

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of Various 3D Visualization, Computer Aided Drafting Design (CADD) and Project Management Software for the Design and Construction of School Building Projects**

**Government of the Republic of the Philippines**



**School Infrastructure and Facilities – Education Facilities  
Division (SIF-EFD)**

**DECEMBER 2023**

**2023-SIF1(015)-BII-CB-043**

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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



Republic of the Philippines  
Department of Education  
Procurement Management Service

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**Bids and Awards Committee II**

**PROJECT NO.: 2023-SIF1(015)-BII-CB-043**

**INVITATION TO BID**

FOR THE

**Procurement of Various 3D Visualization, Computer Aided Drafting Design (CADD) and Project Management Software for the Design and Construction of School Building Projects**

1. The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP) under 2023 BEFF EAO (Current Funds)* intends to apply the sum of **Philippine Pesos One Million, Four Hundred Twenty Thousand and 00/100 (Php1,420,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Various 3D Visualization, Computer Aided Drafting Design (CADD) and Project Management Software for the Design and Construction of School Building Projects** broken down as follows:

<b>Line No.</b>	<b>Description</b>	<b>Quantities</b>	<b>Unit Cost In Php</b>	<b>Approved Budget for the Contract (ABC) In Php</b>
<b>1</b>	Project Management Software	1 unit	90,000.00	<b>90,000.00</b>
<b>2</b>	Building Information Modelling Software	1 unit	125,000.00	<b>125,000.00</b>
<b>3</b>	3D Viewer of all detailed design software	1 unit	115,000.00	<b>115,000.00</b>
<b>4</b>	3D Modelling Software	1 unit	80,000.00	<b>80,000.00</b>
<b>5</b>	3D Visualization, Rendering and Walk Through Software	1 unit	110,000.00	<b>110,000.00</b>
<b>6</b>	CADD	10 units	90,000.00	<b>900,000.00</b>
<b>TOTAL</b>			<b>Php 1,420,000.00</b>	

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

2. The **DepEd**, through the **Bids and Awards Committee (BAC) II**, now invites bids for the goods/services contemplated in this project. Expected completion of delivery of the goods/services per lot is detailed specified in

**Section VI. Schedule of Requirements** and **Section VII. Technical Specifications** of this bidding document.

Prospective bidder should have completed, within a period of **five (5) 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's (PSA's) Consumer Price Index (CPI), must be **at least fifty percent (50%)** of the ABC of the item bid for;

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **DepEd Procurement Management Service** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00am to 5:00pm.**

5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

- a. 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**.

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

- b. Interested Bidders may signify their intent to purchase the Bidding Documents through email at [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph) by accomplishing a bidder's information sheet (**Annex "A"**). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Amount of Bidding Documents shall be **Philippine Pesos One Thousand and Five Hundred 00/100 (PhP1,500.00).**

6. The **DepEd** will hold a Pre-Bid Conference for this Project on **December 12, 2023, 11:00 A.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 on or before **12:30 P.M. of December 27, 2023** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

**Late bids shall not be accepted.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 27, 2023, 1:00 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 the activity.

Only **one (1) representative** per bidder will be allowed to enter inside the venue.

**For the purpose of constituting a quorum**, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. The **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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**JOSHUA R. MERCADO**

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)**

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.deped.gov.ph/>

*Date of Issuance of Bidding Documents: **December 6, 2023***

**(SGD.)**

**NENNETH E. ALAMA**

*Director IV and Vice-Chairperson*

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

## 1. Scope of Bid

The Procuring Entity, **Department of Education (DepEd)**, through its **School Infrastructure and Facilities – Education Facilities Division (SIF-EFD)** wishes to receive Bids for the **Procurement of Various 3D Visualization, Computer Aided Drafting Design (CADD) and Project Management Software for the Design and Construction of School Building Projects**, with project identification number **2023-SIF1(015)-BII-CB-043**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) Lot**, as described in **Section I (Invitation to Bid)**, **Section VI (Schedule of Requirements)**, and **Section VII (Technical Specifications)**.

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GAA 2023** in the amount of **Philippine Pesos One Million, Four Hundred Twenty Thousand (Php1,420,000.00)**.

2.2. The source of funding is the General Appropriations Act **2023** under **BEFF EAO 2023 (Current Funds)**. Pursuant to **NBC No. 590**, the funds for this project shall be valid for release, obligation, and disbursement until **December 31, 2024**, subject to any subsequent issuance to this effect.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have Single Largest Completed Contract (SLCC) **at least one (1)** contract similar to the project to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority's (PSA's) consumer price index (CPI), must be **at least fifty percent (50%)** of the ABC of the lot bid for;

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

Subcontracting shall **NOT** be allowed.

