

PHILIPPINE BIDDING DOCUMENTS

Supply and Delivery of Semi-Expendable Furniture and Fixture for CGWCEISC Multi-Purpose Building

Government of the Republic of the Philippines

**Sixth Edition
29 April 2025**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



**PHILIPPINE COAST GUARD
HEADQUARTERS COAST GUARD WEAPONS, COMMUNICATIONS,
ELECTRONICS AND INFORMATION SYSTEM COMMAND**

F. Ortigas Street, Brgy Addition Hills,
Mandaluyong City

**INVITATION TO BID FOR
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE
FURNITURE AND FIXTURE FOR CGWCEISC
MULTI-PURPOSE BUILDING**

1. The *Philippine Coast Guard-CGWCEISC* through the *General Appropriations Act CY 2025* intends to apply the sum of ***Five Million Five Hundred Nine Thousand Eight Hundred Seventy-Seven Pesos Only (Php 5,509,877.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Supply and Delivery of Semi-Expendable Furniture and Fixture for CGWCEISC Multi-Purpose Building***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Philippine Coast Guard-CGWCEISC* 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from *CGWCEISC-Procurement Unit* and inspect the Bidding Documents at the address given below from Monday to Friday during office hours 08:00 AM to 05:00 PM. Except non-working days (i.e., Saturday and Sunday), legal holiday, or special non-working holiday, or other non-working 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 *29 April 2025* from the given address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in **person or through email.**

6. The *Philippine Coast Guard- CGWCEISC* will hold a **Pre-Bid Conference** on *14 1000H May 2025 at Headquarters, CGWCEISC, Conference Room, F. Ortigas St., Brgy. Addition Hills, Mandaluyong City and/or Via Zoom*, which shall be open to prospective bidders.

Meeting ID: 899 1914 9950

Passcode: 997455

7. Bids must be duly received by the BAC Secretariat at the address below on or before **26 May 2025 at 08:00AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. **Bid Opening** shall be on **26 May 2025 at 09:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Philippine Coast Guard- CGWCEISC 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

ENS PERLINA S ASANI PCG

Commanding Officer, CGWCEISC Procurement Unit

Coast Guard Weapons, Communications, Electronics and Information System Command

F. Ortigas St., Brgy., Addition Hills, Mandaluyong City

Cellphone Number: 0991-472-3476

Landline Number: (02)533-3263

Email Address: cgwprocurement@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

- a. PhilGEPS Website at www.philgeps.gov.ph
- b. PCG Website at www.coastguard.gov.ph

(05 May 2025)



RADM ROSEN Y DE GUZMAN PCG
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Philippine Coast Guard – Coast Guard Weapons Communication, Electronics and Information System Command (PCG-CGWCEISC)* wishes to receive Bids for the Supply and Delivery of Semi-Expendable Furniture and Fixture for CGWCEISC Multi-Purpose Building with **IB No. 042025-002**.

The Procurement Project (referred to herein as “Project”) is composed of *twenty-seven* (27) items, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *General Appropriations Fund for CY 2025* in the amount of ***Five Million Five Hundred Nine Thousand Eight Hundred Seventy-Seven Pesos Only (Php 5,509,877.00)***.

2.2. The source of funding is under NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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

DESCRIPTION	MINIMUM AMOUNT OF THE SLCC
Five Million Five Hundred Nine Thousand Eight Hundred Seventy-Seven Pesos Only (Php 5,509,877.00).	Php 1,377,469.25

- 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

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **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 the **BDS**.
- 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 the **BDS**.

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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***One Hundred Twenty (120) Calendar Days***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Supply and Delivery of Semi-Expendable Furniture and Fixture for CGWCEISC Multi-Purpose Building.</i> b. <i>completed within five (5) years prior to the deadline for the submission and receipt of bids.</i>
7.1	<i>No portion of the contract shall be subcontracted</i>
12	The price of the Goods shall be quoted DDP <i>Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <u>Php 110,197.54</u> <i>or at least equivalent to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>Php 275,493.85</u> <i>or at least equivalent to five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	One (1) lot
20.2	<i>No further instructions</i>
21.2	<i>No further Instructions.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

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 VII (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

