

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 of Food Supplies for the 11th Cycle Supplementary Feeding Program in CAR ITB 2021-DSWD-06

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the *National Expenditure Program 2021* intends to apply the sum of *Thirty Million Three Hundred Thirty-Five Thousand One Hundred Sixty-One Pesos and 25/100 (Php30,335,161.25)* being the ABC to payments under the contract for the *Purchase of Food Supplies for the 11th Cycle Supplementary Feeding Program in CAR* broken down as follows:

Lot No.	Description	Quantity/ Unit	ABC	Place of Delivery
1	Food Supplies for SFP in Baguio City	1 Lot	Php 7,737,600.00	City Social Welfare and Development Office
2	Food Supplies for SFP in Buguias, Tuba, La Trinidad and Mankayan, Benguet	1 Lot	Php 7,379,361.25	Municipal Social Welfare and Development Office
3.	Food Supplies for SFP in Pinukpuk, Rizal and Tabuk, Kalinga	1 Lot	Php 7,932,575.00	
4	Food Supplies for SFP in Bangued, Lagangilang, Dolores and Bucay, Abra	1 Lot	Php 4,907,246.00	
5	Food Supplies for SFP in Kabugao, Apayao	1 Lot	Php 920,379.00	
6	Food Supplies for SFP in Tadian, Mt. Province	1 Lot	Php 1,458,000.00	

Bids received in excess of the ABC for each lot 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 by ***June to December 2021***. 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 **November 18, 2020 to 9:00 AM of December 8, 2020** 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	10,000.00
Lot 2	10,000.00
Lot 3	10,000.00
Lot 4	5,000.00
Lot 5	1,000.00
Lot 6	5,000.00
All LOTS	25,000.00

Interested bidder may participate in any of the Lots or combination of the Lots as indicated above and pay the corresponding cost of bidding documents based on the following range:

Amount of ABC	Cost of Bid Documents (in Philippine Peso)
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees of bid documents to be presented in person. **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.**

6. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference**¹ on **10:00AM of November 26, 2020** at **3rd Floor, DSWD Training Center, Engineers Hill, Baguio City** and through **video conferencing or Google Meet with meeting ID/Link as <https://meet.google.com/hvw-uypp-qes>**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **9:00AM (PST) of December 8, 2020**. Late bids shall not be accepted.

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.

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 **9:30 AM of December 8, 2020** at **3rd Floor, DSWD Training Center, Engineers Hill, Baguio City** and via **Google Meet with meeting ID/Link as <https://meet.google.com/grh-ruan-zdi>**. 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
(074) 661-0430 Local 25025 / (02) 396-6580
12. You may visit the following website for downloading of Bidding Documents:
www.car.dswd.gov.ph

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 of Food Supplies for the 11th Cycle Supplementary Feeding Program in CAR* with identification number *ITB 2021-DSWD-06*.

The Procurement Project (referred to herein as “Project”) is composed of *six (6) 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 *2021* in the amount of *Thirty Million Three Hundred Thirty-Five Thousand One Hundred Sixty-One Pesos and 25/100 (Php30,335,161.25)*.

2.2. The source of funding is:

a. NGA, the National Expenditure Program 2021.

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:

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

Or

The bidder should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *twenty-five percent (25%)* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