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

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

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

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within a period of **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination;

and

- iv. The price of other (incidental) services, if any, as listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

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

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

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

14.2. The Bid and bid security shall be valid for **120 calendar days** reckoned from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

The Procuring Entity may request additional hard copies of the Bid and/or electronic copies. **Any discrepancy between the hard/paper copies and the copies contained and as presented in the USB Flash Drive shall be a ground for disqualification.**

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

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

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lot, and evaluation will be undertaken on a per lot basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot separately.
- 19.3. The descriptions of the line item shall be indicated in **Section VII (Technical Specifications)**, although the ABC of the line item is indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABC for the line item participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABC for the line item participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be

at least equal to ten percent (10%) of the ABC for the line item participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

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



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

# Bid Data Sheet

ITB Clause																			
5.3	<p>For this purpose, contracts similar to the projects shall be:</p> <p>a. <b>Supply, Delivery and Installation of Software</b></p> <p>b. completed within <b>five (5) years</b> immediately prior to the deadline for the submission and receipt of bids.</p>																		
7	<p><b>Subcontract</b></p> <p>Subcontracting shall <b>NOT</b> be allowed.</p>																		
9	<p>Request for clarifications must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity's address is:</p> <p style="padding-left: 40px;"><b>ASec Francis Cesar B. Bringas</b>  <i>Bids and Awards Committee (BAC) II</i>  <i>c/o Procurement Management Service-BAC Secretariat Division</i>  <i>Rm. M-511, 5th Floor, Mabini Bldg.</i>  <i>DepEd Central Office Complex Meralco Avenue, Pasig City</i>  <i>Telephone Nos. 8636-6542 or 8633-9343</i>  <i>Email address: depedcentral.bacsecretariat@deped.gov.ph</i></p> <p>Consistent with Section 22.5.3 of the revised IRR of RA 9184, posting on the PhilGEPS and the procuring entity's website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p>																		
11	<p><b>Documents comprising the Bid: Financial Component</b></p> <p>The second bid envelope shall contain the financial documents for the Bid, and the Bid Form and Price Schedule <b>shall be per lot</b> as prescribed in the forms provided herein.</p>																		
12	<p>The price of the Goods shall be quoted (<b>DepEd Central Office</b>) or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>Bid prices should be written in <b>two (2) decimal places only</b>. Bid prices that are written in more than two (2) decimal places shall be rounded off.</p> <p><b>Results of bid evaluation that will exceed the ABC shall be a ground for rejection of the bid(s).</b></p>																		
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts indicated in this bidding documents.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="6" style="text-align: center;">Bid Security Form &amp; Amount (if other than Bid Securing Declaration)</th> </tr> <tr> <th style="width: 10%;">Lot No.</th> <th style="width: 20%;">Description</th> <th style="width: 20%;">Cost Breakdown of the Approved Budget for the Contract (ABC) <i>In Php</i></th> <th style="width: 20%;">2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/</th> <th style="width: 20%;">5% of ABC (if bid security is in Surety Bond)</th> <th style="width: 10%;">Bid Securing Declaration (no percentage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Bid Security Form & Amount (if other than Bid Securing Declaration)						Lot No.	Description	Cost Breakdown of the Approved Budget for the Contract (ABC) <i>In Php</i>	2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/	5% of ABC (if bid security is in Surety Bond)	Bid Securing Declaration (no percentage						
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			guarantee or irrevocable letter of credit)		required)	
	1	CADD and Softwares	1,420,000.00	28,400.00	71,000.00	-
14.2	<p>Bid securities, other than a Bid Securing Declaration, shall be turned over to the DepEd Cash Division for custody. The Bid Securing Declaration shall be under the custody of the BAC Secretariat.</p> <p>Bid Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information or feature of the document.</p>					
15	<p>Prospective bidders shall enclose their original eligibility and technical documents in a <b>sealed envelope</b> marked as <b>“ORIGINAL – TECHNICAL PROPOSAL.”</b> Copies thereof shall be similarly sealed in envelopes marked as <b>“COPY NO. 1 – TECHNICAL PROPOSAL”</b> and <b>“COPY NO. 2 – TECHNICAL PROPOSAL.”</b> In addition, the USB Flash Drive containing the soft copy of the original eligibility and technical documents shall be marked as <b>“USB Flash Drive.”</b> The said envelopes containing the original and the copies, and the flash drive shall then be enclosed in one single envelope marked as <b>“TECHNICAL PROPOSAL”</b>. On the other hand, the original of their financial documents shall be enclosed in <b>another sealed envelope</b> marked as <b>“ORIGINAL – FINANCIAL PROPOSAL.”</b> Copies thereof shall be similarly sealed in envelopes marked as <b>“COPY NO. 1 – FINANCIAL PROPOSAL”</b> and <b>“COPY NO. 2 – FINANCIAL PROPOSAL.”</b> The USB Flash Drive containing the soft copy of the original financial documents shall be marked as <b>“USB Flash Drive.”</b> The said envelopes containing the original and the copies, and the flash drive shall then be enclosed in one single envelope marked as <b>“FINANCIAL PROPOSAL.”</b> Further, the envelopes marked as <b>“TECHNICAL PROPOSAL”</b> and <b>“FINANCIAL PROPOSAL”</b> shall be enclosed and/or sealed in an outer envelope marked as <b>“MOTHER ENVELOPE.”</b> (See Illustration 1).</p> <p><b>Any discrepancy between the hard/paper copies and the copies contained and as presented in the USB Flash Drive, the hard/paper copies shall prevail.</b></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) for validation.</p> <p>To facilitate the receipt and classification of bid envelopes, <b>mother envelope shall be RED, the inner envelope containing Technical Proposal shall be Blue, the inner envelope containing Financial Proposal shall be Green, and the Post-Qualification Documents shall be Brown.</b></p> <p>Post-qualification documents may be submitted during the bidding but this does not disqualify bidders who will not submit post-qualification</p>					

