

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Catering Services

Government of the Republic of the Philippines



Baguio Teachers' Camp

October 2019

**Fifth Edition
October 2016**

2019-10-AdmS7(027)-BI-CB-032

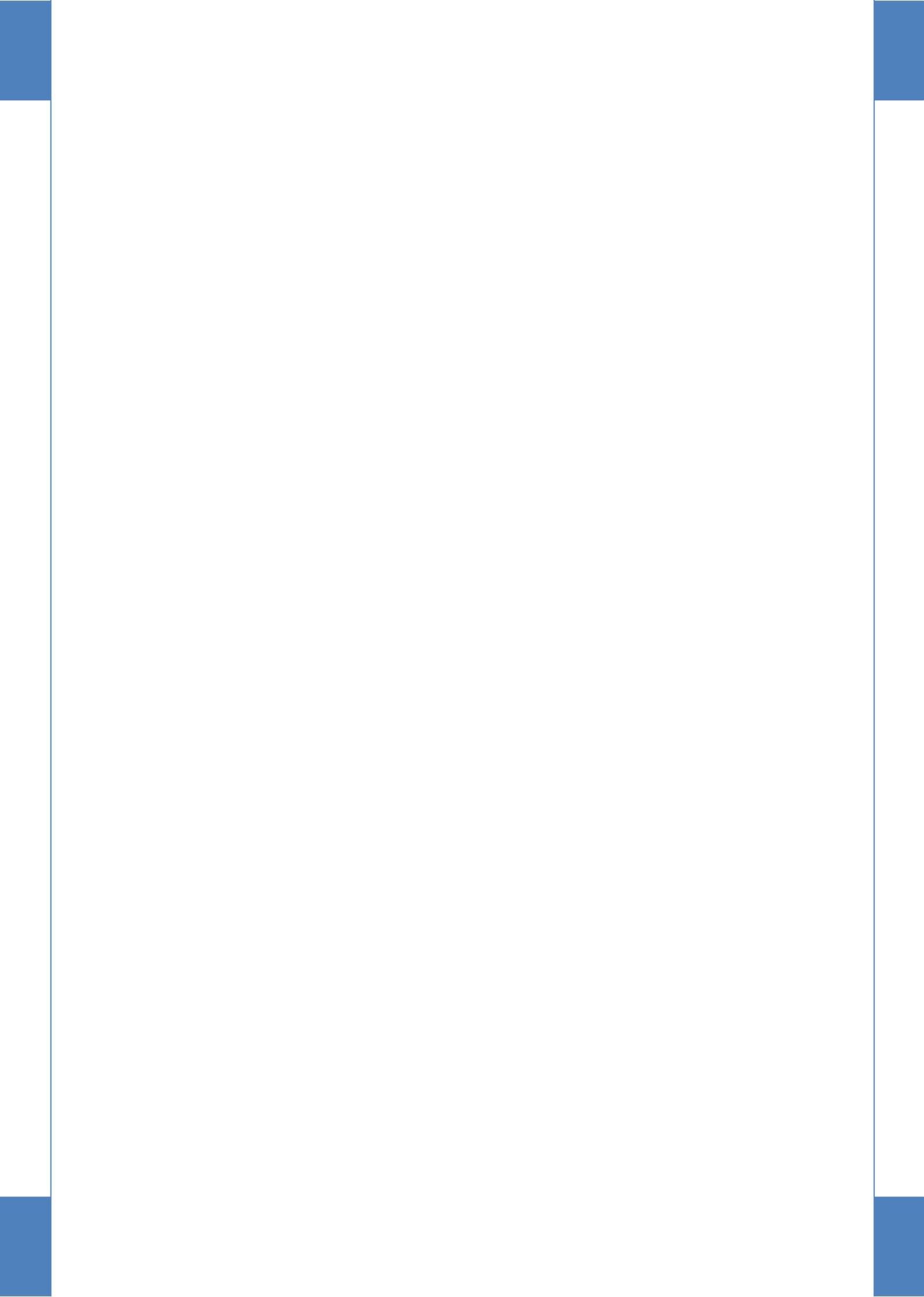


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Section I. Invitation to Bid



Republic of the Philippines
Department of Education

Document Template No. BACSD-2018-004

Bids and Awards Committee I

PROJECT NO. 2019-10-AdmS7(027)-BI-CB-032

INVITATION TO BID

The Department of Education, through the *Baguio Teachers' Camp (BTC) Revolving Fund* intends to apply the sum of **Philippine Pesos Fifty-Five Million, Nine Hundred Ninety-Nine Thousand, Eight Hundred Fifty & 00/100 (PhP55,999,850.00)** only being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Catering Services**, detailed as follows:

LOT NO.	ITEM	MAXIMUM NO. OF PAXS PER LOT	UNIT COST PER HEAD/DAY PhP	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Catering Services at the Senior Mess Hall Kitchen	48,000	Executive Meal 700.00	P33,600,000.00
2	Catering Services at the Junior Mess Hall Kitchen	40,727	Economy Meal 550.00	P22,399,850.00
TOTAL				Php55,999,850.00

End-user/Implementing Unit: **Baguio Teachers' Camp (BTC)**
 Delivery site: DepEd BTC, Baguio City

SECTION I. INVITATION TO BID

Bidders may bid for one or all of the lots. Evaluation and award shall be on a per lot basis. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

The DepEd, through the Bids and Awards Committee I, now invites bids for the above-described Goods and services. The actual purchase of procuring entity shall only be made upon issuance of Call-Offs. Delivery of Goods is required after the issuance of every Call-Off within the period stipulated therein. The procuring entity may execute as many Call-Offs for the same line item as may be needed within the validity of the Framework Agreement, provided that the accumulated quantity of all Call-Offs issued shall not exceed the maximum quantity (number of pax per lot) in the Framework Agreement List.

Prospective bidders must have completed, within **five (5) years** immediately preceding the deadline date for submission and receipt of bids, at least two (2) similar contracts, and the aggregate contract amount, whose value, adjusted to current prices using the Phil. Statistics Authority price indices, is equivalent to at least fifty percent (50%) of the ABC of the package to be bid; and the largest of the similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the package to be bid.

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.

Interested bidders may obtain further information from DepEd Procurement Management Service at Telephone Nos. 636-6543 or 633-9343 and inspect the Bidding Documents, at the address indicated herein during office hours.

A complete set of Bidding Documents may be acquired by interested Bidders from the DepEd Procurement Management Service (ProcMS), Room M-511, 5th Floor, Mabini Bldg., DepEd Central Office Complex, Meralco Avenue, Pasig City, upon accomplishing a bidder’s information sheet and payment of an applicable fee to the DepEd Cashier, as follows:

Lots	Amount in (Php)
1	12,500.00
2	12,500.00

Payment in checks should be made payable to **DECS– OSEC Trust.**

SECTION I. INVITATION TO BID

Schedule and venue of the procurement activities are as follows:

Activity	Date and Time	Venue
Issuance of Bidding Documents	October 22, 2019, Office Hours to November 12, 2019, 9:00 A.M.	Room M-511, 5 th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Pre-bid Conference	October 30, 2019, 1:00 P.M.	EFD Conference Room, Fifth Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Submission of bids	For bids to be submitted before November 12, 2019; 8:00 A.M.	DepEd-ProcS, Room M-511, 5/F, Mabini Building, DepEdCO Complex, Meralco Ave., Pasig City
	For bids to be submitted on November 12, 2019; 8:00 A.M.	BCD Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City
Opening of Bids	November 12, 2019; 9:00 A.M.	BCD Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City

Bidders are encouraged to order or download the electronic copy of the Bidding Documents free of charge from the PhilGEPS website at www.philgeps.gov.ph, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. A copy of the bidding documents and other information may also be viewed and downloaded at the DepEd website at www.deped.gov.ph. The pre-bid-conference is open to all prospective bidders.

Bids must be duly received by the BAC Secretariat at the venue for submission and opening of bids on or before the deadline for submission and opening of bids indicated herein. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address provided herein. Late bids shall not be accepted.

Within ten (10) calendar days from receipt by the participating bidder(s) of the Notification to Execute a Framework Agreement with the Procuring Entity, the bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid by the procuring entity as a consideration for the option granted to the procuring entity to procure the items in the Framework Agreement List when the need arises.

DepEd 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

SECTION I. INVITATION TO BID

affected bidder or bidders.

For further information, please refer to:

CHRISTA O. NICOLAS

Senior Technical Assistant II

BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex

Meralco Avenue, Pasig City

Telephone Nos. 633-7232; 636-6542 or 633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph

ALAIN DEL B. PASCUA

Undersecretary for Administration

BAC I Chairperson

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General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-

competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC Clause 3**.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid;
or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring

Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; and
- (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for

a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).

- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
 - (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - (c) When the Goods sought to be procured are not available from local suppliers; or
 - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, 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.

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 to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

6. Bidder's Responsibilities

6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).

6.2. The Bidder is responsible for the following:

- (a) Having taken steps to carefully examine all of the Bidding Documents;
- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.
- (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that 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;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;

- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when

applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it 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.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United

Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way

prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

- 9.3 Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB Clause 23**.

Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
 - (ii.2) date of the contract;
 - (ii.3) contract duration;
 - (ii.4) owner's name and address;
 - (ii.5) kinds of Goods;
 - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - (ii.8) date of delivery; and
 - (ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
 - (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

- (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
- (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

13. Documents Comprising the Bid: Financial Component

13.1. The financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
- (c) Any other document related to the financial component of the bid as stated in the **BDS**.

- 13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.
- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity

and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-

responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.

15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

15.4. 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 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, listed in the **BDS**.
- (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations

- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

- 16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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 *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
(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. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid

security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

- (a) if a Bidder:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
 - (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently

insufficient bid, for at least three (3) times within a year, except for valid reasons.

- (b) if the successful Bidder:
 - (i) fails to sign the contract in accordance with **ITB** Clause 32; or
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed

envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. - TECHNICAL COMPONENT” and “COPY NO. – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. _”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

20.4. 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 Procuring Entity’s BAC in accordance with **ITB** Clause 1.1;
- (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.6; and
- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.

20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**. In case the deadline for submission of bids fall on a non-working days duly declared by the President, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day (amended per GPPB Resolution No. 36-2017, dated 7 November 2017).

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder’s name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2 A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class "A" Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which

shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:

- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
- (b) Mayor's/Business permit issued by the local government where the principal place of business of the bidder is located; and
- (c) Audited Financial Statements showing, among others, the prospective bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.

24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.

24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

24.8 The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.

24.9 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
 - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
 - (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
 - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission

of all the documentary requirements under these Bidding Documents.

27.2.A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

28.2. The Lowest Calculated Bid shall be determined in two steps:

- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
- (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

28.3. 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 following in the evaluation of bids:

- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any

adjustment shall be calculated in monetary terms to determine the calculated prices.

- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.
- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

30. Reservation Clause

30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

Award of Contract

31. Contract Award

31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.

