

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **SUPPLY AND DELIVERY OF OFFICE FURNITURE AND EQUIPMENT FOR CGHRMC AND ITS SUPPORT UNITS FOR FY 2023 (REBIDDING)**

Government of the Republic of the Philippines

**Sixth Edition  
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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.



REPUBLIC OF THE PHILIPPINES

**COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND**

56 ML Quezon Street, Purok 1, New Lower Bicutan, Taguig City

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

# INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE AND EQUIPMENT FOR CGHRMC AND ITS SUPPORT UNITS FOR FY 2023 (REBIDDING)

1. The Coast Guard Human Resource Management Command (CGHRMC) of the Philippine Coast Guard (PCG) through the General Appropriations Act for FY 2023 intends to apply the sum of ***One Million One Hundred Twenty-Seven Thousand Nine Hundred Sixty Pesos (PhP 1,127,960.00)*** being the total ABC to payments under the contract for the **Supply and Delivery of Office Furniture and Equipment for CGHRMC and Its Support Units for FY 2023 (Rebidding)** broken down as follows:

LOT No.	DESCRIPTION	ABC
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)

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

2. The Coast Guard Human Resource Management Command now invites bids for the above Procurement Project. Delivery of the Goods is required based on the delivery schedule provided under Section VI (Schedule of Requirements) of this Bidding Documents commencing from the date of receipt of the Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from the Coast Guard Human Resource Management Command (CGHRMC) and inspect the Bidding Documents at the address given below from Monday to Friday during office hours from **08:00 AM to 05:00 P.M.**, except non-working days (i.e., Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **14 June 2023 to 04 July 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents based on the total ABC to be bid, pursuant to the latest Guidelines issued by the GPPB, in accordance with the following schedule:

ABC Range	Amount of Bidding Documents Fee
More than PhP500,000.00 up to PhP1,000,000.00	PhP1,000.00
More than PhP1,000,000.00 up to PhP5,000,000.00	PhP5,000.00
More than PhP5,000,000.00 up to PhP10,000,000.00	PhP10,000.00

6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through email*.
7. The ***Coast Guard Human Resource Management Command*** will hold a Pre-Bid Conference on **22 June 2023, 02:30 PM** at the Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **04 July 2023, 02:30 PM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **04 July 2023, 02:30 PM** at **Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bidders shall bear all costs associated with the preparation and submission of their bids, and the Coast Guard Human Resource Management Command will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



Bidders should note that the Coast Guard Human Resource Management Command will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The Coast Guard Human Resource Management Command assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is “DRAW LOTS,” in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a “CONGRATULATIONS” remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
12. The CGHRMC 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.
  13. For further information, please refer to:

**CG ENS ALEUNA SIGRID D PALITA**

Head, CGHRMC BAC Secretariat

Coast Guard Human Resource Management Command

56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City

Contact Number: 0968-880-7210

Email Address: cghrmc.hr4@gmail.com

14. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.coastguard.gov.ph](http://www.coastguard.gov.ph)

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**CG CAPT ARBIE T CASPILLO**  
BAC Chairperson

## *Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, Coast Guard Human Resource Management Command, wishes to receive Bids for the **Supply and Delivery of Office Furniture and Equipment for CGHRMC and Its Support Units for FY 2023 (Rebidding)** with identification number **IB No. 2023-008**.

The Procurement Project (referred to herein as “Project”) is composed of three (3) lots briefly described below and the details of which are described in Section VII (Technical Specifications).

LOT NO.	DESCRIPTION	ABC
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for General Appropriations Act for FY 2023 in the amount of ***One Million One Hundred Twenty-Seven Thousand Nine Hundred Sixty Pesos (PhP 1,127,960.00)*** with breakdown as follows:

LOT NO.	DESCRIPTION	ABC
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)

2.2. The source of funding is the General Appropriations Act.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

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

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

#### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

#### **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to at least fifty percent (50%) of the ABC, with details as follows:

<b>LOT No.</b>	<b>DESCRIPTION</b>	<b>ABC</b>
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)

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 at its physical address at the Coast Guard Human Resource Management Command – Satellite Training Institute (CGHRMC-STI) Conference Room, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City as indicated in paragraph 7 of the **IB**.

