



Republic of the Philippines  
Department of Agriculture

**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**

## **BIDDING DOCUMENTS FOR THE**

## **SUPPLY AND DELIVERY OF ONE (1) LOT ICT EQUIPMENT**

**November 2022**

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## **Glossary of Acronyms, Terms, and Abbreviations**

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

**SBAC** - Special 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 Tenden (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 51b)).

**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.

**IB** - Invitation to Bid.

**INCOTERMS** - International Commercial Terms.

**Infrastructure Projects** - Include the construction, improvement, rehabilitation, demolition, repair, in 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])

**ITB** - Instructions to Bidders.

**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**



## PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

### INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF ONE (1) LOT ICT EQUIPMENT

1. The Philippine Fisheries Development Authority (PFDA), through the PFDA Corporate Funds intends to apply the sum of **₱ 6,109,000.00** being the Approved Budget for the Contract (ABC) for the **Supply and Delivery of One (1) Lot ICT Equipment for PFDA Central Office at PCA Annex Building**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PFDA now invites bids for the above Procurement Project. Delivery of the Goods is required by 30 calendar days. Bidders should have completed a contract similar to the Project within five (5) years from the date of publication. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from Philippine Fisheries Development Authority and inspect the Bidding Documents at the address given below during 8:00 am to 4:00 pm.
5. A complete set of Bidding Documents may be acquired by interested bidders from the Special Bids and Awards Committee (SBAC) Secretariat, in the amount of **₱10,000.00**, on the following schedules and venue:

Schedules	Venue
<b>Nov. 16 to December 12, 2022 (8am)</b>	PFDA - Central Office, Diliman, Quezon City

6. The Philippine Fisheries Development Authority will hold a **Pre-Bid Conference on November 29, 2022, 10:00 AM** at PFDA Central Office, Diliman, Quezon City which shall be open to prospective bidders.
7. Bids must be duly received by the SBAC Secretariat through manual submission at the said venue **on or before December 12, 2022, 8:00 AM**. 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 **December 12, 2022, 10:00 AM** at the **PFDA Central Office, Diliman, Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.



- 10.** In observance with the protocol on social distancing, only one (1) designated/authorized representative per company shall be allowed to participate and/or attend in the conduct of the bidding activities.
- 11.** Department of Agriculture - Philippine Fisheries Development Authority does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the General Manager or the National Bureau of Investigation for entrapment and proper investigation.
- 12.** For further information, please refer to:

Ms. Mary Ann D. Daquer  
Head, PFDA-SBAC Secretariat  
PCA Annex Bldg.  
Elliptical Road, Diliman, Quezon City  
sbac.co@pfda.gov.ph  
(02) 8925-84737850  
(02) 8925-6146


- 13.** You may visit the following websites for downloading of Bidding Documents:

Copy of the ITB will be uploaded here:

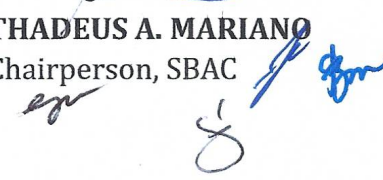
<https://pfda.gov.ph/index.php/bac/invitation-list>

Per PhilGEPS Advisory No. 11 - PhilGEPS Alternative Posting Tool, copy of the Bid Documents will be uploaded here:

<https://notices.ps-philgeps.gov.ph/main/index.php>



**THADEUS A. MARIANO**  
Chairperson, SBAC



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

## **1. Scope of Bid**

~~1.1~~ The Philippine Fisheries Development Authority, herein referred to as the Procuring Entity wishes to receive Bids for the Supply and Delivery of One (1) Lot ICT Equipment.

1.2 The Procurement of Supply and Delivery of One (1) Lot ICT Equipment is composed of the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

2.1 The Government of the Philippines (GOP) through the source of funding as indicated below for CY 2022 in the amount of Six Million One Hundred Nine Thousand Pesos (PhP 6,109,000.00)

2.2 The source of funding:

PFDA Corporate Funds for CY 2022

## **3. Bidding Requirements**

3.1 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.