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 *3rd Floor, DSWD Training Center, Engineers Hill, Baguio City* 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 *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 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 **January 31, 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid. The bidders are required to submit separate bids/proposal for each lot.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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	For this purpose, contracts similar to the Project shall be: a. Food Supplies or Grocery items b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.			
7.1	<i>Not applicable</i>			
12	The price of the Goods shall be quoted in DDP Baguio City, Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.			
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 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; or b. The amount of not less than 5% of the ABC of each lot if bid security is in Surety Bond.			
19.3	Lot No.	Description	Quantity/ Unit	ABC
	1	Food Supplies for SFP in Baguio City	1 Lot	Php 7,737,600.00
	2	Food Supplies for SFP in Buguias, Tuba, La Trinidad and Mankayan, Benguet	1 Lot	Php 7,379,361.25
	3	Food Supplies for SFP in Pinukpuk, Rizal and Tabuk, Kalinga	1 Lot	Php 7,932,575.00
	4	Food Supplies for SFP in Bangued, Lagangilang, Dolores and Bucay, Abra	1 Lot	Php 4,907,246.00
	5	Food Supplies for SFP in Kabugao, Apayao	1 Lot	Php 920,379.00
	6	Food Supplies for SFP in Tadian, Mt. Province	1 Lot	Php 1,458,000.00
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 SFP in Baguio City	1 Lot	City Social Welfare and Development Office	Please refer to the attached weekly and monthly delivery schedule of goods per municipality and city
2	Food Supplies for SFP in Buguias, Tuba, La Trinidad and Mankayan, Benguet	1 Lot	Municipal Social Welfare and Development Office	
3	Food Supplies for SFP in Pinukpuk, Rizal and Tabuk, Kalinga	1 Lot		
4	Food Supplies for SFP in Bangued, Lagangilang, Dolores and Bucay, Abra	1 Lot		
5	Food Supplies for SFP in Kabugao, Apayao	1 Lot		
6	Food Supplies for SFP in Tadian, Mt. Province	1 Lot		

Note: For the itemized list of goods, please refer to the attached weekly and monthly delivery schedule per municipality

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	Specification	Statement of Compliance
	<p><i>Please refer to Section VI. Schedule of Requirements</i></p>	<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>
	<p><i>Terms and Conditions:</i></p>	
1	<p>Can comply with Section VI: Schedule of Requirements</p>	
2	<p>Grocery items must be well-sealed and in its original packaging. Refill or re-pack is allowed provided that it should be vacuum sealed. Items must bear the manufacturing date, name of manufacturer and date of expiry. The</p>	

	items should not expire within one (1) year from the date of delivery	
3	Vegetables should be kept in perforated containers/bags while perishable items must be kept in coolers, refrigerators, styroboxes and other cooling device to prevent spoilage during delivery. Goods are highly recommended to be organic and locally produced	
4	The bidder must guarantee good quality of delivered goods, otherwise, items deemed reject upon inspection should be replaced within the day or a buffer should be ensured every delivery.	
5	Items/goods should be packed per Child Development Center and be labelled with “DSWD Logo: Not For Sale”	
6	The bidder should assist in the distribution of goods and must stay until the distribution is done to ensure that concerns during distribution is addressed	
7	The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites.	
8	Delivery date may be rescheduled in case of calamities, holidays, pandemic, and other circumstantial situations, the end-user shall closely coordinate with the supplier for the change of delivery schedule at least three (3) days prior to the final date of delivery	
9	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.	
10	Contact person is the City or Municipal Social Welfare Development Officer (C/MSWDO) or Supplementary Feeding Program (SFP) Staff	
12	Payment Term: Complete deliveries will be processed monthly	

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

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding

calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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]

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		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: _____

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

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.

The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ___ of ___

Project ITB Bid No. _____

1	2	3	4	5	6	7	8	9	10
Item Number	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)
				-	-	-	-	-	0
				-	-	-	-	-	0
	Grand Total								

Name: _____

Legal Capacity: _____

Signature: _____

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

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: _____

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 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 **per BIR Revenue Regulations No. 18-2012 "Regulations in the Processing Authority to Print (ATP) Official Receipts, Sales Invoice, and other Commercial Invoices using the On-line ATP System and Providing for the Additional Requirements in the Printing Thereof"**.