	<p>documents during bid submission.</p> <p><b>Note: Each Bidder shall submit three (3) paper copies (one (1) original and two (2) copies) of its bid and two (2) USB Flash Drive electronics copies (one Technical Component and one Financial Component). The E-copy of the Price Schedule must be in the form of Excel and PDF.</b></p> <p><b>Unsealed or unmarked bid envelopes, shall be rejected.</b> 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 themisplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p> <p><b>Online submission of bids is not allowed.</b></p>																																			
19.3	<p>The Project shall be awarded by lot, details as follows:</p> <table border="1" data-bbox="336 846 1428 1464"> <thead> <tr> <th data-bbox="336 846 427 943">Lot No.</th> <th data-bbox="427 846 724 943">Description</th> <th data-bbox="724 846 916 943">Quantities</th> <th data-bbox="916 846 1123 943">Unit Cost In Php</th> <th data-bbox="1123 846 1428 943">Approved Budget for the Contract (ABC) In Php</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 943 427 1420" rowspan="6">1</td> <td data-bbox="427 943 724 1010">Project Management Software</td> <td data-bbox="724 943 916 1010">1 unit</td> <td data-bbox="916 943 1123 1010">90,000.00</td> <td data-bbox="1123 943 1428 1010"><b>90,000.00</b></td> </tr> <tr> <td data-bbox="427 1010 724 1099">Building Information Modelling Software</td> <td data-bbox="724 1010 916 1099">1 unit</td> <td data-bbox="916 1010 1123 1099">125,000.00</td> <td data-bbox="1123 1010 1428 1099"><b>125,000.00</b></td> </tr> <tr> <td data-bbox="427 1099 724 1196">3D Viewer of all detailed design software</td> <td data-bbox="724 1099 916 1196">1 unit</td> <td data-bbox="916 1099 1123 1196">115,000.00</td> <td data-bbox="1123 1099 1428 1196"><b>115,000.00</b></td> </tr> <tr> <td data-bbox="427 1196 724 1263">3D Modelling Software</td> <td data-bbox="724 1196 916 1263">1 unit</td> <td data-bbox="916 1196 1123 1263">80,000.00</td> <td data-bbox="1123 1196 1428 1263"><b>80,000.00</b></td> </tr> <tr> <td data-bbox="427 1263 724 1352">3D Visualization, Rendering and Walk Through Software</td> <td data-bbox="724 1263 916 1352">1 unit</td> <td data-bbox="916 1263 1123 1352">110,000.00</td> <td data-bbox="1123 1263 1428 1352"><b>110,000.00</b></td> </tr> <tr> <td data-bbox="427 1352 724 1420">CADD</td> <td data-bbox="724 1352 916 1420">10 units</td> <td data-bbox="916 1352 1123 1420">90,000.00</td> <td data-bbox="1123 1352 1428 1420"><b>900,000.00</b></td> </tr> <tr> <td colspan="3" data-bbox="336 1420 916 1464"><b>TOTAL</b></td> <td colspan="2" data-bbox="916 1420 1428 1464"><b>Php 1,420,000.00</b></td> </tr> </tbody> </table>	Lot No.	Description	Quantities	Unit Cost In Php	Approved Budget for the Contract (ABC) In Php	1	Project Management Software	1 unit	90,000.00	<b>90,000.00</b>	Building Information Modelling Software	1 unit	125,000.00	<b>125,000.00</b>	3D Viewer of all detailed design software	1 unit	115,000.00	<b>115,000.00</b>	3D Modelling Software	1 unit	80,000.00	<b>80,000.00</b>	3D Visualization, Rendering and Walk Through Software	1 unit	110,000.00	<b>110,000.00</b>	CADD	10 units	90,000.00	<b>900,000.00</b>	<b>TOTAL</b>			<b>Php 1,420,000.00</b>	
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19.5	<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</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 item 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 any case, the NFCC computation or committed line of credit, as well as the SLCC, must be sufficient for all the item or contracts bid. The NFCC computation shall be in accordance with the prescribed form.</p> <p>In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the <b>LOCAL LEAD PARTNER</b>, <u>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 project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.</u></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>
20.1	<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;</li> </ul> <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <ul style="list-style-type: none"> <li>b. Other appropriate licenses and permits required by law and stated in the <b>BDS</b>.</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/submit:</p> <ul style="list-style-type: none"> <li>a. 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</li> </ul>