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

3.3 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 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, the Bidder must have completed a single contract that is similar to this Project, equivalent to at least Fifty Percent (50%) of the ABC.

5.3 The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

7.2 Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time as indicated in paragraph 6 of the **IB**.

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

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

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

10.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX (Checklist of Technical and Financial Documents)**.

10.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five years prior to the deadline for the submission and receipt of bids.

10.3 If the eligibility requirements or statements, the bids, and all other documents for submission to the SBAC 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 IX (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 Philippine Pesos.

## **14. Bid Security**

- 14.1 The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2 The Bid and bid security shall be valid one hundred twenty (120) calendar days from the Bid Submission. 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**

- 15.1 Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its Bid.
- 15.2 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.
- 15.3 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**

- ~~47.4~~ The SBAC 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 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 SBAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The SBAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2 If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3 The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4 The Project shall be awarded as one lot having several items that shall be awarded as one contract.
- 19.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

## **Section III. Bid Data Sheet**



ITB Clause	SPECIFIC INFORMATION/REQUIREMENTS
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Contracts for supply of ICT.</p> <p>b. Completed within five (5) years from the date of publication of the IB.</p> <p>or</p> <p>i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; and,</p> <p>ii. The largest of these similar contracts must be equivalent to at least half of 50% (Php 1,527,250.00) of the ABC as required above</p>
12	<p>The price of the Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the following amount:</p> <ol style="list-style-type: none"> <li>1. Bid securing declaration.</li> <li>2. The amount of not less than One Hundred Twenty-Two Thousand One Hundred Eighty Pesos (₱ 122,180.00) or 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>3. The amount of not less than Three Hundred Five Thousand Four Hundred Fifty Pesos (₱ 305,450.00) or 5% of the ABC, if bid security is in Surety Bond.</li> </ol>
20.2	<p>Valid and Current Certificate of Distributorship/Dealership/Resellership applicable to items 1 to 6 and items 11 to 13 of the Technical Specification, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by the manufacturer, must also submit certification / document linking bidder to the manufacturer.</p> <p>List of authorized Service Centers/Support Centers in the Philippines (with available spare parts, indicating address, telephone, fax number/s, email address, contact person). In the event of closure of business, termination of franchise /service center, the supplier shall notify the PFDA accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service.</p>

## **Section IV. General Conditions of Contract**

## **1. Scope of Contract**

- 1.1. 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.
- 1.2. 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.
- 1.3. 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**

- 4.1 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.
- 4.2 All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

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

**6. Liability of the Supplier**

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

6.2 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**

GCC Clause	Special Conditions of Contract
1	<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>“The delivery terms applicable to this Contract are delivered to PFDA, PCA Annex Bldg. Elliptical Road. Diliman Q.C... 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 CPMISD – Information Technology Division.</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:</p> <ul style="list-style-type: none"> <li>b. 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> <li>c. User 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.</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p>

	<p> Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications </p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><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>
4	The inspections and tests that will be conducted are: Tests for Functionality

	<p><b>Warranty Security -</b></p> <p>To assure that manufacturing defects shall be corrected by the supplier, an obligation for the warranty shall be covered by either retention money in an amount equivalent to two percent (2%) of every progress payment or a special bank guarantee equivalent to two percent (2%) of the total contract price. The said amount shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.</p>
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## **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.

Item Number	Description	Quantity	Delivered, Weeks/Months
1	Rack Mountable Web/Data Server	2	90 days upon receipt of Notice to Proceed
2	Tower Type Server	17	
3	Laptop	13	
4	Desktop Computer ALL-IN-ONE (AIO)	4	
5.	Warranties		

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Name of Company

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Signature Over Printed Name  
of Authorized Representative

