

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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



**INVITATION TO BID FOR  
Purchase and Delivery of Food Supplies for SFP 11th  
Cycle in Abra  
ITB 2021-DSWD-CAR-026**

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the *General Appropriations Act of 2021* intends to apply the sum of *Two Million Six Hundred Seventy-Five Thousand Nine Hundred Forty Pesos and 75/100 (Php 2,675,940.75) only* being the ABC to payments under the contract for the *Purchase and Delivery of Food Supplies for SFP 11th Cycle in Abra* broken down as follows:

<b>Lot No.</b>	<b>Description</b>	<b>ABC</b>	<b>Place of Delivery</b>
<b>1</b>	Food Supplies for Danglas, Abra	<b>Php 2,675,940.75</b>	Municipal Social Welfare and Development Office of Danglas, Abra
	Food Supplies for Boliney, Abra		Municipal Social Welfare and Development Office of Boliney, Abra
	Food Supplies for Pidigan, Abra		Municipal Social Welfare and Development Office of Pidigan, Abra
	Food Supplies for Sallapadan, Abra		Municipal Social Welfare and Development Office of Sallapadan, Abra
	Food Supplies for San Quintin, Abra		Municipal Social Welfare and Development Office of San Quintin, Abra
	Food Supplies for San Isidro, Abra		Municipal Social Welfare and Development Office of San Isidro, Abra
	Food Supplies for Villaviciosa, Abra		Municipal Social Welfare and Development Office of Villaviciosa, Abra

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

2. The *Department of Social Welfare and Development - CAR* now invites bids for the above Procurement Project. Delivery of the Goods is required by **September to December 2021**. Bidders should have completed, within 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 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 **July 28, 2021 to 1:00 PM of August 16, 2021** from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **Five Thousand Pesos (Php5,000.00)**.
6. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference<sup>1</sup>** on **10:00 AM of August 4, 2021** at *DSWD-CAR Premises* and through **video conferencing or Google Meet with meeting ID/Link <https://meet.google.com/rin-jbcq-hko>**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat and personally submitted by the bidder/bidder's representative at the office address indicated below on or before **1:00 PM (PST) of August 16, 2021**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **1:30 PM of August 16, 2021** at *DSWD-CAR Premises* and **via Google Meet with meeting ID/Link as <https://meet.google.com/ye-gdbp-zjx>**. 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*  
*Mobile Numbers: Globe: 0915-151-9259*  
*Smart: 0963-610-9340*
12. You may visit the following website for downloading of Bidding Documents:  
**<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/>**

-SGD-

**ENRIQUE H. GASCON JR.**  
 BAC Chairperson

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

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, *Department of Social Welfare and Development - CAR* wishes to receive Bids for the *Purchase and Delivery of Food Supplies for SFP 11th Cycle in Abra* with identification number *ITB 2021-DSWD-CAR-026*.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2021* in the amount of *Two Million Six Hundred Seventy-Five Thousand Nine Hundred Forty Pesos and 75/100 (Php 2,675,940.75) only*.

2.2. The source of funding is:

- a. NGA, the GAA of 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 one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be equivalent to:

**The bidder should comply with the following requirements:**

- i. Completed two (2) similar contracts, the aggregate amount of which should be equivalent to *twenty-five percent (25%)* of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to 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 Procuring Entity has prescribed that:

**Subcontracting is not allowed.**

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *DSWD-CAR Premises* and/or through videoconferencing/Google Meet as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. **The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within prior to the deadline for the submission and receipt of bids.**
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the

Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## **13. Bid and Payment Currencies**

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

## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **120 calendar days** from the date of bid opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

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

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

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

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

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

**One Project having several items that shall be awarded as one contract.**

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be 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. Supply and delivery of Food/Grocery Items  b. Completed within two 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 <b>Baguio City, Philippines</b> 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 <b>2% of the ABC</b> or <b>Php53,518.82</b> , 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 <b>5% of the ABC</b> or <b>Php133,797.04</b> if bid security is in Surety Bond.		
19.3	<b>Lot No.</b>	<b>Description</b>	<b>ABC</b>
	<b>1</b>	Food Supplies for Danglas, Abra	<b>Php2,675,940.75</b>
		Food Supplies for Boliney, Abra	
		Food Supplies for Pidigan, Abra	
		Food Supplies for Sallapadan, Abra	
		Food Supplies for San Quintin, Abra	
		Food Supplies for San Isidro, Abra	
		Food Supplies for Villaviciosa, Abra	
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><b>Delivery and Documents –</b></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><b>Incidental Services –</b></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"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>



- 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><b>Packaging –</b></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 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><b>Transportation –</b></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><b>Intellectual Property Rights –</b></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.

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Place of Delivery</b>	<b>Delivered, Weeks/Months</b>
<b>1</b>	Food Supplies for Danglas, Abra	<b>1 Lot</b>	Municipal Social Welfare and Development Office of Danglas, Abra	<b>Please refer to the attached itemized list of goods and weekly and monthly delivery schedule per municipality</b>
	Food Supplies for Boliney, Abra		Municipal Social Welfare and Development Office of Boliney, Abra	
	Food Supplies for Pidigan, Abra		Municipal Social Welfare and Development Office of Pidigan, Abra	
	Food Supplies for Sallapadan, Abra		Municipal Social Welfare and Development Office of Sallapadan, Abra	
	Food Supplies for San Quintin, Abra		Municipal Social Welfare and Development Office of San Quintin, Abra	
	Food Supplies for San Isidro, Abra		Municipal Social Welfare and Development Office of San Isidro, Abra	
	Food Supplies for Villaviciosa, Abra		Municipal Social Welfare and Development Office of Villaviciosa, Abra	