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER WEEK																							
				MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6			
				WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4
1	pack	Chicken, Fresh, chopped, mix of quarter leg and breast (1kilo/pack)	1800	100	100	100		100	100	100		100	100	100		100	100	100		100	100	100		100	100	100	
2	pack	Pork, chopped, at least 80% lean,(1kilo/pack)	1800	100	100		100	100	100		100	100	100		100	100	100		100	100	100		100	100	100		100
3	pack	Ground Pork, at least 80% lean,(500g/pack)	350			58				58				58				58				58				60	
4	pack	Egg, medium, 56-65g, (30pcs/tray)	240	20		20		20		20		20		20		20		20		20		20		20		20	
5	pack	MilkFish, fresh, (1kg/pack)	620		103				103				103				103				103				105		
6	pack	Fish Fillet, Cream Dory, (1kg/pack)	620			103				103				103				103				103				105	
7	head	Squash, at least 1 kilo/head	510	43	42			43	42			43	42			43	42			43	42			43	42		
8	pack	Camote, medium size, (1kg/pack)	1000		84		83		84		83		84		83		84		83		83		83		83		83
9	pack	Upo, at least 1 kilo/piece	600			100				100				100				100				100				100	
10	pack	Garlic, medium size, (1kg/pack)	60	5		5		5		5		5		5		5		5		5		5		5		5	
11	pack	Onion, Red, medium size, (1kg/pack)	60	5		5		5		5		5		5		5		5		5		5		5		5	
12	pack	Ginger,medium size, (1kg/pack)	60	5		5		5		5		5		5		5		5		5		5		5		5	
13	pack	Soy Sauce,350ml/pack	504	252								252															
14	pack	Vinegar, Cane, 200ml/pack	252	126								126															
15	pack	Malagkit/Glutinous Rice (500g/pack)	700	350								350															
16	pack	Spaghetti Sauce (1kg) and Pasta (1kg) Party Pack	1150	575								575															
17	pack	Flour, All-Purpose, (1 kilo/pack)	1000	500								500															
18	pack	Sugar, Brown (at least 500g/pack)	500	250								250															
19	pack	Baking Powder, (at least 50 g/sachet)	500	250								250															
20	pack	Bread Crumbs, at least 230g/pack	250	125								125															
21	pack	Monggo, Whole (1kg/pack)	1000	500								500															
22	pack	Coconut Milk Powder(at least 50g/sachet)	250	125								125															
23	can	Mushroom in Can, Whole, at least 198 g/can	250	125								125															
24	pack	Instant Cereal, Dry (100g/pack)	4370									2,185															
25	pack	Sotanghon (at least 40g/pack)	510	255								255															
26	pack	Vegetable Oil, (at least 500ml/pack)	400	200								200															
27	pack	Iodized Salt, at least 500g/pack, with Sangkap Pin	84	42								42															

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER WEEK																															
				MONTH 1					MONTH 2					MONTH 3					MONTH 4					MONTH 5					MONTH 6						
				WK 1	WK 2	WK 3	WK 4	WK 5	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 5	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 5					
1	pack	Pork, fresh,liempo, at least 80% lean,1kg/pack	1330		125		97			125			97			125			97			125			97			125			95				
2	pack	Chicken, Thigh, fresh,chopped, 1kg/pack	730		122					122					122							121					121								
3	pack	Chicken,Breast, fresh,chopped, 1kg/pack	250				41						41									42					42								
4	pack	Tofu, Blocks, firm, 500g/pack	1020		170					170					170							170					170								
5	pack	Galunggong,fresh, medium size, 1kg/pack	660		110					110					110							110					110								
6	pack	Ground Pork, at least 80% lean, 1kg/pack	660			20	70	20			20	70	20			20	70	20				20	70	20			20	70	20			20	70	20	
7	pieces	Egg,medium, 56-65g	25200		130	2,915	1,155			130	2,915	1,155			130	2,915	1,155				130	2,915	1,155			130	2,915	1,155			130	2,915	1,155		
8	pack	Potato, fresh, medium size, 1kg/pack	720		120					120					120							120					120								
9	bundle	String Beans, green, fresh, 1kg/bundle	780		65		66			65		66			65		66				63		66			63		66							
10	pack	Carrot, fresh, medium size, 1kg/pack	1200		60	75	30	35		60	75	30	35		60	75	30	35			60	75	30	35		60	75	30	35						
11	bundle	Chayote tops, green, fresh, 1kg/bundle	660		110					110					110							110					110								
12	pack	Chayote fruit, fresh, medium size, 1kg/pack	540		90					90					90							90					90								
13	pack	Eggplant, fresh, medium size, 1kg/pack	180		30					30					30							30					30								
14	pack	Cabbage, fresh, medium size, 1kg/pack	480			35	45				35	45				35	45					35	45				35	45							
15	bundle	Malunggay Leaves, fresh, 1kg/bundle	1500		65	65			123	65	65			123	65	65					123	65	65			123	65	65							
16	pack	Sweet potato, fresh, medium size, 1kg/pack	390						65					65								65					65								
17	pack	Baguio Beans,fresh, medium size, 1kg/pack	180			15	15				15	15				15	15					15	15				15	15							
18	pack	Bitsuelas,fresh, 1kg/pack	990			82				83					82							83					82								
19	pack	Banana,Saba (half -ripe),fresh, medium size, 1kg/pack	180			30					30					30						30					30								
20	pack	Banana, Tumok (half -ripe), medium size, 1kg/pack	390				65					65					65					65					65								
21	head	Squash, yellow, at least 1 kilo/head	396				66					66					66					66					66								
22	pack	Garlic, medium-size, fresh, 1kg/pack	300		12	13	13	12		12	13	12	12		13	13	12	12			13	13	12	12		13	13	12	12		13	13	12		
23	pack	Onion Bulb, violet/red, medium-size, 1kg/pack	270		11	9	16	9		11	9	16	9		11	9	16	9			11	9	16	9		11	9	16	9		11	9	16	9	
24	pack	Monggo,dried, whole, 500g/pack	600		100					100					100							100					100								
25	pack	Malagkit rice, 1kg/pack	600		100					100					100							100					100								
26	pack	White beans, 1kg/pack	600		100					100					100							100					100								
27	pack	Ground Corn Kernel, 1kg/pack	600		100					100					100							100					100								
28	pack	Oatmeal, Instant (at least 400g/pack)	390		65					65					65							65					65								

