

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

## A&E Modules (Printing and Delivery)

**Bureau of Learning Resources**



**Fifth Edition**  
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**2019-10-BLR2(012)-BIII-CB-024**

## **Preface**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs) and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are <sup>1</sup>for mandatory use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; Section VII. Technical Specifications, and Section IX. Foreign- Assisted Projects. The forms to be used are provided in Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VIII. Bidding Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be

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<sup>1</sup> Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

adapted as necessary to the circumstances of the particular Project.

- (b) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VIII. Bidding Forms since these provide important guidance to Bidders.
- (d) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (e) If modifications must be made to bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC these terms shall be printed in bold type face on Section I. Instructions to Bidders and Section III. General Conditions of Contract, respectively.

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

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

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

(a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website, the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for seven (7) calendar days starting on the date of advertisement;

(b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

(a) The date of availability of the Bidding Documents, which shall be from the time the Invitation to Bid is first advertised/posted until the deadline for the submission and receipt of bids;

(b) The place where the Bidding Documents may be acquired or the website where it may be downloaded;

(c) The deadline for the submission and receipt of bids from the last day of posting of the Invitation to Bid; and

(d) Any important bid evaluation criteria (e.g., the application of a margin of preference in bid evaluation).

The Invitation to Bid should be incorporated in the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents and in particular to the relevant information in the BDS.

For foreign-assisted projects, the Invitation to Bid to be used is provided in Section IX- Foreign-Assisted Projects.



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149	Mga Pangunahing Relihiyon Sa Asya	48,471
150	69. Surfing the Waves of Light and Sound	48,471
151	75. Discover Yourself and Become What You Dream To Be	48,471
152	79. How to Prepare for and Take an Exam	48,471
153	81. Do You Want to Improve Your Memory?	48,471
154	85. How to Prepare a Term Paper 1	48,471
155	Pamamahala at Paglahok sa Pulong	48,471
156	Pagbabalangkang 2	48,471
157	Pagsusulat ng Epektibong Liham	48,471
158	Appreciation of Science and Technology	48,471

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

- The DepEd, through the Bids and Awards Committee (BAC) III, now invites bids for the goods and services contemplated in this project and as detailed in the Schedule of Requirements and the table of Technical Specifications indicated in the bidding documents. ***Expected completion of delivery should be 120 days reckoned from the issuance of "Notice to Proceed"***

**for printing, binding, packing of materials & delivery to DepEd Central Office Warehouse and Division Offices Nationwide.** Bidders should have completed, within ten (10) years immediately preceding the deadline for the submission of bids, at least two (2) contracts similar to the Project, the aggregate applicable contract amount being equivalent to at least fifty percent (50%) of the ABC of the lot bid for, and the largest of those said contracts is equivalent to twenty-five percent (25%) of the said ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from **the DepEd Procurement Management Service at Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address indicated herein for Issuance of Bidding Documents, during office hours.

5. A complete set of Bidding Documents may be acquired by interested Bidders from the DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City, upon accomplishing a bidder’s information sheet and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier in the following amounts:

<b>Lot No.</b>	<b>Amount (In Php)</b>
1	14,000.00
2	18,000.00
3	18,000.00
<b>Total</b>	<b>50,000.00</b>

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

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](http://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](http://www.deped.gov.ph)**. The pre-bid-conference is open to all prospective bidders.

6. The issuance of bidding documents shall be **from October 31, 2019 during office hours to November 20, 2019, 3:10 P.M. at Bulwagan ng**

**Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City.**

The DepEd will hold a Pre-Bid Conference on **November 7, 2019, 3:00 P.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before **3:10 P.M. of November 20, 2019** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on **November 20, 2019, 3:10 P.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. 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 affected bidder or bidders.
9. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee (BAC) III

c/o **PAULA JANINE L. MANUEL**

Technical Assistant II

Procurement Management Service-BAC Secretariat Division

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

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph)

(Sgd.)

**TONISITO M.C. UMALI, Esq.**

***Undersecretary and Chairperson***

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

**Notes on the Instructions to Bidders**

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

This Section also contains provisions that are to be used unchanged. Section III consists of provisions that supplement, amend, or specify in detail, information or requirements included in Section II which are specific to each procurement.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are not normally included in this Section, but rather under Section IV. General Conditions of Contract (GCC), and/or Section V. Special Conditions of Contract (SCC). If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

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## **A. 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.

## **B. 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**.

## **C. 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.

## **D. 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**.

### **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.

## **E. 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.

## **F. 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 the following documents within ten (10) calendar days from receipt of the Notice of Award:
    - (i) Valid JVA, if applicable; or
    - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;
  - (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.

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 to issue such security.</p>	Thirty percent (30%)

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***

### **Notes on the Bid Data Sheet**

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

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

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

For foreign-assisted projects, the Bid Data Sheet to be used is provided in Section IX- Foreign-Assisted Projects.

## Bid Data Sheet

ITB Clause																																																																																			
1.1	<p>The Procuring Entity is the <b>Department of Education (DepEd) – Bureau of Learning Resources (BLR)- Learning Resources Production Division (LRPD)</b></p> <p>The Procuring Entity’s BAC address is:</p> <p><b>The Chairperson</b> Bids and Awards Committee (BAC) III c/o Procurement Management Service-BAC Secretariat Division Rm. M-511, 5th Floor, Mabini Bldg. DepEd Central Office Complex Meralco Avenue, Pasig City Telephone Nos. 8636-6542 or 8633-9343 Email address: <a href="mailto:depedcentral.bacsecretariat@deped.gov.ph">depedcentral.bacsecretariat@deped.gov.ph</a></p> <p>The name of the Contract is <b>“A&amp;E Modules (Printing and Delivery).”</b></p> <p>The identification number of the Contract is _____</p>																																																																																		
1.2	<p>The lot and reference is:</p> <table><tr><th>Lot No.</th><th>No.</th><th>Titles / Materials</th><th>Qty</th><th>ABC</th></tr><tr><td rowspan="25">1</td><td>1</td><td>Heroes Then and Now</td><td>48,471</td><td rowspan="25">PhP56,221,512.90</td></tr><tr><td>2</td><td>Mga Bayani Noon at Ngayon</td><td>48,471</td></tr><tr><td>3</td><td>Good Food Around Asia</td><td>48,471</td></tr><tr><td>4</td><td>Living with Simple Machines</td><td>48,471</td></tr><tr><td>5</td><td>My Family, My Community and I</td><td>48,471</td></tr><tr><td>6</td><td>Percents and Percentages</td><td>48,471</td></tr><tr><td>7</td><td>Planning For Personal Change</td><td>48,471</td></tr><tr><td>8</td><td>Planning Your Business (Part 1) - Producing and Selling Your Product</td><td>48,471</td></tr><tr><td>9</td><td>Planning Your Business (Part 2) - Taking Care of Your Customers and Your Cash</td><td>48,471</td></tr><tr><td>10</td><td>Preparing For Calamities</td><td>48,471</td></tr><tr><td>11</td><td>Preparing for Typhoons</td><td>48,471</td></tr><tr><td>12</td><td>Ratio and Proportion</td><td>48,471</td></tr><tr><td>13</td><td>Superstitious Beliefs</td><td>48,471</td></tr><tr><td>14</td><td>Taking Care of Our Aquatic Resources</td><td>48,471</td></tr><tr><td>15</td><td>The Different Eras in Philippine History</td><td>48,471</td></tr><tr><td>16</td><td>There's a Little Bit of Them in Us</td><td>48,471</td></tr><tr><td>17</td><td>The World According to the Map</td><td>48,471</td></tr><tr><td>18</td><td>Typhoons in the Philippines</td><td>48,471</td></tr><tr><td>19</td><td>Mga Masasarap na Pagkain sa Asya</td><td>48,471</td></tr><tr><td>20</td><td>Mga Simpleng Makina</td><td>48,471</td></tr><tr><td>21</td><td>Ako Ang Pamilya at ang Aking Komunidad</td><td>48,471</td></tr><tr><td>22</td><td>Mga Porsiyento at Persentahe</td><td>48,471</td></tr><tr><td>23</td><td>Pagpaplano Para sa Personal na Pagbabago</td><td>48,471</td></tr><tr><td>24</td><td>Pagpaplano ng Iyong Negosyo (Unang Bahagi) - Paggawa at Pagbenta ng Inyong Pro dukto</td><td>48,471</td></tr><tr><td>25</td><td>Pagpaplano ng Inyong Negosyo (Ikalawang Bahagi) -</td><td>48,471</td></tr></table>	Lot No.	No.	Titles / Materials	Qty	ABC	1	1	Heroes Then and Now	48,471	PhP56,221,512.90	2	Mga Bayani Noon at Ngayon	48,471	3	Good Food Around Asia	48,471	4	Living with Simple Machines	48,471	5	My Family, My Community and I	48,471	6	Percents and Percentages	48,471	7	Planning For Personal Change	48,471	8	Planning Your Business (Part 1) - Producing and Selling Your Product	48,471	9	Planning Your Business (Part 2) - Taking Care of Your Customers and Your Cash	48,471	10	Preparing For Calamities	48,471	11	Preparing for Typhoons	48,471	12	Ratio and Proportion	48,471	13	Superstitious Beliefs	48,471	14	Taking Care of Our Aquatic Resources	48,471	15	The Different Eras in Philippine History	48,471	16	There's a Little Bit of Them in Us	48,471	17	The World According to the Map	48,471	18	Typhoons in the Philippines	48,471	19	Mga Masasarap na Pagkain sa Asya	48,471	20	Mga Simpleng Makina	48,471	21	Ako Ang Pamilya at ang Aking Komunidad	48,471	22	Mga Porsiyento at Persentahe	48,471	23	Pagpaplano Para sa Personal na Pagbabago	48,471	24	Pagpaplano ng Iyong Negosyo (Unang Bahagi) - Paggawa at Pagbenta ng Inyong Pro dukto	48,471	25	Pagpaplano ng Inyong Negosyo (Ikalawang Bahagi) -	48,471
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		27	Paghahanda sa mga Bagyo	48,471	
		28	Panumbasan at Proporsiyon	48,471	
		29	Mga Pinaniniwalaang Pamahiin	48,471	
		30	Ang Pangangalaga ng Ating mga Yamang Dagat	48,471	
		31	Ang Iba't Ibang Panahon sa Kasaysayan ng Pilipinas	48,471	
		32	May Kaunti sa Kanila na Meron sa Atin	48,471	
		33	Ang Mundo Ayon sa Mapa	48,471	
		34	Mga Bagyo sa Pilipinas	48,471	
	2	35	Animals Found at Home and in the Community	48,471	Php96,595,917.06
		36	Appreciating Statistics	48,471	
		37	Area	48,471	
		38	12. Are You Looking For a Job?	48,471	
		39	13. Are You Ready to Get Married?	48,471	
		40	17. Business Math 2	48,471	
		41	26. Dealing With Stress	48,471	
		42	30. Earthquakes	48,471	
		43	33. Effects of Volcanoes	48,471	
		44	34. Empathy at Home and at Work	48,471	
		45	36. Estimation	48,471	
		46	37. Fighting For Women's Rights	48,471	
		47	38. Fighting Overpopulation	48,471	
		48	39. Figure It Out	48,471	
		49	41. Fire Safety in the Home	48,471	
		50	43. Get the Most From Your Medicine	48,471	
		51	46. Healthy Pregnancy (Part 1) - Recognizing the Signs and Coping With the Changes	48,471	
		52	47. Healthy Pregnancy (Part 2) - The Unborn Baby and Childbirth	48,471	
		53	49. How to Form a Cooperative	48,471	
		54	50. How to Grow Your Own Vegetable Garden	48,471	
		55	54. I'm Proud to Be a Filipino*	48,471	
		56	55. Information Analysis	48,471	
		57	56. International Aid	48,471	
		58	57. International Debt in the Philippine Context	48,471	
		59	58. International Peacekeepers	48,471	
		60	62. Key Geographical Features of the World	48,471	
		61	64. Know Your Rights	48,471	
		62	66. Let's Help One Another*	48,471	
		63	69. Listening With Appreciation*	48,471	
		64	70. Machines: Your Partners in Work	48,471	
		65	72. Maps and Scales	48,471	
		66	75. Mean, Median, Mode and Range	48,471	
		67	76. Measurement, Perimeter and Circumference	48,471	
		68	79. Measuring Weight, Part 2: Some Practical Applications	48,471	
		69	82. Myths and Scientific Explanations Behind Natural Phenomena	48,471	
		70	85. Participate in Community Development*	48,471	
		71	86. Participate in Elections*	48,471	
		72	90. Pinoy Overseas - The New Heroes*	48,471	

		73	91. Positive and Negative Integers	48,471	
		74	92. Preparing a Simple Project Proposal	48,471	
		75	93. Preparing For Technical Education and Vocational Skills	48,471	
		76	94. Products and Services	48,471	
		77	97. Putting Up Your Own Business	48,471	
		78	99. Recycling	48,471	
		79	102. Statistics in Action	48,471	
		80	105. Technology: Its Benefits and Negative Effects	48,471	
		81	106. The 1986 EDSA Revolution	48,471	
		82	109. The Calendar	48,471	
		83	114. The Filipino Worker: World-Class, Pride of the Country	48,471	
		84	115. The Integumentary System	48,471	
		85	117. The Lymphatic System	48,471	
		86	124. The Organ Systems of the Human Body	48,471	
		87	128. The Urinary System	48,471	
		88	131. Understanding Our Circulatory System	48,471	
		89	137. What Is a Cooperative?	48,471	
		90	138. What You Need to Know About AIDS*	48,471	
		91	139. Where in the World?	48,471	
		92	141. Word Power 1.	48,471	
		93	142. Word Power 2	48,471	
		94	146. World-Renowned Filipinos	48,471	
		95	Mga Hayop sa Bahay at sa Komunidad	48,471	
		96	Pag-unawa sa Estadistika	48,471	
	3	97	Lawak	48,471	Php97,181,931.45
		98	Naghaanap Ka Ba ng Trabaho?	48,471	
		99	Handa Ka na Bang Mag-asawa?	48,471	
		100	Matematikang Pangkalaka12	48,471	
		101	Pagharap sa Stress	48,471	
		102	Ang Lindol	48,471	
		103	Mga Epekto ng Bulkan	48,471	
		104	Empatiya sa Tahanan at Trabaho	48,471	
		105	Pagtantiya	48,471	
		106	Paglaban sa Paglaki ng Populasyon	48,471	
		107	Pag-iingat sa Sunog sa Tahanan	48,471	
		108	Pakinabangan nang Husto at Wasto ang Inyong Gamot	48,471	
		109	Malusog na Pagbubuntis (Unang Bahagi)	48,471	
		110	Malusog na Pagbubuntis (Ikalawang Bahagi)	48,471	
		111	Paano Magtatag ng Kooperatiba	48,471	
		112	Paano Magkaroonng Sarili Mong Gulayan	48,471	
		113	Ipinagmamalaki Kong Ako'y Pilipino	48,471	
		114	Pagsusuri ng Impormasyon	48,471	
		115	Tulong Internasyonal	48,471	
		116	Ang Utang Panlabas ng Pilipinas	48,471	
		117	Mga Tagapamayapang Pandaigdig	48,471	
		118	Mga Pangunahing Katangiang Heograpikal ng Mundo	48,471	
		119	Alamin Mo ang Iyong mga Karapatan	48,471	
		120	Magbalikatan Tayo	48,471	
		121	Pakikinig nang May Pagpapahalaga	48,471	
		122	Mga Makina: Katulong Mo sa mga Gawain	48,471	
		123	Mga Mapa at Iskala	48,471	
		124	Mean, Median, Mode at Range	48,471	

