

**SUPPLEMENTAL / BID BULLETIN NO. 01**

**TITLE :** Purchase and Delivery of Semi-expendable Office Equipment to DSWD CAR Staff  
**ITB NO. :** ITB 2024-DSWD-CAR-04  
**DATE :** 16 February 2024

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
<p><b>Invitation to Bid</b></p>	<p>xxx</p> <p>2.The Department of Social Welfare and Development - CAR now invites bids for the above Procurement Project. Delivery of the Goods is required within <u>Thirty five (35) calendar days upon receipt of the Notice to Proceed.</u> 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).</p>	<p>xxx</p> <p>2.The Department of Social Welfare and Development - CAR now invites bids for the above Procurement Project. Delivery of the Goods is required within <u>forty (40) calendar days upon receipt of the Notice to Proceed.</u> 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).</p>
<p><b>Instructions to Bidders</b></p>	<p>xxx</p> <p>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:</p> <p>The Bidder must have completed a single contract that is similar to this Project, equivalent to <u>at least twenty-five (25%) percent of the</u></p>	<p>xxx</p> <p>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:</p> <p>The Bidder must have completed a single contract that is similar to this Project, equivalent to <u>at least fifty (50%) percent of the ABC.</u></p>

Description	From	To
<p><b>Technical Specifications (item no. 2)</b></p>	<p><b>OFFICE DESK</b></p> <p>-Metal, built-in center and side drawers with lock</p> <p>-Laminated wood top with rack/shelf on the rear-underside for CPU and/or UPS.</p> <p>-With hole for wires (back panel or table)</p> <p>-Dimension: <u>120x70x76 cm</u></p> <p>Price should not exceed PhP 8,000.00</p> <p><u>(no attached photo)</u></p>	<p><b>OFFICE DESK</b></p> <p>-Metal, built-in center and side drawers with lock</p> <p>-Laminated wood top with rack/shelf on the rear-underside for CPU and/or UPS.</p> <p>-With hole for wires (back panel or table)</p> <p>-Dimension: <b><u>at least 120x60x76 cm</u></b></p> <p>Price should not exceed PhP 8,000.00</p> <p><b><u>see attached photo for your reference.</u></b></p>
<p><b>Technical Specifications (item no. 3)</b></p>	<p><b>STEEL RACK</b></p> <p>Steel filing rack, 5-tier, adjustable shelf heights, Dimension: <u>120x46x183 cm</u></p> <p>Price should not exceed PhP 9, 000.00</p>	<p><b>STEEL RACK</b></p> <p>Steel filing rack, 5-tier, adjustable shelf heights, Dimension: <b><u>at least 120x45x183 cm</u></b></p> <p>Price should not exceed PhP 9, 000.00</p> <p><b><u>see attached photo for your reference.</u></b></p>
<p><b>Technical Specifications (item no. 4)</b></p>	<p><b>CONFERENCE TABLE</b></p> <p>-Conference table 8-10 seater</p> <p><u>-L240 x W90 x H74cm</u></p> <p>-Smooth laminated table top, non-bulky metal legs and sleek design</p> <p>Price should not exceed PhP 20, 000.00</p>	<p><b>CONFERENCE TABLE</b></p> <p>-Conference table 8-10 seater</p> <p><b><u>-at least L240 x W90 x H74cm</u></b></p> <p>-Smooth laminated table top, non-bulky metal legs and sleek design</p> <p>Price should not exceed PhP 20, 000.00</p> <p><b><u>see attached photo for your reference.</u></b></p>



Description	From	To
<b>Technical Specifications (item no. 5)</b>	<b>SOFA</b> -three-seater, fully padded and upholstered in air leather  - color: gray or brown  -Size: <u>L76xW187xH66 cm</u>  Price should not exceed PhP 40, 000.00  <u>(no attached photo)</u>	<b>SOFA</b> -three-seater, fully padded and upholstered in air leather  - color: gray or brown  -Size: <b><u>at least</u></b> <b><u>L76xW187xH66 cm</u></b>  Price should not exceed PhP 40, 000.00  <b><u>see attached photo for your</u></b> <b><u>reference.</u></b>