## ***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 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 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>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered (including the prescribed terms and conditions). Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>	
<b>I.</b>	<b>Danglas, Abra</b>	
1	Pork Chop, 80% lean, 1kg/pack x 800 packs	
2	Chicken, mix of thigh and breast, 1 kg/pack x 520 packs	
3	Pancit Bihon, 454g per pack x 60 packs	
4	Sotanghon, 40g/pack x 200 packs	
5	Macaroni Pasta, elbow, 500g/ pack x 80 packs	
6	Flour, All-Purpose , 1kg /pack x 150 packs	
7	Malagkit Rice, 1kg /pack x 250 packs	
8	Mongo whole, dried, 1kg/ pack x 50 packs	
9	Dilis, dried, 500g/pack x 10 packs	
10	Cornstarch, 1kg/ pack x 30 packs	
11	Pancake mix, original, 500 grams/box x 60 box	
12	Condensed milk 390 ml/can x 60 cans	
13	Evaporated milk, 370ml/can x 60 cans	
14	Sugar, Brown, 1kg/ pack x 50 packs	
15	Baking powder, 50 grams/pack x 35 packs	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
16	Margarine, 100 grams/cup x 50 cups	
17	Vegetable Oil, 500g/pack x 100 packs	
18	Fish Sauce/Bagoong, boneless, 350ml/bottle x 35 bottles	
19	Patis, 350 ml/pack x 35 bottles	
20	Cocoa Powder, Unsweetened, 500g x35 packs	
21	Eggs, medium, 56-65 grams/pcs x 2,200 pieces	
22	Coconut Milk Powder, 50 grams/pack x 75 packs	
23	Squash, 1 kilo/pack x 100 packs	
24	Sitaw, 1 kilo/pack x 70 packs	
25	Potato, medium-size, 1 kilo/pack x 60 packs	
26	Dried Miki Noodles, 1kg/pack x 80 packs	
<b>II</b>	<b>Boliney, Abra</b>	
1	Pork, lean, mix of belly and loin, chopped, 1kg per pack x 192 packs	
2	Chicken, thigh and breast, chopped, 1kg per pack x 384 packs	
3	Eggs, Medium Size, 56-65 grams per piece x 2688 pieces	
4	Potato, medium size, 1 kg per pack x 48 packs	
5	Banana, Saba, 1 kg per pack x 96 packs	
6	Sweet Potato (Kamote), medium size, 1 kg per pack x 96 packs	
7	Cabbage, green, 1 kg per pack x 96 packs	
8	Carrots, medium size, 1 kg per pack x 144 packs	
9	Laddit Noodles, 1 kg per pack x 96 packs	
10	Baking Powder, 50 grams per sachet x 288 sachet	
11	Spaghetti Pasta Pack, with 800 grams Spaghetti Pasta and 1kg Spaghetti Sauce per pack x 96 packs	