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

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

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

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

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.

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

dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

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

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

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in 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 for one hundred twenty (120) calendar days from the date of the Opening and Preliminary Examination of Bids. 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 (1) original and six (6) copies of the first and second components of its bid through their duly authorized representatives.

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 8 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 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

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

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case 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 by lot and shall have separate contracts for each lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. 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**.

## *Section III. Bid Data Sheet*

# Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Any Supply and Delivery of Furniture and/or Equipment</p> <p>b. Completed within the last five (5) years prior to the deadline for the submission and receipt of bids.</p>												
7.1	No portion of the contract shall be sub-contracted.												
12	The price of the Goods shall be quoted DDP at the Headquarters Coast Guard Human Resource Management Command, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table><tr><td>Lot No.</td><td><p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p><p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p><p>[at least Two Percent (2%) of the ABC]</p></td><td><p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p><p>[at least Five Percent (5%) of the ABC]</p></td></tr><tr><td>1</td><td>PhP 8,043.20</td><td>PhP 20,108.00</td></tr><tr><td>2</td><td>PhP 8,900.00</td><td>PhP 22,250.00</td></tr><tr><td>3</td><td>PhP 5,616.00</td><td>PhP 14,040.00</td></tr></table>	Lot No.	<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p>[at least Two Percent (2%) of the ABC]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p>[at least Five Percent (5%) of the ABC]</p>	1	PhP 8,043.20	PhP 20,108.00	2	PhP 8,900.00	PhP 22,250.00	3	PhP 5,616.00	PhP 14,040.00
	Lot No.	<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p>[at least Two Percent (2%) of the ABC]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p>[at least Five Percent (5%) of the ABC]</p>										
	1	PhP 8,043.20	PhP 20,108.00										
	2	PhP 8,900.00	PhP 22,250.00										
	3	PhP 5,616.00	PhP 14,040.00										

19.3	<p>Partial bids (bids per lot) are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal <b>on any or all lots</b> and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table><tr><th>LOT No.</th><th>DESCRIPTION</th><th>MINIMUM AMOUNT OF THE NFCC</th></tr><tr><td>1</td><td>Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)</td><td>Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)</td></tr><tr><td>2</td><td>Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)</td><td>Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)</td></tr><tr><td>3</td><td>Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)</td><td>Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)</td></tr></table>	LOT No.	DESCRIPTION	MINIMUM AMOUNT OF THE NFCC	1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)	2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)	3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)
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3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)											
20.2	<p>The bidder having the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) shall submit within a non-extendible period of five (5) calendar days from the BAC Notice as the LCB/SCB, the latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</p> <p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <ol style="list-style-type: none"><li>1. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and</li><li>2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</li></ol>												
21.2	<p>The bidder having the Lowest/Single Calculated Responsive Bid shall submit a Certificate of No Pending Case within ten (10) calendar days from receipt of the Notice of Award (NOA).</p>												

## ***Section IV. General 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. 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 replace the defective Goods 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*



## Special Conditions of Contract

GCC Clause	
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><i>For Goods supplied from abroad:</i></p> <p>The delivery terms applicable to the Contract are DDP delivered Coast Guard Human Resource Management Command (CGHRMC), 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City, Philippines. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i> The delivery terms applicable to this Contract are delivered Coast Guard Human Resource Management Command (CGHRMC), 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City, Philippines. 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 are:</p> <p style="padding-left: 40px;"><b>CG ENS KURT DENZEL T ALINTON</b> Deputy Chief of Human Resource Staff for Logistics, HR – 4 Coast Guard Human Resource Management Command (CGHRMC) 56 Manuel L. Quezon St., New Lower Bicutan, Taguig Email: <a href="mailto:kurtalinton02@gmail.com">kurtalinton02@gmail.com</a> Contact Number: 0968-882-5833</p> <p style="padding-left: 40px;"><b>CG LTJG RIGELYN B MOJICA</b> Officer-in-Charge, Logistics Branch Coast Guard Special Service Office (CGSSO) Muelle dela Industria Farola Compound, Binondo, Manila Email: <a href="mailto:ridgemojicapcg@gmail.com">ridgemojicapcg@gmail.com</a>  Contact Number: 0917-183-2112</p> <p style="padding-left: 40px;"><b>CG ENS JANFRED T JAVIER</b> Officer-in-Charge, Logistics Branch</p>