	125	Pagsukat ng Timbang, Ikalawang Bahagi	48,471	
	126	Mga Alamat at Siyentipikong Paliwanag ng mga Natural na Penomena	48,471	
	127	Pakikilahok sa Pagpapaunlad ng Komunidad	48,471	
	128	Makibahagi sa Eleksyon	48,471	
	129	Mga Positive at Negative Integer	48,471	
	130	Paghahanda ng Isang Panukalang Proyekto	48,471	
	131	Paghahanda Para sa Edukasyong Teknikal at Kasanayang BokasyonaL	48,471	
	132	Produkto at Serbisyo	48,471	
	133	Pagtatatag ng Sarili Mong Negosyo	48,471	
	134	Pagrerecycle	48,471	
	135	Pagpapahalaga sa Agham Teknolohiya at Komunidad1	48,471	
	136	Teknolohiya: Ang mga Benepisyo at Negatibong Epekto Nito	48,471	
	137	Ang Rebolusyong EDSA 1986	48,471	
	138	Ang Atmospera at Klima	48,471	
	139	Ang Kalendaryo	48,471	
	140	Manggagawang Pinoy: Maipagmamalaki sa Mundo	48,471	
	141	Ang Integumentary System	48,471	
	142	Ang Lymphatic System	48,471	
	143	Ang Organ System ng Katawan ng Tao	48,471	
	144	Ang Urinary System	48,471	
	145	Ano ang Kooperatiba?	48,471	
	146	Ang Mga Kailangan Mong Malaman Tungkol sa AIDS	48,471	
	147	Saan sa Mundo?	48,471	
	148	Mga Pilipinong Nagbigay ng Mahahalagang Kontribusyon	48,471	
	149	Mga Pangunahing Relihiyon Sa Asya-edit1	48,471	
	150	69. Surfing the Waves of Light and Sound	48,471	
	151	75. Discover Yourself and Become What You Dream To Be	48,471	
	152	79. How to Prepare for and Take an Exam	48,471	
	153	81. Do You Want to Improve Your Memory?	48,471	
	154	85. How to Prepare a Term Paper 1	48,471	
	155	Pamamahala at Paglahok sa Pulong	48,471	
	156	Pagbabalangkas 2	48,471	
	157	Pagsusulat ng Epektibong Liham	48,471	
	158	Appreciation of Science and Technology	48,471	
	<b>Grand Total</b>		<b>7,658,418</b>	<b>Php249,999,361.41</b>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>FY 2019 General Appropriations Act (GAA) in the amount of <b>Philippine</b></i></p>			

	<p><b><i>Pesos Two Hundred Forty-Nine Million, Nine Hundred Ninety-Nine Thousand, Three Hundred Sixty-One and 41/100 (PhP 249,999,361.41).</i></b></p> <p>The name of the Project is: <b>A&amp;E Modules (Printing and Delivery).</b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	<p>None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.</p> <p>In the case of an eligible foreign bidder as described above, it must secure a PhilGEPS registration by uploading and maintaining, at PhilGEPS, the Class “A” Documents described in ITB Clause 12.1(a), which may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned.</p> <p>The bid, as well as other correspondence and documents related to the Bid shall be written in English. If supporting documents and printed literature furnished by the Bidder are in another language, <b>it must be accompanied by an accurate translation in English in accordance with Section II, Instruction to Bidders, Clause 11.</b></p> <p>However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries<sup>1</sup> identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.</p> <p>A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.<sup>2</sup></p> <p>A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under “Competent Authorities”.<sup>3</sup></p> <p>The English translation shall govern, for purposes of interpretation of the bid.</p>

	<p>1 As of May 14, 2019: Austria, Finland, Germany and Greece.</p> <p>2 Apostille Handbook, A Handbook on the Practical Operation of the Apostille Convention, p. xviii. Netherland: The Hague Conference on Private International Permanent Bureau.</p> <p>3 Ibid.</p> <p>In case of foreign bidder found eligible in accordance with ITB Clause 5.1, the bidder-supplier shall be represented by an agent in the Philippines authorized to communicate in writing with DepEd, 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 Specifications, and other similar acts authorized by the Supplier before award and if awarded the contract.</p>
5.4	<p>Prospective bidder should have completed, within a period of ten (10) years immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid 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 fifty percent (50%) of the ABC of the lot or lots bid for; OR have completed, within a period of ten (10) years immediately preceding the deadline for submission of bids, at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least fifty percent (50%) of the ABC of the lots bid for; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the lots to be bid. The contracts may come from different agencies/companies.</p> <p>For this purpose, similar contracts shall refer to:</p> <p><b><i>“Manufacturing of printed and bound materials, or as consolidators of educational materials.”</i></b></p> <p>Bidder may use the same contract/s for all lots it intends to bid for, subject to SLCC requirements. This means a single contract amounting to 50% or aggregate contracts amounting to 50%, will be treated independently per lot.</p> <p>The computation of SLCC shall take into account the lots bid for. The bid shall be allowed only to the extent (i.e. number of lots) as the SLCC shall cover. In any case, the SLCC must be sufficient for all the lots bid for.</p>
5.5	<p>The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:</p>

	<p><i>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 lot or aggregate of lots bid for.</i></p> <p>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.</p> <p>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. (23.5.1.4a)</p> <p>If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten (10%) of the ABC of the lot or lots bid for: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</p> <p>In case the bidder bids for two or more lots, the bidder shall indicate the lots bid for in the order of priority or preference, following the form prescribed in this bidding documents.</p> <p>The computation of NFCC shall take into account the lots bid for. The number of lots bid for shall also consider the committed line of credit. The bid shall be allowed only to the extent (i.e. number of lots) as the NFCC or the committed line of credit shall cover.</p> <p>In any case, the NFCC computation or committed line of credit, as well as the SLCC, must be sufficient for all the lots or contracts bid. The NFCC computation shall be in accordance with the prescribed form.</p> <p>In case of a bid involving two or more lots, the bidder shall indicate in the NFCC form the lots bid for, in their order of priorities or preferences. The first lot in the order shall follow the following formula:</p> <p>NFCC = [(current assets minus current liabilities) x (15)] - value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started For subsequent lots, the formula shall be as follows:</p> <p>NFCC = [(current assets — current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started + value of the prior lot or lots bid for]</p> <p>In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the local lead partner, unless</p>
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	<p>it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.</p> <p>For this purpose, the local lead partner shall be that person/organization/ company identified in the Joint Venture Agreement or in the Letters of Intents (for potential JV partners) shown to have the controlling stakes in the JV.</p> <p>For easier reference, participating JVs or prospective JV partners must indicate in their JVAs or Letters of Intent the local lead partner appointed by them.</p>
6.2(d)	<p>Consistent with Section 22.5.3 of the Revised IRR of RA 9184, posting on the PhilGEPS (<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>) and the procuring entity's websites (<a href="http://www.deped.gov.ph">www.deped.gov.ph</a>) 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, and at <b><i>any conspicuous place within the premises of the Procuring Entity</i></b> 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 contract numbers.</p> <p>Duly signed written communication such as notices or requests shall, likewise, be deemed to have been given or made and considered official communication 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, electronic mail or facsimile to such Party at the address or contact numbers specified in the Bidder's Information Sheet, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later."</p>
7	No further instructions.
8.1	No further instructions.
8.2	Sub-contracting is not allowed
9.1	DepEd will hold a pre-bid conference for this Project on <b>November 7, 2019, 3:00 P.M.</b> at <b><i>Bulwagan ng Karunungan, Ground Floor, Rizal Building DepEd Complex, Pasig City.</i></b>

10.1	<p>Request 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 BAC address is:</p> <p><b>The Chairperson</b>  Bids and Awards Committee (BAC) III  c/o Procurement Management Service-BAC Secretariat Division  Rm. M-511, 5th Floor, Mabini Bldg.  DepEd Central Office Complex Meralco Avenue, Pasig City  Telephone Nos. 8636-6542 or 8633-9343  Email address: <a href="mailto:depedcentral.bacsecretariat@deped.gov.ph">depedcentral.bacsecretariat@deped.gov.ph</a></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 IRR of RA 9184, posting on the PhilGEPS (<a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a>) and the procuring entity's website (<a href="http://www.deped.gov.ph">www.deped.gov.ph</a>) of any supplemental/bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p>
10.2	<p>It shall 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 the procuring entity's website for possible posting of any supplemental/bid bulletin; and (ii.) to inform the BAC in writing, through its Secretariat of any changes in its address or contact numbers.</p>
11	<p>In case of foreign bidders, if the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, they must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign 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>However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries<sup>1</sup> identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.</p>

	<p>A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.<sup>2</sup></p> <p>A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under “Competent Authorities”.<sup>3</sup></p> <p>The English translation shall govern, for purposes of interpretation of the bid.</p> <p>1 As of May 14, 2019: Austria, Finland, Germany and Greece.  2 Apostille Handbook, A Handbook on the Practical Operation of the Apostille Convention, p. xviii. Netherland: The Hague Conference on Private International Permanent Bureau.  3 Ibid.</p>
12.1(a)	<p>For purposes of determining the eligibility of bidders using the criteria stated in Section 23.4 of the IRR, only the following documents shall be required by the BAC, using the forms prescribed in the Bidding Documents:</p> <p><b>A. Class “A” Documents</b></p> <p><b>Legal Documents</b></p> <ul style="list-style-type: none"> <li>i) Registration certificate from SEC, Department of Trade and Industry (DTI) for the sole proprietorships, or CDA for cooperatives.</li> <li>ii) Mayor’s/Business Permit issued by the city or municipality where the principal place of business of prospective bidder is located, or the equivalent documents for Exclusive Economic Zones or Areas.</li> </ul> <p>In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR.</p>

- iii) Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### **Technical Documents**

Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

- v) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the IRR, within the relevant period as provided in the Bidding Documents in the case of Goods.

All of the above statements shall include all information required in this PBDs prescribed by the GPPB.

#### **Financial Documents**

- vi) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- vii) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation.

Original copies of Class "A" Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor's permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification or upon demand by the BAC or its authorized representatives.

#### **B. Class "B" Documents**

In the case of joint venture, bidders shall submit a valid joint venture agreement (JVA) in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of JVA in the event that the bid is successful. Failure

	<p>to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided that the statement of all ongoing contract and the Audited Financial Statement to be considered by the BAC shall be that of the partner whose NFCC was submitted.</p> <p>In connection with the requirement referred to in BDS Clause 12.1(A)(v) above, for a Contract or Purchase Order (P.O.) to be considered completed, it should have been accepted and duly issued a Certificate of Completion (COC), or any document of similar import with corresponding supporting documents, to wit:</p> <ul style="list-style-type: none"> <li>• Invoices showing at least ninety (90%) of Contract or P.O. has been paid, signed by its Head of the Procuring Entity (HoPE) or its duly authorized representative in case of government contracts; or</li> <li>• End-user's Acceptance in case of private contracts, ninety percent (90%) of which has been paid.</li> </ul> <p>Failure to include a material ongoing contract or failure to disclose complete information in the statement of contracts shall result in the following:</p> <ol style="list-style-type: none"> <li>a. Disqualification of the bidder for non-compliance with the eligibility requirement under Sections 23.1 or 24.1 of the revised IRR.</li> <li>b. Blacklisting under Section 65.3 (a) or (b) of the revised IRR.</li> </ol> <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 <b>"No Ongoing Contract" or "None" or "Not Applicable (N/A)"</b> in said form; otherwise, the bid shall be rejected or disqualified.</p> <p>Bidders with ongoing project/s with DepEd are allowed to bid for this project, provided:</p> <ol style="list-style-type: none"> <li>1. The ongoing project will be subject to verification/validation as part of the post qualification pursuant to section 34.3 (iii) of the revised IRR of RA 9184.</li> </ol>
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	<p>2. BAC will determine during post qualification if the unfinished projects may impact on the implementation of the new project.</p> <p>Bidders shall be guided by the provisions of GPPB Resolutions no. 26-2017, which states, as follows:</p> <p>“4.0 Deferment of Mandatory Submission of PhilGEPS Certificate of Registration and Membership</p> <p>“4.1 To provide prospective bidders with additional time to register with PhilGEPS under the Platinum Membership category and to synchronize with the PhilGEPS Modernization, the Government Procurement Policy Board resolved to approved, by referendum, the deferment of the implementation of mandatory submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding under Section 8.5.2 of the 2016 Revised IRR of RA 9184, thus:</p> <p>“4.1.1 For all procurement projects advertised and/or posted after the effectivity of this Circular, 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 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 requirements to be submitted in accordance with Section 34.2 of 2016 Revised IRR of RA 9184;”</p>
12.1(a)(vi)	<p>For foreign bidders or Filipino firms in JV with foreign bidders, each firm must submit a valid Tax Clearance Certificate issued by the Bureau of Internal Revenue, Quezon City, Philippines; otherwise the bid shall be automatically rejected or disqualified. There is no equivalent document for this requirement.</p>
12.1(b)(i)	<p><b>Technical Documents: Bid Security</b></p> <p>Original Bid Security shall be submitted inside the Technical Component envelope. Bid security in the form of cashier’s/manager’s check shall be made payable to “<b>DECS OSEC Trust.</b>”</p> <p>Bid Securing Declarations must be in 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.</p> <p>There must be a separate Bid Security for each lot. In the case of Bid Securing Declaration, the bidder may opt to submit as many Bid Securing Declarations as there are lots it is participating on</p>