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Date

## **Section VII. Technical Specifications**

## Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance
1.	<b>PROVISION OF 2 UNITS - RACK MOUNTABLE WEB/DATA SERVER</b>	
	<b>1.1 Processor</b> : at least Intel Xeon 4210R (10 core, 2.4 GHz, 100W)	
	<b>1.2 Cache Memory</b> : 13.75 MB L3 Cache	
	<b>1.3 Hot-Plug Storage Drive Cage</b> : 8 SFF	
	<b>1.4 Memory</b> : 1x 16GB Dual Rank DDR4-2933 CAS-21-21-21 Registered Smart Memory Kit : additional 7x 16GB Dual Rank DDR4-2933 CAS-21-21-21 Registered Smart Memory Kit : 12 DIMM slots per processor, 6 channels per processor, 2DIMMs per channel : Memory speed supports up to 2933 MT/s	
	<b>1.5 Network</b> : at least 1Gb 4-Ethernet port	
	<b>1.6 Storage Controller</b> : Gen10 (8 Internal Lanes/2GB Cache) 12G SAS Modular Controller	
	<b>1.7 Storage</b> : 2x 300GB SAS 15K SFF SC DS HDD : additional 1x 240GB SATA 6G Read Intensive SFF SC Multi Vendor SSD : additional 2x HPE 480GB SATA 6G Mixed Use SFF (2.5in) Smart Carrier Multi Vendor SSD : additional 2x 960GB SATA 6G Mixed Use SFF SC Multi Vendor SSD	
	<b>1.8 PCI-Express Slots Battery</b> : 2 PCIe: 1 x16 FH, 1 x8 LP	
	<b>1.9 Power Supply</b> : 1x 500W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	
	<b>1.10 Smart Storage Battery</b> : with Smart Storage Battery	
	<b>1.11 Fans</b> : 5 Standard Fans	
	<b>1.12 Chassis Form Factor</b> : 1U Rack, SFF Easy Install w/o CMA	
	<b>1.13 USB Port</b> : Up to 5 total: 1 front, 2 rear, 2 internal (standard on all chassis types)	

	<b>1.14 Warranty</b>	: 3-year parts, 3-year labor, 3-year onsite support with next business day response	
	<b>1.15 License</b>	: 3yr 24x7 Supp Phys 1 Svr Lic	
	<b>1.16 Supported Operating System</b>	: Windows Server 2012 R2, 2016*, 2019* 2022*: Essentials, Standard, Datacenter : Microsoft Hyper-V Server: 2012 R2, 2016, 2019 & 2022 : SUSE Linux Enterprise Server (SLES): 12 SP3, 15 (includes Xen) : Red Hat Enterprise Linux (RHEL): 6.9, 7.6 w/ Kbase **, 8.0 : Ubuntu: 18.04 LTS (4.15.0), 20.04 LTS (5.4.0) : Oracle Linux 6, 7.6 UEK Release 5 Update 2; Oracle VM 3.4.6 (UEK Release 4 Update 7) : Citrix: Hypervisor: 8.0, 8.1, 8.2; XenServer 7.1, 7.4, 7.5, 7.6 : VMware vSphere: 6.0 U3, 6.5 U2 through U.3 & 6.7 U1 through U3, 7.0	
	<b>1.17 Bundle</b>	: Pre-installed Windows Datacenter 2019 : USB AP/INTL Keyboard/Mouse Kit : 3 Year Tech Care Basic Service	
<b>2.</b>	<b>PROVISION OF 17 UNITS - TOWER TYPE SERVER</b>		
	<b>2.1 Processor</b>	: at least Intel Xeon E-2314(4-Core, 2.8 GHz, 65W)	
	<b>2.2 Cache Memory</b>	: at least 8 MB L3 Cache 4 DIMMs (2 Channels/ 2 DIMMs per channel) Memory speed supports up to 2666 MT/s	
	<b>2.3 Memory</b>	: at least 16 GB UDIMM DDR4 3200 MT/s (1x 16 GB) 4 DIMMs (2 Channels/ 2 DIMMs per channel) Memory speed supports up to 2666 MT/s	
	<b>2.4 Network Controller</b>	: at least 1Gb Embedded 2-Port Ethernet Adapter	
	<b>2.5 Storage Controller</b>	: at least Intel Embedded VROC SATA software RAID (4 SATA ports support drive bays, 2 SATA ports support optional SATA AIC HHHH M.2 SSD Kit (878783-B21), and ) additional 1 SATA via onboard M.2 slot	
	<b>2.6 Storage</b>	: 2 x 1TB SATA 6G Business Critical 7.2K LFF RW 1-year Warranty Multi Vendor HDD	
	<b>2.7 Internal Storage</b>	: at least 4 LFF HDD Bays (NON-Hot Plug), 1 M.2 PCIe 3.0 x2/SATA slot	
	<b>2.8 PCI-Express Slots</b>	: at least 1 PCIe 4.0 slots, 3 PCIe 3.0 slots	
	<b>2.9 Power Supply</b>	: at least (1) 350W ATX Power Supply	
	<b>2.10 Fans</b>	: at least 1 non-hot plug, non-redundant system fan	
	<b>2.11 USB Port</b>	: at least 2 front, 4 rear, 1 internal	
	<b>2.12 Form Factor</b>	: at least Tower (4U)	
	<b>2.13 Warranty</b>	: 3-year parts, 3-year labor, 3-year onsite support with next business day response.	