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER WEEK																							
				MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6			
				WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4
1	pack	Chicken, Fresh, chopped, mix of quarter leg and breast (1kilo/pack)	900	50	50	50		50	50	50		50	50	50		50	50	50		50	50	50		50	50	50	
2	pack	Pork, chopped, at least 80% lean,(1kilo/pack)	900	50	50		50	50	50		50	50	50	50		50	50	50		50	50	50		50	50	50	50
3	pack	Ground Pork, at least 80% lean,(500g/pack)	48			8				8				8				8				8				8	
4	pack	Egg, medium, 56-65g, (30pcs/tray)	240	20		20		20		20		20		20		20		20		20		20		20		20	
5	pack	Tilapia, fresh, (1kg/pack)	318			53				53				53				53				53				53	
6	pack	Potato, medium size, (1kg/pack)	180	15		15		15		15		15		15		15		15		15		15		15		15	
7	pack	Squash, at least 1 kilo/head	360	30		30		30		30		30		30		30		30		30		30		30		30	
8	pack	Camote, medium size, (1kg/pack)	600	50		50		50		50		50		50		50		50		50		50		50		50	
9	pack	Upo, at least 1 kilo/piece	300			50				50				50				50				50				50	
10	pack	Garlic, medium size, (1kg/pack)	25	5			4			4				4				4				4				4	
11	pack	Onion,Red, medium size, (1kg/pack)	25	5			4			4				4				4				4				4	
12	pack	Ginger,medium size, (1kg/pack)	26	5			4			4				4				4				4				4	
13	pack	Soy Sauce,385ml/bottle	360	180										180													
14	pack	Vinegar, Cane, 200ml/pack	180	90										90													
15	pack	White Beans, Dried,(1kg/pack)	300	150										150													
16	pack	Malagkit/Glutinous Rice (500g/pack)	120	60										60													
17	pack	Spaghetti Sauce (1kg) and Pasta (1kg) Party Pack	696	348										348													
18	pack	Flour, All-Purpose, (1 kilo/pack)	696	348										348													
19	pack	Sugar, Brown (at least 500g/pack)	540	270										270													
20	pack	Baking Powder, (at least 50 g/sachet)	360	180										180													
21	pack	Monggo, Whole (1kg/pack)	696	348										348													
22	pack	Coconut Milk Powder(at least 50g/sachet)	180	90										90													
23	can	Mushroom in Can, Whole, at least 198 g/can	210	105										105													
24	pack	Rice and Monggo Cereal, Instant Blend, Dry (100g/pack)	2100	1050										1050													
25	pack	Sotanghon (at least 40g/pack)	420	210										210													
26	pack	Vegetable Oil, (at least 500ml/pack)	420	210										210													
27	pack	Iodized Salt, at least 500g/pack, with Sangkap Pinoy Seal	60	30										30													