Please refer to the attached revised forms:

1. **Schedule of Requirements**
2. **Technical Specifications**

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

*fr* **RINA CLAIRE L. REYES**  
BAC Chairperson

*Rina Claire*  
**FC JHELEA AN MARIE S. CLAU**  
SWP IV / LIC # 0014990



## ***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 THE  
Purchase and Delivery of Semi-expendable Office  
Equipment to DSWD CAR Staff  
ITB 2024-DSWD-CAR-04**

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the **General Appropriations Act 2024** intends to apply the sum of **One Million Three Hundred Eighty Thousand Pesos (Php 1, 380, 000.00)** being the ABC to payments under the contract for the **Purchase and Delivery of Semi-expendable Office Equipment to DSWD CAR Staff**.

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

2. The *Department of Social Welfare and Development - CAR* now invites bids for the above Procurement Project. Delivery of the Goods is required within **Forty (40) calendar days upon receipt of the Notice to Proceed**. 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).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **06 February 2024 to 01:00 PM (PST) 28 February 2024** from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **Five Thousand Pesos (PhP 5, 000.00)**.

6. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference**<sup>1</sup> on **01:30 PM (PST) 15 February 2024** at **DSWD-CAR Premises and via Video Teleconference or Google Meet with meeting ID/Link as [meet.google.com/qwy-kupt-xxk](https://meet.google.com/qwy-kupt-xxk)**, which shall be opened to prospective bidders.

**The Procuring Entity allows payment of the 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 one (1) original copy of the deposit or other proof of payment<sup>2</sup> reflecting the following bank details:**

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

7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **01:00 PM (PST) 28 February 2024**. 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.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **01:30 PM (PST) 28 February 2024** at **DSWD-CAR Premises and via Video Teleconference** and **via Google Meet with meeting ID/Link as [meet.google.com/ger-abub-hjb](https://meet.google.com/ger-abub-hjb)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

***BAC SECRETARIAT***  
*Procurement Section, DSWD-CAR*  
*40 North Drive, Baguio City*  
*[bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)*  
*(074) 661-0430 Local 25025*  
*Mobile Numbers: Smart: 0969-5729-176*

12. You may visit the following website for downloading of Bidding Documents:  
<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/>

**SGD.**  
**RINA CLAIRE L. REYES**  
BAC Chairperson

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<sup>1</sup> 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.

<sup>2</sup> Proof of payment includes screenshot of bank to bank fund transfer reflecting the accurate bidding documents fee paid, the correct details of DSWD Bank Account and Transaction Reference Number

## *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 Semi-expendable Office Equipment to DSWD CAR Staff* with identification number *ITB 2024-DSWD-CAR-04*.

The Procurement Project (referred to herein as “Project”) is composed of *One (1) lot*, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for Calendar Year 2024 in the amount of *One Million Three Hundred Eighty Thousand Pesos (Php 1, 380, 000.00)*.

2.2. The source of funding is:

a. NGA, the General Appropriations Act 2024.

## 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 fifty percent (50%) of the Approved Budget for the Contract.**

- 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 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 via Video Teleconference* and/or through videoconferencing/Google Meet as [meet.google.com/qwy-kupt-xxk](https://meet.google.com/qwy-kupt-xxk).

## **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 *two (2) years* prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May

2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in 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 Declaration<sup>3</sup> or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.

14.2. The Bid and bid security shall be valid for 120 calendar days from the date of 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 original and copy 1 of the first and second components of its Bid.

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

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

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

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

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

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

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<sup>3</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

## **20. Post-Qualification**

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

## 21. Signing of the Contract

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

*[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 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.