	OR a single declaration for all lots provided the lots are specifically stated in the said Bid Securing Declaration.
12.1(b)(ii)	<p><b>Technical Documents: Conformity with the Technical Specifications</b></p> <p>To be submitted in the Eligibility and Technical Component Envelope</p> <p>Duly accomplished and signed Bidder's Statement of Compliance following the <b>template found in Section VII. Technical Specifications</b>. The statement of compliance to technical specifications must strictly observe the requirement on cross-referencing to appropriate evidence.</p>
12.1(b)(iii)	<p><b>Technical Documents: Omnibus Sworn Statement</b></p> <p>For purposes of the <b>Omnibus Sworn Statement</b>, the statement pertaining to the authority of the signatory must be supported by the following documents:</p> <ul style="list-style-type: none"> <li>• For sole proprietorship, a duly notarized Special Power of Attorney;</li> <li>• For partnership, corporation, cooperative or joint venture, a duly notarized Secretary's Certificate issued by the entity or members of the joint venture.</li> </ul> <p><b>Additional Requirement</b></p> <p>In accordance with Rule XV, Section 47.1 of the Revised IRR of RA 9184, all bids shall be accompanied by a sworn <b>Affidavit of Disclosure of No Relations</b>.</p>
13.1	No additional requirements
13.1	<p>The <b>original</b> duly signed and accomplished <b>Financial Bid Form</b> and the <b>original</b> duly signed and accomplished with <b>ITB Clause 15</b>.</p> <p>Bill of quantities may not be submitted; The Price Schedule(s), Schedule of Requirements and/or Technical Specifications shall serve as the Bill of Quantities or List of Goods.</p>
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The Approved Budget for the Contract (ABC) shall refer to the approved budget ceiling allocated to each of the lot items, and shall be as indicated in the Invitation to Bid, this BDS and Section VI. Schedule of Requirements of this bidding documents.

	Any bid with financial component exceeding the applicable amount of ABC shall not be accepted, and would constitute as ground for disqualification for that particular lot.
15.1	<p>Bid prices should be written in two (2) decimal places only. Bid prices that are written in more than two (2) decimal places shall be rounded off.</p> <p>Results of bid evaluation that will exceed the ABC shall be a ground for rejection of the bid(s).</p>
15.2	<p>The Bidder shall fill in the rates and/or prices for all the Goods or items described in the Schedule of Requirements and complete the appropriate Price Schedules in its prescribed form included in Section VIII. Bidding Forms.</p> <p>The Bill of Quantities described in ITB Clause 15.2, may not be submitted.</p> <p>The bidder shall fill in prices indicated on the Price Schedule 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>Incomplete and unsigned price schedules and bid forms shall be considered as non-responsive and, therefore, automatically disqualified.</p>
15.4(a)(iv)	Incidental services are as required under SCC of the bidding documents.
15.4(b)	<p><b>Bid Prices, Goods offered from Abroad</b></p> <p><i>“The price of the Goods shall be quoted DDP delivered Project Site(s)”, or the applicable INCOTERMS for this Project.</i></p>
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Payment shall be made in <b>Philippine Pesos.</b>
17.1	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.

18.1

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:

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 certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
(d) Bid Securing Declaration	No percentage required

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.

ABC (in PhP)	Forms of Bid Security (In Php)			
	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 Declarati on (no percentag e required)
56,221,512.90	1,124,430.26	1,124,430.26	2,811,075.65	-

	96,595,917.06	<b>1,931,918.35</b>	<b>1,931,918.35</b>	<b>4,829,795.86</b>	
	97,181,931.45	<b>1,943,638.63</b>	<b>1,943,638.63</b>	<b>4,859,096.58</b>	
	<b>249,999,361.41</b>	<b>4,999,987.23</b>	<b>4,999,987.23</b>	<b>12,499,968.07</b>	-
18.2	<p>The bid security shall be valid for <b>120 calendar days</b> reckoned from the date of the opening of bids. Bids with bid security valid for a shorter period shall be rejected outright as non-responsive.</p> <p>Bid securities shall be turned over to the DepEd Cash Division for custody.</p>				
20.1	<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 <b>(hard and soft copy)</b> 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>In the event of any discrepancy between the original and the copy, the original shall prevail.</p> <p>Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post- qualification on demand by the BAC or its authorized representative(s).</p> <p>The Technical Component is inclusive of the Eligibility Documents described in ITB 12.</p>				
20.2	<p>The inner and outer envelopes of the Technical Component and the Financial Component of the bids shall be marked in accordance with ITB Clause 20.4</p> <p>To facilitate the receipt and classification of bid envelopes, <b>outer envelopes shall be color RED, inner envelope containing Technical Proposal shall be color Blue and inner envelope containing Financial Proposal shall be color Green.</b></p> <p>The following documents which are to be submitted as part of the bids must be produced in electronic forms recorded on three (3) CDs (both Word format and PDF(or read-only) format)</p>				

	<ol style="list-style-type: none"> <li>1. Statement of Compliance with Technical Specifications</li> <li>2. Filled out Price Schedule</li> <li>3. Filled out Net Financial Contracting Capacity (NFCC)</li> </ol> <p>In case of discrepancy in the substance and content between the printed copies and the CDs, the printed copies shall prevail. Non-submission of CDs will not be a ground for disqualification, but the bidder may be required to submit the same during the opening of the financial envelopes.</p> <p>Post qualification documents maybe submitted during the bidding but this does not disqualify bidders who will not submit post qualification documents during bid submission.</p> <p>Submit only one (1) set of bidding document (1 original and 2 copies), provided the following is observed:</p> <ol style="list-style-type: none"> <li>1. The NFCC requirement as classified in BDS Clause 5.5 has been properly accomplished.</li> <li>2. The Statement of Compliance with Technical Specifications clearly indicate the lots bid for.</li> <li>3. The Price Schedule clearly indicate the lots bid for and their offered prices.</li> </ol>
20.3	Subject to BDS Clause 20.1 and 20.2. Each Bidder shall submit <b>three (3) paper copies</b> of its bid.
20.4.(c)	<p>The Sealing and Marking of Bids shall be addressed to the Procuring Entity's BAC in accordance with <b>ITB</b> Clause 1.1</p> <p><b>The Chairperson</b>  Bids and Awards Committee (BAC) III  c/o Procurement Management Service-BAC Secretariat Division  Rm. M-511, 5th Floor, Mabini Bldg.  DepEd Central Office Complex Meralco Avenue, Pasig City</p>
20.5	Unsealed or unmarked outer 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)
21	<p>The address for submission of bids is <b>Bulwagan ng Karunungan, Ground Floor, Rizal Building DepEd Complex, Pasig City.</b></p> <p>The deadline for submission of bids is <b>November 20, 2019; 3:10</b></p>

	<b><i>P.M.</i></b>
24.1	<p>The place of bid opening is <b>Bulwagan ng Karunungan, Ground Floor, Rizal Building DepEd Complex, Pasig City.</b></p> <p>The date and time of bid opening is <b><i>November 20, 2019; 3:10 P.M.</i></b></p> <p>“In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the bids submitted and rescheduled 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 DepEd”.</p>
24.2	No further instructions.
24.3	No further instructions.
25.1	The “NO CONTACT RULE” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee (BAC), Technical Working Group (TWG) or Secretariat.
27.1	No further instructions.
28.3	The items to be procured are grouped in Lots. Bidders shall have the option of submitting a proposal on any or all lots. Bidders must bid for all items in the lot bid for; otherwise, the bid shall be rejected. Lot shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award. Evaluation and contract award will be undertaken on a “per-lot” basis.
28.3(b)	<p>Arithmetical Computation</p> <p>Bid modification shall be allowed only in accordance with ITB Clause 23.</p>
28.4	No further instructions.
28.5	The evaluation of bids shall only be based on the bid price(s) quoted in the Financial Bid Form(s) and the Price Schedule(s).

29.1

1. Upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall present:

a) 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

b) original copy of the submitted eligibility, technical and financial documents during bid opening

2. To determine whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions, the Procuring Entity, through the BAC, will check the availability, capacity and running condition of the following equipment or their equivalent:

Type of Equipment
Pre-Press
Desktop Computer
Printer
Proofer Machine
Plate Setter / Image Setter & Processor and/ or CtP (Computer to Plate)
Press
Web Machines (min. of 2 units) with 22 ¾” page cut off and/or Sheetfed Machine (min. of 4 units)
Post-Press
Perfect Binding Machine and/or Saddle Stitching Machine
UV Laminating Machine and/or Plastic Laminating Machine
Three (3) Knife Cutter
Single Knife Cutter
Shrink Pack / Plastic Sealer
Strapping Machine
Folding Machine (if press equipment is Sheetfed Machine)

29.2	<p>Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following requirements:</p> <ul style="list-style-type: none"> <li>a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank; and</li> <li>b. Certificate o test result from the FPRDI dated within three (3) months prior to the date of the deadline for the submission and opening of bids for this project. Sample paper will no longer be accepted</li> </ul> <p>Paper requirement is as follows:  Cover page:  Foldcote #12, solid white; no less than 230gsm with ±5% tolerance;  Inside Page:  Uncoated Paper (White); 70 gsm with ±5% tolerance;  Brightness of 80% with ±3% tolerance; Opacity of 90% with ±5% tolerance</p> <ul style="list-style-type: none"> <li>c. Declaration of the possible source (supplier) of paper that was submitted to FPRDI for testing which will be used by the Bidder during contract implementation. (See attached proforma of the said declaration in Section VIII. Bidding Forms);</li> <li>d. List of printing and binding equipment and their corresponding proofs of ownership/ right to possession (purchased, rented or leased) and capacity; affidavit of ownership/ right to possession is acceptable</li> <li>e. Proposed printing and delivery schedule</li> <li>f. Other appropriate licenses and permits required by law and stated in this <b><u>BDS.</u></b></li> </ul> <p>In case of foreign bidders, a Certificate of Authentication form the Department of Foreign Affairs shall be required for each document submitted, i.e, the Class “A” documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment / post of equivalent office having jurisdiction over the foreign bidder’s affair in the Philippines.</p> <p>To facilitate post-qualification, the bidder at its option may submit</p>
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	<p>in advance, i.e. on the deadline for the submission and receipt of bids, above requirements and other document required in Section II. ITB 29.2</p> <p>The envelope shall be placed in a brown envelope and marked:</p> <ul style="list-style-type: none"> <li>• ITB 29.2 Documents</li> <li>• Name of Project: _____</li> <li>• Bid Opening Date: _____</li> <li>• Name of Bidder: _____</li> </ul> <p>During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:</p> <ol style="list-style-type: none"> <li>1. Documents to verify or support its Statement of On-going 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</li> <li>2. original copy of the submitted eligibility, technical and financial documents during bid opening</li> </ol> <p>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 security declaration and disqualification of the bidder for the award.</p> <p>In case of a tie or equal bids have been post-qualified, the measurement determined by the procuring entity to break the tie shall be non-discretionary and non-discriminatory such that same is based in sheer luck or chance. The procuring entity shall use “draw lots” or similar methods of chance.</p>
29.2(a)	<p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted. (as amended by GPPB Res. No. 11-2013)</p> <p>Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediate preceding calendar/tax year from the authorized agent bank shall be submitted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
29.2(c)	No further instructions.
29.4	In accordance with GPPB Circular No.06-2005 dated August 5,

	2005, in case of a tie or equal bids having been post-qualified, DepEd shall use “draw lots” or similar methods of chance to break the tie.
31	Determination of award shall be on a per lot basis.
32.4(g)	No further instructions.
32.4(f)	No additional document
33.2	<p>The successful bidder shall furnish the performance security in any of the forms prescribed in ITB Clause 33.2 and amount not less than the required percentage of the ABC, and shall remain valid until thirty (30) days from issuance by the Procuring Entity of the Certificate of Final Acceptance and must be co-terminus with the Project.</p> <p>The performance security posted shall be turned-over to the DepEd Cash Division for custody.</p> <p>The Supplier shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project.</p>
34.2	Consistent with Section 37.4.1 of the IRR of RA 9184, the contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from its issuance.

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

**Notes on the General Conditions of Contract**

The GCC in Section IV, read in conjunction with the SCC in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The GCC herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the SCC in Section V.

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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. At least one percent (1%) but not to exceed five percent (5%) 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 three percent (3%) of every progress payment, or a special bank guarantee equivalent to at least three percent (3%) 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 contract 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 ninety (90) 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***

### **Notes on the Special Conditions of Contract**

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

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

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

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

For foreign-assisted projects, the Special Conditions of Contract to be used is provided in Section IX-Foreign-Assisted Projects.