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

6. Liability of the Supplier

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

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i></p> <p>“The delivery terms applicable to the Contract are DDP delivered aboard at Headquarters, CGWCEISC, F. Ortigas St., Brgy. Addition Hills, Mandaluyong City. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered aboard at Headquarters, CGWCEISC, F. Ortigas St., Brgy. Addition Hills, Mandaluyong City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="padding-left: 40px;"> ENS PERLINA S ASANI PCG Commanding Officer, CGWCEISC-Procurement Unit Coast Guard Weapons, Communications, Electronics and Information Systems Command F. Ortigas St., Brgy Addition Hills, Mandaluyong City Cellphone Number: 0991-472-3476 Landline Number: (02)533-3263 Email Address: cgwprocurement@gmail.com </p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p>



	<ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>




	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> - Partial payment is allowed - Payment shall be made after and upon submission of the required supporting documents, i.e., Order Slip/Billing Statement by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land bank of the Philippines, shall credit the amount



	<p>due the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.</p>
4	<p>The inspections and tests that will be conducted are as follows:</p> <ul style="list-style-type: none"> • The inspection and test shall be undertaken to Office Address indicated in the Technical Specification • All items delivered shall be checked by Technical Inspection and Acceptance Committee (TIAC) Members. <p>Acceptance Parameters: Only items that conform with the technical specification shall be accepted.</p>




Section VI. Schedule of Requirements




The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.




Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Conference Table  Size: 360cm L x 120cm W Features: Integrated cable management and cable grommets Top: Solid Wood Top Min. Thickness: 2cm Frame: Powder-coated steel legs	6	6	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
2	Console Table  Size: 1200mm L x 400mm W x 750mm H Top: Solid Wood Top Min. Thickness: 2cm Frame: Solid Wood	10	10	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.




3	Mattress Single  <p>Type: Medium-firm foam</p> <p>Size: 915mm W x 1900mm L x 150mm H</p>	7	7	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
4	Executive Table  <p>Cable Access: Cable grommets with wire tray underneath</p> <p>Material: Solid Wood</p> <p>Top Min. Thickness: 2cm</p> <p>Drawers: Integrated 3-drawer pedestal, soft-close slides</p> <p>Size: 1600mm L x 600mm W x 750mm H</p>	10	10	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
5	Executive Chair 	10	10	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.




	<p>Backrest: High-back with padded headrest</p> <p>Material: Faux Leather</p> <p>Features: Tilt mechanism, adjustable height, wheeled</p> <p>Base: Steel Legs</p> <p>Armrest: Adjustable PU-padded</p>			
6	<p>Office Chair</p>  <p>Material: Faux Leather</p> <p>Features: Adjustable height</p> <p>Armrest: Adjustable PU-padded</p> <p>Base: Steel Legs</p>	100	100	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
7	<p>Monoblock Chair</p>  <p>Features: Stackable, UV-resistant</p> <p>Weight Capacity: Minimum 100 kg</p> <p>Material: Polypropylene</p>	200	200	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
8	<p>Monoblock Table (Square)</p>	30	30	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP)



	 <p>Features: Removable Legs, UV-resistant</p> <p>Material: Polypropylene</p> <p>Size: 800mm x 800mm x 720mm H</p>			at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
9	<p>Student Study Chair with Desk Arm</p>  <p>Desk Arm: Foldable writing surface</p> <p>Material: Polypropylene</p> <p>Frame/Legs: Powder coated steel</p> <p>Weight Capacity: Minimum 100 kg</p> <p>Feature: Stackable</p>	150	150	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
10	<p>Foldable Table (Rectangular)</p>  <p>Size: 1800mm L x 750mm W x 750mm H</p>	30	30	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.




	<p>Top: Polypropylene</p> <p>Features: Foldable powder coated steel legs</p> <p>Locking Mechanism: Secure fold-lock system</p>			
11	<p>Computer Table</p>  <p>Size: 1000mm W x 600mm D x 750mm H</p> <p>Features: Cable grommets/holes, CPU holder</p> <p>Top Min. Thickness: 1.5cm</p>	70	70	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
12	<p>Mesh Chair</p>  <p>Frame: Powder-coated metal</p> <p>Seat: Fabric</p> <p>Backrest: Mesh</p>	50	50	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
13	<p>Sofa Set</p>  <p>Cushion: High-density foam, layered for comfort</p>	5	5	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.

	Upholstery: Fabric, Removable Covers Features: 2 pieces (2-seater + 1-seater)			
14	Coffee Table  Size: 900mm x 600mm x 450mm H Top: Tempered glass Base: Stainless steel or engineered wood	5	5	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
15	Side Table  Size: 450mm L x 250mm W x 500mm H Top: Solid Wood Base: Powder Coated Metal	6	6	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
16	Office Cubicle  Features: 3-Staff Side by Side with partition	60	60	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.

