g, assorted	65	can	10	10	10	10	10	15
5	Butter Cookies, 600g per can	32	can	8		8		8	8
6	Black Pepper, whole, 1kg per pack	2	pack	1			1		
7	Chocolate drink, powder, 20g per pouch, 12pouch per pack, 42 pack per case	7	case	1	1	1	1	1	2
8	Commercial Rice, 25kg/sack, well-milled	60	sack	10	10	10	10	10	10
9	Cooking oil, 16kg/can	15	can	2	3	2	3	2	3
10	Comed beef,premium, with printed nutrition information label, 150g per tins x 48s tins/box	8	box	2	1	1	1	1	2
11	Condensed milk, 300ml per tins, 48 tins per box	6	box	1	1	1	1	1	1
12	Coffee, refill, 100g per pack, 30 packs per box	6	box	1	1	1	1	1	1
13	Coffee, sachet,original, 3 in 1, brown, at least 26 grams per sachet, 240 pieces per case	6	case	1	1	1	1	1	1
14	Creamer, refill, original, 170g/pack, 60 packs per box	7	box	1	1	1	1	1	2
15	Comstarch, 1kg/pack	22	pack	5	3	3	3	3	5
16	Evaporated milk, 378ml per tins, 48 tins/box	10	box	2	2	1	2	1	2
17	Fruit cocktail, at least 3033g per can	48	can	8	8	8	8	8	8
18	Instant coconut milk, at least 40g per pack	80	piece	15	15	10	15	10	15
19	Luncheon meat, 350g per tins, 24 tins per box	6	box	1	1	1	1	1	1
20	Malagkit rice, white, good quality, 1kg per pack	75	pack	15	10	15	10	15	10
21	Macaroni elbow, 1kg/pack	60	pack	10	10	10	10	10	10
22	Mayonnaise, 1000ml/tub	48	tub	8	8	8	8	8	8
23	Meat loaf, 150g per tins, 48s tins/box	8	box	1	1	2	1	1	2
24	Oatmeal, at least 800g/pack, instant, quick cook	36	pack	6	6	6	6	6	6
25	Pancit canton, 500g/pack	90	pack	15	15	15	15	15	15
26	Powdered Juice, 200g/pack, assorted flavor	24	pack	4	4	4	4	4	4
27	Powdered milk, fortified, 150g per pack, 72 packs per box	9	box	2	1	1	2	1	2
28	Salt, iodized, 1kg per pack	48	pack	8	8	8	8	8	8
29	Sinigang mix, at least 40g/pack	50	pack	8	8	8	8	8	10
30	Seasoning mix, at least 150g/pack	30	pack	5	5	5	5	5	5
31	Soy sauce, 1 gallon per container	15	gallon	3	2	3	2	3	2
32	Spaghetti pasta, 950g/pack	50	pack	8	8	8	8	8	10
33	Spaghetti sauce, 1kg/pack	70	pack	10	10	10	15	10	15
34	Sandwich spread, at least 435g, assorted	6	bottle	1	1	1	1	1	1
35	Sugar, brown, 1kg per pack	150	pack	50			50		50
36	Sardines, mackerel , 155g per tins, 100 tins/box	6	box	2		2		1	1
37	Sardines, in tomato sauce , 155g per tins, 100 tins/box	8	box	2	2		2		2
38	Tomato sauce, 250mg	18	pack	3	3	3	3	3	3
39	Tuna flakes in oil, 175g per tins, 48 tins per box	8	box		2	2		2	2
40	Vinegar, 1 gallon per container	15	container	5		5		5	
41	Whole kernel, at least 425 g per tins	20	tins	5		5		5	5
42	Fish sauce, boneless bagoong, 350 ml/bottle	30	bottle	5	5	5	5	5	5
43	Patis, 1 gallon per container	18	gallon	3	3	3	3	3	3
44	Granulated/White sugar, 50 kgs./sack	2	sack	2					
45	Gel Food Coloring: Pandan Flavor, mango flavor, ube flavor, matcha 25ml/bottle	10	bottle	10					
46	Vegetable Shortening ,11kls/pail	1	pail	1					
47	Powdered Gelatin: Unflavored,10 sachets/pack	10	pack	10					
48	Margarine, 11 kls./pail	1	pail	1					

Prepared by:

LEONORA U. CRUZ

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2022-DSWD-CAR-EPA- 03

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	All Purpose Flour, 25kg per sack		17 sack	-	-	-	-	-	-
2	Baking Powder, 250g per pack		20 pack	-	-	-	-	-	-
3	Bihon , 400g per pack		35 pack	-	-	-	-	-	-
4	Biscuits, at least 750g assorted		50 can	-	-	-	-	-	-
5	Cooking oil, 16kg/can		17 can	-	-	-	-	-	-
6	Baraco coffee, medium roast 1kg per pack		60 kgs	-	-	-	-	-	-
7	Corned beef, premium, with printed nutrition information label, 150g per tins x 48s tins/box		10 box	-	-	-	-	-	-
8	Condensed milk, 300ml x 48 tins/box		5 box	-	-	-	-	-	-
9	Evaporated milk, 370ml x 48 tins/box		16 box	-	-	-	-	-	-
10	Fruit cocktail, at least 3033g per can		20 can	-	-	-	-	-	-
11	Luncheon meat, 350g x 24 tins/box		25 box	-	-	-	-	-	-
12	Macaroni elbow, 1kg/pack		48 pack	-	-	-	-	-	-
13	Meat loaf, 150g x 48s tins/box		10 box	-	-	-	-	-	-
14	Commercial Rice, 25kg/sack, well-milled		104 sack	-	-	-	-	-	-
15	Pancit canton, 500g/pack		40 pack	-	-	-	-	-	-
16	Powdered milk, 150g per pack x 72packs/box		12 box	-	-	-	-	-	-
17	Sotanghon, 400g/pack		80 pack	-	-	-	-	-	-
18	Spaghetti pasta, 950g/pack		80 pack	-	-	-	-	-	-
19	Sugar, brown, 1kg per pack		60 pack	-	-	-	-	-	-
20	Tuna flakes in oil, 175g x 48tins/box		8 box	-	-	-	-	-	-
	Total								

NOTES:

1. In case a column is not applicable for an offered item, just indicate "-" or "0".
2. Leaving columns 6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____

Legal Capacity: _____

Signature: _____

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

DETAILED LIST AND DELIVERY SCHEDULE OF FOOD SUPPLIES FOR RRCY

REGIONAL REHABILITATION CENTER FOR YOUTH (RRCY)

ITEM NO.	GENERAL DESCRIPTION	QUANTITY / SIZE	UNIT OF MEASURE	DELIVERY SCHEDULE					
				January 10, 2023	March 28, 2023	May 26, 2023	July 25, 2023	Sept. 26, 2023	Nov. 27, 2023
FOOD SUPPLIES									
	All Purpose Flour, 25kg per sack	17	sack	3	3	2	3	3	3
	Baking Powder, 250g per pack	20	pack	4	3	3	3	4	3
	Bihon, 400g per pack	35	pack	20			15		3
	Biscuits, at least 750g assorted	50	can	8	8	8	8	8	10
	Cooking oil, 16kg/can	17	can	3	3	2	3	3	3
	Baraco coffee, medium roast 1kg per pack	60	kgs	10	10	10	10	10	10
	Corned beef, premium, with printed nutrition information label, 150g per tins x 48s tins/box	10	box	2	1	2	1	2	2
	Condensed milk, 300ml x 48 tins/box	5	box	1	1		1	1	1
	evaporated milk, 370ml x 48 tins/box	16	box	3	2	3	2	3	3
	Fruit cocktail, at least 3.033g per can	20	can	4	3	3	3	4	3
	Luncheon meat, 350g x 24 tins/box	25	box	4	4	4	4	4	5
	Macaroni elbow, 1kg/pack	48	pack	10	8	10		10	10
	Meat loaf, 150g x 48s tins/box	10	box	2	2	1	2	1	2
	Commercial Rice, 25kg/sack, well-milled	104	sack	18	17	17	17	17	17
	Pancit canton, 500g/pack	40	pack	20					20

	Powdered milk, 150g per pack x 72packs/box	12	box	2	2	2	2	2	2	2	2
	Sotanghon, 400g/pack	80	pack	40						40	
	Spaghetti pasta, 950g/pack	80	pack	40						40	
	Sugar, brown, 1kg per pack	60	pack	10		10		10		10	10
	Tuna flakes in oil, 175g x 48tins/box	8	box	2		1		2		1	1

Prepared by :

Shirley B. Martillana
SHIRLEY B. MARTILLANA
 AA III, RRCY

Noted /Approved by:

Carmencita L. Chaluyen
CARMENCITA L. CHALUYEN
 OIC CENTER HEAD, RRCY

Statement of Single Largest Similar Completed Contract

Business Name: _____

Business Address : _____

Name of Contract/ Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Completed Contract	Date of Completion/ Delivery
<u>Government Contracts</u>						
<u>Private Contracts</u>						
Total Cost						

Note: This statement shall be supported with End-user's Acceptance or Official Receipts¹ or Sales Invoice

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

¹ Official Receipt or its equivalent document for payment of goods and services

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]

STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN NATURE

Name of Contract/ Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Contract	Value of Outstanding Contracts/ Undelivered Portion	Date of Completion/ Delivery
<u>Government Contracts</u>							
i. On-going							
ii. Awarded but not yet started							
<u>Private Contracts</u>							
i. On-going							
ii. Awarded but not yet started							
Total Cost							

Note: This statement shall be supported with the following:

- 1. Notice of Award and/or Contract/Purchase Order*
- 2. Notice to Proceed (for government transactions only under Public Bidding)*

Submitted by : _____
 (Printed Name & Signature)

Designation : _____

Date : _____

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	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: _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement for FY2021, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

NFCC = [(Current assets minus current liabilities) (15)] minus 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 _____

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

I hereby certify that the computation of the above is based on the income tax return and audited financial statement for FY2021 stamped "RECEIVED" by the BIR or BIR authorized collecting agent.