31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of valid JVA, if applicable, within ten (10) calendar days from receipt of the Notice of Award (amended per GPPB Resolution No. 36-2017, dated 7 November 2017).
- (b) Posting of the performance security in accordance with **ITB** Clause 33;
- (c) Signing of the contract as provided in **ITB** Clause 32; and
- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
 - (b) Bidding Documents;
 - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (d) Performance Security;
 - (e) Notice of Award of Contract; and
 - (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

SECTION II. INSTRUCTIONS TO BIDDERS

33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Five percent (5%)
<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><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized</p>	Thirty percent (30%)

to issue such security.	
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33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However, if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA9184.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																									
1.1	<p>Scope of Bid</p> <p>The Procuring Entity is the Department of Education – Baguio Teachers’ Camp</p> <p>The name of the Contract is “Procurement of Catering Services”</p> <p>The identification number of the Contract is _____.</p>																								
1.2	<p>The lot(s) and reference is/are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">LOT NO.</th> <th style="text-align: center;">ITEM</th> <th style="text-align: center;">MAXIMUM NO. OF PAXS PER LOT</th> <th style="text-align: center;">UNIT COST PER HEAD/DAY PhP</th> <th style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT (ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Catering Services at the Senior Mess Hall Kitchen</td> <td style="text-align: center;">48,000</td> <td style="text-align: center;">Executive Meal 700.00</td> <td style="text-align: center;">P33,600,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Catering Services at the Junior Mess Hall Kitchen</td> <td style="text-align: center;">40,727</td> <td style="text-align: center;">Economy Meal 550.00</td> <td style="text-align: center;">P22,399,850.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL</td> <td style="text-align: center;">Php55,999,850.00</td> </tr> </tbody> </table> <p>Bidders may bid for one, or all of the lots. Evaluation and award shall be on a per lot basis. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.</p>					LOT NO.	ITEM	MAXIMUM NO. OF PAXS PER LOT	UNIT COST PER HEAD/DAY PhP	APPROVED BUDGET FOR THE CONTRACT (ABC)	1	Catering Services at the Senior Mess Hall Kitchen	48,000	Executive Meal 700.00	P33,600,000.00	2	Catering Services at the Junior Mess Hall Kitchen	40,727	Economy Meal 550.00	P22,399,850.00	TOTAL				Php55,999,850.00
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TOTAL				Php55,999,850.00																					

SECTION III. BID DATA SHEET

2	<p>Source of Funds</p> <p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through Baguio Teachers' Camp (BTC) Revolving Fund in the amount of <i>Philippine Pesos Fifty-Five Million, Nine Hundred Ninety-Nine Thousand, Eight Hundred Fifty & 00/100 (P55,999,850.00)</i> only.</p> <p>The name of the Project is <i>Procurement of Catering Services</i></p>
3.1	<p>Corrupt, Fraudulent, Collusive, Coercive and Obstructive Practices</p> <p>No further instructions.</p>
5.1	<p>Eligible Bidders</p> <p>No further instructions.</p>
5.2	<p>Eligible Bidders, Foreign Bidders</p> <p>Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.</p> <p>Foreign bidders, either manufacturers, supplier, distributor, or contractor duly registered with the PhilGEPS may participate in a procurement undertaken by any Procuring Entity, provided that the said manufacturer, supplier, distributor, contractor or consultant maintains its registration current and updated in accordance with the Section 8.5.2 of this IRR, and its registration is proper and relevant to the particular type of procurement. The Class "A" eligibility documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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.</p> <p>Domestic Preference shall be applied in accordance with ITB Clause 27.</p> <p>In case of foreign bidder found eligible in accordance with ITB Clause 5.1, the bidder-supplier shall be represented by an</p>

SECTION III. BID DATA SHEET

	<p>agent in the Philippines authorized to communicate in writing with the Purchaser, receive and/or furnish documents, cause replacement of defective Goods or complete short deliveries, and able to carry out the Supplier's obligations prescribed in the Conditions of Contract and/or Technical Specification, and other similar acts authorized by the Supplier before award and if awarded the contract.</p>
<p>5.4</p>	<p>Eligible Bidders, Similar Contract</p> <p>In view of the determination by the Procuring Entity that imposition of the provisions of Section 23.4.1.3 of the IRR of RA 9184 will likely result to failure of bidding <i>or</i> monopoly that will defeat the purpose of public bidding”, the Bidder should comply with the following requirements:</p> <ul style="list-style-type: none"> a) Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least twenty-five percent (25%) of the ABC of the lot to be bid; and b) The largest of these similar contracts must be equivalent to twelve point five percent (12.5%) of the ABC required above. <p>For this purpose, similar contracts shall refer to Catering Contracts.</p>
<p>6.2(d)</p>	<p>Consistent with Section 22.5.3 of the Revised IRR of RA 9184, posting on the PhilGEPS (www.philgeps.gov.ph) and the procuring entity's website (www.deped.gov.ph) of any supplemental / bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p> <p>It shall therefore be the responsibility of all Bidders who secure the Bidding Documents to: a) inquire and secure Supplemental / Bid Bulletins that may be issued by the BAC; b) know the latest website of PhilGEPS and the procuring entity; c) check from time to time the PhilGEPS and procuring entity's websites for possible posting of any supplemental/bid bulletin; and d) inform the BAC in writing, through its Secretariat, of any changes in its address or contact numbers.</p>
<p>7</p>	<p>Origin of Goods</p> <p>No further instructions.</p>
<p>8.1</p>	<p>Subcontracts</p> <p>Subcontracting of this contract in its entirety is not allowed;</p>

SECTION III. BID DATA SHEET

	<p>bidders, however, may employ subcontractor(s) on related and ancillary services for the fulfillment of their obligations under this contract. In no case however shall these arrangements reduce/diminish nor extinguish the duties, obligations and responsibilities of the bidder under this contract.</p>
<p>8.2</p>	<p>Subcontracts</p> <p>Not applicable.</p>
<p>9.1</p>	<p>Pre-Bid Conference</p> <p>The Procuring Entity will hold a pre-bid conference for this Project on October 30, 2019, 1:00 P.M., EFD Conference Room, Fifth Floor, Building, DepEd Complex, Meralco Avenue, Pasig City.</p>
<p>10.1</p>	<p>Clarification and Amendment of Bidding Documents</p> <p>Requests for clarification/s for an interpretation must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity’s address is:</p> <p>The Chairperson Bids and Awards Committee I BAC Secretariat Division Department of Education Room M-511, 5th Floor, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City Tel. No. (632) 633-9343, 636-6542</p> <p>In accordance with ITB Clause 10.2, the BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.</p> <p>Consistent with Section 22.5.3 of the Revised IRR of RA 9184, posting on the PhilGEPS (www.philgeps.gov.ph) and the procuring entity’s website (www.deped.gov.ph) of any supplemental / bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p> <p>It shall therefore be the responsibility of all Bidders who secure the Bidding Documents to: a) inquire and secure Supplemental / Bid Bulletins that may be issued by the BAC; b) know the latest website of PhilGEPS and the procuring</p>

SECTION III. BID DATA SHEET

	<p>entity; c) check from time to time the PhilGEPS and procuring entity's websites for possible posting of any supplemental/bid bulletin; and d) inform the BAC in writing, through its Secretariat, of any changes in its address or contact numbers.</p>
12.1(a)	<p>Documents Comprising the Bid: Eligibility and Technical Components</p> <p>Pursuant to GPPB Circular 07-2017 dated July 31, 2017, bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184</p>
12.1(a)(ii)	<p>Documents Comprising the Bid: Eligibility and Technical Components</p> <p>The bidder's SLCC similar to the contract to be bid should have been completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p> <p>For a contract to be considered completed, it should have been 100% delivered, duly accepted and issued a Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by its Head of the Procuring Entity (HOPE) or its duly authorized representative in case of government contracts, or End-user's Acceptance in case of private contracts.</p> <p>In case the bidder has no ongoing contract, the bidder shall submit a duly signed Statement of All Ongoing Government and Private Contracts form provided in Section VIII, Bidding Forms and indicate "No ongoing contract" or "None" or "Not Applicable (N/A)" in said form, otherwise, the bid shall be rejected or disqualified.</p>
12.1(b)	<p>For ITB Clause 12.1(b)(ii), Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents, the bidder shall accomplish and submit its Statement of Compliance using the prescribed form in Section VIII. Bidding Forms of this</p>

	<p>Bidding Document:</p> <ol style="list-style-type: none"> 1. Bidders must state in the Column provided for, either “Comply” or “Not Comply”, against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods and/or service offered. 2. 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. <p>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 Bidders 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p> <p>For ITB Clause 12.1(b)(iii), the original Omnibus Sworn Statement in its prescribed format shall be submitted inside the “Technical Component” Envelope; otherwise, the bid(s) shall be rejected or disqualified. The statement must include an authorization granting full power and authority to its authorized representative to do, execute and perform any and all acts necessary and/or represent the bidder/s:</p> <p style="padding-left: 40px;">For sole proprietorship, a duly notarized Special Power of Attorney;</p> <p style="padding-left: 40px;">For partnership, corporation, cooperative or joint venture, a duly notarized Secretary’s Certificate issued by the entity or members of the joint venture.</p>
13.1	<p>Documents Comprising the Bid: Financial Component</p> <p>The original duly signed and accomplished Financial Bid Form and the original duly signed and accomplished Price Schedule(s) shall be submitted in accordance with ITB Clause 15.</p>

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13.1(b)	<p>Documents Comprising the Bid: Financial Component</p> <p>No further instructions.</p>
13.1(c)	<p>Documents Comprising the Bid: Financial Component</p> <p>Any other or additional document being required No additional requirement.</p>
13.2	<p>Documents Comprising the Bid: Financial Component</p> <p>The sum total of ABC is Philippine Pesos Fifty-Five Million, Nine Hundred Ninety-Nine Thousand, Eight Hundred Fifty & 00/100 (PhP55,999,850.00) as specified in BDS, ITB Clause 1.2. Any bid with a financial component exceeding the total ABC, shall not be accepted, or automatically disqualified.</p>
15.1	<p>Bid Prices</p> <p>The Bidder shall fill in the rates and/or prices for all the Goods or items described in the Schedule of Requirements and Technical Specifications, and complete the appropriate Price Schedule in its prescribed form included in Section VIII. Bidding Forms, including prices for inland transportation, insurance and other local costs incidental to the delivery of the Goods to their final destination, including all customs duties and sales and taxes already paid or payable.</p> <p>Bid prices should be written in two (2) decimal places only. Bid prices that are written in more than two (2) decimal places will only be considered up to its hundredths place (so that all numbers in the thousandths place and to the right of the same, if any, shall be dropped or not considered). Results of bid evaluation that will exceed the ABC shall be a ground for rejection of the bid(s).</p> <p>For purposes of bid evaluation, as provided under Section 32 of the IRR of RA 9184 in relation to BAC's duty to check computational errors and omissions to enable proper comparison of all eligible bids, BAC shall likewise consider up to the hundredths place the amounts written under column 10 of the Price Schedule submitted together with the financial component of the bid.</p> <p>Incomplete and unsigned price schedules and bid forms shall be considered as non-responsive and, therefore, automatically disqualified.</p>