	Size: 372cm L x 60cm W x 75cm H Top Min. Thickness: 1.5cm			
17	Metal Cabinet  Layers: 5 Layers, Vertical Material: Powder Coated Metal Doors: Swing doors, lockable	40	40	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
18	Table  Size: 120cm L x 75cm H Top Min. Thickness: 2cm Material: Solid Wood	2	2	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
19	Bed Frame for Single Mattress  Size: 75in L x 36in W Material: Powder Coated Steel	7	7	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.



20	Exhaust Fan  <p>Size: 20cm x 20cm</p> <p>Features: Wall mounting</p>	20	20	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
21	Filing Cabinet  <p>Layers: 4 Layered Pedestal, Vertical</p> <p>Rails: Ball-bearing slides for smooth operation</p> <p>Material: Steel, powder-coated</p>	35	35	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
22	Wardrobe  <p>Features: 2 doors, 2 drawers</p> <p>Material: Solid Wood</p> <p>Doors: Hinged</p> <p>Cabinet: Sliding</p>	6	6	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.






	Interior: Hanging rod, drawers, shelves Size: 1200mm W x 600mm D x 2000mm H			
23	Office Wall Cabinet  Size: 1200mm W x 350mm D x 600mm H Features: 2 partitions Mounting: Wall-mounted Material: Solid Wood	35	35	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
24	Steel Rack  Size: 900mm W x 400mm D Layers: 4 Layers, Vertical, Adjustable Height Material: Steel Finish: Powder Coated	35	35	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
25	Vertical Blinds	100	100	- Within Thirty (30) calendar days from the date of receipt of the



	 <p>Color: Light Grey</p> <p>Operation: Chain Mechanism</p> <p>Mounting: Inside or outside window recess</p> <p>Size: 59cm H x 42cm W</p>			Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
26	<p>Tube Light Bulb</p>  <p>Size: T8</p> <p>Power: 32watts, 220v</p> <p>Light Color: Daylight</p>	20	20	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.
27	<p>Backlit Slim Downlight Lightbulb</p>  <p>Power: 18 watts, 220v</p> <p>Diameter: 176mm</p> <p>Thickness: 25mm</p> <p>Light Color: Daylight</p>	40	40	- Within Thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) at Headquarters, CGWCEISC F. Ortigas St., Brgy Addition Hills, Mandaluyong.






Section VII. Technical Specifications






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>	
Item Nr	PARTICULARS	DESCRIPTION (Minimum but not limited to)	Please indicate either: “Comply” or “Not Comply”
1	Conference Table 	Size: 360cm L x 120cm W Features: Integrated cable management and cable grommets Top: Solid Wood Top Min. Thickness: 2cm Frame: Powder-coated steel legs	Statement of Compliance: <hr/>
2	Console Table 	Size: 1200mm L x 400mm W x 750mm H Top: Solid Wood Top Min. Thickness: 2cm Frame: Solid Wood	Statement of Compliance: <hr/>

3	Mattress Single 	Type: Medium-firm foam Size: 915mm W x 1900mm L x 150mm H	Statement of Compliance: <hr/>
4	Executive Table 	Cable Access: Cable grommets with wire tray underneath Material: Solid Wood Top Min. Thickness: 2cm Drawers: Integrated 3-drawer pedestal, soft-close slides Size: 1600mm L x 600mm W x 750mm H	Statement of Compliance: <hr/>
5	Executive Chair 	Backrest: High-back with padded headrest Material: Faux Leather Features: Tilt mechanism, adjustable height, wheeled Base: Steel Legs Armrest: Adjustable PU-padded	Statement of Compliance: <hr/>
6	Office Chair 	Material: Faux Leather Features: Adjustable height Armrest: Adjustable PU-padded Base: Steel Legs	Statement of Compliance: <hr/>
7	Monoblock Chair 	Features: Stackable, UV-resistant Weight Capacity: Minimum 100 kg Material: Polypropylene	Statement of Compliance: <hr/>