<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
12	Processed Filled Cheese Spread, Original, 165 grams per box x 96 boxes	
13	Monggo, cracked, 1 kg per pack x 96 packs	
14	Margarine, plain/classic, 100 grams per tub x 60 tubs	
15	Macaroni Pasta, Shell, 500 grams per pack x 192 packs	
16	Evaporated Milk, at least 370 ml per can x 96 cans	
17	Vegetable oil, at least 200 ml per bottle/pouch x 222 pieces	
18	Malagkit Rice/Glutinous Rice, 1 kg per pack x 192 packs	
19	White Sugar, 1/2 kg per pack x 18 packs	
20	Brown Sugar, 1/2 kg per pack x 60 packs	
21	All Purpose Flour, 1 kg per pack x 144 packs	
<b>III</b>	<b>Pidigan, Abra</b>	
1	Eggs, Medium Size, at least 56-65 grams per piece x 6072 pieces	
2	Chicken, thigh, breast and leg, chopped, 1kg per pack x 966 packs	
3	Pork, lean, mix of belly and loin, at least 80% lean, chopped, 1kg per pack x 552 packs	
4	Carrots, medium size, 1 kg per pack x 276 packs	
5	Potato, medium size, 1 kg per pack x 198 packs	
6	Onion, small size, 1 kg per pack x 108 packs	
7	Garlic, 1 kg per pack x 108 packs	
8	Ginger, 1 kg per pack x 72 packs	
9	Banana, Saba, half ripe, 1 kg per pack x 414 packs	
10	Sweet Potato (Kamote), medium size, 1 kg per pack x 276 packs	
11	Sayote, 1 kg per pack x 138 packs	
12	Cabbage, green, 1 kg per pack x 276 packs	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
13	Pan De Sal, malunggay enriched, at least 10 pcs per pack x 552 packs	
14	Pancit Canton, special, 227 grams per pack x 552 packs	
15	Macaroni Pasta, elbow, 400 grams per pack x 276 packs	
16	Vermicilli/Sotanghon Noodles, 3.2 oz per pack x 276 packs	
17	Monggo, cracked, 1 kg per pack x 552 packs	
18	Tomato Sauce, Original Style, 200 grams per sachet x 482 sachet	
19	Patis, at least 350 ml per bottle x 164 bottles	
20	Vegetable oil, 500 ml per bottle/pouch x 286 bottles	
21	Flour, All Purpose, 1 kilo per pack x 474 packs	
22	Malagkit Rice, 1 kg per pack x 276 packs	
23	Baking powder, 50 grams per sachet x 470 sachet	
24	Brown Sugar, 1 kg per pack x 350 packs	
25	Evaporated Filled Milk, classic, at least 370 ml per can x 278 cans	
26	Coconut Milk Powder, at least 50 grams per sachet x 210 sachet	
27	Iodized Salt, with sangkap pinoy seal, 1 kg per pack x 50 packs	
28	Soy sauce, at least 350 ml per bottle x 232 bottles	
<b>IV</b>	<b>Sallapadan, Abra</b>	
1	Eggs, medium size, at least 56-65 grams per piece x 7,128 pieces	
2	Chicken, thigh, breast and leg, chopped, 1kg per pack x 324 packs	
3	Pork chop, at least 80% lean, 1 kg per pack x 324 packs	
4	Galunggong, 1 kg per pack x 324 packs	
5	Sayote, 1 kg per pack x 324 packs	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
6	Onion, small size, at least 70 to 110 grams per piece, 1 kg per pack x 72 packs	
7	Ginger, 1 kg per pack x 48 packs	
8	Garlic, 1 kg per pack x 72 packs	
9	Potato, medium size, 1 kg per pack x 156 packs	
10	Squash, at least 1 to 3 kg per piece x 324 packs	
11	Flour, All Purpose, 1 kg per pack x 246 packs	
12	Vegetable oil, at least 500ml per pouch/bottle x 58 packs	
13	Monggo, dried, half crack, 1 kg per pack x 294 packs	
14	Malagkit Rice, 1 kg per pack x 144 packs	
15	Coconut Milk Powder, at least 50 grams per sachet x 414 sachet	
16	Iodized salt, with sangkap pinoy seal, at least 500 grams per pack x 46 packs	
17	Baking Powder, 50 grams per sachet x 324 sachet	
18	Brown Sugar, 1/2 kg per pack x 258 packs	
19	Vermicilli/Sotanghon Noodles, at least 3.2 oz per pack x 324 packs	
<b>V</b>	<b>San Quintin, Abra</b>	
1	Pork Chop, at least 80% lean, 1 kg per pack x 80 packs	
2	Eggs, Medium Size, at least within 56-65 grams per piece x 1,848 pieces	
3	Chicken, thigh, breast and leg, chopped, 1kg per pack x 224 packs	
4	Cabbage, green, 1 kg per pack x 72 packs	
5	Carrots, medium size, 1 kg per pack x 48 packs	
6	Sayote, 1 kg per pack x 136 packs	
7	Potato, medium size, 1 kg per pack x 40 packs	
8	Squash, at least within 1 to 3 kg per piece x 48 kg	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
9	Onion, small size, 1 kg per pack x 40 packs	
10	Garlic, 1 kg per pack x 32 packs	
11	Flat Noodles /Mami Noodles, fresh, 250g/pack x 152 packs	
12	Patis, at least 350 ml per bottle x 24 bottles	
13	Vegetable oil, at least 500ml per pouch/bottle x 64 pouch/bottle	
14	Vermicilli/Sotanghon Noodles, at least 3.2 oz per pack/pc x 220 pieces	
15	Iodized salt, with sangkap pinoy seal, at least 500 grams per pack x 32 packs	
16	Soy sauce, at least 350 ml per bottle x 24 bottles	
17	Macaroni Pasta, elbow, at least 400 grams per pack x 148 packs	
18	Evaporated Filled Milk, classic, at least 370 ml per can x 368 cans	
19	Coconut Milk Powder, at least 50 grams per sachet x 252 sachet	
20	Cornstarch, 1 kg per pack x 32 packs	
21	Sweetened Condensed filled milk, at least 300 ml per can x 216 cans	
22	Brown Sugar, 1 kg per pack x 140 packs	
23	Corn Kernel, canned, at least 425 g (15 oz) per can x 220 cans	
24	Malagkit Rice, 1 kg per pack x 112 packs	
25	Flour, All Purpose, 1 kilo per pack x 220 packs	
26	Baking Powder, 50 grams per sachet x 296 sachet	
27	Monggo, dried, half crack, 1 kg per pack x 184 packs	
28	Margarine,plain/classic, at least 100 grams per tub x 72 tubs	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
<b>VI</b>	<b>San Isidro, Abra</b>	
1	Chicken, thigh, breast and leg, chopped, 1kg per pack x 498 packs	
2	Pork chop, At least 80% lean, 1 kg per pack x 276 packs	
3	Milk Fish/Bangus, 1 kg per pack x 114 packs	
4	Tilapia, 1 kg per pack x 113 packs	
5	Eggs, Medium Size, at least 56-65 grams per piece x 4,464 pieces	
6	Potato, medium size, 1 kg per pack x 78 packs	
7	Carrots, medium size, 1 kg per pack x 138 packs	
8	Flat Noodles /Mami Noodles, fresh, 250g/pack x 216 packs	
9	Vegetable oil, at least 500ml per pouch/bottle x 156 pouch/bottles	
10	Tomato Sauce, Original Style, at least 200 grams per sachet x 108 sachet	
11	Patis, at least 350 ml per bottle x 38 bottles	
12	Iodized salt, with sangkap pinoy seal, at least 250 grams per pack x 23 packs	
13	Macaroni Pasta, elbow, at least 400 grams per pack x 108 packs	
14	Evaporated Milk, at least 370 ml per can x 330 cans	
15	Vermicilli/Sotanghon Noodles, at least 3.2 oz per pack x 222 packs	
16	Monggo, cracked, 1 kg per pack x 168 packs	
17	Malagkit Rice, 1 kg per pack x 162 packs	
18	Coconut Milk Powder, at least 50 grams per sachet x 222 sachet	
19	Brown Sugar, 1 kg per pack x 42 packs	
20	Soy sauce, at least 350 ml per bottle x 12 bottles	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
21	Cane Vinegar, 4.5% natural acidity, at least 350ml per bottle x 12 bottles	
<b>VII</b>	<b>Villaviciosa, Abra</b>	
1	Beef, tenderloin, 1 kg per pack x 48 packs	
2	Galunggong, 1 kg per pack x 96 packs	
3	Chicken, thigh, breast and leg, chopped, 1kg per pack x 336 packs	
4	Pork chop, At least 80% lean, 1 kg per pack x 204 packs	
5	Milk Fish/Bangus 1 kg per pack x 144 packs	
6	Egg , small size, at least 42.5 grams per piece x 1,680 pieces	
7	Flat Noodles /Miki Noodles, fresh, 500g/pack x 60 packs	
8	Garlic, 1 kg per pack x 18 packs	
9	Ginger, 1 kg per pack x 12 packs	
10	Onion, small size, 1 kg per pack x 24 packs	
11	Cabbage, green, 1 kg per pack x 60 packs	
12	Potato, medium size, 1 kg per pack x 98 packs	
13	Carrots, medium size, 1 kg per pack x 60 packs	
14	Sitaw, 1 kg per bundle x 96 packs	
15	Eggplant (for torta), 1 kg per pack x 72 packs	
16	Squash Fruit, at least 1.5 kg per piece x 90 kg	
17	Sayote Fruit, 1 kg per pack x 60 packs	
18	Upo, at least 1.2 kg per piece x 90 kg	
19	Gabi Tubers, 1 kg per pack x 48 kg	
20	Tomato, half ripe, 1 kg per pack x 24 packs	
21	Paminta, at least 100 grams per pack x 11 packs	
22	Cane Vinegar, at least 350ml per bottle x 46 bottles	