	<b>2.14 Bundle</b>	: 9.5mm SATA DVD-RW Optical Drive	
		: Slim ODD Enablement Kit	
		: Microsoft Windows Datacenter 2019	
<b>3.</b>	<b>PROVISION OF 13 UNITS - LAPTOP</b>		
	<b>3.1 Processor</b>	: at least Ryzen 7-5800H octa	
	<b>3.2 Memory</b>	: at least 16GB DDR4 2DM 3200	
	<b>3.3 Storage</b>	: at least 512 GB PCIe, NVMe,TLC M.2 SSD	
	<b>3.4 Video Graphics</b>	: at least NVIDIA GeForce RTX 3050 4GB	
	<b>3.5 Display</b>	: at least 15.6 FHD Antiglare ultraslim IPS 250 nits 144Hz Narrow Border	
	<b>3.6 Wireless connectivity</b>	: at least Wi-Fi 6	
	<b>3.7 Ports</b>	: at least 1 USB Type-C, 2 SuperSpeed USB Type-A 1 HDMI 2.1; 1 RJ-45	
	<b>3.8 Battery</b>	: at least Up to 5 hours and 45 minutes	
	<b>3.9 Webcam</b>	: at least 720p	
	<b>3.10 Audio</b>	: at least Audio by B&O; Dual speakers; HP Audio Boost	
	<b>3.11 Operating System</b>	: at least Windows 11 Professional (Lifetime/Transferable)	
	<b>3.12 Productivity Tool</b>	: at least Microsoft Office 2021 (Lifetime/Transferable)	
	<b>3.13 Accessories/ Bundles per Unit</b>	: AC adapter and power cord Battery: 3 cell, 52Whr one (1) Carrying Bag (Backpack) one (1) Wired USB Mouse	
<b>4.</b>	<b>PROVISION OF 4 UNITS - DESKTOP COMPUTER ALL-IN-ONE (AIO)</b>		
	<b>4.1 Processor</b>	: at least Core i7 11th Gen	
	<b>4.2 Operating System</b>	: at least Windows 11 Professional (Lifetime/Transferable)	
	<b>4.3 Memory</b>	: at least 16 GB soDIMM DDR4 SDRAM	
	<b>4.4 Storage</b>	: at least 512 GB M.2 2280 PCI-E SSD	
	<b>4.5 Video Graphics (Dedicated)</b>	: at least NVIDIA GeForce 2GB	
	<b>4.6 Ports</b>	: with USB with RJ-45 GB Ethernet with Wireless LAN with Headphone and Microphone with DC power with HDMI with Speaker with Power	
	<b>4.7 Accessories/ Bundles per Unit</b>	: with AC adapter and power cord with Web camera with Wired Keyboard and Mouse with Microsoft Office Home with UPS 650VA/325 WATTS	