<b>Special Conditions of Contract</b>	
<b>GCC Clause</b>	
1.1(g)	The Procuring Entity is <b>Department of Education (DepEd) – Bureau of Learning Resources (BLR)- Learning Resources Production Division (LRPD)</b>
1.1(i)	The Supplier is _____
1.1(j)	The Funding Source is: The Government of the Philippines (GOP) through the General Appropriations Act FY 2019 in the amount of <b>Philippine Pesos Two Hundred Forty-Nine Million, Nine Hundred Ninety-Nine Thousand, Three Hundred Sixty-One and 41/100 (Php 249,999,361.41).</b>
1.1(k)	The Project Sites are DepEd Central Office Warehouse and Division Offices Nationwide
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p><b>EDEL B. CARAG</b>  Director III  OIC, Office of the Director IV  Bureau of Learning Resources  Department of Education  Ground Floor, Bonifacio Building, DepEd Central Office Complex, Meralco Avenue, Pasig City  Telephone Nos. 8632-1072 / 8631-6922</p> <p>Thru: Procurement Management Service-BAC Secretariat Division  Rm. M-511, 5th Floor, Mabini Bldg.  DepEd Central Office Complex Meralco Avenue, Pasig City  Telephone Nos. 8636-6542 or 8633-9343  Email address: depedcentral.bacsecretariat@deped.gov.ph</p> <p>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></p>
6.2	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b>For Goods Supplied from Abroad,</b> “The delivery terms applicable to the Contract are DDP delivered Project Sites. In accordance with INCOTERMS.”</p>

	<p><b><i>For Goods Supplied from Within the Philippines,</i></b> “The delivery terms applicable to this Contract are delivered DDP Project Sites. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p><b><i>For Goods supplied:</i></b></p> <p>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:</p> <ul style="list-style-type: none"> <li>i. Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>ii. Original and four copies of the Manufacturer’s and/or Supplier’s warranty certificate;</li> <li>iii. Original (white copy) and scanned copy stored in CD/DVD/Flash Drive of the pre-numbered Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) detailing number and description of items received and duly signed and dated by the Property Custodian or Authorized Receiving Personnel (ARP); and Acknowledgement Receipts of IARs/DRs signed by the Division Supply Officer or Authorized Receiving Personnel indicating the IAR/DR number and recipient Public School Districts and Public High Schools;</li> </ul> <p>For purposes of this Clause the DepEd’s Representative at the Project Site is the Property Custodian or Authorized Receiving Personnel of the recipient Public School Districts and Public High Schools</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in section VI. Schedule of Requirements, among which are as follows:</p> <ul style="list-style-type: none"> <li>a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. The Supplier shall distribute the properly accomplished delivery documents to the concern offices and individual such as: Offices: Recipient</li> </ul>
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	<p>Schools (complete set); School Division Offices (complete set); Regional Office (IAR only); DepEd Central Offices [accounting/COA – complete set original; AMD – complete set; BLR – complete set] Supplier – complete set and Individual: Third party monitor – IAR only.</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><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by DepEd.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p style="padding-left: 40px;">“Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross Weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications”</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging, if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Insurance –</b></p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or</p>
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	<p>damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by DepEd.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to DepEd certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered <i>force majeure</i> in accordance with GCC Clause 22.</p> <p>DepEd accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to DepEd until their receipt and final acceptance at the final destination.</p> <p>After inspection and acceptance at its warehouse, the supplier shall be entitled to payment as soon as the items have been accepted by DepEd. However, for items/goods which were procured with the required incidental services of installation, commissioning, training or other incidental services explicitly required under the contract, payment shall commensurate only to the cost of goods or as much as has been accomplished under the contract. Payment payable items of incidental services as mentioned shall be subject to their accomplishment as intended by the parties.</p>
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	<p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p>This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred being required for its completion as if such items were expressly mentioned herein.</p>
10.1	<p><b>Payment</b></p> <p>Payments shall be made subject to the provisions of Clause 4.8 of DepEd Order (DO) no. 67 s. 2016, as amended by D.O. No. 006 s. 2019, on the delegated signing authorities involving claims for payment of procurement deliveries.</p>
10.3	<p><b>Payments -</b></p> <p>The methods and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) of submission of documents under this Contract shall be as follows:</p> <p><b>Progress Payment</b></p> <p>Progress Payments of 15% above shall be paid to the Supplier from the total contract price per zone upon delivery and acceptance of the Goods at Project Site and upon submission of the documents (i) to (iii) specified in SCC for GCC Clause 6.2 and other documents required in government accounting and auditing rules and regulations.</p> <p>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.</p> <p><b>(NOTE:</b> The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (Bureau of Learning Resources) and the Contract Management</p>

	<p>Division of the Procurement Service, Central Office.</p> <p>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.</p> <p>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:</p> <p>For the <b>initial progress payment</b>, a minimum of 25% of the Contract Price per lot 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.</p> <p><b>Final payment</b> 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.</p> <p>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 documents (i) to (iii) specified in SCC Clause 6.2 and other documents required in accounting and auditing rules and regulations.</p> <p>The retention money or special bank guarantee shall be released only at the lapse of the warranty stated in SCC Clause 17.3 and upon submission of all Certificates of Acceptance duly signed and dated by the Public-School Division Superintendent (original/certified true copy signed by the Division Office personnel) and the return of PDF file to the DepEd.</p>
10.4	Payment shall be made in <b>Philippine Pesos</b> .
11.1	Memorandum No. 15, s. 2011, amending No. 4.5 of Annex “D” of the revised IRR of RA 9184 provides that upon submission of an irrevocable letter of credit or bank guarantee by a Universal or Commercial Bank, advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. The irrevocable letter of credit or bank guarantee must be for an equivalent amount, shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.
13.4	The Supplier shall be responsible for the extension of its performance security and/or undertakes to renew its performance security whenever necessary, and without need

	of prior notice or instruction from the Procuring Entity, to ensure that it is in force and effect for the whole duration of the contract delivery period and until a Certificate of Final Acceptance is duly issued.
16.1	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. DepEd shall conduct a pre-delivery inspection(s) at supplier's premises, ex. Warehouse or place of assembly;</li> <li>2. Complete goods/services shall be inspected and/or tested by the Procuring Entity or its authorized representative at the time and date of deliveries to the project site(s). Goods/services delivered with defect/s or non-compliant with the required specifications shall be rejected by the Procuring Entity and replaced by the Supplier.</li> <li>3. The Procuring Entity shall have the option to inspect Supplier's premises covered by the contract to monitor and assess Supplier's capacity to discharge its contractual obligation to the Procuring Entity.</li> </ol> <p>To ensure compliance to the material specifications, DepEd may conduct a random material test during contract implementation. The PIU will randomly select the specimens and submit it to DOST. DepEd BLR will shoulder the cost of testing. If the test result is not compliant to the technical specifications, the affected goods will be rejected. The Supplier is required to replace the requested goods of the same brand and compliant to technical specifications. However, the material of the replacement goods shall be tested at the government testing facilities and the cost will be charged to the supplier.</p>
16.2	All inspection and test should be done in the Philippines only.
17.3	<p>A comprehensive and onsite warranty for the procured items will be applied. The said warranty shall reckon from the date of issuance of the Certification by the DepEd that the delivered goods have been duly inspected and accepted (i.e. final acceptance).</p> <p>The obligation for the warranty shall be covered by retention money in an amount equivalent to three percent (3%) from every progress payment or special bank guarantee equivalent to three percent (3%) of the Contract Price.</p> <p>In case the Supplier opts for retention money, the amount shall only be released after the lapse of the entire warranty period, unless during the remainder of the warranty period, the retention money is substituted with a special bank guarantee as prescribed above.</p>
17.4	Upon receipt by the Supplier of the Procuring Entity's notice of any claims arising under this warranty, the Supplier shall

	<p>immediately act upon to repair or replace the defective goods or part thereof. The period for correction of defects in the warranty period is <b>within seven (7) calendar days</b> from receipt of such notice.</p> <p>For defects arising from within the first half of the warranty period, as applicable, DepEd may opt to demand for recall and replacement of the defective items.</p> <p>On the other hand, defects arising from the onset until the expiry of the warranty period, DepEd may ask for repairs of the defective items.</p>
19	<p>The Supplier shall be liable for the damages for the delay in its performance of the Contract and shall pay the DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd. DepEd shall deduct the liquidated damages from any money due or which may become due to the Supplier, or collect from any of the securities or warranties posted by the Supplier, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, DepEd may rescind the Contract without prejudice to other causes of action and remedies open to it.</p>
21.1	<p>Neither the execution of a test and/or inspection of the goods or any part thereof, nor the attendance by DepEd or its representative to the said test and/or inspection shall release the Supplier from any warranties or other obligations under the Contract.</p> <p><i>In case of joint venture:</i></p> <p>All partners to the joint venture shall be jointly and severally liable to DepEd.</p>

# **Annex to Special Conditions of Contract**

Goods shall be packed, labeled, and delivered to their final destination by the Supplier. Supplier shall bear costs of inland transportation, insurance, and other services required to convey the Goods to their final destinations. The quantities are listed in the Allocation List.

## **Pre-Production**

1. Upon receipt of the Notice to Proceed of the Suppliers, the Purchaser, through DepEd-BLR, shall provide the Supplier with the Ready to Print materials (inside and cover page) for proofing. The Supplier shall submit to the Purchaser, through DepEd-BLR, a detailed printing/manufacturing, binding, revising, packing, and delivery schedules. The Purchaser shall notify the Supplier in writing of the names of members of Purchaser's authorized DepEd Quality Control Inspector Teams (DepEd-QCIT).
2. The Supplier shall submit to the Purchaser the proofs of the inside and cover page upon receipt of the Ready to Print materials for approval and sign-off. (Refer to the schedule of requirements)
3. Approved and signed-off proofs shall be returned by the Purchaser upon receipt from the Supplier. (Refer to the schedule of requirements)
4. The Purchaser, through DepEd-BLR, shall provide the Supplier with the allocation list and complete names and addresses of Recipients.

## **Production and Inspection Activities**

1. In case printing, binding, revising, packing and pre-shipment inspections will not be conducted at Supplier's plant located abroad, the inspection shall be conducted by the DepEd QCIT at Supplier's warehouse(s) located in the Philippines and at the Project sites. The inspections shall be conducted before delivery of the Goods to their final destinations. The Supplier shall inform the Purchaser of the arrival of the Goods at Supplier's warehouse(s) located in the Philippines. The inspections shall be conducted before delivery of the Goods to their final destinations and during delivery to the recipients.
2. The Purchaser, through the DepEd-QCIT, shall conduct random inspections of the Goods during printing / manufacturing, binding, revising, and packing stages. An inspection report that records observed printing / manufacturing, binding, revising, and packing defects that need to be corrected, and tracks if corrections previously required were undertaken by Supplier, shall be signed by both the DepEd-QCIT and Supplier's production / manufacture supervisor / authorized representative. Likewise, the DepEd-QCIT shall conduct substantial pre-shipment inspection at the Supplier's and its sub-contractor's premises.
3. At any stage of the actual production / manufacturing (printing, binding, revising, and packing), the Purchaser shall have the option to

subject the materials, covers, and signatures produced and packed using body stocks, cover stocks, and corrugated boxes for testing at Forest Products Research and Development Institute (FPRDI). All materials, covers, and signatures produced and packed using body stocks, cover stocks, and corrugated boxes which failed the FPRDI test based on Purchaser's specifications shall be rejected. Likewise, other materials used which do not comply with required specifications shall be rejected by the Purchaser.

4. The DepEd-QCIT members are authorized to mark or write the word "rejected" or "X" and affix their signatures on all defective materials, pages, covers, signatures, or the whole Goods by the use of an indelible ink or pen, discovered defective during printing / manufacturing, binding, revising, packing, and pre-shipment inspections without any cost or liability to be charged to the account of Purchaser. Defective Goods that have been rejected shall be shredded, cut, or confiscated by the DepEd-QCIT to ensure that these are not delivered to the Recipients.
5. A month prior to the start of delivery, DepEd-BLR shall provide the Supplier with all copies of pre-numbered Inspection and Acceptance Reports (IARs) for use during the delivery of the Goods to their final destinations.

#### **Supplier's Undertakings**

1. In case of a foreign supplier, the Supplier shall inform the Purchaser in writing of the date of arrival of the Goods from abroad at the Supplier's warehouse located in the Purchaser's country. In case printing, binding, revising, packing, and pre-shipment inspections were not conducted by the Purchaser at the Supplier's premises located abroad, the Supplier shall submit the Goods to the Purchaser for inspection by the DepEd-QCIT at the former's warehouses before delivery.
2. The Supplier and its subcontractors shall allow the Purchaser, through the DepEd-QCIT, and copyright owner, to observe during printing / manufacturing, binding, and packing stages as safeguard against copyright infringement and overprint. Within a reasonable time after completion of printing services, the Supplier shall return the approved and signed-off proofs and Ready to Print files (PDF Files) to the Purchaser upon completion of the printing process.
3. Prior to delivery to the Recipients, the Supplier shall deliver to DepEd-BLR, **twenty (20)** complimentary copies / samples of **each title of the Goods**.
4. Supplier shall strictly conform to the agreed contract completion and deliver only Goods that comply with the Purchaser's technical and contract specifications.
5. The Supplier shall coordinate the deliveries with the designated Authorized Receiving Personnel at least two (2) weeks before the scheduled delivery so that the latter can organize the required Elementary School Inspectorate Team (ESIT) to inspect Goods at the time of delivery.
6. The Supplier shall make delivery/ies to the Project site on a regular working days, during office hours from 7:00 A.M. to 5:00 P.M. The

supplier may make arrangements with the authorized Receiving Personnel of the concerned Division Office to make delivery/ies to the project site beyond regular office hours during regular working days; on weekends (Saturdays and Sundays); or non-working holidays. The designated Authorized Representative reserves the right to refuse to receive / accept delivered Goods made before 7:00 A.M. or after 5:00 P.M., and on schedules outside the agreed schedules beyond regular office hours during regular working days; during weekends; or non-office hours during holidays.

7. The Supplier shall deliver Goods to the appropriate Recipients only as indicated in the allocation list. Goods intended for a Recipient but delivered to another district, high school, region, or division office shall be rejected and the Supplier penalized. The penalty shall include the imposition of administrative and / or blacklisting of the Supplier as a result of non-compliance and poor contract performance.
8. During delivery, the Supplier shall endorse the Goods, DRs, and duly accomplished IARs to the designated Authorized Receiving Personnel for inspection and acceptance / approval. Upon completion of the delivery, the Supplier shall furnish the DSO or its AR the Acknowledgement Receipt with the pink copy of IARs and copy of the DRs duly signed and dated as basis for the issuance of an **original or certified true copy of Certificate of Acceptance (CA)** duly signed **(in blue ink)** by the Division Superintendent/Asst. Division Superintendent or authorized representative.
9. The Supplier shall notify the Purchaser immediately from the initial occurrence of conditions impeding timely delivery of the Goods.
10. The Supplier shall replace all rejected Goods, and complete under delivery within fifteen (15) calendar days from receipt of a Notice of Rejection and under delivery from the Purchaser. Likewise, if stocks are available on site, the Supplier shall replace defective Goods or complete under delivery immediately. No payment shall be made for deficient delivery or defective Goods regardless of the IARs signed by the ARPs.
11. The Supplier shall authorize the Purchaser to procure, upon such terms and in such manner the Purchaser deems appropriate, Goods similar to those undelivered or defective and to deduct the costs of such procurement from Supplier's billings under this contract. In case the Supplier has no outstanding billing / contract with the Purchaser, the Supplier shall be liable to the Purchaser for all the costs of such procured Goods. These remedies shall not prejudice Purchaser's other remedial actions inclusive of blacklisting the Supplier from joining future biddings to be conducted by the Purchaser.
12. Defective Goods, replaced within the 15-day period, shall be retrieved by the Supplier from the concerned Division Offices / Public School Districts / High Schools / Senior High Schools at no cost to the Purchaser.
13. After completion of delivery to Recipients, the Supplier shall submit to DepEd-BLR the documents specified under **GCC Clause 6.2 (i to iii) of Section V. Special Conditions of the Contract** for validation and as attachments to his / her claim for payment.