Submitted by:

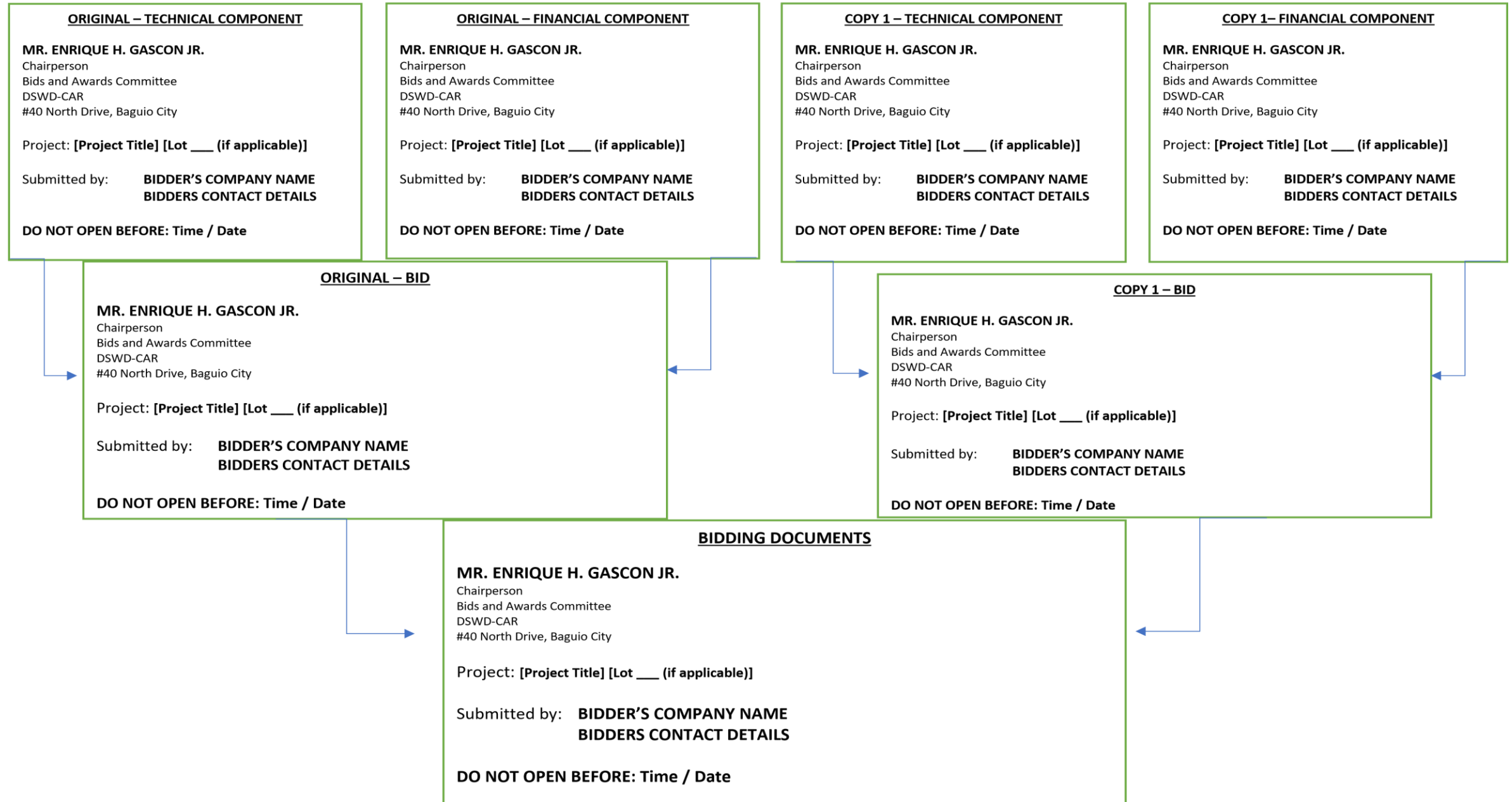
Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative
Date : _____

NOTE:

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

MARKING AND SEALING OF ENVELOPE:



Note: The technical and financial documents must be submitted in two (2) copies (Original Copy and Copy 1). The Original Technical Component envelope and Original Financial Component envelope must be sealed in one envelope marked “ORIGINAL BID”. The Copy 1 Technical Component envelope and Copy 1 Financial Component Envelope must also be sealed in another envelope marked “Copy 1 Bid”. These envelopes containing the Original Copy and Copy 1 must be enclosed in one single envelope marked “BIDDING DOCUMENTS”. The technical and financial documents must be properly tabbed and signed.