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15.4(a)(iv)	<p>Bid Prices, Goods offered from within the Procuring Entity’s Country</p> <p>Refer to the Section VI. Schedule of Requirements and Section VII. Technical Specifications for other incidental services required to ensure efficient delivery of services.</p>							
15.4(b)(i)	<p>Bid Prices, Goods offered from Abroad</p> <p>“Not applicable”</p>							
15.4(b)(ii)	No incidental services are required.							
16.1(b)	<p>Bid Currencies, Goods the bidder will supply from outside the Philippines</p> <p>“Not applicable”</p>							
16.3	No further instructions.							
17.1	<p>Bid Validity</p> <p>Bids will be valid for 120 calendar days from date of bid opening. Bids valid for a shorter period shall be rejected outright as non-responsive.</p>							
18.1	<p>Bid Security</p> <p>The bid security shall be in the following forms and amount not less than the required percentage of the ABC in accordance with the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="text-align: center;">Amount of Bid Security (Equal to Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">(a) Cashier’s/manager’s check issued by a Universal or Commercial Bank.</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Two percent (2%)</td> </tr> <tr> <td style="vertical-align: top;">(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.</td> </tr> <tr> <td style="vertical-align: top;">(c) Surety bond callable upon demand issued by a surety or insurance company duly</td> <td style="text-align: center; vertical-align: middle;">Five percent (5%)</td> </tr> </tbody> </table>	Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)	(a) Cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%)	(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.	(c) Surety bond callable upon demand issued by a surety or insurance company duly	Five percent (5%)
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	certified by the Insurance Commission as authorized to issue such security.																	
	(d) Bid Securing Declaration	No percentage required																
	<ol style="list-style-type: none"> 1. Original Bid Security shall be submitted inside the “Technical Component Envelope, otherwise, the bid shall be rejected or disqualified. 2. Bid Security in the form of Cash should be deposited by the Bidder to the DepEd Cashier prior to bid submission; and submit the original Official Receipt inside the Technical Component Envelope. 3. Bid security in the form of cashier’s/manager’s check should be made payable to “DECS– OSEC Trust” 4. The Bid Securing Declaration must be original and should follow the standard form and the required fields of information should be properly filled out, otherwise, it shall be a ground for disqualification of the bids. 5. Bid security in the amount exceeding the required amount of the appropriate bid security stated above is not a ground for disqualification of the bidder’s bid. 																	
	Forms of Bid Security (In Php)																	
Lot No.	ABC (in Php)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Cashier’s / manager’s check issued by a Universal or Commercial Bank (2% of ABC)</td> <td style="width: 20%; padding: 5px;">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 (2% of ABC)</td> <td style="width: 20%; padding: 5px;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of ABC)</td> <td style="width: 40%; padding: 5px;">Bid Securing Declaration (no percentage required)</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: right;">33,600,000.00</td> <td style="text-align: right;">672,000.00</td> <td style="text-align: right;">672,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: right;">22,399,850.00</td> <td style="text-align: right;">447,997.00</td> <td style="text-align: right;">447,997.00</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">55,999,850.00</td> <td style="text-align: right;">1,119,997.00</td> <td style="text-align: right;">1,119,997.00</td> </tr> </table>	Cashier’s / manager’s check issued by a Universal or Commercial Bank (2% of ABC)	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 (2% of ABC)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of ABC)	Bid Securing Declaration (no percentage required)	1	33,600,000.00	672,000.00	672,000.00	2	22,399,850.00	447,997.00	447,997.00	Total	55,999,850.00	1,119,997.00	1,119,997.00
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Total	55,999,850.00	1,119,997.00	1,119,997.00															

18.2

Bid Security

The bid security shall be valid for 120 calendar days reckoned from the date of the opening of bids. Bids with bid security valid for a shorter period shall be rejected outright as non-

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	<p>responsive.</p> <p>Bid securities shall be turned over to the DepEd Cash Division for custody.</p>
<p>19.1</p>	<p>Format and Signing of Bids</p> <p>The first envelope shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid. The bidder may opt to submit one (1) set of its technical component and financial component (Original, Copy No. 1 and Copy No. 2) regardless of the number of lots it bids for.</p>
<p>20.1</p>	<p><u>Sealing and Marking of Bids</u></p> <p>Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component described in ITB Clause 13 in another sealed envelope marked “ORIGINAL – FINANCIAL COMPONENT.” In addition, the Bidders shall submit a copy of each of the Technical Component and the Financial Component (hard and soft copy) of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids in accordance with BDS 20.2.</p> <p>The Technical Component shall contain the Eligibility Documents described in ITB 12.</p> <p>In the event of any discrepancy between the original and the copy, the original shall prevail.</p>
<p>20.2</p>	<p>Sealing and Marking of Bids</p> <ol style="list-style-type: none"> 1. <i>Each copy of Technical Component and the Financial Component of the bid shall be similarly sealed in separate envelopes duly marking each envelope as “COPY NO. 1 – TECHNICAL COMPONENT” and “COPY NO. 2 – TECHNICAL COMPONENT”, and “COPY NO. 1 – FINANCIAL COMPONENT” and “COPY NO. 2 – FINANCIAL COMPONENT”</i> 2. <i>The “ORIGINAL – TECHNICAL COMPONENT” envelope and the “ORIGINAL – FINANCIAL COMPONENT” envelope shall be sealed in one outer envelope marked “ORIGINAL”.</i> 3. <i>The “COPY NO. 1 – TECHNICAL COMPONENT” envelope</i>

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	<p><i>and the “COPY NO. 1 – FINANCIAL COMPONENT” envelope shall be sealed in one outer envelope marked “COPY 1”.</i></p> <p><i>4. The “COPY NO. 2 – TECHNICAL COMPONENT” envelope and the “COPY NO. 2 – FINANCIAL COMPONENT” envelope shall be sealed in one outer envelope marked “COPY 2”.</i></p> <p><i>5. The inner and outer envelopes of the bids shall be marked in accordance with ITB Clause 2.4.</i></p> <p><i>To facilitate the opening of bid envelopes, the following color codes shall be observed:</i></p> <p><i>Outer envelope – preferably color RED</i> <i>Inner Envelope containing the Technical Proposal (Original, Copy 1 and Copy 2) – preferably color BLUE</i> <i>Inner Envelope containing the Financial Proposal (Original, Copy 1 and Copy 2) – preferably color GREEN</i></p> <p><i>In case of discrepancy in the substance and content between the printed copies and the CDs or Flash Drives, the printed copies shall prevail. Submission of blank CDs will not be a ground for disqualification, but the bidder shall be required to submit during post-qualification.</i></p>
20.3	<p>Sealing and Marking of Bids</p> <p>Each Bidder shall submit one (1) original and two (2) copies of the Technical Component and one (1) original and two (2) copies of the Financial Component of its bid; likewise, bidder shall submit a soft copy (electronic copy in pdf format) of both components.</p> <p>Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.(n)</p>
21	<p>Deadline for submission of Bids</p> <p>The address for submission of bids is:</p> <p>For bids to be submitted before November 12, 2019; 8:00 A.M., DepEd-ProcS, Room M-511, 5/F, Mabini Building, DepEdCO Complex, Meralco Ave., Pasig City.</p> <p>For bids to be submitted on November 12, 2019; 8:00 A.M., BCD Conference Room, Third Floor, Bonifacio Building, DepEd Complex,</p>

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	<p>Meralco Ave., Pasig City</p> <p>The deadline for submission of bids is November 12, 2019, 8:00 A.M.</p>
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24.1	<p>Opening and Preliminary Examination of Bids:</p> <p>The place of bid opening is BCD Conference Room, Third Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City.</p> <p>The date and time of bid opening is November 12, 2019; 9:00 A.M.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	<p>Domestic Preference</p> <p>No further instructions.</p>
28.3 (a)	<p>Detailed Evaluation and Comparison of Bids</p> <p>Grouping and Evaluation of Lots –</p> <p>Partial bids are allowed. All Goods are grouped in a lot. Evaluation and contract award will be undertaken as one lot. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>Evaluation and award of contract shall be based on a per head/day for each lot.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for the lot contracts to be awarded to the Bidder.</p>
28.4	<p>Detailed Evaluation and Comparison of Bids</p> <p>The Procuring Entity's evaluation of bids shall only be based on the bid price(s) quoted in the Financial Bid Form(s) and/or the Price Schedule(s). Bid modification shall be allowed only in accordance with ITB Clause 23.</p>
29.2	<p>Post-Qualification, submission of Documentary Requirements</p> <p>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 LCB, the Bidder shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax / Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar / tax year from the authorized agent bank;

2. Certificate of PhilGEPS Registration (Platinum Membership), in case the bidder opted to submit their Class “A” Documents during submission and opening of bids; and

3. Sanitation or Health Permits issued by local authorities

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 29.2.

The envelope shall be placed in a brown envelope and marked:

- ITB 29.2 Documents
- Name of Project: _____
- Bid Opening Date: _____
- Name of Bidder: _____

During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:

1. Documents to verify or support its Statement of Ongoing and/ or Statement identifying its Single Largest Completed Contract which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts
2. Original copy of the submitted eligibility, technical and financial documents during bid opening

Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for enforcement of the bid securing declaration and disqualification of the bidder for the award

In case of a tie or equal bids having been post-qualified, the measure determined by the procuring entity to break the tie shall be non-discretionary and non-discriminatory such that same is based on sheer luck or chance. The procuring entity shall use “draw lots” or similar methods of chance.

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32.4(f)	<p>Signing of the Contract</p> <p>No additional document</p>
33.2	<p>Performance Security</p> <p>For purpose of this project, and in accordance with Clause 8.6. of GPPB Resolution No. 12-2017, dated 10 April 2017, Guidelines on the use of Framework Agreement, to guarantee the faithful performance by the supplier/service provider of its obligations under the Framework Agreement, it shall submit a <i>Performance Securing Declaration</i> prior to the signing of the Framework Agreement. Refer to attached form in Section VIII – Bidding Forms.</p>

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

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- (j) The “Funding Source” means the organization named in the **SCC**.
- (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.
- (l) “Day” means calendar day.

- (m) The “Effective Date” of the contract will be the date of signing the contract; however, the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity,

designed to establish bid prices at artificial, non-competitive levels.

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier’s accounts and records relating to the performance of the

Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's

own acts, defaults, or negligence, or those of its agents, servants or workmen.

- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under

this Contract. **One percent (1%)** of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.

- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:
 - (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
 - (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after

the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.

- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty-five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

- (b) The Supplier has no pending claims for labor and materials filed against it; and
- (c) Other terms specified in the **SCC**.

13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and 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.

- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The

obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed in Section VI. Schedule of Requirements
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof

granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contact price;

- (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
- (c) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to,

fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;

- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

***Section V. Special Conditions of
Contract***

Special Conditions of Contract

GCC Clause	
1.1 (a)	<p>For purposes of this project, the term “contract” will also mean as</p> <p>“Framework Agreement” which refers to a written agreement between a procuring entity and a supplier(s) or service provider(s) that identifies the terms and conditions, under which specific purchases, otherwise known as “<i>Call-Offs</i>”, are made for the duration of the agreement. The Framework Agreement 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.</p> <p>Call-Off. Refers to a specific procurement request or order made by the procuring entity within the duration of the Framework Agreement exercising the option and requiring a supplier/service provider to deliver the goods or render the service agreed upon under the terms of Framework Agreement.</p>
1.1 (c) & (d)	<p>For purposes of this project, the term “goods” and “services” will also mean as those covered in the Framework Agreement List.</p> <p>“Framework Agreement List” refers to the list of goods or services, and their corresponding technical specifications, scope of work, projected quantities, and estimated prices, subject of the Framework Agreement. This shall be limited to repeatedly required goods that are (i) identified to be necessary and desirable, but, by its nature, use, or characteristic, the quantity and/or exact time of need cannot be accurately pre-determined; and (ii) using a Framework Agreement is most practical, economical, and advantageous for the procuring entity.</p>
1.1(g)	The Procuring Entity is <i>Department of Education (DepEd) – Baguio Teachers’ Camp (BTC)</i>
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is

SECTION V. SPECIAL CONDITIONS OF CONTRACT

	The Government of the Philippines (GOP) through <i>BTC's Revolving Funds</i> in the amount of <i>Philippine Pesos Fifty Six Million & 00/100 only (P56,000,000.00)</i> .
1.1(k)	The Project Site is within the premises of <i>Baguio Teachers' Camp</i> defined in Section VI. Schedule of Requirements.
2.1	Corrupt, Fraudulent, Collusive, Coercive and Obstructive Practices No further instructions.
5.1	The Procuring Entity's address for Notices is: <i>DIOSDADO S. MEDINA</i> Superintendent Baguio Teachers' Camp Baguio City Telephone Nos. (074) 442-3517/ Telefax (074) 442-7148 Email: <u>btc@deped.gov.ph</u> The Supplier's address for Notices is: <i>[to be inserted at the time of contract award - address including, name of contact, fax and telephone number]</i>
6.1	Without prejudice to the provisions of applicable laws, rules, and guidelines, the Framework Agreement shall automatically terminate under the following conditions: a) When the total maximum quantity specified in the Framework Agreement has been exhausted as provided in the Framework Agreement List; or b) When the specified duration of the Framework Agreement has expired, as specified in Section VI. Schedule of Requirements.
6.2	Depending on its applicability to this contract, the scope of contract shall include, but not limited to, the following: Delivery and Documents – Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:

For Goods supplied from within the Philippines:

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- (i) Original and four copies of the Supplier's invoice/Statement of Account (SOA) showing Goods' description, quantity, unit price, and total amount;
- (ii) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (iii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (iv) Original copy of the Call-Off signed by the Procuring Entity's representative at the Project Site with Conforme of the Supplier or Supplier's Authorized representative.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is:

DIOSDADO S. MEDINA

Superintendent

Baguio Teachers' Camp

Baguio City

Telephone Nos. (074) 442-3517/ Telefax (074) 442-7148

Email: btc@deped.gov.ph

Incidental Services – also refer to the Section VI. Schedule of Requirements and Section VII. Technical Specifications for other incidental services.

The Supplier is required to provide all of the following services, including additional services, if any, as specified in Section VI. Schedule of Requirements:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods/Services, including disassembly and clearing activities;
- (b) furnishing of tools, equipment and materials required for assembly and/or delivery of the supplied Goods/Services;
- (c) furnishing of adequate manpower required to ensure

	<p>the efficient delivery of services;</p> <p>(d) performance, training and/or supervision of personnel (cooks, waiters and helpers), 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;</p> <p>(e) dining operation, kitchen and dining hall cleanliness maintenance, related to the supplied Goods/Services, and</p> <p>(f) preparation of detailed menu prepared by a Licensed Nutritionist/Dietician assigned to the Project.</p> <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>Food Safety and Handling</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.</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 supplier/service provider shall ensure that the quality of food and service levels are maintained at all times. Compliance with the Food and Safety Act of 2013 and FDA Advisory No. 2015-066 shall be monitored by the procuring entity.</p>
<p>10.3</p>	<p>Payment</p> <p>Progress Payments of 15% above shall be paid to the Supplier from the total contract price upon delivery and acceptance of the Goods at Project Site and upon submission of the documents (i) to (vii) specified in SCC for GCC Clause 6.2 and other documents required in government accounting and auditing rules and regulations.</p>

SECTION V. SPECIAL CONDITIONS OF CONTRACT

Supplier may submit a request for payment based on the monthly Progress Reports which shall be attached to the progress billing and include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and Acceptance Reports, including certification by Supplier, as approved by the duly authorized DepEd representative, that the items have been delivered and/or properly installed and commissioned in accordance with the contract.

(NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (_____) and the Contract Management Division of the Procurement Service, Central Office.

Payment shall be made subject to the "Warranty" provision in the form of either retention money in an amount equivalent to at least three percent (3%) of every progress payment, or a special bank guarantee equivalent to at least three percent (3%) of the total Contract Price as required under Section 62 of RA 9184 and its revised IRR.

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days from submission of documents under this Contract shall be as follows:

Payment for the catering services shall be based on the actual number of participants guaranteed for each "Call-Off" multiplied by the unit cost per set of menu ordered.

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract shall be as follows:

For the initial progress payment, a minimum of 25% of the Contract Price per lot or per item shall be paid to the Supplier upon a minimum of 25% of the requirement per lot or per item and duly accepted by the school's representative.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under the warranty provision.

SECTION V. SPECIAL CONDITIONS OF CONTRACT

Payment shall be made within sixty (60) calendar days after the date of acceptance of goods at the Project Site and upon submission of the following documents:

1. Two (2) copies of Progress Report to include among other issues encountered and action taken to resolve the former (Template to be provided by ICTS-TID prior to scheduled delivery);
2. Two (2) copies of Final Report after completion of delivery;
3. Two (2) copies of duly accomplished Training Checklist of every recipient school that have undergone training per school;
4. Certification issued by DepEd that the delivered goods have been duly inspected and accepted;
5. Signed Delivery Receipts;
6. Signed Inspection and Acceptance Report (IAR);
7. Signed Property Transfer Report (PTR); and
8. Signed Training Checklist.

The retention money or special bank guarantee shall be released only at the lapse of the warranty stated in SCC Clause 17.3

SECTION V. SPECIAL CONDITIONS OF CONTRACT

10.4	<p>Payment</p> <p>Payment shall be made in Philippine Pesos.</p>
10.5	<p>Payment</p> <p>Payment using LC is not allowed.</p>
11.3	<p>Advance Payment and Terms of Payment</p> <p>No further instructions.</p>
13.4(c)	<p>Performance Security</p> <p>To guarantee the faithful performance by the supplier/service provider of its obligations under the Framework Agreement, it shall submit a Performance Securing Declaration, in the prescribed format provided under Section VIII. Bidding Forms, prior to the signing of the Framework Agreement.</p>
16.1	<p>Inspection and Tests</p> <p>The procuring entity reserves the right to inspect the premises of the supplier to ensure that food is prepared in the most hygienic conditions. Compliance with the Food and Safety Act of 2013 and FDA Advisory No. 2015-066 shall at all times be observed and shall be monitored by the procuring entity.</p> <p>All necessary laboratory tests that may be undertaken by procuring entity on the item(s) as need arises, shall be for the account of the supplier.</p>
17.3	<p>Warranty</p> <p>The Warranty provision for goods under Section 62 of RA 9184 and its IRR shall be observed under the Framework Agreement, and shall be required for each Call-Off.</p>
17.4	<p>Rectification of Damaged Goods</p> <p>Upon receipt by the Supplier of the Procuring Entity's</p>

SECTION V. SPECIAL CONDITIONS OF CONTRACT

	<p>notice of any claims arising, the Supplier shall immediately act upon to replace the defective Goods or parts thereof. The period for correction of defects is within the duration of the event, or immediately upon receipt of such notice.</p>
<p>19.0</p>	<p>Failure to deliver/perform within the agreed period, including any time extension, will make the supplier/service provider liable to the procuring entity for liquidated damages at least equal to one-tenth of one percent (.001) of the cost of the unperformed portion of the total amount of the items ordered per Call-Off for every day of delay.</p> <p>Once the cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the items ordered per Call-Off, the procuring entity may rescind the same, without prejudice to other courses of action and remedies open to it.</p>
<p>21.1</p>	<p>Liability of the Supplier</p> <p>Neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity shall release the Supplier from any warranties or other obligations under this Contract.</p> <p><i>In case of a joint venture:</i></p> <p>All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>

***Section VI. Schedule of
Requirements***

SECTION VI. SCHEDULE OF REQUIREMENTS

A. List/Description of Goods /Services

The list of Goods and Services, and corresponding technical specification, scope of work, projected quantities and corresponding approved budget for the contract (ABC) are indicated in the following **FRAMEWORK AGREEMENT LIST**:

Meal Package	Description	Item	Unit Cost Per Pax (in Php)
ECONOMY MEAL			P550/pax/day
1	Breakfast (4 course) Meal + Drink	Rice	100.00
		2 Choices of Viands	
		Dessert/Fruit	
		Coffee/Choco/Milk	
2	Lunch (5 course) Meal + Drink	Rice	180.00
		Soup	
		2 Choices of Viands	
		Dessert/Fruit	
3	Dinner (5 course) Meal + Drink	Rice	180.00
		Soup	
		2 Choices of Viands	
		Dessert/Fruit	
4	AM/PM Snacks w/o drinks	Choice of snacks	90.00
EXECUTIVE MEAL			P700/pax/day
5	Breakfast (4 course) Meal + Drink	Rice	100.00
		2 Choices of Viands	
		Dessert/Fruit	
		Coffee/Choco/Milk	
6	Lunch (6 course) Meal + Drink	Rice	250.00
		Soup	
		3 Choices of Viands	
		Dessert/Fruit	
		One round of juice	
7	Dinner (6 course) Meal + Drink	Rice	250.00
		Soup	
		3 Choices of Viands	
		Dessert/Fruit	
		One round of juice	
8	AM/PM Snacks with drinks	Choice of snacks	100.00
		Choice of drinks: coffee/tea/juice	

B. Delivery Schedule

The delivery schedule expressed as days stipulates hereafter a **delivery date** which is the date of project/activity/event to be held at the Project Site, Baguio Teachers' Camp, for which a CALL-OFF may be issued.

C. Project Site

The procuring entity may execute Call-Offs requiring delivery to multiple destinations or performance at multiple locations.

D. CALL-OFF TERMS AND CONDITIONS

I. Issuance of Call-Off

1. Supplier shall pick up the CALL-OFF(s) issued in his favor within seven (7) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier.
2. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall deliver the services in accordance with the schedule, and specifications of the award or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
3. ALL PRICES ARE FIXED, VALID, AND BINDING BASED ON THE APPROVED FRAMEWORK AGREEMENT.
4. No other cost shall be authorized unless otherwise specified in the Framework Agreement.
5. In case of postponement or cancellation of scheduled activity, the procuring entity shall inform the supplier/service provider at **least five (5) days** prior to original schedule indicated in the Call-Off, without incurring any obligation.

II. Inspection and Test

1. The procuring entity reserves the right to inspect the premises of the supplier to ensure that food is prepared in the most hygienic conditions.
2. All necessary laboratory tests that maybe undertaken by procuring entity on the item(s) as need arise, shall be for the account of the supplier.
3. Sanitary Permits of establishment and Health regulatory permits of

SECTION VI. SCHEDULE OF REQUIREMENTS

worker should be presented upon request by BTC for monitoring purposes.

III. Delivery of Services

1. The procuring entity shall guarantee the number of participants indicated in the Call-Off. If the actual number of participants is less than the guaranteed number of participants, the Procuring Entity shall confirm the actual number of participants at least three (3) days before the scheduled activity. However, if participants exceed the guaranteed number, billing shall be made based on actual attendees.
2. The supplier/service provider shall ensure that the quality of food and service levels are maintained at all times. Compliance with the ***Food and Safety Act of 2013 and FDA Advisory No. 2015-066*** shall be monitored by the procuring entity.
3. The supplier shall provide aside from food, all kitchen tools and equipment, cooking utensils, dining wares, food containers, and other supplies and materials required to deliver the services.
4. The supplier shall deploy its personnel as adequately required to carry out the services. The supplier shall be responsible to comply with labor and employment standards, and shall have full control and discipline of its personnel. The supplier shall ensure that their personnel are well trained, physically and mentally qualified and fit to work. Copies of personnel profile, NBI Clearance, and Health Certificates shall be submitted to BTC for security reasons one week after the signing of Framework Agreement and prior to deployment. Service personnel shall be subject to searches when they leave the premises, as required.
5. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the procuring entity within the delivery period, shall be immediately replaced by the supplier upon verbal notice to that affect.
6. The supplier shall not be allowed to change the selected menu in the Call-Off. Only for reason of non-availability of raw materials, the Caterer shall be allowed to change, provided prior notice (at least 3 days) and approval was given by the procuring entity.
7. The supplier shall maintain the cleanliness and orderliness of kitchen and dining areas during the event. Waste segregation shall be observed by the supplier and proper disposal of organic and inorganic materials.
8. The supplier shall assume full responsibility for damages/illnesses suffered by guest attributed to food that was served. The procuring entity shall conduct an investigation on problems resulting from

SECTION VI. SCHEDULE OF REQUIREMENTS

food spoilages, wastage and similar incidents.