26	Pack	Fresh Whole chicken, atleast 950 -1050 grams/ Pack	1158	97		96		97		96		97		96		97		96		97		96		
27	Pack	Fresh Bangus, medium in size, at least 1 kg/ pack	564	94				94				94				94				94				
28	Pack	Fresh Tilapia, medium in size, at least 1 kg / pack	420			70				70				70				70					70	
29	Pack	Fresh Galunggong, atleast 1 kg / pack	420	70				70				70				70				70				
30	Pack	Fresh Pork Meat(80% lean meat) 1 kg/ pack	1175	99		97		99		97		99		97		99		97		99		97		99
31	Pack	Egg, medium size , atleast 56-65 grams , 30 pcs/ tray	750	63		63		63		63		63		63		63		63		63		63		60
32																								

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DETAILED LIST AND DELIVERY SCHEDULE OF GOODS FOR RIZAL, KALINGA

Item No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED					
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
1	Bottle	Vegetable Oil, 500 ml / pack	720	360			360		
2	Pack	Brown Sugar, 1kg / pack	315	158			157		
3	Pack	All Purpose Flour, 1 kg / pack	520	260			260		
4	Can	Evaporated Filled Milk, atleast 370 ml/ can	310	155			155		
5	Pack	Malagkit Rice, 1kg/ pack	210	105			105		
6	Pack	Spaghetti pasta, 1kg/ pack	220	110			110		
7	Pack	Sweet Spaghetti sauce / pack	220	110			110		
8	Pack	Baking Powder, atleast 50 grams / pack	400	200			200		
9	Pack	Pancit Bihon, atleast 454 grams / pack	400	200			200		
10	Pack	White Beans Dried, 1 kg/ pack	200	100			100		
11	Pack	Mongo dried whole, 1kg/ pack	200	100			100		
12	Pack	Macaroni shells, atleast 400 grams / pack	320	160			160		
13	Pack	Tomato Sauce, atleast 200 grams/ pack	220	110			110		
14	pack	Coconut Milk Powder, 50 grams / pack	210	105			105		
15	Pack	Cornstarch, at least 250g/ pack	210	105			105		
16	Pack	Soysauce, atleast 385 ml / bottle	240	120			120		
17	Pack	Chocolate Flavored Powdered Filled Milk , atleast 300 grams / pack	800	400			400		

18	Pack	Iodized Salt, 500 grams/ pack with sangkap pinoy seal	36	18			18		
19	Can	Green peas in can atleast 225 grams/ can	220	110			110		
20	Pack	Fresh Pork Meat chopped (mix of loin/ belly/ pork chop with 80 % lean meat)	450	75	75	75	75	75	75
21	Pack	Fresh Chicken Meat chopped mix of thigh/drumstick/ wings/ breast 1 kg /	450	75	75	75	75	75	75
22	Pack	Fresh Bangus, 1 kg /pack	250	43	41	42	41	42	41
23	Pack	Fresh Galunggong, 1 kg/ pack	250	43	41	42	41	42	41
24	Tray	Eggs medium size , 56-65 grams ,30 pcs./tray	280	48	46	46	46	46	48
25	Pack	Onions, violet, 500g/pack	50	9	8	8	8	8	9
		* NOTHING FOLLOWS*							

DETAILED LIST AND DELIVERY SCHEDULE

Stock/ Property No.	Unit	Item Description	Quantity	MONTH 1	
				WE	WE
				EK 1	EK 3
1	Pack	All purpose flour,1 kg/ pack	1300	650	
2	Pouch	Cooking Oil,500ml / pouch	1300	650	
3	Pack	Brown Sugar, 500 grams / pack	540	270	
4	Can	Evaporated Filled Milk, 370 ml/can	1550	775	
5	Can	Condensed Milk,300 ml / can	480	240	
6	Pack	Macaroni elbow, 500g/ pack	200	100	
7	Pack	Bila Home made noodles, 80 grams pack	1500	750	
8	Pack	Pancit Bihon,454grams / pack	380	190	
9	Pack	Glutinous Rice, 500grams/ pack	1200	600	
10	Bottle	Banana Catsup,320 grams/ bottle	360	180	
11	Pack	Chocolate Powdered Milk, 300 grams / pack	200	100	
12	Pack	Black Beans, 500 grams / pack	250	125	
13	Pack	White Beans , 500grams/ pack	250	125	
14	Pack	Baking Powder, 50 grams / pack	650	325	
15	Pack	Coconut Milk powder,50 grams /pack	300	150	
16	Bottle	Soy Sauce ,340 ml / bottle	330	165	
17	Tub	Margarine ,100 grams / tub	320	160	
18	Can	Tuna Chunks in water, atleast 184 grams per can	770	385	
19	Pack	Pork fresh (80% lean meat),1kg /pack	960	80	80
20	Tray	Eggs medium size , 56-65 grams ,30 pcs./tray	800	70	66
21	Pack	Garlic medium size, 1 kg/ pack	105	17.5	
22	Pack	Onions small size, 1 kg/ pack	100	17	
23	Pack	Banana Tomok, 1 kg/ pack	260	25	21
24	Pack	Camote, 1 kg/ Pack	918	76.5	76.5
25	Pack	Fortified Fresh Milk, 1 liter/ pack	3648	305	303