### **Purchaser's Undertakings**

1. The Purchaser, through the DepEd-QCIT, will do production and pre-shipment (pre-delivery) inspections at the premises of the Suppliers and their sub-contractors.
2. The Purchaser shall provide adequate storage space for the Goods intended for CO units or bureaus and shall plan for distribution.
3. The Purchaser, through the DepEd-BLR, shall provide the Regional Offices (ROs) and Division Offices (DOs), Public School District Offices (PSDO), and or Public High Schools copies of the delivery schedule and allocation list. The DepEd-BLR shall likewise advise the DOs to facilitate dissemination of the delivery schedule and allocation list to the Recipients, mobilize the monitoring and inspection of Goods delivered, and validates deliveries and acceptance thereof made by the ARPs.
4. DepEd-BLR shall monitor, inspect, and validate at random delivery of the Goods, and promptly report discrepancies to the Supplier, DO, and Recipients.
5. Upon receipt of a Notice of Rejection and under delivery from the DO, the Purchaser, through the DepEd-BLR, shall require the Supplier to complete the under delivery and replace defective deliveries within fifteen (15) days. The DepEd-BLR shall furnish the DO with a copy of the letter to the Supplier.
6. DepEd-BLR shall facilitate and follow-up issuance of Certificates of Acceptance (CA) by the DO confirming delivered Goods and shall use the CA to appraise contract compliance, processing, and release of retention to Supplier.
7. DepEd-BLR shall accept the documents submitted by the Supplier and coordinate with the DepEd-FMS-Accounting the processing of payment within thirty (30) days from receipt of complete documents. Rejected Goods shall not be paid unless replaced by the Supplier.

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

### A. List/Description of Goods /Services

Lot No.	No.	Titles / Materials	Qty	Delivery Period
1	1	Heroes Then and Now	48,471	120 calendar days
	2	Mga Bayani Noon at Ngayon	48,471	
	3	Goo`d Food Around Asia	48,471	
	4	Living with Simple Machines	48,471	
	5	My Family, My Community and I	48,471	
	6	Percents and Percentages	48,471	
	7	Planning For Personal Change	48,471	
	8	Planning Your Business (Part 1) - Producing and Selling Your Product	48,471	
	9	Planning Your Business (Part 2) - Taking Care of Your Customers and Your Cash	48,471	
	10	Preparing For Calamities	48,471	
	11	Preparing for Typhoons	48,471	
	12	Ratio and Proportion	48,471	
	13	Superstitious Beliefs	48,471	
	14	Taking Care of Our Aquatic Resources	48,471	
	15	The Different Eras in Philippine History	48,471	
	16	There's a Little Bit of Them in Us	48,471	
	17	The World According to the Map	48,471	
	18	Typhoons in the Philippines	48,471	
	19	Mga Masasarap na Pagkain sa Asya	48,471	
	20	Mga Simpleng Makina	48,471	
	21	Ako Ang Pamilya at ang Aking Komunidad	48,471	
	22	Mga Porsiyento at Persentahe	48,471	
	23	Pagpapalano Para sa Personal na Pagbabago	48,471	
	24	Pagpapalano ng Inyong Negosyo (Unang Bahagi) - Paggawa at Pagbenta ng Inyong Pro dukto	48,471	
	25	Pagpapalano ng Inyong Negosyo (Ikalawang Bahagi) - Pangangalaga sa Inyong mga Mamimili at sa Kapital ng Inyong Negosyo	48,471	
	26	Paghahanda sa mga Kalamidad	48,471	
	27	Paghahanda sa mga Bagyo	48,471	
	28	Panumbasan at Proporsiyon	48,471	
	29	Mga Pinaniniwalaang Pamahiin	48,471	
	30	Ang Pangangalaga ng Ating mga Yamang Dagat	48,471	
	31	Ang Iba't Ibang Panahon sa Kasaysayan ng Pilipinas	48,471	
	32	May Kaunti sa Kanila na Meron sa Atin	48,471	
	33	Ang Mundo Ayon sa Mapa	48,471	
	34	Mga Bagyo sa Pilipinas	48,471	
2	35	Animals Found at Home and in the Community	48,471	
	36	Appreciating Statistics	48,471	
	37	Area	48,471	
	38	12. Are You Looking For a Job?	48,471	
	39	13. Are You Ready to Get Married?	48,471	
	40	17. Business Math 2	48,471	
	41	26. Dealing With Stress	48,471	
	42	30. Earthquakes	48,471	
	43	33. Effects of Volcanoes	48,471	
	44	34. Empathy at Home and at Work	48,471	
	45	36. Estimation	48,471	
	46	37. Fighting For Women's Rights	48,471	
	47	38. Fighting Overpopulation	48,471	
	48	39. Figure It Out	48,471	
	49	41. Fire Safety in the Home	48,471	
	50	43. Get the Most From Your Medicine	48,471	
	51	46. Healthy Pregnancy (Part 1) - Recognizing the Signs and Coping With the Changes	48,471	
	52	47. Healthy Pregnancy (Part 2) - The Unborn Baby and Childbirth	48,471	
	53	49. How to Form a Cooperative	48,471	
	54	50. How to Grow Your Own Vegetable Garden	48,471	
	55	54. I'm Proud to Be a Filipino*	48,471	
	56	55. Information Analysis	48,471	
	57	56. International Aid	48,471	
	58	57. International Debt in the Philippine Context	48,471	
	59	58. International Peacekeepers	48,471	
	60	62. Key Geographical Features of the World	48,471	
	61	64. Know Your Rights	48,471	
	62	66. Let's Help One Another*	48,471	
	63	69. Listening With Appreciation*	48,471	
	64	70. Machines: Your Partners in Work	48,471	

	65	72. Maps and Scales	48,471
	66	75. Mean, Median, Mode and Range	48,471
	67	76. Measurement, Perimeter and Circumference	48,471
	68	79. Measuring Weight, Part 2: Some Practical Applications	48,471
	69	82. Myths and Scientific Explanations Behind Natural Phenomena	48,471
	70	85. Participate in Community Development*	48,471
	71	86. Participate in Elections*	48,471
	72	90. Pinoy Overseas - The New Heroes*	48,471
	73	91. Positive and Negative Integers	48,471
	74	92. Preparing a Simple Project Proposal	48,471
	75	93. Preparing For Technical Education and Vocational Skills	48,471
	76	94. Products and Services	48,471
	77	97. Putting Up Your Own Business	48,471
	78	99. Recycling	48,471
	79	102. Statistics in Action	48,471
	80	105. Technology: Its Benefits and Negative Effects	48,471
	81	106. The 1986 EDSA Revolution	48,471
	82	109. The Calendar	48,471
	83	114. The Filipino Worker: World-Class, Pride of the Country	48,471
	84	115. The Integumentary System	48,471
	85	117. The Lymphatic System	48,471
	86	124. The Organ Systems of the Human Body	48,471
	87	128. The Urinary System	48,471
	88	131. Understanding Our Circulatory System	48,471
	89	137. What Is a Cooperative?	48,471
	90	138. What You Need to Know About AIDS*	48,471
	91	139. Where in the World?	48,471
	92	141. Word Power 1.	48,471
	93	142. Word Power 2	48,471
	94	146. World-Renowned Filipinos	48,471
	95	Mga Hayop sa Bahay at sa Komunidad	48,471
	96	Pag-unawa sa Estadistika	48,471
3	97	Lawak	48,471
	98	Naghamanap Ka Ba ng Trabaho?	48,471
	99	Handa Ka na Bang Mag-asawa?	48,471
	100	Matematikang Pangkalaka12	48,471
	101	Pagharap sa Stress	48,471
	102	Ang Lindol	48,471
	103	Mga Epekto ng Bulkan	48,471
	104	Empatiya sa Tahanan at Trabaho	48,471
	105	Pagtantiya	48,471
	106	Paglaban sa Paglaki ng Populasyon	48,471
	107	Pag-iingat sa Sunog sa Tahanan	48,471
	108	Pakinabangan nang Husto at Wasto ang Inyong Gamot	48,471
	109	Malusog na Pagbubuntis (Unang Bahagi)	48,471
	110	Malusog na Pagbubuntis (Ikalawang Bahagi)	48,471
	111	Paano Magtatag ng Kooperatiba	48,471
	112	Paano Magkaroonng Sarili Mong Gulayan	48,471
	113	Ipinagmamalaki Kong Ako'y Pilipino	48,471
	114	Pagsusuri ng Impormasyon	48,471
	115	Tulong Internasyonal	48,471
	116	Ang Utang Panlabas ng Pilipinas	48,471
	117	Mga Tagapamayapang Pandaigdig	48,471
	118	Mga Pangunahing Katangiang Heograpikal ng Mundo	48,471
	119	Alamin Mo ang Iyong mga Karapatan	48,471
	120	Magbalikatan Tayo	48,471
	121	Pakikinig nang May Pagpapahalaga	48,471
	122	Mga Makina: Katulong Mo sa mga Gawain	48,471
	123	Mga Mapa at Iskala	48,471
	124	Mean, Median, Mode at Range	48,471
	125	Pagsukat ng Timbang, Ikalawang Bahagi	48,471
	126	Mga Alamat at Siyentipikong Paliwanag ng mga Natural na Penomena	48,471
	127	Pakikilahok sa Pagpapaunlad ng Komunidad	48,471
	128	Makibahagi sa Eleksyon	48,471
	129	Mga Positive at Negative Integer	48,471
	130	Paghahanda ng Isang Panukalang Proyekto	48,471
	131	Paghahanda Para sa Edukasyong Teknikal at Kasanayang BokasyonaL	48,471
	132	Produkto at Serbisyo	48,471
	133	Pagtatatag ng Sarili Mong Negosyo	48,471
	134	Pagrecycle	48,471
	135	Pagpapahalaga sa Agham Teknolohiya at Komunidad1	48,471

136	Teknolohiya: Ang mga Benepisyo at Negatibong Epekto Nito	48,471
137	Ang Rebolusyong EDSA 1986	48,471
138	Ang Atmospera at Klima	48,471
139	Ang Kalendaryo	48,471
140	Manggagawang Pinoy: Maipagmamalaki sa Mundo	48,471
141	Ang Integumentary System	48,471
142	Ang Lymphatic System	48,471
143	Ang Organ System ng Katawan ng Tao	48,471
144	Ang Urinary System	48,471
145	Ano ang Kooperatiba?	48,471
146	Ang Mga Kailangan Mong Malaman Tungkol sa AIDS	48,471
147	Saan sa Mundo?	48,471
148	Mga Pilipinong Nagbigay ng Mahahalagang Kontribusyon	48,471
149	Mga Pangunahing Relihiyon Sa Asya-edit1	48,471
150	69. Surfing the Waves of Light and Sound	48,471
151	75. Discover Yourself and Become What You Dream To Be	48,471
152	79. How to Prepare for and Take an Exam	48,471
153	81. Do You Want to Improve Your Memory?	48,471
154	85. How to Prepare a Term Paper 1	48,471
155	Pamamahala at Paglahok sa Pulong	48,471
156	Pagbabalangkas 2	48,471
157	Pagsusulat ng Epektibong Liham	48,471
158	Appreciation of Science and Technology	48,471

### **Terms of Reference in Preparing the A&E Modules**

The successful Bidder shall provide DepEd with the Press proof of A&E Modules in accordance with DepEd specifications.

**Note: The abovementioned Learning Resources should be provided CD/DVD/Flash Drive (inside and cover pages) in pdf file.**

#### **B. Delivery Schedule**

Complete delivery shall be made within the contract duration stipulated above, from the date of receipt of the Notice to Proceed (NTP) by the Supplier or the date provided for such purpose indicated in the NTP.

#### **C. Project Site**

Goods shall be delivered to **DepEd Central Office Warehouse and Division Offices Nationwide**. *(Due to huge file size, allocation list cannot be uploaded; bidder may request for an electronic copy from the BAC Secretariat using a blank compact disk or any electronic storage device.)*

#### **D. Delivery and Receiving Instructions**

1. Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
2. The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of

delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.

3. The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 5:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.
4. Delivery receipts must be signed by Ms. Maritess L. Ablay, Chief of Asset Management Division, or her authorized representative with respect to the deliveries made in the DepEd Central Office Warehouse Project Site and other areas, if applicable.

For deliveries to be made to the Division Offices Nationwide, the delivery receipts must be signed by the Property Custodian or the Project Site's authorized representative, if applicable.

### **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.

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Name and Signature of Bidder's Authorized Representative

## ***Section VII. Technical Specifications***

## **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured.. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post- qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “or at least equivalent.” References to brand names cannot be used when the Funding Source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# **Technical Specifications**

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).

The detailed specifications as indicated below are minimum parameters and a bidder may offer items equivalent to or superior than these specifications.