9. Unconsumed safe food items shall be surrendered to the Procuring Entity in-charge, provided "Left-over Food Waiver Form" will be prepared by the supplier and signed by the PE.

IV. Other Conditions

1. Supplier who accepted a contract but failed to deliver the required Goods within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR against the supplier.
2. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
3. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

V. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the required Goods/Services.

VI. Warranty

The Supplier warrants that all goods/services to be provided are of industry standard and compliant to Food and Safety Act of 2013.

VII. Price

Throughout the term of this Agreement the maximum bid price shall be the Approved Budget for the Contract (ABC) per Call-Off. Award shall be made to the lowest calculated and responsive bid (LCRB). Once an award is made, the price is considered as a fixed contract price.

Statement of Compliance

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply to the conditions set forth in the Contract with respect to this **Section VI. Schedule of Requirements**, if our bid is considered for award.

Name and Signature of Bidder's Authorized Representative

***Section VII. Technical
Specifications***

Technical Specifications

Note to Bidders: Bidders shall accomplish and sign the form in Section **VIII. Bidding Forms**, stating the performance parameters of the goods offered with reference to the individual parameters stated in this Section

Item	Specification	State here “Comply” or “Not Comply”

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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

One (1) Year Catering Services for Baguio Teachers' Camp through Framework Agreement

I. Rationale

The Department of Education – Baguio Teacher's Camp (BTC) is in need of a competent and reliable catering service provider to provide for the food requirements of guests during the conduct of seminars, trainings, workshops and other functions or events within the BTC. The winning bidder shall ensure to provide nutritious, safe and sanitary food at all times, prompt and efficient delivery of service, and affordable and reasonable cost of food and beverage.

II. Minimum Technical Requirement

Bidders must own an industrial kitchen that will pass the ocular inspection to be conducted by the BAC, in accordance with the Food and Safety Standards, and comply with the following specifications.

Item	Specifications	State here "Comply" or "Not Comply"
	Rice: Plain or Fried Equivalent to at least one cup or an estimated 200 grams per head.	
	Soup (selection from menu) Served in a bowl with estimated 200 ml per serving	
	3 Choices of Viands (selection of variety dishes of meat, poultry, fish and vegetables from menu) with estimated 100 grams edible portion per serving/viand	
	Dessert/Fruit (selection of pastries, fruits in season and sweets from menu) Served per piece or cut or saucer/small bowl	
	One round of juice (selection of drinks from menu) Served in glasses	
	Sample of 15 days Menu Cycle prepared by a <u>Certified Dietician</u> to be submitted as part of the Technical Proposal The winning bidder shall submit to BTC for approval the menu cycle for at least fifteen days or one month within the first week of each month.	
	Functional water dispenser with purified drinking water, at least two (2)	
	One (1) Functional water dispenser for minimum	

SECTION VII. TECHNICAL SPECIFICATIONS

	of 30 pax	
	Functional Electric Coffee Maker with at least 10-liter capacity	
	FREE Brewed Coffee for a minimum of 50 pax	
	Set of condiments, such as but not limited to salt, pepper, soy sauce, fish sauce, hot sauce and ketchup.	
	Dinner and table wares for at least for 200 pax <i>Note: The use of plastic plates, cups and straws, or any styropor materials are prohibited.</i>	
	Stainless Steel Chafing Dish, at least 5 pieces	
	Stainless steel serving trays, at least 5 pieces	
	Functional industrial kitchen with tools and equipment <u>capable of serving at least 200 pax</u> , such as but not limited to sets of: <ul style="list-style-type: none"> • Cooking Utensils • Cutting tools • Cooking equipment • Refrigerator and/or Freezer 	

III. Evaluation and Selection Guidelines

1. Food Taste Test and Evaluation of Bid Offer

- a. The food taste test shall be conducted by the BAC and TWG members during the Post-Qualification of the Lowest Calculated Bid/s (LCB) per lot.
- b. The BAC members shall choose a specific set menu from the sample menus prepared by the BTC. The chosen set menu will be the same set menu to be served by all the LCB.
- c. The LCB shall be notified as to the schedule of the food taste test.
- d. During the food taste test, the LCB is expected to render table service in accordance with professional standards. Food for taste test shall be served after each course to give ample time for evaluation.
- e. The bidders shall be rated based on the Food Taste Test (FT).

- f. The Bid Price/Offer shall be evaluated using a pass/fail criterion based on collegial rating of BAC and/or TWG.
- g. The Food Taste Test shall be rated and evaluated on the basis of the following criteria:

<input type="checkbox"/> Taste	- 50
<input type="checkbox"/> Service	- 10
<input type="checkbox"/> Food Presentation	- 15
<input type="checkbox"/> Sanitation	- 15
<input type="checkbox"/> Tableware/Utensils	<u>- 10</u>
TOTAL =	100 pts.

The passing rate for the Food Taste Test is 80%.

- h. Determine the HRB using the formula below:

$$S = (St \times 25\%) + (Sf \times 75\%)$$

Where:

S is the Total Score

St is the Technical Score

Sf is the Financial Score

FT is the weight given to the Technical Proposal

FP is the weight given to the Financial Proposal

2. Ocular Inspection

Bidders must pass the ocular inspection to be conducted by the BAC.

IV. Terms of Reference (TOR)

1. The winning bidder shall sign a Framework Agreement for one year with the Procuring Entity.
2. During the duration of the contract, DepEd - BTC shall provide the following amenities FREE of charge:
 - Dining area and pantry
 - Telephone lines (local calls)
 - Janitorial services at the lobby, hallways and grounds.
 - Parking slots for deliveries

Except for the Kitchen area which will be used in the preparation of food orders, to recoup the cost of utilities such as electricity and water. Subject to the guidelines set by BTC Management.

3. The winning bidder **may** at no cost make use of the available furniture, fixture and equipment which are found in the Senior/Junior Mess Hall.
4. The winning bidder shall, during the period of their use, must ensure that said furniture, fixtures, equipment and facilities are properly maintained.

V. Scope of Work

1. The winning bidder shall operate in pre-designated kitchen and dining areas accessible to the Mess Hall. It shall provide meals for BTC guests based on each “Call-Off” issued by BTC.
2. BTC shall not be precluded from using other spaces preferred by the paying guests, during seminars, trainings, meetings or conferences, or venue including the “mess hall”, if available (75% capacity of mess hall as booked will be for exclusive use of supplier/service provider) where packed lunch may be required, subject to BTC Rules and Regulations.
3. In the event that BTC clients preferred packed meals instead of buffet type of food service, the supplier/service provider shall comply as indicated in the Call-Off issued by BTC.

VI. Food Service Guidelines

1. Operating Hours
 - Catering service operations (Set Menu/Packed Meal or Managed Buffet) is from Mondays to Fridays
 - Breakfast will be served from 6:00 a.m. to 8:00 a.m.
 - Lunch will be served from 12:00 a.m. to 1:00 p.m.
 - Dinner will be served from 6:00 p.m. to 8:00 p.m.
 - Morning Snacks will be served at 10:00 a.m.
 - Afternoon Snacks will be served at 3:00 p.m.
2. Menu Selection
 - 2.1 The winning bidder shall provide a variety of nutritious food selection for BTC customers. They must submit to the BTC for approval at least a 15-day Menu Cycle or One (1) month Menu Cycle within the first (1st) week of each month.
 - 2.2 Menu proposal for catering services must be submitted to

SECTION VII. TECHNICAL SPECIFICATIONS

the end-user, through BTC, at least one (1) week in advance indicating therein the serving portion, size or number of pieces per serving. It is understood that the standard weight shall exclude the weight of the sauce/trimmings of the dishes.

- 2.3 Non-submission or non-compliance with the approved menu cycle shall be considered a violation and subject to the imposition of sanction as stipulated in Item 7 of this TOR

3. Equipment and Facilities

- 3.1 The winning bidder with a written consent issued by the BTC shall provide at its own expense the necessary equipment/supplies for use in the food service operation, including, but not limited to the following:

- Furniture and fixtures such as dining tables and chairs
- Kitchen equipment and utensils such as refrigerator, freezer, chiller, industrial stove/range, oven, microwave, electric oven, griller, food warmers, chafing dish, soup kettle, cold pan and display case, silver caddy, color coded chopping boards, measuring cups and spoons, dietetic scale, utility carts, LPG for cooking
- Dinnerware or Chinaware (plates, cups, sauces & bowls)
- Stainless Flatware or Silverware (knives, forks, spoons)
- Glassware
- Holloware (service trays, cruet sets)
- Table linens and ornaments

- 3.2 The winning bidder must provide fire extinguishers and placed at the kitchen area.
- 3.3 The winning bidder shall report immediately to the BTC any necessary repair of damaged plumbing and drainages.
- 3.4 DepEd hereby agrees that any fixtures, equipment as well as shelving and the like provided by the winning bidder shall remain the property of the latter and maybe removed by the winning bidder upon termination of the contract, provided however, that the removal shall not cause any damage to the premises and shall be subject to written consent from the Senate.
- 3.5 The winning bidder shall maintain the premises in a clean and sanitary condition, free from obnoxious odors, disturbing noises or other nuisances.

SECTION VII. TECHNICAL SPECIFICATIONS

4. Personnel/Manpower Requirement

4.1. The winning bidder shall submit the list of personnel to be assigned at BTC in compliance with this provision one (1) week before the awarding of the contract. For an activity with minimum number of 30 participants

Role/Function	Minimum No.	Requirement
Nutritionist/Dietitian	1	Must be Licensed
<u>Project/Food Supervisor</u>	<u>1</u>	<u>With at least 1 year relevant experience</u>
<u>Waiter/Server</u>	<u>1</u>	<u>With NC</u>
<u>Chef/Cook</u>	<u>1</u>	<u>With at least 3 years relevant experience</u>
Kitchen Helper	1	As required

Additional personnel required for bigger events shall be coordinated by BTC prior to issuance of “Call-Off”. BTC shall be advised/notified in writing accordingly, in case of any change and/or replacement of the winning bidder’s employees.

4.2 The winning bidder shall submit the list of personnel to be assigned at BTC in compliance with this provision one (1) week before the awarding of the contract. For an activity with minimum number of 30 participants

Role/Function	Minimum No.	Requirement
Nutritionist/Dietitian	1	Must be Licensed
Project/Food Supervisor	1	With NC
Waiter/Server	1	For every 30 pax
Chef/Cook	1	With NC
Kitchen Helper	1	As required

Additional personnel required for bigger events shall be coordinated by BTC prior to issuance of “Call-Off”. BTC shall be advised/notified in writing accordingly, in case of any change and/or replacement of the winning bidder’s employees.