	<p>Coast Guard Gender and Development (CGGAD)  56 Manuel L. Quezon St., New Lower Bicutan, Taguig  Email: <a href="mailto:jfjavier173@gmail.com">jfjavier173@gmail.com</a>  Contact Number: <b>0917-636-4621</b></p>
	<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 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>
2.2	<p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> <li>➤ No advance payment is allowed.</li> <li>➤ Full payment shall be made upon completion of one hundred percent (100%) delivery of the items under the contract and upon submission of the invoices describing the goods delivered, subject to accounting and auditing rules and procedures.</li> </ul>
4	<p>The inspections and tests that will be conducted are follows:</p> <ul style="list-style-type: none"> <li>• The inspection and test shall be conducted during the actual day of delivery on the designated place of activity.</li> <li>• Only items in conformity with the required quantity and technical specifications shall be accepted.</li> </ul>

## *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.

Description	Quantity	Total	Delivered, Weeks/Months
<b>Lot 1</b>			
<b>Supply and Delivery of Office Furniture and Equipment for CGHRMC</b>  Items must meet the minimum specifications indicated as follows:  1. Office Cubicles - Material: Combination of Fabric & Laminated partition MFC Board w/ PVC banding - Size: H 120 cm x L 100 cm x D 75 cm - Design: w/ 3-drawer pedestal, lock & key  2. Wardroom Table and Chairs - Material (Table & Chair): Medium Density Fiberboard w/ Veneer & Cushioned Seat Chairs - Dimensions (Table): W1500 x D800 x H750 MM (Chair): W400 x	15 sets	15 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
	2 sets	2 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.

Description	Quantity	Total	Delivered, Weeks/Months
<p>D500 x H900 MM</p> <ul style="list-style-type: none"> <li>- Design: 8-seater Retractable Modern Dining Set</li> </ul> <p>3. Mess Hall Table</p> <ul style="list-style-type: none"> <li>- Material: Laminated Wood Medium Density Fiberboard</li> <li>- Dimensions (Table): W1500 x D800 x H750 MM</li> <li>- Design: 8-seater Retractable Dining Set</li> </ul> <p>4. Steel Filing Cabinets</p> <ul style="list-style-type: none"> <li>- 4 Drawer Vertical Filing Cabinet with Safety Box</li> <li>- Anti-Tilt Lock Mechanism</li> <li>- With Steel Handle Lock</li> <li>- Compatible with A4, FC, letter and legal size files</li> <li>- Dimensions: (HXWXD): 134 X 46 X 62 cm</li> </ul> <p>5. Corkboards</p> <ul style="list-style-type: none"> <li>- Size: L – 4 ft W – 6 ft</li> <li>- Design: w/ Aluminum Frame</li> </ul> <p>6. Whiteboards</p>	<p>3 sets</p> <p>20 sets</p> <p>5 sets</p>	<p>3 sets</p> <p>20 sets</p> <p>5 sets</p>	<p>Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.</p> <p>Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.</p> <p>Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.</p>