DETAILED LIST AND DELIVERY SCHEDULE OF NON-PERISHABLE GOODS FOR KABUGAO, APAYAO

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED		
				JULY	SEPTEMBER	NOVEMBER
1	pack	Macaroni Pasta, elbow, 1 kg per pack	204	68	68	68
2	cans	Evaporated Filled Milk, atleast 410 ml per can	306	102	102	102
3	kls	Iodized Salt, atleast 500 grams per pack, with sangkap pinoy seal	120	40	40	40
4	bottle	Soy Sauce, 1 liter per bottle	120	40	40	40
5	bottle	Cooking Oil, atleast 900 ml per bottle	300	100	100	100
6	pack	Fortified Choco Flavored Powdered Milk Drink, atleast 300 grams	670	224	223	223
7	cup	Margarine, plain, classic, atleast 100 grams per tub	285	95	95	95
8	pack	Pancit Bihon, atleast 454 grams per pack	285	95	95	95
9	pack	Monggo, Whole, 1 kg per pack	120	40	40	40
10	bottle	Patis, 1 liter per bottle	120	40	40	40
11	pack	Sugar, Brown, 1kg/pack	500	168	166	166
		* NOTHING FOLLOWS*				

DETAILED LIST AND DELIVERY SCHEDULE OF NON-PERISHABLE GOODS FOR MANKAYAN, BENGUET

Stock/ Property No.	Unit	Item Description	Quantity		QUANTITY TO BE DELIVERED		
					JULY	SEPTEMBER	NOVEMBER
	pack	Baking powder, atleast 50 grams	450	150	134.0	133.0	133.0
	pack	Flour, All Purpose, 1kg per pack	1100	366.6667	368.0	366.0	366.0
	can	Evaporated Filled Milk, atleast 370 grams	4350	1450	1450.0	1450.0	1450.0
	pack	Brown Sugar, 1 kg per pack	720	240	240.0	240.0	240.0
	pack	Glutinous Rice/Malagkit, 1 kg per pack	400	133.3333	133.0	133.0	134.0
	pack	Macaroni Pasta, elbow, atleast 400 grams pack	720	240	240.0	240.0	240.0
	pack	Spaghetti Pasta, atleast 500 grams per pack	720	240	240.0	240.0	240.0
	pack	Pancit Canton, atleast 80g perpack	2600	866.6667	868.0	866.0	866.0
	pack	Iodized Salt, atleast 250 grams, with sangkap pinoy seal	345	115	115.0	115.0	115.0
	bottle/pouch	Vegetable Oil, 1 Liter	900	300	300.0	300.0	300.0
	bottle	Soysauce, atleast 340 ml per bottle	400	133.3333	134.0	133.0	133.0
	can	Tuna Chunks in water, atleast 184 grams per can	1000	333.3333	334.0	333.0	333.0
	pack	Mushroom slices in can, pieces and stems, atleast 198 grams	1000	333.3333	334.0	333.0	333.0
	pack	Spaghetti Sauce, atleast 500 grams per pack	800	266.6667	268.0	266.0	266.0
	pack	Monggo, dried, whole, 1 kg per pack	480	160	160.0	160.0	160.0
	pack	White Beans, dried, 1 kg per pack	600	200	200.0	200.0	200.0
	pack	White Corn Kernel, half crack, dried, 1 kg per pack	250	83.33333	84.0	83.0	83.0
	pack	Coconut Milk Powder, Atleast 50 grams per pack	2000	666.6667	668.0	666.0	666.0
	pack	Fortified Choco Flavored Powdered Milk Drink, atleast 300 grams	900	300	300	300	300
		* NOTHING FOLLOWS*					