4.3 Food handlers which include both kitchen and dining personnel must wear the proper/standard work attire or uniform and observe good personal hygiene practices as prescribed in Section 3b. Item 5 of the Implementing Rules and Regulations of Chapter III on Food Establishments of the Code on Sanitation of the Philippines (PD 856). Personnel’s identification card/pass for counter-signature of the BTC Superintendent which must be worn at all times while confined within the BTC premises.

- 4.4 The winning bidder shall be solely responsible for the salaries and wages, allowances, overtime compensation and such other benefits as may be required by law of all its personnel and staff subject to the provisions of the Labor Code of the Philippines and its Implementing Rules and Regulations. The winning bidder shall strictly comply with the requirements of the Social Security System (SSS), Philhealth, Pag-IBIG and Occupational Health and Safety Standards and all other provisions under the Employee Compensation Commission.
5. Food Safety, Sanitation and Quality Control
- 5.1 The winning bidder shall ensure utmost cleanliness and proper hygiene in the preparation, handling and service of food. It shall strictly comply with all existing laws and applicable ordinances governing procurement, food safety and sanitation standards, Sanitation Code of the Philippines or PD 856, RA 3720 amended by EO 175, environmental laws such as RA 8749, RA 9003, RA 9275, among others, including DepEd and BTC policies and orders.
- 5.2 All food preparation by the winning bidder to be served shall be subject to inspection by BTC or its authorized representative to ensure food safety and quality control.
- 5.3 The winning bidder shall be responsible for the monitoring, handling and proper disposal and hauling of all waste products and shall be done AT SOURCE. The winning bidder shall have its own containers/trash cans or bins with lids and shall provide the proper labeling of waste materials and segregate them as follows:
- A. Biodegradable (composing)
 - Food waste (left over food including fruit and vegetable peelings)
 - B. Non-biodegradable (recyclables)
 - Aluminum cans, pet bottles, tetra packs, and any metal products
 - C. Paper
 - Wet paper
 - Dry paper
- Note: Use of “single use” plastic and Styrofoam package containers shall not be allowed.

6. Prohibited Acts

The winning bidder is prohibited from engaging in any of the following acts:

SECTION VII. TECHNICAL SPECIFICATIONS

- 6.1 To use the BTC premises for any unlawful acts or immoral purposes or acts contrary to the provisions of this instrument, or such other purpose that will cause damage to BTC.
 - 6.2 To store any flammable materials which will constitute fire hazard, toxic, harmful, poisonous, or noxious substance in the premises, EXCEPT those which are necessary for cleaning, sanitation purposes and food service operation.
 - 6.3 To store any items or contraband wherein the possession, use, distribution or sale of which is prohibited by law, including but not limited to prohibited drugs, firearms, ammunition, explosives, pornographic materials, and such other analogous items/objects.
 - 6.4 To make any alterations, renovations, improvements to the premises or change the electrical, plumbing, lighting or sanitary systems without obtaining prior written consent from the BTC.
 - 6.5 To use the provided mess halls beyond the specified food service operating hours. In case of general cleaning or special events that will require the use of these premises, a prior consent must be secured from the BTC Administration.
 - 6.6 To use the facilities to provide catering services to non-BTC related functions or outside clients.
 - 6.7 To use the BTC premises for dwelling or sleeping purposes.
7. Monitoring and Clearance
- 7.1 A regular inspection to ensure the winning bidders' compliance with the foregoing provisions shall be conducted by the BTC. The winning bidder assumes full and exclusive responsibility for the quality, safety and fitness for human consumption of all food items served at the function.
 - 7.3 The winning bidder shall permit inspection by appropriate government agencies such as the City Municipal Health Office, Bureau of Fire Protection or BIR, as may be required.
 - 7.4 The BTC shall conduct surveys to determine the winning bidders' performance rating.
 - 7.5 Upon expiration of the contract, the winning bidder shall orderly turn-over the premises and all fixtures provided by the BTC in its usable and good condition. BTC shall then issue clearance releasing the winning bidders from any

accountability.

- 7.6 The winning bidder is expected to strictly follow the herein Terms of Reference and Scope of Services, and shall be liable for any violation or infraction of the same, including those committed by its staff. Penalties shall be meted as follows:

FIRST OFFENSE: Written notice informing them of the violation, and giving them an opportunity to explain and take corrective actions within fifteen (15) calendar days, and to warn them that a repetition of the violation will result in the imposition of a fine in the amount of TEN THOUSAND PESOS (P10,000.00), if warranted.

SECOND OFFENSE: Imposition of TEN THOUSAND PESOS (P10,000.00) fine for every subsequent infraction, with notice of possible termination of the contract.

THIRD OFFENSE: Termination of Contract

Violations and infraction shall include, but shall not be limited to the following:

- (a) Failure to provide the food requirements for the subject activity of the Call-off;
- (b) Improper handling and disposal of waste products by the firm and/or their personnel;
- (c) Non-submission or non-compliance with the approved menu for the function/event/activity, unless a request to deviate from the same has been applied for and approved by BTC;
- (d) Failure to pay for the salaries, wages, allowances, overtime, compensation and benefits as may be required by law of all its personnel and staff;
- (e) Unhygienic and/or improper handling and services of food
- (f) Commission by any or its personnel or staff of the prohibited acts under Item 6 of this TOR.

It is agreed and understood that any incidence of food poisoning, even for the first offense, shall be a ground for the termination of the contract.

Bidder's Statement of Compliance

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply to the conditions set forth in the Contract with respect to this **Section VII. Technical Specifications**, if our bid is considered for award.

Name and Signature of Bidder's Authorized Representative

Section VIII. Bidding Forms

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FINANCIAL BID FORM

Date: _____
Project N^o: _____

The Secretary
Department of Education
DepEd Complex, Central Office
Meralco Avenue, Pasig City

Attention: The Chairperson
Bids and Awards Committee

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words (and figures)]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance securing declaration in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 17.1 and 18.2, respectively, and it shall remain binding upon us and may be accepted at any time before the expiration of that bid validity period.

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations,*

SECTION VIII. BIDDING FORMS

cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

We, further, confirm that, for purposes of this bid, and if such Bid is accepted, the address stated below shall be the Supplier's official address and contact numbers, as reflected in the *(state proof of billing e.g. PhilGEPS Certificate, Mayor's Permit, SEC, Tax Clearance)*

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.

Dated this _____ day of _____ 20_____.

[signature over printed name of
Authorized Representative]

[in the capacity of _____]
(designation of Authorized Representative)

Duly authorized to sign Bid for and on behalf of _____
[Registered Company/Business Name of the Bidder]

Address : _____

Telephone No : _____

Telefax: _____

Email address : _____

PRICE SCHEDULE

For Goods Offered From Abroad

Name of Bidder _____, Invitation to Bid Number _____. Page _____ of _____.

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

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Note: Accomplish this form in accordance with ITB Clause 15, and, specifically **15.4(a)** thereof. Rates and prices for all items of the Goods described in the Technical Specifications and Schedule of Requirements shall be indicated, therefore, **all columns shall be filled-out**. Where a required item is provided, but no price is indicated, the same shall be considered as **non-responsive** and, thus, automatically **disqualified**. Specify that items are being offered for free to the government by indicating **dash (-), zero ("o") or ("N/A")**.

SECTION VIII. BIDDING FORMS

PRICE SCHEDULE

For Goods Offered From Within the Philippines

Name of Bidder _____ . Invitation to Bid Number __. Page of ____.

1	2	3	4	5	6	7	8	9	10
Lot	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Executive Meal		30,000						
	Breakfast (4 course) Meal + Drink								
	Lunch (6 course) Meal + Drink								
	Dinner (6 course) Meal + Drink								
	AM/PM Snacks + Drink								
2	Economy Meal		38,180						
	Breakfast (4 course) Meal + Drink								
	Lunch (5 course) Meal + Drink								
	Dinner (5 course) Meal + Drink								
	AM/PM Snacks w/o drinks								

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Note: Accomplish this form in accordance with ITB Clause 15, and, specifically **15.4(a)** thereof. Rates and prices for all items of the Goods described in the Technical Specifications and Schedule of Requirements shall be indicated, therefore, **all columns shall be filled-out**. Where a required item is provided, but no price is indicated, the same shall be considered as **non-responsive** and, thus, automatically **disqualified**. Specify that items are being offered for free to the government by indicating **dash (-)**, **zero ("0")** or **("N/A")**.

Framework Agreement Form
(Outright determination of LCRB)

PROJECT : _____

Contract No. : _____

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between:

The *Department of Education – Baguio Teachers’ Camp*, a government Office existing under the laws of the Republic of the Philippines, with address at Baguio City, represented herein by its _____, and hereinafter referred to as the “THE PURCHASER”.

and

The [name of Supplier/Service Provider], a duly registered entity existing under the laws of the Philippines, with postal address at _____, represented by its _____, herein referred to as the “THE SUPPLIER”.

WITNESSETH, that:

1. WHEREAS the Purchaser invited Bids for certain goods and ancillary services, viz., *Provision of One Year Catering Services for Baguio Teacher’s Camp* using Framework Agreement;
2. WHEREAS, this agreement is for the potential purchase of goods determined to be necessary and desirable to address and satisfy the needs of the Purchaser but by its nature, use or characteristics, the quantity and/or exact time of need cannot be accurately pre-determined;
3. WHEREAS, the Purchaser wishes to purchase these items on a fixed duration of a year at a fixed price per unit or item or identified service, based on the actual bid price of the supplier;
4. WHEREAS, the supplier passed the eligibility screening conducted by the purchaser, and committed to maintain and update the eligibility requirements throughout the lifetime of this Agreement, and intends to deliver the goods and services needed by the purchaser.
5. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;

SECTION VIII. BIDDING FORMS

- (b) the Framework Agreement List, particularly the contract price per item/service specified in the list.
- (c) the Schedule of Requirements or Call-Off Terms and Conditions;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract, including Terms of Payment;
- (f) the Performance Securing Declaration; and
- (g) the Entity's Notice to Execute Framework Agreement.

NOW THEREFORE, the parties agree as follows:

Article I

SCOPE

The Framework Agreement shall be applicable only for the procurement of Catering Services at the Baguio Teachers' Camp. The details are indicated in the Technical Specifications and Schedule of Requirements for the project.

Article II

DURATION

The term of this agreement shall be for one (1) year reckoned from the issuance of the first "Call-Off", unless sooner revoked by both parties. The duration of each separate contract per Call-Off shall depend on the terms and conditions indicated in the Call-Off Terms and Conditions.

Article III

CALL-OFF

Call-Offs may be called by the entity during the lifetime of this Agreement following the procedures laid down in the Guidelines on the Use of Framework Agreement. The supplier shall follow the Call-Off terms and conditions issued by the entity.

Upon the determination of the need to procure the items or services, the procuring entity will issue a Call-Off, in favor of the supplier/service provider to obligate the latter to deliver or perform according to the terms and conditions stated in the Framework Agreement. After receipt of the Call-Off from the procuring entity, the supplier shall deliver/perform the items within the period specified in the Framework Agreement, unless a different time is provided in the Call-Off; in which case the period stated in the latter shall prevail. No limit in the number of Call-Offs that may be executed. However:

- Subsequent Call-Offs shall not exceed the maximum quantity in the Framework Agreement List;
- The fixed contract prices rule shall be observed; and
- All executed Call-Offs shall not exceed the total contract price, unless otherwise specified in the specified in the Framework Agreement.

SECTION VIII. BIDDING FORMS

Article IV
EXCLUSIVITY

Only parties to the Framework Agreement can participate to the Call-Off conducted by the entity.