Description	Quantity	Total	Delivered, Weeks/Months
<ul style="list-style-type: none"> <li>- Size: L – 4 ft W – 6 ft</li> <li>- Design: w/ Aluminum Frame &amp; Movable Stand</li> </ul>	5 sets	5 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
7. Emergency Lights <ul style="list-style-type: none"> <li>- Automatic Operation (turns on instantly when power is cut-off)</li> <li>- Equipped with Overcharging protection</li> <li>- Fuse protected</li> <li>- Illuminates areas more than 1 lux</li> <li>- Light Source: 2x1W High Power SMT LED</li> <li>- Battery: 4V 4.0Ah Sealed Lead Acid</li> <li>- Charging Time: 20 hours</li> <li>- Performance Time: 6 hours (at full charge)</li> </ul>	20 sets	20 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
<b>Lot 2</b>			
<b>Supply and Delivery of Office Furniture and Equipment for CGSSO</b>  Items must meet the minimum specifications indicated as follows:			
1. Executive Table Dimensions: <ul style="list-style-type: none"> <li>- Main Table (LXDXH): 1600 x 700 x 750 mm</li> </ul>	1 set	1 set	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.

Description	Quantity	Total	Delivered, Weeks/Months
<ul style="list-style-type: none"> <li>- Side Cabinet (LXDXH): 1200 x 450 x 650 mm</li> <li>Specifications:</li> <li>- Table Top : 25 mm thick</li> <li>- Structure: E1 Moisture Resistant Board</li> <li>- Sidings in 2 mm PVC edge band Machine Pressed</li> <li>Inclusions:</li> <li>- One (1) built-in One (1) wire management top cover in silver aluminum finish (16 cm L x 8 cm D) without socket</li> <li>- One (1) drawer cabinet with central lock mechanism in soft closed</li> <li>- One (1) swing door cabinet with lock and key</li> <li>- Three (3) layer open shelves</li> <li>- Metal legs : 1 x 3 metal steel in customized powder coated finish</li> <li>- Adjustable feet leveler</li> </ul>			
<p>2. Office Table and Chairs</p> <p>Package Inclusions:</p> <ul style="list-style-type: none"> <li>- Table Model: St – 63</li> </ul>	12 sets	12 sets	<p>Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.</p>



Description	Quantity	Total	Delivered, Weeks/Months
<ul style="list-style-type: none"> <li>- Chair Model: Nc – 16</li> <li>Dimensions:</li> <li>- Main Table (LXDXH): 1500 x 600 x 750 mm</li> <li>Specifications:</li> <li>- Structure: E1 Moisture Resistant Board</li> <li>- E1 Boards with high end components built using new technology that makes furniture moisture resistant and more durable, highly essential for long term use making it the best choice for all furniture types.</li> <li>- Finish: E1 standard available in seven (7) finishes</li> <li>- Top+Legs: 25 mm thick board</li> <li>- Cabinet carcass: 18 mm thick</li> <li>- Sidings in 2mm PVC edge band</li> <li>- Max Weight Capacity 60 Kg</li> <li>Features:</li> <li>- With built in 1 PVC grommet</li> <li>- With modesty panel in 40 cm height</li> <li>- With three (3) drawer fix</li> </ul>			

Description	Quantity	Total	Delivered, Weeks/Months
cabinet with central lock mechanism - Metal Brackets - Adjustable feet leveler  3. Airconditioning Units (2.5hp) Dimensions: - Indoor: 32.9H X 112W X 24.7L cm - Outdoor: 66H X 96.8W X 40L cm Features: - 2.5 HP Inverter - Full DC Inverter - Smart Controller - On-voice Command - Cold Plasma - Blue Fin Technology - Self-clean function - Wattage: 1820 watts (364- 2184) - Power Supply: 1HP / 230V / 60Hz - Rated Power: 2,350 W - Cooling Capacity: 25,785 Kj/hr	4 units	4 units	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
4. Filling Cabinet (Metal) 4D VERTICAL CABINET WITH SAFETY BOX Description:		10 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.