<b>5.</b>	<b>WARRANTIES</b>	
	<b>5.1</b> : shall be covered by at least one (1) year warranty, which include solution of problems encountered and labor onsite at no extra cost to the END-USER. The warranty period herein referred to shall be reckoned from the date of the END-USER's issuance of the Certificate of Completion.	
	<b>5.2</b> : at least seven (7) days outright Replacement	
	<b>5.3</b> : it warrants to the END-USER, in an unconditional, unqualified, absolute, full and direct manner, the laptops against incompatibilities or any defect, hidden, inherent or otherwise, which would render them unfit for the use for which it is intended, or which would diminish the fitness of its use to the extent that, had the END-USER been aware thereof, it would not have acquired the same. It also warrants to the END-USER, in an unconditional, unqualified, absolute, full and direct manner, that the laptops shall be free from any defects arising from poor design/workmanship, may develop during the normal use of the same.	
	<b>5.4</b> : it warrants that, unless authorized in writing by the END-USER, any software, algorithm, or code associated with the software provided to the END-USER shall, regardless, if pre-existing or developed for the END USER shall:  > contains no code and/or services, catering for unauthorized functionality, e.g, malware, backdoor, unauthorized remote access to or from the END-USER's network.  > contains no key, node lock, time-out, or other functions, whether implemented by electronic, mechanical, or other means, that restricts or may restrict the END-USER's use or access to any programs or data developed relative to the project.	

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Name of Company

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Signature Over Printed Name  
Of Authorized Representative

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Date

## **Section VIII. Required Forms**



## BID FORM

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

Bid Reference No.: \_\_\_\_\_

**To: *Philippine Fisheries Development Authority***  
*3/F PCA Annex Bldg. Elliptical Rd., Diliman Quezon City*

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

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____
_____	_____

(if none, state "None")]

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

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

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

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

### PRICE SCHEDULE FOR GOODS OFFERED FROM ABROAD

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

# FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Rack Mountable Web/Data Server		2						
2	Tower Type Server		17						
3	Laptop		13						
4	Desktop Computer ALL-IN-ONE (AIO)		4						

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

**To: *Philippine Fisheries Development Authority***  
*3/F PCA Annex Bldg. Elliptical Rd., Diliman Quezon City*

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

**[Iurat]**

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

## CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of  
PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and  
[name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other  
part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly  
[brief description of goods and services] and has accepted a Bid by the Supplier for the supply of  
those goods and services in the sum of *[contract price in words and figures in specified currency]*  
(hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - a. Schedule of Requirements;
    - b. Technical Specifications;
    - c. General and Special Conditions of Contract; and
    - d. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents 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;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:        for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

## OMNIBUS SWORN STATEMENT (REVISED)

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

**[[urat]**

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

## PERFORMANCE SECURING DECLARATION (REVISED)

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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

**[Iurat]**

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

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

# Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <b><u>or</u></b>
<input type="checkbox"/>	(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, <b><u>and</u></b>
<input type="checkbox"/>	(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; <b><u>and</u></b>
<input type="checkbox"/>	(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
<u>Technical Documents</u>	
<input type="checkbox"/>	(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; <b><u>and</u></b>
<input type="checkbox"/>	(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; <b><u>and</u></b>
<input type="checkbox"/>	(g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b><u>or</u></b> Original copy of Notarized Bid Securing Declaration; <b><u>and</u></b>
<input type="checkbox"/>	(h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b><u>and</u></b>
<input type="checkbox"/>	(i) Original duly signed Omnibus Sworn Statement (OSS); <b><u>and</u></b> 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.

<u>Financial Documents</u>	
<input type="checkbox"/>	(j) The Supplier's audited financial statements for CY 2019 and 2020, 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; <b><u>and</u></b>
<input type="checkbox"/>	(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); <b><u>or</u></b> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<b><i>Class "B" Documents</i></b>	
<input type="checkbox"/>	(l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <b><u>or</u></b> 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.
<u>Other documentary requirements under RA No. 9184 (as applicable)</u>	
<input type="checkbox"/>	(m) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.
<input type="checkbox"/>	(n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

<b>II. FINANCIAL COMPONENT ENVELOPE</b>	
<input type="checkbox"/>	(a) Bid Form
<input type="checkbox"/>	(b) Bid Price Schedule