## Detailed Technical Specifications

Lot No.	No.	Titles / Materials	Qty	No. of Pages exc. Cover	Book Size	Paper Requirement		Colors		Statement of Compliance and Cross-Reference	BIDDER'S ACTUAL OFFER				
						Cover	Inside Pages	Cover	Inside Pages						
Elementary															
1	1	Heroes Then and Now	48,471	44	11.69" x 8.27" (A4 Size)	Foldcote Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	Uncoated paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	1 Color with UV coating	1 Color						
	2	Mga Bayani Noon at Ngayon	48,471	44											
	3	Good Food Around Asia	48,471	56											
	4	Living with Simple Machines	48,471	56	8.27" x 11.69" (A4 Size)										
	5	My Family, My Community and I	48,471	48											
	6	Percents and Percentages	48,471	64											
	7	Planning For Personal Change	48,471	60											
	8	Planning Your Business (Part 1) - Producing and Selling Your Product	48,471	52											
	9	Planning Your Business (Part 2) - Taking Care of Your Customers and Your Cash	48,471	56											
	10	Preparing For Calamities	48,471	56											

11	Preparing for Typhoons	48,471	40							
12	Ratio and Proportion	48,471	56							
13	Superstitious Beliefs	48,471	32							
14	Taking Care of Our Aquatic Resources	48,471	40							
15	The Different Eras in Philippine History	48,471	56							
16	There's a Little Bit of Them in Us	48,471	44							
17	The World According to the Map	48,471	68							
18	Typhoons in the Philippines	48,471	36							
19	Mga Masasarap na Pagkain sa Asya	48,471	56							
20	Mga Simpleng Makina	48,471	60							
21	Ako Ang Pamilya at ang Aking Komunidad	48,471	48							
22	Mga Porsiyento at Persentahe	48,471	60							
23	Pagpapalano Para sa Personal na Pagbabago	48,471	60	8.27" x 11.69" (A4 Size)	Foldcote Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	Uncoated paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b>	1 Color with UV coating	1 Color		
24	Pagpapalano ng Iyong Negosyo (Unang Bahagi) - Paggawa at Pagbenta ng Inyong Pro dukto	48,471	52							
25	Pagpapalano ng Inyong Negosyo (Ikalawang Bahagi) - Pangangalaga sa Inyong mga Mamimili at sa Kapital ng Iyong Negosyo	48,471	56							
26	Paghahanda sa mga Kalamidad	48,471	56							

	27	Paghahanda sa mga Bagyo	48,471	44			90% ±5% tolerance				
	28	Panumbasan at Proporsiyon	48,471	56							
	29	Mga Pinaniniwalaang Pamahiin	48,471	32							
	30	Ang Pangangalaga ng Ating mga Yamang Dagat	48,471	44							
	31	Ang Iba't Ibang Panahon sa Kasaysayan ng Pilipinas	48,471	64							
	32	May Kaunti sa Kanila na Meron sa Atin	48,471	48							
	33	Ang Mundo Ayon sa Mapa	48,471	68							
	34	Mga Bagyo sa Pilipinas	48,471	40							
<b>Secondary</b>											
2	35	Animals Found at Home and in the Community	48,471	56	8.27" x 11.69" (A4 Size)	Foldcote Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	Uncoated paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	1 Color with UV coating	1 Color		
	36	Appreciating Statistics	48,471	44							
	37	Area	48,471	48							
	38	12. Are You Looking For a Job?	48,471	48							
	39	13. Are You Ready to Get Married?	48,471	32							
	40	17. Business Math 2	48,471	56							
	41	26. Dealing With Stress	48,471	52							
	42	30. Earthquakes	48,471	48							
	43	33. Effects of Volcanoes	48,471	40							
	44	34. Empathy at Home and at Work	48,471	32							
	45	36. Estimation	48,471	32							

46	37. Fighting For Women's Rights	48,471	36	8.27" x	Foldcote	Uncoated	1 Color	1		
47	38. Fighting Overpopulation	48,471	64							
48	39. Figure It Out	48,471	44							
49	41. Fire Safety in the Home	48,471	48							
50	43. Get the Most From Your Medicine	48,471	48							
51	46. Healthy Pregnancy (Part 1) - Recognizing the Signs and Coping With the Changes	48,471	48							
52	47. Healthy Pregnancy (Part 2) - The Unborn Baby and Childbirth	48,471	48							
53	49. How to Form a Cooperative	48,471	60							
54	50. How to Grow Your Own Vegetable Garden	48,471	56							
55	54. I'm Proud to Be a Filipino*	48,471	40							
56	55. Information Analysis	48,471	32							
57	56. International Aid	48,471	48							
58	57. International Debt in the Philippine Context	48,471	72							
59	58. International Peacekeepers	48,471	60							
60	62. Key Geographical Features of the World	48,471	52							
61	64. Know Your Rights	48,471	36							
62	66. Let's Help One Another*	48,471	44							

63	69. Listening With Appreciation*	48,471	32	11.69" (A4 Size)	Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	with UV coating	Color		
64	70. Machines: Your Partners in Work	48,471	48							
65	72. Maps and Scales	48,471	48							
66	75. Mean, Median, Mode and Range	48,471	28							
67	76. Measurement, Perimeter and Circumference	48,471	36							
68	79. Measuring Weight, Part 2: Some Practical Applications	48,471	44							
69	82. Myths and Scientific Explanations Behind Natural Phenomena	48,471	40							
70	85. Participate in Community Development*	48,471	72							
71	86. Participate in Elections*	48,471	32							
72	90. Pinoy Overseas - The New Heroes*	48,471	48							
73	91. Positive and Negative Integers	48,471	48							
74	92. Preparing a Simple Project Proposal	48,471	44							
75	93. Preparing For Technical Education and Vocational Skills	48,471	44							
76	94. Products and Services	48,471	44							
77	97. Putting Up Your Own Business	48,471	32							
78	99. Recycling	48,471	44							

79	102. Statistics in Action	48,471	60							
80	105. Technology: Its Benefits and Negative Effects	48,471	44							
81	106. The 1986 EDSA Revolution	48,471	56							
82	109. The Calendar	48,471	56							
83	114. The Filipino Worker: World-Class, Pride of the Country	48,471	48							
84	115. The Integumentary System	48,471	44							
85	117. The Lymphatic System	48,471	32							
86	124. The Organ Systems of the Human Body	48,471	48	8.27" x 11.69" (A4 Size)	Foldcote Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	Uncoated paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	1 Color with UV coating	1 Color		
87	128. The Urinary System	48,471	36							
88	131. Understanding Our Circulatory System	48,471	48							
89	137. What Is a Cooperative?	48,471	48							
90	138. What You Need to Know About AIDS*	48,471	68							
91	139. Where in the World?	48,471	48							
92	141. Word Power 1.	48,471	40							
93	142. Word Power 2	48,471	40							
94	146. World-Renowned Filipinos	48,471	56							
95	Mga Hayop sa Bahay at sa Komunidad	48,471	56							
96	Pag-unawa sa Estadistika	48,471	44							
<b>Secondary</b>										

3	97	Lawak	48,471	48	8.27" x 11.69" (A4 Size)	Foldcote Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	Uncoated paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	1 Color with UV coating	1 Color		
	98	Naghahanap Ka Ba ng Trabaho?	48,471	48							
	99	Handa Ka na Bang Mag-asawa?	48,471	32							
	100	Matematikang Pangkalaka12	48,471	52							
	101	Pagharap sa Stress	48,471	56							
	102	Ang Lindol	48,471	48							
	103	Mga Epekto ng Bulkan	48,471	40							
	104	Empatiya sa Tahanan at Trabaho	48,471	32							
	105	Pagtantiya	48,471	32							
	106	Paglaban sa Paglaki ng Populasyon	48,471	64							
	107	Pag-iingat sa Sunog sa Tahanan	48,471	48							
	108	Pakinabangan nang Husto at Wasto ang Inyong Gamot	48,471	56							
	109	Malusog na Pagbubuntis (Unang Bahagi)	48,471	48							
	110	Malusog na Pagbubuntis (Ikalawang Bahagi)	48,471	56							
	111	Paano Magtatag ng Kooperatiba	48,471	60							
	112	Paano Magkaroonng Sarili Mong Gulayan	48,471	60							
	113	Ipinagmamalaki Kong Ako'y Pilipino	48,471	44							
	114	Pagsusuri ng Impormasyon	48,471	32							
	115	Tulong Internasyonal	48,471	56							

116	Ang Utang Panlabas ng Pilipinas	48,471	72							
117	Mga Tagapamayapang Pandaigdig	48,471	60							
118	Mga Pangunahing Katangiang Heograpikal ng Mundo	48,471	52							
119	Alamin Mo ang Iyong mga Karapatan	48,471	40							
120	Magbalikatan Tayo	48,471	44							
121	Pakikinig nang May Pagpapahalaga	48,471	32							
122	Mga Makina: Katulong Mo sa mga Gawain	48,471	48							
123	Mga Mapa at Iskala	48,471	48							
124	Mean, Median, Mode at Range	48,471	32	8.27" x 11.69" (A4 Size)	Foldcote Cal. # 12, Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	Uncoated paper (White); <b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance	1 Color with UV coating	1 Color		
125	Pagsukat ng Timbang, Ikalawang Bahagi	48,471	48							
126	Mga Alamat at Siyentipikong Paliwanag ng mga Natural na Penomena	48,471	40							
127	Pakikilahok sa Pagpapaunlad ng Komunidad	48,471	76							
128	Makibahagi sa Eleksyon	48,471	36							
129	Mga Positive at Negative Integer	48,471	48							
130	Paghahanda ng Isang Panukalang Proyekto	48,471	48							

131	Paghahanda Para sa Edukasyong Teknikal at Kasanayang Bokasyonal	48,471	44							
132	Produkto at Serbisyo	48,471	44							
133	Pagtatatag ng Sarili Mong Negosyo	48,471	36							
134	Pagrerecycle	48,471	44							
135	Pagpapahalaga sa Agham Teknolohiya at Komunidad1	48,471	40							
136	Teknolohiya: Ang mga Benepisyo at Negatibong Epekto Nito	48,471	44							
137	Ang Rebolusyong EDSA 1986	48,471	60							
138	Ang Atmospera at Klima	48,471	40							
139	Ang Kalendaryo	48,471	56							
140	Manggagawang Pinoy: Maipagmamalaki sa Mundo	48,471	52							
141	Ang Integumentary System	48,471	48							
142	Ang Lymphatic System	48,471	32							
143	Ang Organ System ng Katawan ng Tao	48,471	52							
144	Ang Urinary System	48,471	40							
145	Ano ang Kooperatiba?	48,471	52							
146	Ang Mga Kailangan Mong Malaman Tungkol sa AIDS	48,471	64							
147	Saan sa Mundo?	48,471	48							
148	Mga Pilipinong Nagbigay ng Mahahalagang Kontribusyon	48,471	60	8.27" x 11.69" (A4 Size)	Foldcote Cal. # 12,	Uncoated paper (White);	1 Color with UV coating	1 Color		

149	Mga Pangunahing Relihiyon Sa Asya-edit 1	48,471	40	Solid White; <b>Basis Weight:</b> 230 gsm ±5% tolerance	<b>Basis Weight:</b> 70 gsm ±5% tolerance; <b>Brightness:</b> 80% ±3% tolerance; <b>Opacity:</b> 90% ±5% tolerance				
150	69. Surfing the Waves of Light and Sound	48,471	56						
151	75. Discover Yourself and Become What You Dream To Be	48,471	44						
152	79. How to Prepare for and Take an Exam	48,471	44						
153	81. Do You Want to Improve Your Memory?	48,471	28						
154	85. How to Prepare a Term Paper 1	48,471	48						
155	Pamamahala at Paglahok sa Pulong	48,471	52						
156	Pagbabalangkas 2	48,471	32						
157	Pagsusulat ng Epektibong Liham	48,471	36						
158	Appreciation of Science and Technology	48,471	40						

## **TECHNICAL SPECIFICATIONS FOR PACKAGING MATERIALS AND PROPOSED PACKAGING DETAILS**

- **BOX**

The box materials shall have these specifications:

- |                       |   |   |
|-----------------------|---|---|
| 1. Corrugation        | : | B or C (Single Wall) flute                        |
| 2. Burst Strength     | : | 175 psi -2% tolerance                             |
| 3. Joint              | : | Taped with 50.8 mm wide packaging tapes or better |
| 4. Approximate Length | : | 43.5 cm   |
| 5. Approximate Width  | : | 30 cm   |

For box with overlap joints, the overlap joint shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.

- **PACKAGING TAPE**

50.8mm or 2 inches wide packaging tape

- **PLASTIC STRAP**

12.7 mm wide plastic strap

- **PROPOSE PACKAGING DETAILS**

The Learning Resources (LRs) shall be packed based on the attached allocation / packaging list per recipient and placed in unused corrugated box and seals to withstand rough handling.

Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.

For loose sets, LRs shall be wrapped in plastic or brown kraft paper. Package must be secured by packaging tape or better.

Box shall be reinforced with at least 12.7 mm wide plastic strap with tin or other appropriate seal.

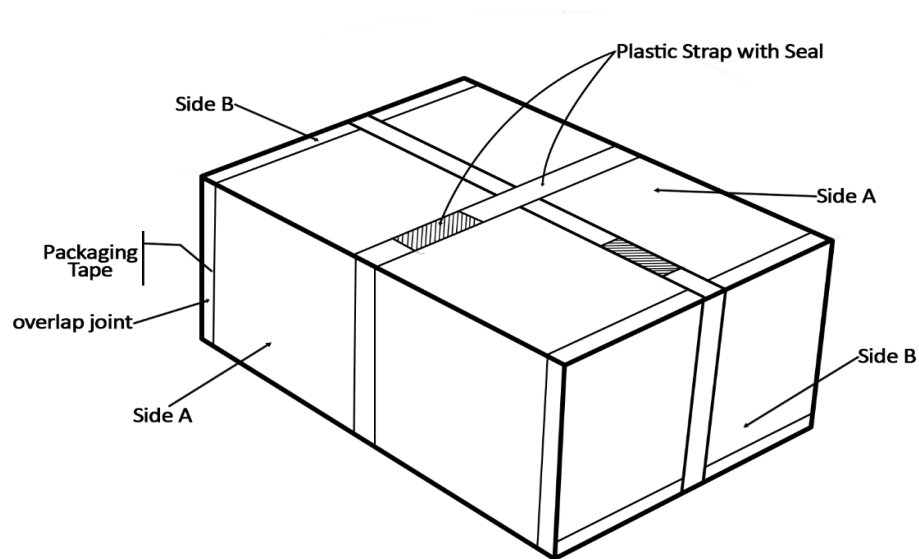
Each box shall be properly labeled to indicate the following:

Title, Quantity, Purchaser's Name and Address, Supplier's Name, Destination, DepEd logo (with flame), International Symbol, Linear Specifications, Volume, and Gross Weight.