Article V
PRICE

Throughout the term of this Agreement the maximum bid price shall be the Approved Budget for the Contract (ABC) per Call-Off. Award shall be made to the lowest calculated and responsive bid (LCRB). Once an award is made, the price is considered as a fixed contract price.

Article VI
TERMS AND CONDITIONS OF PURCHASE

The terms and conditions of a purchase per each call-off shall be governed by the Call-Off Terms and Conditions and all the applicable provisions of the Philippine Bidding Documents for the Procurement of Goods particularly the General Conditions of the Contract, subject to changes a specified under the Special Conditions of the Contract.

Failure to deliver/perform within the agreed period, including any time extension, will make the supplier/service provider liable to the entity for liquidated damages at least equal to one-tenth of one percent (.001) of the cost of the unperformed portion of the total amount of the items ordered per Call-Off for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the items ordered per Call-Off, the procuring entity may rescind the same, without prejudice to other courses of action and remedies open to it.

The Warranty provision for goods under Section 62 of RA 9184 and its IRR shall be observed under the Framework Agreement, and shall be required for each Call-Off.

Article VII
TERMINATION

Without prejudice to the provisions of applicable laws, rules, and guidelines, the Framework Agreement shall automatically terminate under the following conditions:

- a) When the total maximum quantity specified in the Framework Agreement has been exhausted; or
- b) When the specified duration of the Framework Agreement has expired.

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.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

SECTION VIII. BIDDING FORMS

SIGNED, SEALED AND DELIVERED BY:

PURCHASER

SUPPLIER

SIGNED IN THE PRESENCE OF:

PURCHASER'S WITNESS

SUPPLIER'S WITNESS

REPUBLIC OF THE PHILIPPINES) S.S.
PASIG CITY, METRO MANILA)

A C K N O W L E D G E M E N T

BEFORE ME, a Notary Public in and for Pasig City, Metro Manila,
Philippines, this _____ day of _____, personally
appeared:

GOVERNMENT-ISSUED IDENTIFICATION CARD

<u>NAME</u>	<u>Number</u>	<u>Issued on</u>	<u>Issued at</u>
-------------	---------------	------------------	------------------

PURCHASER

SUPPLIER

Known to me and to me known to be the same persons who executed the
foregoing instrument and acknowledged to me that same is the free and voluntary
act and deed of the entities which they respectively represent.

The foregoing instrument is a CONTRACT consisting of _____ pages (exclusive
of attachments), including this page on which the acknowledgement is written and
signed by the parties hereto and their instrument witness on the left hand margin
of each and every page hereof.

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

NOTARY PUBLIC
Until December 31, 20__

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

SECTION VIII. BIDDING FORMS

CALL-OFF FORM
Baguio Teachers' Camp

Supplier: _____ Address: _____ TIN: _____			C.O. No. _____ Date: _____ Mode of Procurement: Competitive Bidding		
Gentlemen: Please furnish this Office the following goods/services subject to the contained herein: Purpose/Activity: _____					
Place of Delivery: _____ Date of Delivery: _____			Delivery Term: _____ Payment Term: _____		
Package/Set No.	Unit	Description	Quantity	Unit Cost	Amount
Total amount in words : _____ - _____					
Please see attached Terms and Conditions: CONFORME: _____ Signature over printed name of supplier _____ Date			Very truly yours, _____ Authorized Official		

Funds Available:

Chief Accountant

ALOBS No.: _____

Amount: _____

**CALL-OFF
Terms and Conditions**

I. Issuance of Call-Off

1. Supplier shall pick up the CALL-OFF(s) issued in his favor within seven (7) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier.
2. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall deliver the services in accordance with the schedule, and specifications of the award or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
3. ALL PRICES ARE FIXED, VALID, AND BINDING BASED ON THE APPROVED FRAMEWORK AGREEMENT.
4. No other cost shall be authorized unless otherwise specified in the Framework Agreement.
5. In case of postponement or cancellation of scheduled activity, the procuring entity shall inform the supplier/service provider at least five (5) days prior to original schedule indicated in the Call-Off, without incurring any obligation.

II. Inspection and Test

1. The procuring entity reserves the right to inspect the premises of the supplier to ensure that food is prepared in the most hygienic conditions.
2. All necessary laboratory tests that maybe undertaken by procuring entity on the item(s) as need arise, shall be for the account of the supplier.
3. Sanitary Permits of establishment and Health regulatory permits of worker should be presented upon request by BTC for monitoring purposes.

III. Delivery of Services

1. The procuring entity shall guarantee the number of participants indicated in the Call-Off. If the actual number of participants is less than the guaranteed number of participants, the Procuring Entity shall confirm the actual number of participants at least three (3) days before the scheduled activity. However, if participants exceed the guaranteed number, billing shall be made based on actual attendees.

SECTION VIII. BIDDING FORMS

2. The supplier/service provider shall ensure that the quality of food and service levels are maintained at all times. Compliance with the ***Food and Safety Act of 2013 and FDA Advisory No. 2015-066*** shall be monitored by the procuring entity.
3. The supplier shall provide aside from food, all kitchen tools and equipment, cooking utensils, dining wares, food containers, and other supplies and materials required to deliver the services.
4. The supplier shall deploy its personnel as adequately required to carry out the services. The supplier shall be responsible to comply with labor and employment standards, and shall have full control and discipline of its personnel. The supplier shall ensure that their personnel are well trained, physically and mentally qualified and fit to work. Copies of personnel profile, NBI Clearance, and Health Certificates shall be submitted to BTC for security reasons one week after the signing of Framework Agreement and prior to deployment. Service personnel shall be subject to searches when they leave the premises, as required.
5. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the procuring entity within the delivery period, shall be immediately replaced by the supplier upon verbal notice to that affect.
6. The supplier shall not be allowed to change the selected menu in the Call-Off. Only for reason of non-availability of raw materials, the Caterer shall be allowed to change, provided prior notice (at least 3 days) and approval was given by the procuring entity.
7. The supplier shall maintain the cleanliness and orderliness of kitchen and dining areas during the event. Waste segregation shall be observed by the supplier and proper disposal of organic and inorganic materials.
8. The supplier shall assume full responsibility for damages/illnesses suffered by guest attributed to food that was served. The procuring entity shall conduct an investigation on problems resulting from food spoilages, wastage and similar incidents.
9. Unconsumed safe food items shall be surrendered to the Procuring Entity in-charge, provided "*Left-over Food Waiver Form*" will be prepared by the supplier and signed by the PE.

IV. Other Conditions

1. Supplier who accepted a contract but failed to deliver the required Goods within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR against the supplier.
2. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.

SECTION VIII. BIDDING FORMS

3. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

V. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the required Goods/Services.

VI. Warranty

The Supplier warrants that all goods/services to be provided are of industry standard and compliant to Food and Safety Act of 2013.

VII. Price

Throughout the term of this Agreement the maximum bid price shall be the Approved Budget for the Contract (ABC) per Call-Off. Award shall be made to the lowest calculated and responsive bid (LCRB). Once an award is made, the price is considered as a fixed contract price.

After having carefully read the above Terms and Conditions, I/We accept the corresponding Call-Off order and shall deliver the services within the scheduled date in accordance with the approved Framework Agreement.

Name & Signature of Authorized Representative

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

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;

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]*.

SECTION VIII. BIDDING FORMS

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.

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]*

Doc. No.
Page No.
Book No.
Series of _____

* This form will not apply for WB funded projects.

BANK GUARANTEE FORM FOR ADVANCE PAYMENT

To: **Department of Education**
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X----- X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

To: The Honorable Secretary
Department of Education
DepEd Complex, Meralco Ave.
Pasig City

I/We¹, 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 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 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

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

SECTION VIII. BIDDING FORMS

timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

- (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'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]

Doc. No.
Page No.
Book No.
Series of _____

BID SECURITY (BANK GUARANTEE) FORM

WHEREAS, *[insert name of Bidder]* (hereinafter called the “Bidder”) has submitted its bid dated *[insert date]* for the *[insert name of contract]* (hereinafter called the “Bid”).

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the “Bank” are bound unto the DEPARTMENT OF EDUCATION Central Office, (hereinafter called the “Entity”), in the sum of *[insert amount]* for which payment well and truly to be made to the said Entity the Bank binds itself, its successors and assigns by these presents.

SEALED with the Common Seal of said Bank this ___ day of _____ 201_.

THE CONDITIONS of this obligation are:

1. If the Bidder:
 - (a) withdraws its Bid during the period of bid validity specified in the Form of Bid; or
 - (b) does not accept the correction of arithmetical errors of its bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of its bid by the Procuring Entity during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of its first written demand, without the Entity having to substantiate its demand, provided that in its demand the Entity will note that the amount claimed by the Entity is due to the Entity owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date *[insert days]* days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____
WITNESS _____

(Signature, Name and Address)

SIGNATURE OF THE BANK _____
SEAL _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC) FORM

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from date of bid submission.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = 15 regardless of contract duration

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or its duly accredited or authorized institution for the preceding year which should not be earlier than two (2) years from date of bid submission.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

SECTION VIII. BIDDING FORMS

LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED *BUT NOT YET STARTED*

Business Name : _____

Business Address : _____

<i>Name of Contract/ Project Cost</i>	<i>Owner's Name a. Address b. Telephone Nos.</i>	<i>Nature of Work</i>	<i>Bidder's Role</i>		<i>Date Awarded a. Date Started b. Date of Completion</i>	<i>% of Accomplishment</i>		<i>Value of Outstanding Works / Undelivered Portion</i>
			<i>Description</i>	<i>%</i>		<i>Planned</i>	<i>Actual</i>	
<u><i>Government</i></u>								
<u><i>Private</i></u>								

Note : (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts" or "None" or "Not Applicable (N/A)" under the Column for Name of Contract (first column from left)

Submitted by: _____

Printed Name and Signature of Authorized Representative

Designation : _____

Date : _____

SECTION VIII. BIDDING FORMS

STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT

Business Name : _____

Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed d. Contract Performance certified by End User
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: The bidder shall be able to support this statement with:

Duly signed Contracts/Purchase Orders (POs)/ Agreements/Memoranda of Agreement (MOA)/Notices of Award (NOA)/Job Orders or Notices to Proceed (NTP) with the corresponding

Certificates of Completion of Delivery (CCDs)/ Certificates of Final Acceptance (CFAs)/duly signed Delivery Receipts (DRs), or duly accomplished Inspection and Acceptance Reports (IARs)

Submitted by : _____

(Printed Name and Signature)

Designation : _____

Date : _____

JOINT VENTURE AGREEMENT FORM

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____.

- and -

_____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the hereunder stated project to be conducted by the (Name of the Procuring Entity).

NAME OF PROJECT	CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and _____ own the share and interest of _____ and _____ [indicate percentage of shares) respectively

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

SECTION VIII. BIDDING FORMS

SIGNED IN THE PRESENCE OF:

Witness

Witness

REPUBLIC OF THE PHILIPPINES) S.S.
PASIG CITY, METRO MANILA)

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for Pasig City, Metro Manila, Philippines, this _____ day of _____, 201_ personally appeared:

<u>NAME</u>	<u>GOVERNMENT-ISSUED IDENTIFICATION CARD</u>		
	<u>Number</u>	<u>Issued on</u>	<u>Issued at</u>
_____	_____	_____	_____
_____	_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is a JOINT VENTURE AGREEMENT consisting of_ pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witnesses on the left hand margin of each and every page hereof.