8	Monoblock Table (Square) 	Features: Removable Legs, UV-resistant Material: Polypropylene Size: 800mm x 800mm x 720mm H	Statement of Compliance: <hr/>
9	Student Study Chair with Desk Arm 	Desk Arm: Foldable writing surface Material: Polypropylene Frame/Legs: Powder coated steel Weight Capacity: Minimum 100 kg Feature: Stackable	Statement of Compliance: <hr/>
10	Foldable Table (Rectangular) 	Size: 1800mm L x 750mm W x 750mm H Top: Polypropylene Features: Foldable powder coated steel legs Locking Mechanism: Secure fold-lock system	Statement of Compliance: <hr/>
11	Computer Table 	Size: 1000mm W x 600mm D x 750mm H Features: Cable grommets/holes, CPU holder Top Min. Thickness: 1.5cm	Statement of Compliance: <hr/>
12	Mesh Chair 	Frame: Powder-coated metal Seat: Fabric Backrest: Mesh	Statement of Compliance: <hr/>

13	Sofa Set 	Cushion: High-density foam, layered for comfort Upholstery: Fabric, Removable Covers Features: 2 pieces (2-seater + 1-seater)	Statement of Compliance: <hr/>
14	Coffee Table 	Size: 900mm x 600mm x 450mm H Top: Tempered glass Base: Stainless steel or engineered wood	Statement of Compliance: <hr/>
15	Side Table 	Size: 450mm L x 250mm W x 500mm H Top: Solid Wood Base: Powder Coated Metal	Statement of Compliance: <hr/>
16	Office Cubicle 	Features: 3-Staff Side by Side with partition Size: 372cm L x 60cm W x 75cm H Top Min. Thickness: 1.5cm	Statement of Compliance: <hr/>
17	Metal Cabinet 	Layers: 5 Layers, Vertical Material: Powder Coated Metal Doors: Swing doors, lockable	Statement of Compliance: <hr/>

18	Table 	Size: 120cm L x 75cm H Top Min. Thickness: 2cm Material: Solid Wood	Statement of Compliance: <hr/>
19	Bed Frame for Single Mattress 	Size: 75in L x 36in W Material: Powder Coated Steel	Statement of Compliance: <hr/>
20	Exhaust Fan 	Size: 20cm x 20cm Features: Wall mounting	Statement of Compliance: <hr/>
21	Filing Cabinet 	Layers: 4 Layered Pedestal, Vertical Rails: Ball-bearing slides for smooth operation Material: Steel, powder-coated	Statement of Compliance: <hr/>
22	Wardrobe 	Features: 2 doors, 2 drawers Material: Solid Wood Doors: Hinged Cabinet: Sliding Interior: Hanging rod, drawers, shelves Size: 1200mm W x 600mm D x 2000mm H	Statement of Compliance: <hr/>

23	Office Wall Cabinet 	Size: 1200mm W x 350mm D x 600mm H Features: 2 partitions Mounting: Wall-mounted Material: Solid Wood	Statement of Compliance: <hr/>
24	Steel Rack 	Size: 900mm W x 400mm D Layers: 4 Layers, Vertical, Adjustable Height Material: Steel Finish: Powder Coated	Statement of Compliance: <hr/>
25	Vertical Blinds 	Color: Light Grey Operation: Chain Mechanism Mounting: Inside or outside window recess Size: 59cm H x 42cm W	Statement of Compliance: <hr/>
26	Tube Light Bulb 	Size: T8 Power: 32watts, 220v Light Color: Daylight	Statement of Compliance: <hr/>
27	Backlit Slim Downlight Lightbulb 	Power: 18 watts, 220v Diameter: 176mm Thickness: 25mm Light Color: Daylight	Statement of Compliance: <hr/>

OTHER REQUIREMENTS	Please indicate either: "Comply" or "Not Comply"
Materials	
1. All materials used shall be first-grade, free from defects, and new.	
2. If the product includes any glass surface or materials, they must have a minimum thickness as specified in the design and should not be less than 8mm for tabletops or partitions.	
3. All hinges, handles, and locks to be of heavy-duty commercial grade.	
4. Furniture must be free of sharp edges, splinters, dents, or visual blemishes.	
General Terms and Conditions	
1. Minimum 1-year warranty on all furniture and fixtures.	
2. Manufacturer's warranty documentation must be submitted upon delivery.	
3. The supplier must hold liability insurance and cover all risks until handover.	
4. Any defects found within the liability period must be rectified at the supplier's cost.	
5. Items must be adequately protected against damage, moisture, and dirt during transport and storage.	
<div data-bbox="247 967 1029 1176"> <div>_____</div> <div>[Signature of the Authorized Rep.]</div> <div>[in the capacity of] (Please indicate position of Authorized Rep.)</div> <div>Duly authorized to sign Bid for and on behalf of</div> <div>_____</div> <div>(Please indicate name of company)</div> </div>	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

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

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