Item	Specification	Statement of Compliance
23	Vegetable oil, at least 500ml per pouch/bottle x 36 pouch/bottle	
24	Patis, at least 350 ml per bottle x 36 bottles	
25	Iodized Salt, with sangkap pinoy seal, 500 grams per pack x 14 packs	
26	Soy sauce, 1 liter per bottle x 44 bottles	
27	Banana Ketchup/Catsup, at least 320 grams per bottle x 42 bottles	
28	Coconut Milk Powder, At least 50 grams per sachet x 100 sachet	
29	Monggo, cracked, 1 kg per pack x 60 packs	
30	White Beans, dried, 1 kg per pack x 60 packs	
31	Cornstarch, 1 kg per pack x 21 packs	
32	Margarine, plain/classic, at least 100 grams per cup x 60 cups	
33	Brown Sugar, 1 kg per pack x 12 packs	
34	Flour, All Purpose, 1 kg per pack x 20 packs	
	<b><i>Terms and Conditions:</i></b>	
1	<p>Grocery items must be well-sealed and in its original packaging. <b><u>Refill or re-pack is allowed for the following items provided that it should be vacuum sealed:</u></b></p> <p><b>a. All Purpose Flour</b>  <b>b. Brown/White Sugar</b>  <b>c. Malagkit rice</b>  <b>d. Black beans, white beans and mungo</b>  <b>e. Cornstarch</b></p> <p>Items must bear the manufacturing date, name of manufacturer and date of expiry. The items should not expire within six (6) months from the date of delivery</p>	
2	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	
3	The bidder must guarantee good quality of delivered goods, otherwise, items deemed reject upon inspection	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
	should be replaced within the day or a buffer should be ensured every delivery.	
4	Items/goods should be packed per Child Development Center	
5	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	
6	The bidder must ensure that there is a manpower provided for the loading and unloading of the goods to the designated delivery sites.	
7	The bidder shall comply with the attached delivery schedule before 9:00 AM every delivery. However, delivery date may be rescheduled in case of calamities, holidays, pandemic, advisory/ies from the ECCD council, and other circumstantial situations, the End-User shall closely coordinate with the supplier for the change of delivery schedule five (5) calendar days prior to the final date of delivery	
8	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.	
9	Contact person is the Municipal Social Welfare Development Officer (MSWDO) or Supplementary Feeding Program (SFP) Staff	
10	Payment Term: Complete deliveries will be processed monthly	

**NOTES:**

1. For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item (indicate brand and specifications). In case a brand is not appropriate or applicable for the item, a bidder may attach a photo that shows the compliance of offered items with the technical specifications.

Example:

<b>Specification</b>	<b>Statement of Compliance</b>
All Purpose Flour, 1 kg per pack	Comply, brand x

Or

<b>Specification</b>	<b>Statement of Compliance</b>
Monggo, cracked, 1/2 kg per pack	Comply, see attached photo



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

Example:

<b>Terms and Conditions:</b>	<b>Statement of Compliance</b>
Items/goods should be packed per Child Development Center	Comply

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (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). Attach certified true copy of annual Income Tax Return (ITR);
- 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 – in case such, explicitly specify which among the parties are the primary entity;
- 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.