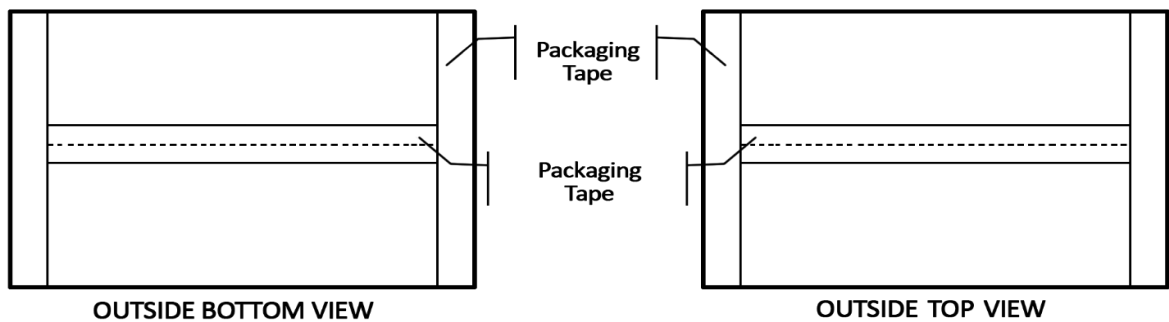
The maximum weight per box should not be more than 20 kilos.

Please see sample illustration of proposed packaging:

## PACKAGE SPECIFICATIONS



PERSPECTIVE



<b>PROPOSED PACKAGING DETAILS FOR A&amp;E Modules and ALS K to 12 Curriculum</b>
<b>Length = 43.5 cm</b>
<b>Width = 30 cm</b>
<b>Weight = not exceeding 20 kilos per box</b>

## ***Section VIII. Bidding Forms***

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the Bid Form and Price Schedules in accordance with ITB Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the Bid Security, either in the form included hereafter or in another form acceptable to the Entity, pursuant to ITB Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form** for Advance Payment should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause

4.2. Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

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## FINANCIAL BID FORM

Date: \_\_\_\_\_  
Project N<sup>o</sup>: \_\_\_\_\_

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 security 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, 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

Price Schedule Form												
Name of Bidder:												
ITB No. _____ Page _____ of _____												
Project Title: <b>A&amp;E Modules (Printing and Delivery)</b>												
LOT 1 ABC: Php												
1	2	3	4	5	6	7	8	9	10	11	12	13
Items	Description	Country of Origin	Estimated price per unit	Quantity	Unit price EXW per item	Cost of labor, raw material and component	Sales and other taxes payable if contract is awarded	Cost of other incidental Services	Total price EXW per item (cols. 6 + 7 + 8 + 9)	Cost of Freight, Transportation and logistics	Unit price per item final destination (col. 10 +11)	Total Price delivered Final Destination (Bid Price) (col. 12 x 5)
1	Heroes Then and Now			48,471								
2	Mga Bayani Noon at Ngayon			48,471								
3	Good Food Around Asia			48,471								
4	Living with Simple Machines			48,471								
5	My Family, My Community and I			48,471								
6	Percents and Percentages			48,471								
7	Planning For Personal Change			48,471								
8	Planning Your Business (Part 1) - Producing and Selling Your Product			48,471								
9	Planning Your Business (Part 2) - Taking Care of Your Customers and Your Cash			48,471								
10	Preparing For Calamities			48,471								
11	Preparing for Typhoons			48,471								
12	Ratio and Proportion			48,471								
13	Superstitious Beliefs			48,471								
14	Taking Care of Our Aquatic Resources			48,471								
15	The Different Eras in Philippine History			48,471								
16	There's a Little Bit of Them in Us			48,471								
17	The World According to the Map			48,471								
18	Typhoons in the Philippines			48,471								
19	Mga Masasarap na Pagkain sa Asya			48,471								
20	Mga Simpleng Makina			48,471								
21	Ako Ang Pamilya at ang Aking Komunidad			48,471								
22	Mga Porsiyento at Persentahe			48,471								
23	Pagpapalano Para sa Personal na Paglalabag			48,471								
24	Pagpapalano ng Iyong Negosyo (Unang Bahagi) - Paggawa at Pagbenta ng Iyong Produkto			48,471								
25	Pagpapalano ng Iyong Negosyo (Ikalawang Bahagi) - Pangangalaga sa Iyong mga Mamimili at sa Kapital ng Iyong Negosyo			48,471								
26	Paghahanda sa mga Kalamidad			48,471								
27	Paghahanda sa mga Bagyo			48,471								
28	Panumalasan at Proporsiyon			48,471								
29	Mga Pinaniniwalaang Pamahiin			48,471								
30	Ang Pangangalaga ng Ating mga Yamang Dagat			48,471								
31	Ang Iba't Ibang Panahon sa Kasaysayan ng Pilipinas			48,471								
32	May Kaluluha sa Kaluluha na Meron sa Atin			48,471								
33	Ang Mundo Ayon sa Mapa			48,471								
34	Mga Bagyo sa Pilipinas			48,471								
***nothing follows***												
Total Price:		Php0.00		Total Price in Words:								
Name and Signature of Authorized Representative												
Notes:												
1. Column 4 of the Price Schedule Form indicates the estimated price per unit for each of the items in the Lot. Unit price per item plus tax (i.e. cols. 10 +11) should not be higher by more than 15% of the estimated price per unit. Any bid in violation of this rule shall be automatically rejected to 115% of the estimated price per unit.												
2. Total Bid Price (i.e. Total Lot Price) exceeding the ABC shall be a ground for the rejection of the bid.												

\* In case of discrepancies between or among the Schedule of Requirements of the bidding document and the Price Schedule Form insofar as the lists of items and quantities are concerned, those appearing in the **PRICE SCHEDULE FORM SHALL PREVAIL.**

Accomplish this form in accordance with ITB Clause 15 and, specifically 15.4(a) thereof. Rates and prices for all the lots 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 (-) or zero ("0") or not applicable (N/A).

Price Schedule Form													
Name of Bidder:													
ITB No.:												Page _____ of _____	
Project Title: <b>A&amp;E Modules (Printing and Delivery)</b>													
LOT 2												ABC: Php	
1	2	3	4	5	6	7	8	9	10	11	12	13	
Items	Description	Country of Origin	Estimated price per unit	Quantity	Unit price EXW per item	Cost of labor, raw material and component	Sales and other taxes payable if contract is awarded	Cost of other incidental services	Total price EXW per item (cols. 6 + 7 + 8 + 9)	Cost of Freight, Transportation and logistics	Unit price per item final destination (col. 10 +11)	Total Price delivered Final Destination (Bid Price) (col. 12 x 5)	
35	Animals Found at Home and in the Community			48,471									
36	Appreciating Statistics			48,471									
37	Area			48,471									
38	12. Are You Looking For a Job?			48,471									
39	13. Are You Ready to Get Married?			48,471									
40	17. Business Math 2			48,471									
41	26. Dealing With Stress			48,471									
42	30. Earthquakes			48,471									
43	33. Effects of Volcanoes			48,471									
44	34. Empathy at Home and at Work			48,471									
45	36. Estimation			48,471									
46	37. Fighting For Women's Rights			48,471									
47	38. Fighting Overpopulation			48,471									
48	39. Figure It Out			48,471									
49	41. Fire Safety in the Home			48,471									
50	43. Get the Most From Your Medicine			48,471									
51	46. Healthy Pregnancy (Part 1) - Recognizing the Signs and Coping With the Changes			48,471									
52	47. Healthy Pregnancy (Part 2) - The Unborn Baby and Childbirth			48,471									
53	49. How to Form a Cooperative			48,471									
54	50. How to Grow Your Own Vegetable Garden			48,471									
55	54. I'm Proud to Be a Filipino*			48,471									
56	55. Information Analysis			48,471									
57	56. International Aid			48,471									
58	57. International Debt in the Philippine Context			48,471									
59	58. International Peacekeepers			48,471									
60	62. Key Geographical Features of the World			48,471									
61	64. Know Your Rights			48,471									
62	66. Let's Help One Another*			48,471									
63	69. Listening With Appreciation*			48,471									
64	70. Machines: Your Partners in Work			48,471									
65	72. Maps and Scales			48,471									
66	75. Mean, Median, Mode and Range			48,471									
67	76. Measurement, Perimeter and Circumference			48,471									
68	79. Measuring Weight, Part 2: Some Practical Applications			48,471									
69	82. Myths and Scientific Explanations Behind Natural Phenomena			48,471									
70	85. Participate in Community Development*			48,471									
71	86. Participate in Elections*			48,471									
72	90. Pinoy Overseas - The New Heroes*			48,471									
73	91. Positive and Negative Integers			48,471									
74	92. Preparing a Simple Project Report*			48,471									
75	93. Preparing for Technical Education and Vocational Skills			48,471									
76	94. Products and Services			48,471									
77	97. Putting Up Your Own Business			48,471									
78	99. Recycling			48,471									
79	102. Statistics in Action			48,471									
80	105. Technology: Its Benefits and Negative Effects			48,471									
81	106. The 1986 EDSA Revolution			48,471									
82	109. The Calendar			48,471					</				

Accomplish this form in accordance with ITB Clause 15 and, specifically 15.4(a) thereof. Rates and prices for all the lots 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 (-) or zero ("0") or not applicable (N/A).

Price Schedule Form												
Name of Bidder:												
ITB No.:											Page _____ of _____	
Project Title: <b>A&amp;E Modules (Printing and Delivery)</b>												
LOT 3 ABC: Php												
1	2	3	4	5	6	7	8	9	10	11	12	13
Items	Description	Country of Origin	Estimated price per unit	Quantity	Unit price EXW per item	Cost of labor, raw material and component	Sales and other taxes payable if contract is awarded	Cost of other incidental Services	Total price EXW per item (cols. 6 + 7 + 8 + 9)	Cost of Freight, Transportation and logistics	Unit price per item final destination (col. 10 + 11)	Total Price delivered Final Destination (Bid Price) (col. 12 x 5)
97	Lawak			48,471								
98	Nagbahanap Ka Ba ng Trabaho?			48,471								
99	Handa Ka na Bang Mag-asawa?			48,471								
100	Matematikang Pangkalaka 12			48,471								
101	Pagharap sa Stress			48,471								
102	Ang Limlak			48,471								
103	Mga Epekto ng Bulkan			48,471								
104	Empatiya sa Tahanan at Trabaho			48,471								
105	Pagantiya			48,471								
106	Paglaban sa Paglaki ng Populasyon			48,471								
107	Pagtingat sa Sunog sa Tahanan			48,471								
108	Pokimabugnang nang Husto at Wasto ang Inyong Gamot			48,471								
109	Mahusog na Pagbabuntis (Unang Bahagi)			48,471								
110	Mahusog na Pagbabuntis (Ikalawang Bahagi)			48,471								
111	Pano Magtatag ng Kooperatiba			48,471								
112	Pano Magkaroon ng Sarili Mong Kalayan			48,471								
113	Ipinagmamalaki Kong Ako'y Pilipino			48,471								
114	Pagusuuri ng Impormasyon			48,471								
115	Tulong Internasyonal			48,471								
116	Ang Utang Panlabas ng Pilipinas			48,471								
117	Mga Tagapamayapang Pandaigdig			48,471								
118	Mga Pangunahing Katangiang Heograpiyal ng Mundo			48,471								
119	Alamin Mo ang Iyong mga Karapatan			48,471								
120	Maghiklatan Tayo			48,471								
121	Pukitiking nang May Pagpapahalaga			48,471								
122	Mga Makina: Katulong Mo sa mga Gawain			48,471								
123	Mga Mapa at Iskala			48,471								
124	Mean, Median, Mode at Range			48,471								
125	Pagsukat ng Timbang, Ikalawang Bahagi			48,471								
126	Mga Alam at Siyentipikong Pagpapahalaga ng mga Natatagpuan			48,471								
127	Pokimabugnang nang Husto at Wasto ang Inyong Gamot			48,471								
128	Makibahagi sa Eleksyon			48,471								
129	Mga Positive at Negative Integer			48,471								
130	Pagbabahandag ng Isang Panukalang Proyekto			48,471								
131	Pagbabahandag Para sa Edukasyong Teknikal at Kasanayang Paksyonal			48,471								
132	Produkto at Serbisyo			48,471								
133	Pagtatatag ng Sarili Mong Negosyo			48,471								
134	Pagrecycle			48,471								
135	Pagpapahalaga sa Agham			48,471								
136	Teknolohiya at Komunidad 1			48,471								
137	Teknolohiya: Ang mga Benepisyo at Negatibong Epekto Nito			48,471								
138	Ang Rebolusyong EDSA 1986			48,471								
139	Ang Atmospera at Klima			48,471								
140	Ang Kalendaryo			48,471								
141	Manggagawang Pinoy: Magsagmamalaki sa Mundo			48,471								
142	Ang Integumentary System			48,471								
143	Ang Lymphatic System			48,471								
144	Ang Organ System ng Katawan ng Tao			48,471								
145	Ang Urinary System			48,471								
146	Ano ang Kooperatiba?			48,471								
147	Ang Mga Kalatagan Mong Molaman			48,471								
148	Tungkol sa AIDS			48,471								
149	Saan sa Mundo?			48,471								
150	Mga Pilipinong Nagbigay ng Mahahalagang Kontribusyon			48,471								
151	Mga Pangunahing Rehiyon Sa Asyadig 1			48,471								
152	60. Starting the Waves of Light and Sound			48,471								
153	75. Discover Yourself and Become What You Dream To Be			48,471								
154	79. How to Prepare for and Take an Exam			48,471								
155	81. Do You Want to Improve Your Memory?			48,471								
156	85. How to Prepare a Term Paper 1			48,471								
157	Pamamahala at Paglahok sa Pulong			48,471								
158	Pagbabalangkas 2			48,471								
159	Pagsusulat ng Epektibong Liham			48,471								
160	Appreciation of Science and Technology			48,471								
161	***nothing follows***											

96

Total Price:	Php0.00	Total Price in Words:	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>			
Name and Signature of Authorized Representative			

Notes:

- Column 4 of the Price Schedule Form indicates the estimated price per unit for each of the items in the Lot. Unit price per item plus tax (i.e. cols. 10 + 11) should not be higher by more than 15% of the estimated price per unit. Any bid in violation of this rule shall be automatically reduced to 15% of the estimated price per unit.
- Total Bid Price (i.e. Total Lot Price) exceeding the ABC shall be a ground for the rejection of the bid.

\* In case of discrepancies between or among the Schedule of Requirements of the bidding document and the Price Schedule Form insofar as the lists of items and quantities are concerned, those appearing in the **PRICE SCHEDULE FORM SHALL PREVAIL**.