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

NOTARY PUBLIC
Until December 31, 201_

Doc. No. _____
Page No. _____
Book No. _____
Series of 201_____

**BIDDER’S TECHNICAL SPECIFICATIONS FORM
AND STATEMENT OF COMPLIANCE**

Bidders shall accomplish this Form stating the performance parameters of the goods offered with reference to the individual parameters stated in Section VII. Technical Specifications.

Item	Specification	State here “Comply” or “Not Comply”

Note: This Statement of Compliance shall be stated at the last page of this Form, duly signed by the Bidder’s Authorized Representative.

Statement of Compliance

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 goods 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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Bidder’s Statement of Compliance: I/We hereby state that our Bid complies with the Schedule of Requirements and Technical Specifications specified in Sections VI and VII of the Bidding Documents.

Bidder’s Name and Signature : _____
 Bidder’s Business Name : _____

**Note: The form on page (pp. 94-103) shall suffice as Bidder’s Technical Specifications Forms and Statement of Compliance.*

PERFORMANCE SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

PERFORMANCE SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

To: *[Insert name and address of the Procuring Entity]*

I/We¹ the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/service provider of its obligations under the Framework Agreement, I/we shall submit a Performance Securing Declaration prior to the signing of the Framework Agreement.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 of five percent (5%) of the Call-Off Price, if I/we have committed any of the following actions:
 - (i) Violation of my/our obligations under the Framework Agreement;
or
 - (ii) Violation of my/our obligations under a Call-Off terms and Conditions.
3. I/We understand that this Performance Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the validity period of the framework agreement; or
 - (b) When the total maximum quantity specified in the Framework Agreement has been exhausted, whichever comes first.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this
____ day of *[month]* *[year]* at *[place of execution]*.

ANNEXES

CHECKLIST OF THE TECHNICAL AND THE FINANCIAL COMPONENT DOCUMENTS FOR BIDDERS

I. Technical Component Envelope

Eligibility Requirements

Class “A” Documents

- Legal Documents

1. Valid PhilGEPS Registration

- Eligibility Technical Documents

2. Duly signed Statement of all ongoing government and private contracts within the last 5 years from the deadline date for submission and receipt of bids, including contracts awarded but not yet started (refer to Section III, BDS 12.1(a)(iii) in case of no ongoing contract)

3. Duly signed Statement Identifying the Single Largest Completed Contract, in an amount equivalent to at least twenty-five percent (25%) of the ABC to be bid or at least two (2) similar contracts, and the aggregate contract amount, whose value, adjusted to current prices using the Phil. Statistics Authority price indices, in an amount equivalent to at least fifty percent (50%) of the ABC to be bid and the largest of similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the package to be bid pursuant to Section III, BDS Clause 5.4, within five (5) years immediately preceding the deadline date for submission and receipt of bids

- Eligibility Financial Documents

4. Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC being bid

Class “B” Documents

5. If applicable, valid and duly signed joint venture agreement (JVA) pursuant to ITB Clause 12.1(a)(vi) and ITB Clause 24.6, 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

Technical Documents

6. Original copy of Bid Security, in accordance with ITB Clause 18
If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission required in ITB 12.1(b)(i.2); or

Original copy of Notarized Bid Securing Declaration, in accordance with ITB Clause 18.1

7. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents, refer also to BDS Clause 12.1(b)(ii):

a. Duly accomplished and signed Bidder’s Technical Specifications with Statement of Compliance

b. *Other requirements specified in the BDS.*

8. Original and duly signed Omnibus Sworn Statement (OSS) in accordance with Section VIII, Bidding Forms, in case of corporation, partnerships, joint venture, or cooperative, submit also a Notarized Secretary's Certificate (refer to paragraph no. 2 of the OSS)
9. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate government procurement activities for the same item or product.

NUMBER OF COPIES OF ELIGIBILITY-TECHNICAL COMPONENT IN SEPARATE ENVELOPES

- One (1) original copy and
- Two (2) additional copies
- One (1) copy in compact disc (CD) or Flash Drive

II. Financial Component Envelope

1. Original copy of duly signed and accomplished Financial Bid Form
2. Original copy of duly signed and accomplished Price Schedule(s)
3. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with ITB Clause 27

NUMBER OF COPIES OF FINANCIAL COMPONENT IN SEPARATE ENVELOPES

- One (1) original copy
- Two (2) additional copies
- One (1) copy in compact disc (CD)

The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.

III. To expedite the bid evaluation, the bidder at its option may submit in advance, i.e., on or before the deadline for submission and receipt of bids, the documents below required in Section II, ITB Clause 29.2, in a separate envelope as follows:

- i. Latest income and business tax returns, within the last six (6) months preceding the date of bid submission, paid and filed through the BIR Electronic Filing and Payment System (EFPS)
- ii. Certificate of PhilGEPS Registration (Platinum Membership), in case the bidder opted to submit their Class "A" Documents during submission and opening of bids

- iii. Other appropriate licenses and permits required by law and stated in the BDS, such as Sanitation and Health Permits issued by local authorities.

However, non-submission of these documents in advance will not disqualify the bidder during the opening and examination of bids.

The envelope shall be marked:

- ITB 29.2 Documents
- Name of Project: _____
- Bid Opening Date: _____
- Name of Bidder: _____



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila

Head Office:
P.O. Box 3589 Manila
FAX No. 522-14-34
Tel. Nos. 523-84-61 to 70
Website : www.insurance.gov.ph

CERTIFICATION

This is to certify that **PHILIPPINE PHOENIX SURETY and INSURANCE** is an authorize insurance company and licensed to transact general insurance business in the Philippines for such lines as **FIRE, MARINE, CASUALTY and SURETY** under Certificate of Authority Number 2012/53-R effective 1 July 2012 until 30 June 2013, unless sooner revoked or suspended for cause.

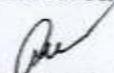
It is certified, moreover, that **Philippine Phoenix Surety & Insurance** is likewise authorized under Administrative Order No. 196 issue Surety Bonds, Performance Bonds and Bidder's Bonds callable on demand in favor of the various departments, agencies, instrumentalities of the government pursuant to the Revised Implementing Rules and Regulations of R.A. 9184 and that the company certifies to us that **SURETY BOND** denominated as **PPSII Bond No. G (16) HO45538** was issued in behalf of **COSMOTECH PHILIPPINES, INC.** represented by: **Emilio Federizo**, in favor of **DBM-PROCUREMENT SERVICE (PS)**, in the amount of **ONE HUNDRED FORTY FIVE THOUSAND ONLY (Php 145,000.00)**, for the **Supply & Delivery of Office Equipment for PS STOCKS** as per **Public Bidding No. 12-130**. Photocopy of said bond has been submitted by the company to the Regulation Division of this Commission.

This certification is issued upon the request of **Mr. JOSEFINO S. RAZON**, Officer In Charge of **Philippine Phoenix Surety & Insurance**, as required by the Dept. of Budget and Management - Procurement Service (PS), pursuant to Section 39.2 (c) of the Revised Implementing Rules and Regulations of R.A. 9184.

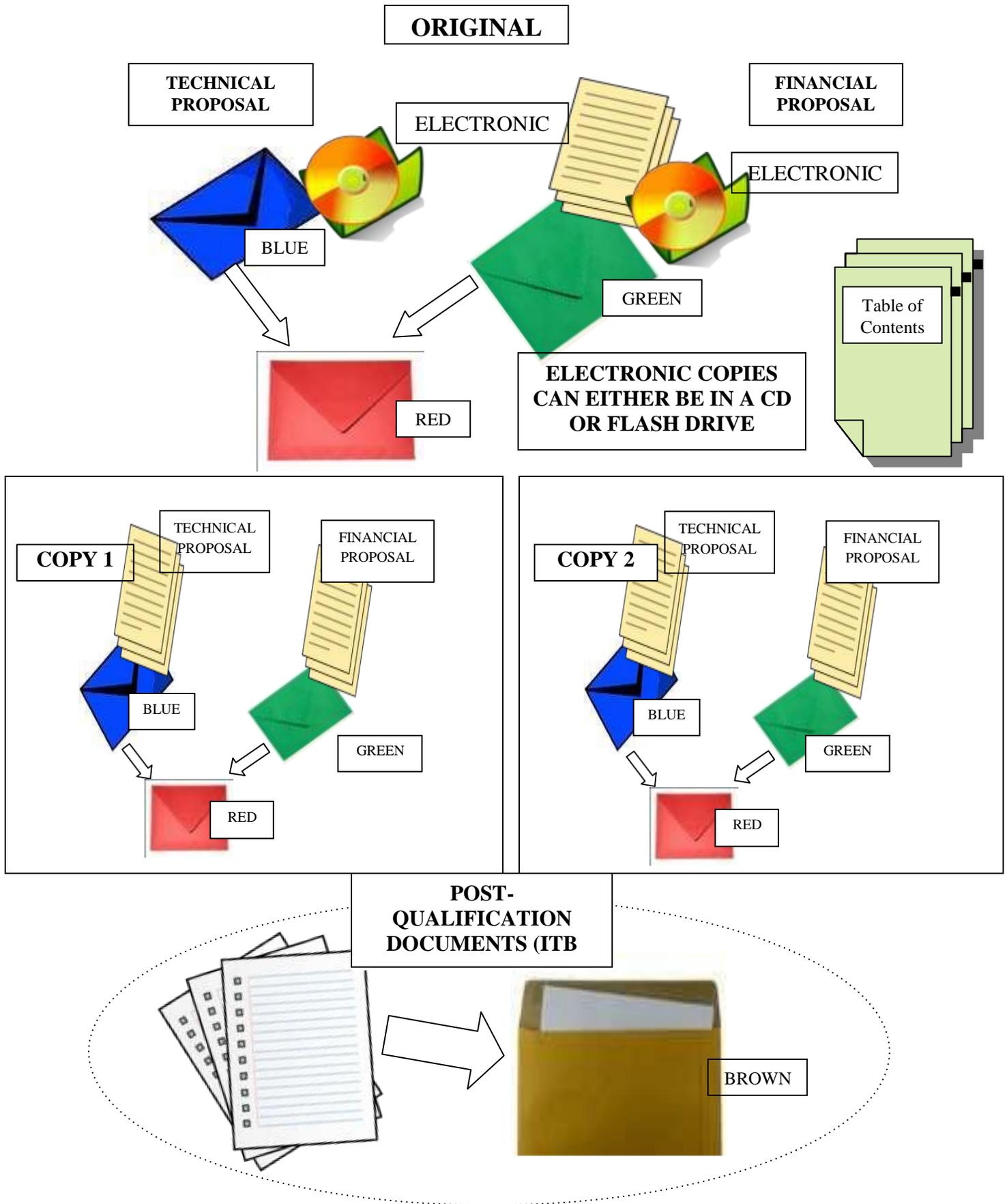
Issued on this 10th day of October, 2012.

City of Manila, Philippines.

For the Insurance Commissioner,


ATTY. DENIS C. CABUCOS
Chief-Regulation Division
Paid Under O.R. No.3482358B

SEALING AND MARKING OF BIDS



ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME]

[COMPANY'S OFFICE ADDRESS]

PUBLIC BIDDING: [PROJECT TITLE]

BIDDING FOR [no.] : [item description] (if applicable)

THE CHAIRPERSON

BIDS AND AWARDS COMMITTEE

DEPARTMENT OF EDUCATION CENTRAL OFFICE

[VENUE OF BID OPENING]

DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]