**Price Schedule for Goods Offered from Within the Philippines**

Name of Bidder : \_\_\_\_\_

Page \_\_\_ of \_\_\_

Invitation to Bid No. \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
<b>I.</b>	<b>Danglas, Abra</b>									
1	Pork Chop, at least 80% lean, 1kg/pack		800	pack	-	-	-	-	-	-
2	Chicken, Mix of Thigh and Breast, 1 kg/pack		520	pack	-	-	-	-	-	-
3	Pancit Bihon, at least 454g per pack		60	pack	-	-	-	-	-	-
4	Sotanghon (at least 40g/pack)		200	pack	-	-	-	-	-	-
5	Macaroni Pasta, Elbow, 500g/ pack		80	pack	-	-	-	-	-	-
6	Flour, All-Purpose , 1kg /pack		150	pack	-	-	-	-	-	-
7	Malagkit Rice, 1kg /pack		250	pack	-	-	-	-	-	-
8	Mongo whole, dried, 1kg/ pack		50	pack	-	-	-	-	-	-
9	Dilis, Dried, 500g/pack		10	pack	-	-	-	-	-	-
10	Cornstarch, 1kg/ pack		30	pack	-	-	-	-	-	-
11	Pancake Mix, Original, 500 grams/box		60	box	-	-	-	-	-	-
12	Condensed Milk at least 390 ml/ can		60	can	-	-	-	-	-	-
13	Evaporated Milk, at least 370ml / can		60	can	-	-	-	-	-	-
14	Sugar, Brown, 1kg/ pack		50	pack	-	-	-	-	-	-
15	Baking powder, at least 50 grams/ Pack		35	pack	-	-	-	-	-	-
16	Margarine, at least 100 grams / cup		50	cup	-	-	-	-	-	-
17	Vegetable Oil, at least 500g/pack		100	pack	-	-	-	-	-	-
18	Fish Sauce/Bagoong, boneless, 350ml/bottle		35	bot	-	-	-	-	-	-
19	Patis, at least 350 ml/pack		35	bot	-	-	-	-	-	-
20	Cocoa Powder, Unsweetened (500g)		35	pack	-	-	-	-	-	-
21	Eggs, medium, 56-65 grams/pcs		2,200	tray	-	-	-	-	-	-
22	Coconut Milk Powder, at least 50 grams/ pack		75	pack	-	-	-	-	-	-
23	Squash, at least 1 kilo/pack		100	pack	-	-	-	-	-	-
24	Sitaw, at least 1 kilo/pack		70	pack	-	-	-	-	-	-
25	Potato, medium-size, at least 1 kilo/pack		60	pack	-	-	-	-	-	-
26	Dried Miki Noodles, 1kg/pack		80	pack	-	-	-	-	-	-
<b>II</b>	<b>Boliney, Abra</b>									
1	Pork, lean, mix of belly and loin, chopped, 1kg per pack		192	pack	-	-	-	-	-	-
2	Chicken, thigh and breast, chopped, 1kg per pack		384	pack	-	-	-	-	-	-
3	Eggs, Medium Size, 56-65 grams per piece		2688	piece	-	-	-	-	-	-
4	Potato, medium size, 1 kg per pack		48	pack	-	-	-	-	-	-
5	Banana, Saba, 1 kg per pack		96	pack	-	-	-	-	-	-

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
6	Sweet Potato (Kamote), medium size, 1 kg per pack		96	pack	-	-	-	-	-	-
7	Cabbage, green, 1 kg per pack		96	pack	-	-	-	-	-	-
8	Carrots, medium size, 1 kg per pack		144	pack	-	-	-	-	-	-
9	Laddit Noodles, 1 kg per pack		96	pack	-	-	-	-	-	-
10	Baking Powder, 50 grams per sachet		288	sachet	-	-	-	-	-	-
11	Spaghetti Pasta Pack, with 800 grams Spaghetti Pasta and 1kg Spaghetti Sauce per pack		96	pack	-	-	-	-	-	-
12	Processed Filled Cheese Spread, Original, 165 grams per box		96	pc/box	-	-	-	-	-	-
13	Monggo, cracked, 1 kg per pack		96	pack	-	-	-	-	-	-
14	Margarine, plain/classic, 100 grams per tub		60	tub	-	-	-	-	-	-
15	Macaroni Pasta, Shell, 500 grams per pack		192	pack	-	-	-	-	-	-
16	Evaporated Milk, at least 370 ml per can		96	can	-	-	-	-	-	-
17	Vegetable oil, at least 200 ml per bottle/pouch		222	bottle/pouch	-	-	-	-	-	-
18	Malagkit Rice/Glutinous Rice, 1 kg per pack		192	pack	-	-	-	-	-	-
19	White Sugar, 1/2 kg per pack		18	pack	-	-	-	-	-	-
20	Brown Sugar, 1/2 kg per pack		60	pack	-	-	-	-	-	-
21	All Purpose Flour, 1 kg per pack		144	pack	-	-	-	-	-	-
<b>III</b>	<b>Pidigan, Abra</b>									
1	Eggs, Medium Size, at least 56-65 grams per piece		6072	pc	-	-	-	-	-	-
2	Chicken, thigh, breast and leg, chopped, 1kg per pack		966	pack	-	-	-	-	-	-
3	Pork, lean, mix of belly and loin, at least 80% lean, chopped, 1kg per pack		552	pack	-	-	-	-	-	-
4	Carrots, medium size, 1 kg per pack		276	pack	-	-	-	-	-	-
5	Potato, medium size, 1 kg per pack		198	pack	-	-	-	-	-	-
6	Onion, small size, 1 kg per pack		108	pack	-	-	-	-	-	-
7	Garlic, 1 kg per pack		108	pack	-	-	-	-	-	-
8	Ginger, 1 kg per pack		72	pack	-	-	-	-	-	-
9	Banana, Saba, half ripe, 1 kg per pack		414	pack	-	-	-	-	-	-
10	Sweet Potato (Kamote), medium size, 1 kg per pack		276	pack	-	-	-	-	-	-
11	Sayote, 1 kg per pack		138	pack	-	-	-	-	-	-
12	Cabbage, green, 1 kg per pack		276	pack	-	-	-	-	-	-
13	Pan De Sal, malunggay enriched, at least 10 pcs per pack		552	pack	-	-	-	-	-	-
14	Pancit Canton, special, 227 grams per pack		552	pack	-	-	-	-	-	-
15	Macaroni Pasta, elbow, 400 grams per pack		276	bottle	-	-	-	-	-	-
16	Vermicilli/Sotanghon Noodles, 3.2 oz per pack		276	pack	-	-	-	-	-	-
17	Monggo, cracked, 1 kg per pack		552	pack	-	-	-	-	-	-