<b>Item No.</b>	<b>Description</b>	<b>Qty / Unit</b>	<b>Delivery Place</b>	<b>Delivery Period</b>
<b>1</b>	<b><i>Purchase and Delivery of Semi-expendable Office Equipment to DSWD CAR Staff</i></b>	<b>1 lot</b>	40 North Drive, DSWD CAR Field Office, Baguio City	<i>Forty (40) calendar days upon receipt of the Notice to Proceed.</i>

***Note: Please refer to Section VII. Technical Specifications***



## ***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 (including the prescribed terms and conditions). 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>
1	130	unit	<p><b>OFFICE CHAIR</b></p> <ul style="list-style-type: none"> <li>-Black</li> <li>-Resilient Foam Filling, environment resistant</li> <li>-Adjustable Lumbar Support Pillow, extended back rest up to -170 degrees and retractable footrest</li> <li>-Premium PU Leather, Double seat cushion</li> </ul>	

Item	Qty	Unit	Specification	Statement of Compliance
			<ul style="list-style-type: none"> <li>-Adaptive joint padded armrest /links armrest</li> <li>-Black Lumbar Support</li> <li>-5-star nylon base</li> <li>-Gas Lift base</li> <li>-Nylon base and Polyurethane (PU) casters</li> <li>-Materials: Leather style vinyl</li> <li>-Mechanism Type: Conventional tilt</li> <li>-Adjustable height, pneumatic height adjustment</li> <li>-Adjustable backrest angle: 360 degrees, Tilt lock</li> <li>-250kg load capacity</li> </ul> <p>Price should not exceed PhP 7, 000.00  <u><b>see attached photo for your reference.</b></u></p>	
2	35	unit	<p><b>OFFICE DESK</b></p> <ul style="list-style-type: none"> <li>-Metal, built-in center and side drawers with lock</li> <li>-Laminated wood top with rack/shelf on the rear-underside for CPU and/or UPS.</li> <li>-With hole for wires (back panel or table)</li> </ul>	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>-Dimension: <b><u>at least 120x60x76 cm</u></b></p> <p>Price should not exceed PhP 8,000.00</p> <p><b><u>see attached photo for your reference.</u></b></p>	
3	10	unit	<p><b>STEEL RACK</b></p> <p>Steel filing rack, 5-tier, adjustable shelf heights, Dimension: <b><u>at least 120x45x183 cm</u></b></p> <p>Price should not exceed PhP 9,000.00</p> <p><b><u>see attached photo for your reference.</u></b></p>	
4	1	set	<p><b>CONFERENCE TABLE</b></p> <p>-Conference table 8-10 seater</p> <p><b><u>-at least L240 x W90 x H74cm</u></b></p> <p>-Smooth laminated table top, non-bulky metal legs and sleek design</p> <p>Price should not exceed PhP 20,000.00</p> <p><b><u>see attached photo for your reference.</u></b></p>	
5	2	set	<p><b>SOFA</b></p>	

Item	Qty	Unit	Specification	Statement of Compliance
			-three-seater, fully padded and upholstered in air leather - color: gray or brown -Size: <b>at least L76xW187xH66 cm</b> Price should not exceed PhP 40, 000.00 <u><b>see attached photo for your reference.</b></u>	

**NOTES:**


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). 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 the offered item.**

Example:

Specification	Statement of Compliance
<b>SOFA</b> -three-seater, fully padded and upholstered in air leather - color: gray or brown -Size: <b>at least L76xW187xH66 cm</b> Price should not exceed PhP 40, 000.00 <u><b>see attached photo for your reference.</b></u>	Comply, brand x, photo or brochure of the offered item



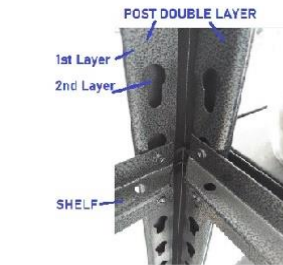
**SAMPLE PHOTOS:**

<p><b>Item No. 1</b></p>	
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**Item  
No. 2**



**Item  
No. 3**



**Item  
No. 4**



**Item  
No. 5**