Description	Quantity	Total	Delivered, Weeks/Months
- 4 Drawer Vertical Filing Cabinet with Safety Box - Anti-Tilt Lock Mechanism - With Steel Handle Lock - Compatible with A4, FC, letter and legal size files Dimensions: (HXWXD): 134 X 46 X 62 cm	10 sets		
<b>Lot 3</b>			
<b>Supply and Delivery of Office Furniture and Equipment for CGGAD</b>  Items must meet the minimum specifications indicated as follows:			
1. Office Tables - Modular Free Standing Table with 1 piece mobile pedestal drawer and 1 piece center drawer - 30mm thickness top - Aluminum cold rolled sheet in gauge 22 body frame - Powder coated and oven baked finish - With lock and keys - Light gray or Beige color	6 sets	6 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
2. Office Chairs	15 sets	15 sets	Within Sixty (60) calendar days from the date of receipt by the

Description	Quantity	Total	Delivered, Weeks/Months
(Rotating) - Mid-Back and a combination of mesh and fabric - With tilt mechanism - Adjustable seat height - 360-degree swivel function - Color: Black - Dimensions: 92-100(H) x 57(W) x 56(D) cm			winning supplier of the Notice to Proceed.
3. Whiteboards Size: L- 4 ft W- 6 ft Design: w/ Aluminum Frame & Movable stand	3 sets	3 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
4. Steel Filing Cabinets Description: - 4 Drawer Vertical Filing Cabinet with Safety Box - Anti-Tilt Lock Mechanism - With Steel Handle Lock - Compatible with A4, FC, letter and legal size files - Dimensions: (HXWXD): 134 X 46 X 62 cm	4 sets	4 sets	Within Sixty (60) calendar days from the date of receipt by the winning supplier of the Notice to Proceed.
5. Airconditioning Units (2.5 HP)			Within Sixty (60) calendar days from the date of receipt by the

Description	Quantity	Total	Delivered, Weeks/Months
Dimensions: - Indoor: 32.9H X 112W X 24.7L cm - Outdoor: 66H X 96.8W X 40L cm Features: - 2.5 HP Inverter - Full DC Inverter - Smart Controller - On-voice Command - Cold Plasma - Blue Fin Technology - Self-clean function - Wattage: 1820 watts (364-2184) - Power Supply: 1HP / 230V / 60Hz - Rated Power: 2,350 W - Cooling Capacity: 25,785 Kj/hr	2 units	2 units	winning supplier of the Notice to Proceed.

Conforme:

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of

\_\_\_\_\_  
*(Please indicate name of company)*



REPUBLIC OF THE PHILIPPINES

COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND

56 ML Quezon Street, Purok 1, New Lower Bicutan, Taguig City

## *Section VII. 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. 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>

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
<b>Lot 1</b>		
<b>Supply and Delivery of Office Furniture and Equipment for CGHRMC</b>	<p>Items must meet the minimum specifications indicated as follows</p> <p>1. Office Cubicles (15 sets)</p> <p>Material:</p> <ul style="list-style-type: none"> <li>- Combination of Fabric &amp; Laminated partition</li> <li>- MFC Board w/ PVC banding</li> </ul> <p>Size:</p> <ul style="list-style-type: none"> <li>- H 120 cm x L 100 cm x D 75 cm</li> </ul> <p>Design:</p> <ul style="list-style-type: none"> <li>- w/ 3-drawer pedestal, lock &amp; key</li> </ul>	<p><b>Statement of Compliance:</b></p> <p>_____</p>






PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	 <p>4. Steel Filing Cabinets (20 sets)</p> <ul style="list-style-type: none"> <li>- 4 Drawer Vertical Filing Cabinet</li> <li>- Anti-Tilt Lock Mechanism</li> <li>- With Steel Handle Lock</li> <li>- Compatible with A4, FC, letter and legal size files</li> <li>- Dimensions: (HXWXD): 134 X 46 X 62 cm</li> </ul> 	<hr/>






PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<ul style="list-style-type: none"> <li>- E1 Boards with high end components built using new technology that makes furniture moisture resistant and more durable, highly essential for long term use making it the best choice for all furniture types.</li> <li>- Finish: E1 standard available in seven (7) finishes</li> <li>- Top+Legs: 25 mm thick board</li> <li>- Cabinet carcass: 18 mm thick</li> <li>- Sidings in 2mm PVC edge band</li> <li>- Max Weight Capacity 60 Kg</li> </ul> <p>Features:</p> <ul style="list-style-type: none"> <li>- With built in 1 PVC grommet</li> <li>- With modesty panel in 40 cm height</li> <li>- With three (3) drawer fix cabinet with central lock mechanism</li> <li>- Metal Brackets</li> <li>- Adjustable feet leveler</li> </ul> <p>3. Airconditioning Units 2.5HP (4 units)</p> <p>Dimensions:</p> <ul style="list-style-type: none"> <li>- Indoor: 32.9H X 112W X 24.7L cm</li> <li>- Outdoor: 66H X 96.8W X 40L cm</li> </ul> <p>Features:</p> <ul style="list-style-type: none"> <li>- 2.5 HP Inverter</li> <li>- Full DC Inverter</li> <li>- Smart Controller</li> <li>- On-voice Command</li> <li>- Cold Plasma</li> <li>- Blue Fin Technology</li> <li>- Self-clean function</li> <li>- Wattage: 1820 watts (364-2184)</li> <li>- Power Supply: 1HP / 230V / 60Hz</li> <li>- Rated Power: 2,350 W</li> <li>- Cooling Capacity: 25,785 Kj/hr</li> </ul>	<hr/>

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	<p>4. Filing Cabinet, Metal (10 sets)</p> <p>4D VERTICAL CABINET WITH SAFETY BOX</p> <p>Description:</p> <ul style="list-style-type: none"> <li>- 4 Drawer Vertical Filing Cabinet with Safety Box</li> <li>- Anti-Tilt Lock Mechanism/ KD</li> <li>- With Steel Handle Lock</li> <li>- Compatible with A4, FC, letter and legal size files</li> </ul> <p>Dimensions: (HXWXD): 134 X 46 X 62 cm</p> 	<hr/>





PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
	 <p>5. Airconditioning Units, 2.5 HP (2 units)</p> <p>Dimensions:</p> <ul style="list-style-type: none"> <li>- Indoor: 32.9H X 112W X 24.7L cm</li> <li>- Outdoor: 66H X 96.8W X 40L cm</li> </ul> <p>Features:</p> <ul style="list-style-type: none"> <li>- 2.5 HP Inverter</li> <li>- Full DC Inverter</li> <li>- Smart Controller</li> <li>- On-voice Command</li> <li>- Cold Plasma</li> <li>- Blue Fin Technology</li> <li>- Self-clean function</li> <li>- Wattage: 1820 watts (364-2184)</li> <li>- Power Supply: 1HP / 230V / 60Hz</li> <li>- Rated Power: 2,350 W</li> <li>- Cooling Capacity: 25,785 Kj/hr</li> </ul>	<hr/>



OTHER REQUIREMENTS	Please indicate either: “Comply” or “Not Comply”
<b>General Terms and Conditions</b>	
1. Bidders shall provide correct and accurate information required in this form.	
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.	
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.	
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.	
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.	
6. Any interlineations, erasures or overwriting shall be valid only if they are countersigned or initialed by you or any of your duly authorized representative/s.	
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.	
8. CGHRMC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.	
<p>9. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.</p> <p>The winning Supplier or Service Provider shall send its billing to the Coast Guard Human Resource Management Command, 56 ML Quezon Street., Purok 1, New Lower Bicutan, Taguig City together with all the necessary documentary evidence duly filled up and signed by the authorized PCG officers and personnel who received the items as basis of payment.</p>	

10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, CGHRMC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.	
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGHRMC shall rescind the contract once the cumulative amount of liquidated damages reaches to ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.	
12. The bidder must include sample brochures or pictures of each item for pre-approval of the TWG to comply with the acceptance parameters.	