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
18	Tomato Sauce, Original Style, 200 grams per sachet		482	sachet	-	-	-	-	-	-
19	Patis, at least 350 ml per bottle		164	bottle	-	-	-	-	-	-
20	Vegetable oil, 500 ml per bottle/pouch		286	bottle/pouch	-	-	-	-	-	-
21	Flour, All Purpose, 1 kilo per pack		474	pack	-	-	-	-	-	-
22	Malagkit Rice, 1 kg per pack		276	pack	-	-	-	-	-	-
23	Baking powder, 50 grams per sachet		470	sachet	-	-	-	-	-	-
24	Brown Sugar, 1 kg per pack		350	pack	-	-	-	-	-	-
25	Evaporated Filled Milk, classic, at least 370 ml per can		278	can	-	-	-	-	-	-
26	Coconut Milk Powder, at least 50 grams per sachet		210	sachet	-	-	-	-	-	-
27	Iodized Salt, with sangkap pinoy seal, 1 kg per pack		50	pack	-	-	-	-	-	-
28	Soy sauce, at least 350 ml per bottle		232	bottle	-	-	-	-	-	-
<b>IV</b>	<b>Sallapadan, Abra</b>									
1	Eggs, medium size, at least 56-65 grams per piece		7128	pc	-	-	-	-	-	-
2	Chicken, thigh, breast and leg, chopped, 1kg per pack		324	pack	-	-	-	-	-	-
3	Pork chop, at least 80% lean, 1 kg per pack		324	pack	-	-	-	-	-	-
4	Galunggong, 1 kg per pack s		324	pack	-	-	-	-	-	-
5	Sayote, 1 kg per pack		324	pack	-	-	-	-	-	-
6	Onion, small size, at least 70 to 110 grams per piece, 1 kg per pack		72	pack	-	-	-	-	-	-
7	Ginger, 1 kg per pack		48	pack	-	-	-	-	-	-
8	Garlic, 1 kg per pack		72	pack	-	-	-	-	-	-
9	Potato, medium size, 1 kg per pack		156	pack	-	-	-	-	-	-
10	Squash, at least 1 to 3 kg per piece		324	kg	-	-	-	-	-	-
11	Flour, All Purpose, 1 kg per pack		246	pack	-	-	-	-	-	-
12	Vegetable oil, at least 500ml per pouch/bottle		58	pouch/bottle	-	-	-	-	-	-
13	Monggo, dried, half crack, 1 kg per pack		294	pack	-	-	-	-	-	-
14	Malagkit Rice, 1 kg per pack		144	pack	-	-	-	-	-	-
15	Coconut Milk Powder, at least 50 grams per sachet		414	sachet	-	-	-	-	-	-
16	Iodized salt, with sangkap pinoy seal, at least 500 grams per pack		46	pack	-	-	-	-	-	-
17	Baking Powder, 50 grams per sachet		324	sachet	-	-	-	-	-	-
18	Brown Sugar, 1/2 kg per pack		258	pack	-	-	-	-	-	-
19	Vermicilli/Sotanghon Noodles, at least 3.2 oz per pack		324	pack	-	-	-	-	-	-
<b>V</b>	<b>San Quintin, Abra</b>									
1	Pork Chop, at least 80% lean, 1 kg per pack		80	pack	-	-	-	-	-	-
2	Eggs, Medium Size, at least within 56-65 grams per piece		1848	pc	-	-	-	-	-	-
3	Chicken, thigh, breast and leg, chopped, 1kg per pack		224	pack	-	-	-	-	-	-



Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
4	Cabbage, green, 1 kg per pack		72	pack	-	-	-	-	-	-
5	Carrots, medium size, 1 kg per pack		48	pack	-	-	-	-	-	-
6	Sayote, 1 kg per pack		136	pack	-	-	-	-	-	-
7	Potato, medium size, 1 kg per pack		40	pack	-	-	-	-	-	-
8	Squash, at least within 1 to 3 kg per piece		48	kg	-	-	-	-	-	-
9	Onion, small size, 1 kg per pack		40	pack	-	-	-	-	-	-
10	Garlic, 1 kg per pack		32	pack	-	-	-	-	-	-
11	Flat Noodles /Mami Noodles, fresh, 250g/pack		152	pack	-	-	-	-	-	-
12	Patis, at least 350 ml per bottle		24	bottle	-	-	-	-	-	-
13	Vegetable oil, at least 500ml per pouch/bottle		64	pouch/ bottle	-	-	-	-	-	-
14	Vermicilli/Sotanghon Noodles, at least 3.2 oz per pack/pc		220	pc	-	-	-	-	-	-
15	Iodized salt, with sangkap pinoy seal, at least 500 grams per pack		32	pack	-	-	-	-	-	-
16	Soy sauce, at least 350 ml per bottle		24	bottle	-	-	-	-	-	-
17	Macaroni Pasta, elbow, at least 400 grams per pack		148	pack	-	-	-	-	-	-
18	Evaporated Filled Milk, classic, at least 370 ml per can		368	can	-	-	-	-	-	-
19	Coconut Milk Powder, at least 50 grams per sachet		252	sachet	-	-	-	-	-	-
20	Cornstarch, 1 kg per pack		32	pack	-	-	-	-	-	-
21	Sweetened Condensed filled milk, at least 300 ml per can		216	can	-	-	-	-	-	-
22	Brown Sugar, 1 kg per pack		140	pack	-	-	-	-	-	-
23	Corn Kernel, canned, at least 425 g (15 oz) per can		220	can	-	-	-	-	-	-
24	Malagkit Rice, 1 kg per pack		112	pack	-	-	-	-	-	-
25	Flour, All Purpose, 1 kilo per pack		220	pack	-	-	-	-	-	-
26	Baking Powder, 50 grams per sachet		296	sachet	-	-	-	-	-	-
27	Monggo, dried, half crack, 1 kg per pack		184	pack	-	-	-	-	-	-
28	Margarine,plain/classic, at least 100 grams per tub		72	tub	-	-	-	-	-	-
<b>VI</b>	<b>San Isidro, Abra</b>									
1	Chicken, thigh, breast and leg, chopped, 1kg per pack		498	pack	-	-	-	-	-	-
2	Pork chop, At least 80% lean, 1 kg per pack		276	pack	-	-	-	-	-	-
3	Milk Fish/Bangus, 1 kg per pack		114	pack	-	-	-	-	-	-
4	Tilapia, 1 kg per pack		113	pack	-	-	-	-	-	-
5	Eggs, Medium Size, at least 56-65 grams per piece		4464	pc	-	-	-	-	-	-
6	Potato, medium size, 1 kg per pack		78	pack	-	-	-	-	-	-
7	Carrots, medium size, 1 kg per pack		138	pack	-	-	-	-	-	-
8	Flat Noodles /Mami Noodles, fresh, 250g/pack		216	pack	-	-	-	-	-	-
9	Vegetable oil, at least 500ml per pouch/bottle		156	pouch/bottle	-	-	-	-	-	-
10	Tomato Sauce, Original Style, at least 200 grams per sachet		108	sachet	-	-	-	-	-	-