DETAILED LIST AND DELIVERY SCHEDULE OF NON-PERISHABLE GOODS FOR TABUK, KALINGA

ATTACHMENT FOR QUOTATION NO. _____

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH	
				MONTH 1(JUNE)	MONTH 2 (SEPTEMBER)
1	pack	Brown Sugar, 500 grams / pack	2300	1,150	1,150
2	pack	Cooking Oil, atleast 500 ml / pack	3300	1,650	1,650
3	cup	Margarine, plain, atleast 100 grams /cup	900	450	450
4	can	Evaporated Milk, 370 ml/can	3000	1,500	1,500
5	can	Condensed Milk,300 ml / can	1500	750	750
6	pack	Coconut Milk Powder, atleast 50 grams / pack	2500	1,250	1,250
7	pack	Sotanghon Noodles, 500grams / pack	1000	500	500
8	pack	Pancit miki, at least 500 grams / pack	1000	500	500
9	pack	Pancit Bihon, at least 450grams/ pack	1000	500	500
10	pack	Vegetable Enriched Dried Miki,at least 200- 250 grams /pack	1000	500	500
11	pack	Macaroni Pasta, elbow, 400 grams / pack	1000	500	500
12	pack	Spaghetti Pasta, atleast 400 grams/ pack	1000	500	500
13	pack	SpaghettiSauce, Sweet style, atleast 500 grams / pack	1000	500	500
14	pack	All Purpose Flour, atleast 500 grams / pack	3300	1,650	1,650
15	pack	Glutinous flour, atleast 500 grams/ pack	900	450	450
16	pack	Baking powder, atleast 50 grams/pack	1550	775	775
17	pack	Salt, atleast 250 grams / pack with sangkap pinyol seal	240	120	120
18	pack	Malagkit rice ,atleast 500grams/ pack	2400	1,200	1,200
19	pack	White Beans, dried, 500 grams / pack	843	422	421
20	pack	Monggo, dried, whole,500 grams/ pack	1400	700	700
21	pack	White Corn,cracked, dried, 500 grams/ pack	1000	500	500

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH	
				MONTH 1(JUNE)	MONTH 2 (SEPTEMBER)
22	bottle	Ketchup, Banana (at least 325g /bottle)	800	400	400
23	bottle	Soysauce, atleast 385 ml / bottle	360	180	180
24	pack	Cheddar Cheese, atleast, 165grams / pack	1300	650	650
25	pack	Cornstarch, at least 250g/ pack	1200	600	600
26	can	Tuna Chunks in water, atleast 184 grams / can	1500	750	750
27	pack	Oat meal, Quick-cooking, atleast 400 grams/pack	600	300	300
28	pack	Fortified Strawberry-flavored milk,atleast 300 grams/ pack	1400	700	700
29	tie	Paminta, durog, 12 pcs./tie	800	400	400
30	pack	White Sugar,atleast 500grams / pack	250	125	125
31	pack	Unsweetened cocoa, atleast 500grams/ pack	200	100	100

DETAILED LIST AND DELIVERY SCHEDULE OF NON-PERISHABLE GOODS FOR TUBA, BENGUET

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED		
				JULY	SEPTEMBER	NOVEMBER
	pack	Macaroni pasta, Elbow, 1 kg per pack	555	185	185	185
	pack	Tapioca pearl (sago), big size, atleast 1 kg per pack	556	186	185	185
	pack	Glutinous Rice/Malagkit, 1kg per pack	999	333	333	333
	pack	Coconut milk powder, atleast 50 grams per pack	1092	364	364	364
	pack	Unsweetened Pure Cocoa powder, atleast 70 grams per pack	580	186	185	185
	pack	Brown sugar, 1kg per pack	560	188	186	186
	pack	Glutinous flour, atleast 500 grams	557	187	185	185
	can	Evaporated Filled Milk, atleast 370 grams	557	187	185	185
	bottle	Vegetable Oil, atleast 1 liter per bottle	416	140	138	138
	pack	Dried miki, Vegetable-enriched, atleast 200 grams per pack	1619	541	539	539
	bottle	Soy Sauce, 1 liter per bottle	124	42	41	41
	pack	Iodized Salt, atleast 500 grams per pack, with sangkap pinoy seal	163	55	54	54
	pack	Monggo, Dried, 1 kg per pack	389	131	129	129
	pack	White Beans, Dried, 1 kg per pack	390	130	130	130
		* NOTHING FOLLOWS*				