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of  
 \_\_\_\_\_  
*(Please indicate name of company)*



REPUBLIC OF THE PHILIPPINES

COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND

56 ML Quezon Street, Purok 1, New Lower Bicutan, Taguig City

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

## Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and six (6) copies of the first and second components of its bid through their duly authorized representatives.

Each bidder shall submit **separate bids for each lot items**.

All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the BAC with the following details:

**BIDS AND AWARDS COMMITTEE (BAC)  
PHILIPPINE COAST GUARD – COAST GUARD HUMAN RESOURCE  
MANAGEMENT COMMAND**

- d. bear the specific identification of this bidding process; **and**
- e. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids.

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class “A” Documents*

##### Legal Documents

- ☐ Valid and updated Philippine Government Electronic Procurement System (PhilGEPS) Platinum Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

**OR**

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; **AND**
2. Valid 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.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND**

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
4. Latest Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

**OR**

In lieu of the PhilGEPS Platinum Certificate of Registration and Platinum Membership, bidders shall submit all of the proceeding valid and/or updated Class "A" Eligibility Documents; provided that the bidder having the LCB/SCB submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process;

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures, DTI Registration Certificate for sole proprietorship, or CDA Registration Certificate for cooperatives;
2. Valid 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.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
4. Latest AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Technical Documents

- ☐ (f) 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.

The Statement of all On-going and Completed Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- Contract period;
- owner's name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

- ☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, completed within the last five (5) years prior to the deadline for the Submission and Receipt of Bids equivalent to at least fifty percent (50%) of the ABC, detailed as follows:

LOT NO.	DESCRIPTION	MINIMUM AMOUNT OF THE SLCC
T h 1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Two Hundred One Thousand Eighty Pesos (PhP201,080.00)
e 2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Two Hundred Twenty-Two Thousand Five Hundred Pesos (PhP222,500.00)
a t 3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	One Hundred Forty Thousand Four Hundred Pesos (PhP140,400.00)

m

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate the following:

- (a) name of the contract;
- (b) date of the contract;
- (c) contract period;
- (d) owner's name and address;
- (e) kinds of goods;
- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (h) date of delivery (actual date of delivery for the single largest completed contract); and
- (i) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and
- b) Contact Details (telephone/fax/cellphone number and/or email address)

- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission, based on the following schedule:

Lot No.	d) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;  e) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank  [at least Two Percent (2%) of the ABC]	f) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project  [at least Five Percent (5%) of the ABC]
1	PhP 8,043.20	PhP 20,108.00
2	PhP 8,900.00	PhP 22,250.00
3	PhP 5,616.00	PhP 14,040.00

**OR;**

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ (i) Conformity with the Schedule of Requirements provided under Section VI (Schedule of Requirements), **and**;
- (j) Conformity Technical Specifications; **and**
- ☐ (k) Brochures of items to be offered which complies with the minimum technical specification parameters;

- (l) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*)

#### Financial Documents

- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be **at least equal to the ABC** detailed as follows:

LOT No.	DESCRIPTION	MINIMUM AMOUNT OF THE NFCC
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC, calculated 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.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.



For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

**OR;**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank detailed as follows:

<b>LOT No.</b>	<b>DESCRIPTION</b>	<b>MINIMUM AMOUNT OF COMMITTED LINE OF CREDIT</b>
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Forty Thousand Two Hundred Sixteen Pesos (PhP40,216.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Forty-Four Thousand Five Hundred Pesos (PhP44,500.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Twenty-Eight Thousand Eighty Pesos (PhP28,080.00)
<b>TOTAL</b>		<b>One Million One Hundred Twenty-Seven Thousand Nine Hundred Sixty Pesos (PhP 1,127,960.00)</b>

***Class "B" Documents***

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

**OR;**

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

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

In case any of the eligibility documents submitted to PhilGEPS by any of the partners of the joint venture is not updated, a combination of a valid PhilGEPS Platinum Certificate of Registration and Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
2. Valid 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;
3. Valid Tax Clearance Certificate; and
4. Latest AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

In the event that one of the partners of the joint venture does not have a valid and updated PhilGEPS Platinum Certificate of Registration and Membership, then it shall submit the following eligibility documents:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
2. Valid 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;
3. Valid Tax Clearance Certificate; and
4. Latest AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

## **24 FINANCIAL COMPONENT ENVELOPE**

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

All financial bids shall be rounded up to two (2) decimal places.