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
11	Patis, at least 350 ml per bottle		38	bottle	-	-	-	-	-	-
12	Iodized salt, with sangkap pinoy seal, at least 250 grams per pack		23	pack	-	-	-	-	-	-
13	Macaroni Pasta, elbow, at least 400 grams per pack		108	pack	-	-	-	-	-	-
14	Evaporated Milk, at least 370 ml per can		330	can	-	-	-	-	-	-
15	Vermicilli/Sotanghon Noodles, at least 3.2 oz per pack		222	pack	-	-	-	-	-	-
16	Monggo, cracked, 1 kg per pack		168	pack	-	-	-	-	-	-
17	Malagkit Rice, 1 kg per pack		162	pack	-	-	-	-	-	-
18	Coconut Milk Powder, at least 50 grams per sachet		222	sachet	-	-	-	-	-	-
19	Brown Sugar, 1 kg per pack		42	pack	-	-	-	-	-	-
20	Soy sauce, at least 350 ml per bottle		12	bottle	-	-	-	-	-	-
21	Cane Vinegar, 4.5% natural acidity, at least 350ml per bottle		12	bottle	-	-	-	-	-	-
<b>VII Villaviciosa, Abra</b>										
1	Beef, tenderloin, 1 kg per pack		48	pack	-	-	-	-	-	-
2	Galunggong, 1 kg per pack		96	pack	-	-	-	-	-	-
3	Chicken, thigh, breast and leg, chopped, 1kg per pack		336	pack	-	-	-	-	-	-
4	Pork chop, At least 80% lean, 1 kg per pack		204	pack	-	-	-	-	-	-
5	Milk Fish/Bangus 1 kg per pack		144	pack	-	-	-	-	-	-
6	Egg , small size, at least 42.5 grams per piece		1680	pc	-	-	-	-	-	-
7	Flat Noodles /Miki Noodles, fresh, 500g/pack		60	pack	-	-	-	-	-	-
8	Garlic, 1 kg per pack		18	pack	-	-	-	-	-	-
9	Ginger, 1 kg per pack		12	pack	-	-	-	-	-	-
10	Onion, small size, 1 kg per pack		24	pack	-	-	-	-	-	-
11	Cabbage, green, 1 kg per pack		60	pack	-	-	-	-	-	-
12	Potato, medium size, 1 kg per pack		98	pack	-	-	-	-	-	-
13	Carrots, medium size, 1 kg per pack		60	pack	-	-	-	-	-	-
14	Sitaw, 1 kg per bundle		96	bundle	-	-	-	-	-	-
15	Eggplant (for torta), 1 kg per pack		72	pack	-	-	-	-	-	-
16	Squash Fruit, at least 1.5 kg per piece		90	kg	-	-	-	-	-	-
17	Sayote Fruit, 1 kg per pack		60	pack	-	-	-	-	-	-
18	Upo, at least 1.2 kg per piece		90	kg	-	-	-	-	-	-
19	Gabi Tubers, 1 kg per pack		48	kg	-	-	-	-	-	-
20	Tomato, half ripe, 1 kg per pack		24	pack	-	-	-	-	-	-
21	Paminta, at least 100 grams per pack		11	pack	-	-	-	-	-	-
22	Cane Vinegar, at least 350ml per bottle		46	bottle	-	-	-	-	-	-
23	Vegetable oil, at least 500ml per pouch/bottle		36	pouch/bottle	-	-	-	-	-	-
24	Patis, at least 350 ml per bottle		36	bottle	-	-	-	-	-	-

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. \_\_\_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
25	Iodized Salt, with sangkap pinoy seal, 500 grams per pack		14	pack	-	-	-	-	-	-
26	Soy sauce, 1 liter per bottle		44	bottle	-	-	-	-	-	-
27	Banana Ketchup/Catsup, at least 320 grams per bottle		42	bottle	-	-	-	-	-	-
28	Coconut Milk Powder, At least 50 grams per sachet		100	sachet	-	-	-	-	-	-
29	Monggo, cracked, 1 kg per pack		60	pack	-	-	-	-	-	-
30	White Beans, dried, 1 kg per pack		60	pack	-	-	-	-	-	-
31	Cornstarch, 1 kg per pack		21	pack	-	-	-	-	-	-
32	Margarine, plain/classic, at least 100 grams per cup		60	cup	-	-	-	-	-	-
33	Brown Sugar, 1 kg per pack		12	pack	-	-	-	-	-	-
34	Flour, All Purpose, 1 kg per pack		20	pack	-	-	-	-	-	-
	<b>Total</b>									-

**NOTES:**

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

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**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: \_\_\_\_\_

## **Bid Securing Declaration Form**

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

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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]*

# 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). Attach certified true copy of annual Income Tax Return (ITR);
- 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 – in case such, explicitly specify which among the parties are the primary entity;
- 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.