DETAILED LIST AND MONTHLY DELIVERY SCHEDULE OF PERISHABLE GOODS FOR BUGUIAS, BENGUET

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH					
				MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
	pack	Pork meat, atleast 80% lean, loin cut/rib cut/ pork chop, 1 kg per pack	1356	226	226	226	226	226	226
	pack	Chicken Quarter Leg, 1 kilo per pack	1836	306	306	306	306	306	306
	pack	Milk Fish, 1 kg per pack, atleast 3 pcs per 1 kilo	1356	226	226	226	226	226	226
	pc	Eggs, medium size atleast 56-65 grams per piece	3006	501	501	501	501	501	501

DETAILED LIST AND DELIVERY SCHEDULE OF PERISHABLE GOODS FOR TABUK, KALINGA

Attachment for RFQ no. _____

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER WEEK											
				MONTH 1		MONTH 2		MONTH 3		MONTH 4		MONTH 5		MONTH 6	
				WEEK 1	WEEK 3	WEEK 1	WEEK 3	WEEK 1	WEEK 3	WEEK 1	WEEK 3	WEEK 1	WEEK 3	WEEK 1	WEEK 2
1	Pack	Pork ,fresh,(at least 80 % lean meat), 1 kg/ pack	900		150	150		150		150		150		150	
2	Pack	Ground pork, fresh, (at least 80% lean meat), 500 grams / pack	3400		567	284	283	284	283	284	283	284	283	284	281
3	Pack	Ground chicken, fresh (at least 80% lean meat), 500 grams / pack	2200		367		367		367		367		366		366
4	Pack	Chicken, fresh, (mix of thigh/drumstick/ wings/breast), atleast 8-9 pcs or 1kg/ pack	2560		427	427		427		427		426		426	
5	Tray	Egg, medium size,atleast 56-65 grams ,30 pcs. / tray	2500		230	227	227	227	227	227	227	227	227	227	227
6	Box	Egg, Pugo ,100pcs/ 1box	500		84		83		83		83		83		84
7	Pack	Tinggal, dried, 1 kg / pack	200		34	34		33		33		33		33	
8	Pack	Camote tubers ,medium size, 1 kg/ pack	1200		200	60	140	60	140	60	140	60	140	60	140
9	Pack	Sayote,fresh, 1 kg/pack	500		84	84		83		83		83		83	
10	Pack	Talong haba, medium size ,1kg/pack	800		134	134		133		133		133		133	

DETAILED LIST AND DELIVERY SCHEDULE FOR PERISHABLE GOODS FOR TUBA, BENGUET

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER MONTH					
				MONTH H 1	MONTH H 2	MONTH H 3	MONTH H 4	MONTH H 5	MONTH H 6
	pack	Chicken, quarter leg, 1kg per pack	1674	279	279	279	279	279	279
	pack	Ground pork, 1kg per pack	810	135	135	135	135	135	135
	pack	Flat Japanese Noodles /Mami Noodles, fresh, (at least 250g/pack)	1008	168	168	168	168	168	168
	pack	Pork,atleast 80% Lean,loin cut/porkchop/rib part, 1kg per pack	1800	279	279	279	279	279	279
	pc	Eggs, medium size atleast 56-65 grams per piece	5060	841	841	841	841	841	841
	pack	Sweet potato, medium size, atleast 200 grams per piece, 1 kg per pack	320	54	53	53	53	53	54
	kg	Squash fruit, medium size, atleast 1kg/pc	520	84	84	84	84	84	84
	pack	Eggplant, medium sized, 1kg/pack	270	45	45	45	45	45	45
	pack	Potato, medium sized, 1kg/pack	650	110	108	108	108	108	108
		* NOTHING FOLLOWS*							

SEALING OF PROPOSALS