**Accomplish this form in accordance with ITB Clause 15 and, specifically 15.4(a) thereof. Rates and prices for all the lots 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 (-) or zero ("0") or not applicable (N/A).**

## CONTRACT AGREEMENT FORM

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

**Contract No. :** \_\_\_\_\_

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between the **Department of Education**, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its (*Name of PE's Representative*), (hereinafter called "the Purchaser") of the one part and (*Name of Bidder/Authorized Representative*), with Office address at [*Office address of Supplier*] (hereinafter called "the Supplier") of the other part:

**WHEREAS**, the Purchaser invited Bids for certain goods and ancillary services, viz, [*brief description of goods and services*], has passed and approved Resolution to Award No. \_\_\_\_\_, and therefore, accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Philippine Pesos** [*contract price in words and figures*] (hereinafter called "the Contract Price"), broken down as follows: (*indicate if by lots, otherwise, delete*) .

<b>Lot No.</b>	<b>Item/Description</b>	<b>Quantity</b>	<b>Unit Price (in Php)</b>	<b>Contract Cost (in Php)</b>

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. the Purchaser's Notice of Award;
  - b. the Performance Security
  - c. the Bid Form and the Price Schedule submitted by the Bidder;
  - d. the General and Special Conditions of Contract;
  - e. the Technical Specifications;
  - f. the Schedule of Requirements; and

- g. Supplemental Bid Bulletins, if any.
3. The Goods and Services referred to in this Agreement shall be delivered to the Project Site/s within the contract duration of *(insert no. of days)*, which shall commence upon receipt of the Notice to Proceed by the Supplier;
  4. In consideration of the Contract Price mentioned herein to be paid by the **Purchaser** to the **Supplier**, the **Supplier** hereby covenants, unto the Purchaser, to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract;
  5. The **Purchaser** hereby covenants to pay the **Supplier**, in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract, to wit: *(insert manner of payment as defined under SCC Clause 10.3 of the Bidding Documents)*;
  6. Payments shall be subject to the “Warranty” provisions in the form of either retention money in an amount equivalent to at least one percent (10%) of every progress payment, or a special Bank Guarantee in the amount equal to at least 10% of the total Contract Price required in Section 62 of R.A. 9184 and its IRR.
  7. The **Supplier** shall be liable for damages for the delay in its performance of the Contract and shall pay the procuring entity liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for every day of delay until such goods/services are finally delivered and accepted by the procuring entity concerned. The Procuring Entity shall deduct the liquidated damages from any money due or which may become due to the Supplier, or collect from any of the securities or warranties posted by the Supplier, whichever is convenient to the Procuring Entity concerned. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of this Contract, the **Purchaser** shall rescind this Contract, without prejudice to other courses of action and remedies open to the Purchaser.

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 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

NAME	Number	Issued on	Issued at
------	--------	-----------	-----------

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 \_\_\_\_\_

## OMNIBUS SWORN STATEMENT

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

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

**3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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.

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

## **AFFIDAVIT OF DISCLOSURE OF NO RELATIONS**

**(SWORN AFFIDAVIT TO THE BIDDER THAT IT IS NOT RELATED TO THE HOPE, MEMBERS OF THE BAC, THE TWG, THE BAC SECRETARIAT, THE HEAD OF THE PMO, OR THE END-USER OR IMPLEMENTING UNIT, AND THE PROJECT CONSULTANTS, BY CONSANGUINITY OR AFFINITY UP TO THE THIRD CIVIL DEGREE)**

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***

(a) *If a sole proprietorship:* The owner and sole proprietor is not related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and the BAC Secretariat, the Head of Project Management Office or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree and has no conflicting interests with each other and is compliant with or is not violating Rule XV, Section 47.2 of the IRR of Republic Act 9184.

(b) *If a partnership,* None of the officers and members of [name of bidder] is related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and the BAC Secretariat, the Head of Project Management Office or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree and has no conflicting interests with each other and is compliant with or is not violating Rule XV, Section 47.2 of the IRR of Republic Act 9184.

(c) *If a cooperative,* None of the officers, directors, and controlling stakeholders or members of [name of bidder] is related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and the BAC Secretariat, the Head of Project Management Office or the end-user

unit, and the project consultants, by consanguinity or affinity up to the third civil degree and has no conflicting interests with each other and is compliant with or is not violating Rule XV, Section 47.2 of the IRR of Republic Act 9184.

(d) *If a corporation*, None of the officers, directors, and controlling stockholders of [name of bidder] is related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and the BAC Secretariat, the Head of Project Management Office or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree and has no conflicting interests with each other and is compliant with or is not violating Rule XV, Section 47.2 of the IRR of Republic Act 9184.

(e) *If a joint venture*, The bidder has complied with provisions of items (a), (b), (c) or (d) of Rule XV, Section 47.2 of the IRR of Republic Act 9184 with respect to the members of the said joint venture and is compliant with or is not violating Rule XV, Section 47.2 of the IRR of Republic Act 9184.

Consistent with the Omnibus Sworn Statement,

**Select one, delete the other**

*If a sole proprietorship*: I have the full power and authority to sign this affidavit on behalf of [Name of Bidder] for (Name of Project) as shown in the attached duly notarized Special Power of Attorney (which is the same Special Power of the Attorney (SPA) attached to the Omnibus Sworn Statement);

*If a partnership, corporation, cooperative, or joint venture*: I have the full power and authority to sign this affidavit on behalf of [Name of Bidder] for (Name of Project) as shown in the attached duly notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable (which is the same SPA, Secretary's Certificate, or Board/Partnership Resolution attached to the Omnibus Sworn Statement).

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 \_\_\_\_\_  
2019 at \_\_\_\_\_, 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 \_\_\_\_\_ 2019.

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 \_\_\_\_\_.

## 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/We<sup>2</sup>, 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

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<sup>2</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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]

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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 institution, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of submission.<sup>1</sup>

Year 20__		
1.	Current Assets	
2.	Current Liabilities	
3.	Total Net Worth	
4.	Total Value of outstanding or ongoing Projects	

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

In case of a bid involving two or more lots, the bidder shall indicate in the NFCC from the lots bid for, in their order of priorities or preferences.

**The first lot in the order shall follow the following formula:**

**NFCC = [(current assets minus current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started.]**

**For subsequent lots, the formula shall be as follows:**

**NFCC = [(current assets minus current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started + value of the prior lot or lots bid for]**

- C.** The following are the packages / lots / items that we are bidding for, stated in the order of preference.<sup>2</sup>

1st:

Package/Lot/Item	Description	ABC	NFCC Formula	NFCC
			[(current assets - current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started]	

2nd:

Package/Lot/Item	Description	ABC	NFCC Formula	NFCC
			[(current assets - current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started + ABC of 1st and 2nd Package/Lot/Item bid for]	

3rd:

Package/Lot/Item	Description	ABC	NFCC Formula	NFCC
			[(current assets - current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started + ABC of 1st, 2nd and 3rd Package/Lot/Item bid for]	

This is to certify that the aforementioned NFCC computation is sufficient for all the packages / lots / items being bid for:

Submitted by:

---

Name of Supplier /Distributor/ Manufacturer

---

Name of Authorized Representative

<sup>1</sup>In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the local lead partner, unless it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this projection which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.

<sup>2</sup>The bidder may add tables as may show the different lots bid for and their corresponding NFCC.

**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>	% of Accomplishment		<i>Value of Outstanding Works / Undelivered Portion</i>
			<i>Description</i>	<i>%</i>		<i>Planned</i>	<i>Actual</i>	
<u>Government</u>								
<u>Private</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 : \_\_\_\_\_

### 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 \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
\_\_\_\_\_  
Witness

Witness

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

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

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

	GOVERNMENT-ISSUED IDENTIFICATION CARD		
<u>NAME</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\_\_\_\_\_

## PERFORMANCE SECURITY (BANK GUARANTEE) FORM

To : The Secretary  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City

Attention: The Chairperson  
Bids and Awards Committee

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]* proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you 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 be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

# **ANNEXES**

Republic of the Philippines  
Department of Education  
**Division of** \_\_\_\_\_

## ACKNOWLEDGEMENT RECEIPT

This is to acknowledge the receipt of the pink copies of the Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) of the following Learning Resources per District / High School / Division (whichever is applicable) recipient as basis for the preparation of Certificate of Acceptance.

Grade Level	Learning Area	Districts / High Schools	IAR No.	DR No.

Acknowledged by:

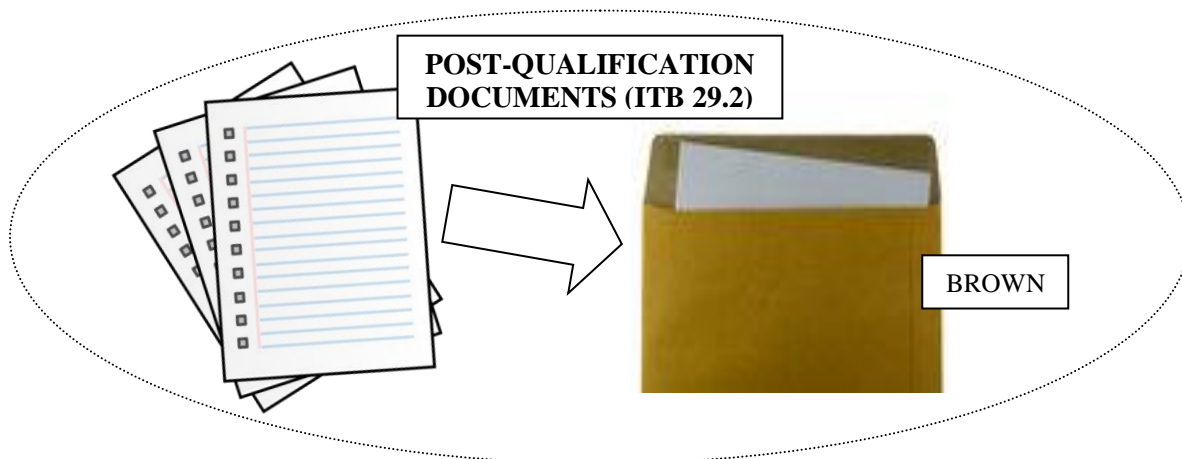
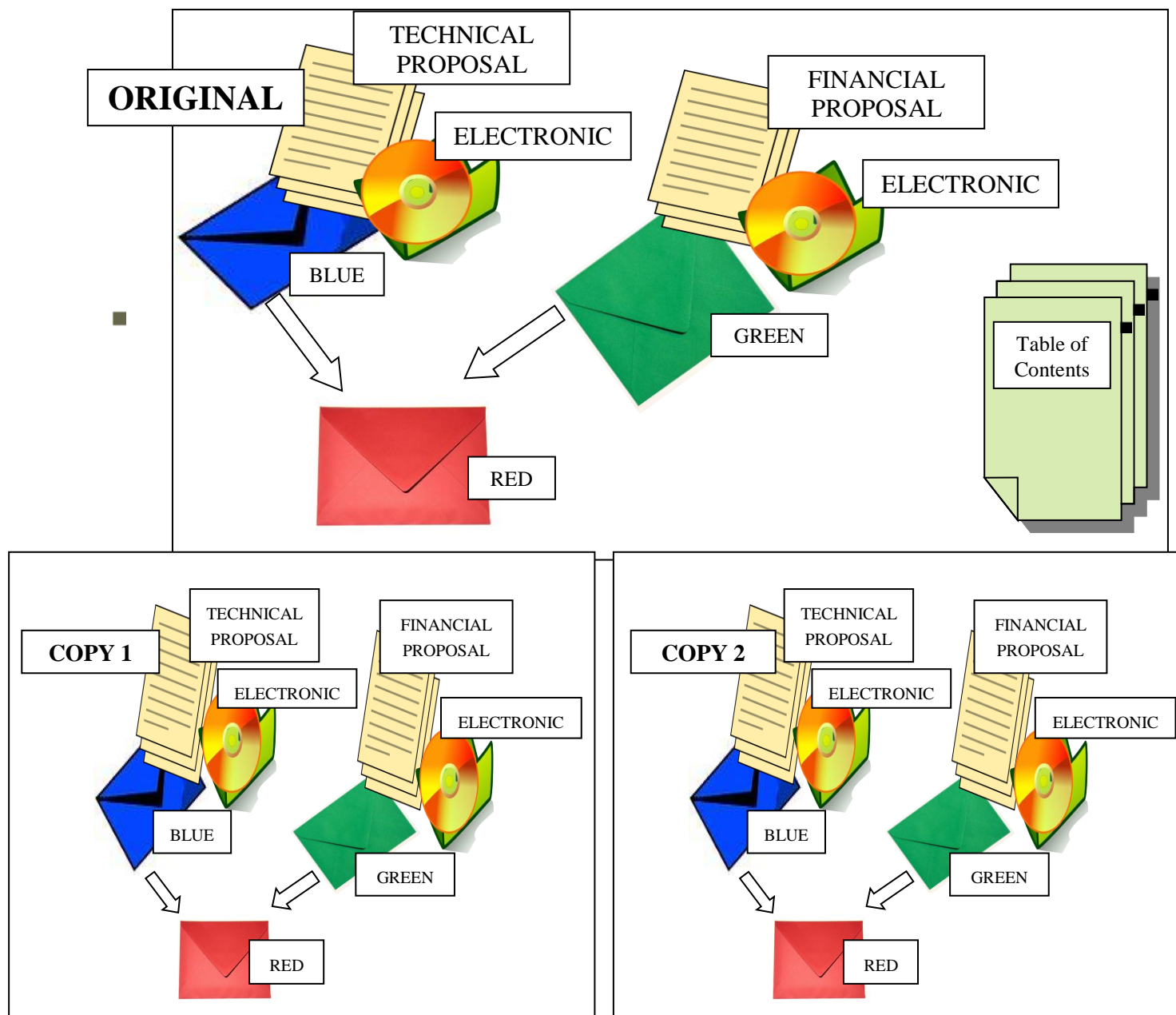
\_\_\_\_\_  
**Property Custodian/Supply Officer or  
Authorized Representative**

Contract Number:

**Office No.:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

## 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 (BAC) III

c/o PROCUREMENT MANAGEMENT SERVICE- BAC  
SECRETARIAT DIVISION

ROOM M-511, 5<sup>TH</sup> FLOOR, MABINI BUILDING,  
DEPED COMPLEX, MERALCO AVENUE, PASIG CITY  
8633-9343 / 8636-6542

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