**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.*





## DELIVERY SCHEDULE OF FOOD SUPPLIES FOR PIDIGAN, ABRA

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER WEEK											
				1	2	3	4	5	6	7	8	9	10	11	12
1	pc	Eggs, Medium Size, atleast 56-65 grams per piece	6072	322	690	322	690	322	690	322	690	322	690	322	690
2	pack	Chicken, thigh, breast and leg, chopped, 1kg per pack	966	69	92	69	92	69	92	69	92	69	92	69	92
3	pack	Pork, lean, mix of belly and loin, atleast 80% lean, chopped, 1kg per pack	552	46	46	46	46	46	46	46	46	46	46	46	46
4	pack	Carrots, medium size, 1 kg per pack	276	23	23	23	23	23	23	23	23	23	23	23	23
5	pack	Potato, medium size, 1 kg per pack	198		33		33		33		33		33		33
6	pack	Onion, small size, 1 kg per pack	108	9	9	9	9	9	9	9	9	9	9	9	9
7	pack	Garlic, 1 kg per pack	108	9	9	9	9	9	9	9	9	9	9	9	9
8	pack	Ginger, 1 kg per pack	72	6	6	6	6	6	6	6	6	6	6	6	6
9	pack	Banana, Saba, half ripe, 1 kg per pack	414	69		69		69		69		69		69	
10	pack	Sweet Potato (Kamote), medium size, 1 kg per pack	276	46		46		46		46		46		46	
11	pack	Sayote, 1 kg per pack	138	23		23		23		23		23		23	
12	pack	Cabbage, green, 1 kg per pack	276	23	23	23	23	23	23	23	23	23	23	23	23
13	pack	Pan De Sal, malunggay enriched, atleast 10 pcs per pack	552	46	46	46	46	46	46	46	46	46	46	46	46
14	pack	Pancit Canton, special, atleast 227 grams per pack	552		92		92		92		92		92		92
15	bottle	Macaroni Pasta, elbow, atleast 400 grams per pack	276	46		46		46		46		46		46	
16	pack	Vermicilli/Sotanghon Noodles, atleast 3.2 oz per pack	276		46		46		46		46		46		46
17	pack	Munggo, cracked, 1 kg per pack	552	46	46	46	46	46	46	46	46	46	46	46	46
18	sachet	Tomato Sauce, Original Style, atleast 200 grams per sachet	482	241					241						
19	bottle	Patis, atleast 350 ml per bottle	164	82					82						
20	bottle/pouch	Vegetable oil, atleast 500 ml per bottle/pouch	286	143					143						

Stock/ Property No.	Unit	Item Description	Quantity	QUANTITY TO BE DELIVERED PER WEEK											
				1	2	3	4	5	6	7	8	9	10	11	12
21	pack	Flour, All Purpose, 1 kilo per pack	474	237					237						
22	pack	Malagkit Rice, 1 kg per pack	276	138					138						
23	sachet	Baking powder, 50 grams per sachet	470	235					235						
24	pack	Brown Sugar, 1 kg per pack	350	175					175						
25	can	Evaporated Filled Milk, classic, atleast 370 ml per can	278	139					139						
26	sachet	Coconut Milk Powder, atleast 50 grams per sachet	210	105					105						
27	pack	Iodized Salt, with sangkap pinoy seal, 1 kg per pack	50	25					25						
28	bottle	Soy sauce, atleast 350 ml per bottle	232	116					116						
		* NOTHING FOLLOWS*													













## 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>						
<b>Total Cost</b>						

**Note: This statement shall be supported with End-user's Acceptance or Official Receipts<sup>1</sup> or Sales Invoice**

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

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<sup>1</sup> 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"**.

**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
<b><u>Government Contracts</u></b>							
i. On-going							
ii. Awarded but not yet started							
<b><u>Private Contracts</u></b>							
i. On-going							
ii. Awarded but not yet started							
<b>Total Cost</b>							

**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 : \_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*

**MARKING AND SEALING OF ENVELOPE:**

**ORIGINAL – TECHNICAL COMPONENT**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

Project: **[Project Title] [Lot \_\_\_\_ (if applicable)]**

Submitted by: **BIDDER’S COMPANY NAME  
BIDDERS CONTACT DETAILS**

**DO NOT OPEN BEFORE: Time / Date**

**ORIGINAL – FINANCIAL COMPONENT**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

Project: **[Project Title] [Lot \_\_\_\_ (if applicable)]**

Submitted by: **BIDDER’S COMPANY NAME  
BIDDERS CONTACT DETAILS**

**DO NOT OPEN BEFORE: Time / Date**

**COPY 1 – TECHNICAL COMPONENT**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

Project: **[Project Title] [Lot \_\_\_\_ (if applicable)]**

Submitted by: **BIDDER’S COMPANY NAME  
BIDDERS CONTACT DETAILS**

**DO NOT OPEN BEFORE: Time / Date**

**COPY 1– FINANCIAL COMPONENT**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

Project: **[Project Title] [Lot \_\_\_\_ (if applicable)]**

Submitted by: **BIDDER’S COMPANY NAME  
BIDDERS CONTACT DETAILS**

**DO NOT OPEN BEFORE: Time / Date**

**ORIGINAL – BID**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

Project: **[Project Title] [Lot \_\_\_\_ (if applicable)]**

Submitted by: **BIDDER’S COMPANY NAME  
BIDDERS CONTACT DETAILS**

**DO NOT OPEN BEFORE: Time / Date**

**COPY 1 – BID**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

Project: **[Project Title] [Lot \_\_\_\_ (if applicable)]**

Submitted by: **BIDDER’S COMPANY NAME  
BIDDERS CONTACT DETAILS**

**DO NOT OPEN BEFORE: Time / Date**

**BIDDING DOCUMENTS**

**MR. ENRIQUE H. GASCON JR.**  
Chairperson  
Bids and Awards Committee  
DSWD-CAR  
#40 North Drive, Baguio City

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