# ***Section IX. Bidding Forms***

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## 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 Amount and Purpose of of agent Currency, 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: \_\_\_\_\_

**For Goods Offered From Abroad**  
**[shall be submitted with the Bid if bidder is offering goods from Abroad]**

**Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_. Page of \_\_\_\_.

Lot Nr	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)

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**\*BIDDERS SHALL NOT ALTER THIS FORM**

**For Goods Offered From Within the Philippines**  
**[shall be submitted with the Bid if bidder is offering goods from within the Philippines]**

**Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Prospective bidders have the option to indicate the appropriate amount, “0” or “Not Applicable (N/A)” for columns 6, 7 and 8. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Lot Nr	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 applicabl e, per item	Total Price, per unit (col 5+6+7+ 8)	Total Price delivered Final Destinati on (col 9) x (col 4)

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**\*BIDDERS SHALL NOT ALTER THIS FORM**

## Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

---

### 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);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. 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]*

## ACKNOWLEDGEMENT

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

BEFORE ME, a Notary Public for and in City of \_\_\_\_\_, Philippines, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared:

**NAME**

**ID ISSUED AT/ON**

\_\_\_\_\_

known to me and known to be the same person who execute the foregoing instrument consisting of \_\_\_\_\_ (\_\_) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his/her free and voluntary act and deed and that of the Corporation/Sole Proprietorship he/she represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Doc No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.

## OMNIBUS SWORN STATEMENT

---

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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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## BID SECURING DECLARATION FORM

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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

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

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## STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_, Page of \_\_\_\_.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Date of Delivery (Please indicate estimated date of delivery)	Amount of Contract	Value of Outstanding Contracts
<b>Government Contracts:</b>								
<b>Private Contracts:</b>								
<b>Total</b>								

\_\_\_\_\_  
[Signature of the Authorized Rep.]

\_\_\_\_\_  
[in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-going government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*



## STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_, Page of \_\_\_\_.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;	Date of Delivery (Please indicate actual date of delivery)

\_\_\_\_\_  
[Signature of the Authorized Rep.]

\_\_\_\_\_  
[in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)

### **NOTE:**

**Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.**

## NFCC COMPUTATION

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_. Page of \_\_\_\_.

ABC		
LOT No.	DESCRIPTION	MINIMUM AMOUNT OF THE ABC
1	Supply and Delivery of Office Furniture and Equipment for CGHRMC (Rebidding)	Four Hundred Two Thousand One Hundred Sixty Pesos (PhP 402,160.00)
2	Supply and Delivery of Office Furniture and Equipment for CGSSO (Rebidding)	Four Hundred Forty-Five Thousand Pesos (PhP 445,000.00)
3	Supply and Delivery of Office Furniture and Equipment for CGGAD (Rebidding)	Two Hundred Eighty Thousand Eight Hundred Pesos (PhP 280,800.00)
DETAILS		AMOUNT
Current Assets		
Minus		
Current Liabilities		
Difference of Current Assets and Current Liabilities		
Multiplied by		
K		15
Total (Product)		
Minus		
Total value of all outstanding contracts, including those awarded but not yet started		
Total NFCC Computation		

\_\_\_\_\_  
*[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
 (Please indicate name of company)

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

X-----X

### PERFORMANCE SECURING DECLARATION

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/manufacturer/ 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 if in case it is my first offense, or two (2) years if I have a prior similar 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 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'S AUTHORIZED REPRESENTATIVE]*

*[Insert Signatory's Legal Capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

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# DIAGRAM FOR THE SEALING AND MARKING OF THE BID ENVELOPES