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; and

- b. For validation purposes, original copy Class "A" Eligibility documents.

During post-qualification, compliance of the goods offered with the requirements specified in this bidding document shall be determined, including the following:

- i. **As per Section 34.3, b.ii, item a, of the IRR of R.A. 9184**, verification of availability and commitment, and/or inspection and testing for the required capacities and operating conditions, of equipment units to be owned/leased/under purchase by the bidder for use in the contract under bidding, as well as checking the performance of the bidder in its ongoing government and private contracts, if any of these ongoing contracts shows:
  - a. Negative slip page of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts;
- ii. **As per Section 34.3, b.iii, item a to c, of the IRR of R.A. 9184**, verification and/or inspection and testing of the goods/product, aftersales and/or maintenance capabilities, in applicable cases, as well as checking the following:
  - a. Delay in the partial delivery of goods amounting to ten percent (10%) of the contract price in its ongoing government and private contracts;
  - b. If any of these contracts shows the bidder's failure to deliver or perform any or all of the goods or services 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; or
  - c. Unsatisfactory performance of the supplier's obligations as per contract terms and conditions at the time of inspection.

If the BAC verifies any of these deficiencies to be due to the bidder's fault or negligence, the BAC shall disqualify the bidder from the award, for the procurement of goods.

In case of foreign bidders, a Certificate of Authentication from 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 or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

	<p>To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in <i>Section II. ITB 20.1</i>.</p> <p>The envelope shall be placed in a <b>brown</b> envelope and marked:</p> <p>ITB 20.1 Documents</p> <p style="padding-left: 40px;">Name of Project: _____</p> <p style="padding-left: 40px;">Bid Opening Date: _____</p> <p style="padding-left: 40px;">Name of Bidder: _____</p> <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 disqualification of the bidder for the award and the enforcement of the bid securing declaration.</p>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p>

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



## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

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

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

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in

a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p>The required services must be rendered by the Service Provider in accordance with the Specification and other requirements indicated in the bidding documents, and/or as may be reasonably deemed necessary to effect the full and timely performance of services. The services shall be rendered at the designated delivery site <b>(DepEd Central Office to be determined by the School Infrastructure and Facilitites – Education Facilities Division)</b>.</p> <p>For purposes of this Clause, the representative of the Department of Education (DepEd) at the delivery Site shall be the <b>SIF-EFD through DepEd Central Office – ENGR. ANNABELLE R. PANGAN, for the End-User Unit, and MR. ALBERT ALANO, for the Inspectorate Team.</b></p> <p>In case the Supplier encounters conditions impeding timely completion of services required, it must promptly notify DepEd in writing within five (5) calendar days from notice of such conditions, and any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such requests have become apparent. The Supplier must provide sufficient proof to support any request for work suspension and/or contract period extension.</p>
2.2	<p><b>Schedule of Payment</b></p> <p>One Hundred Percent (100%) of the Contract Price shall be paid to the Service Provider within 60 days after the date of acceptance of the services rendered at the delivery site and upon submission of the following documents:</p> <ol style="list-style-type: none"> <li>i. Actual value of services rendered based on the schedule of delivery and other relevant terms and conditions of the contract; and</li> <li>ii. certification by the Service Provider, as approved by the duly authorized DepEd representative, that the required services have been rendered in accordance with the contract.</li> </ol> <p>(NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user <b>[School Infrastructure and Facilitites – Education Facilities Division (SIF-EFD)]</b> and the Contract Management Division of the Procurement Service, Central Office).</p>

3	<p><b>Performance Security</b></p> <p>The Performance Security shall be posted in favor of DepEd, and shall be forfeited in the event it is established that the Supplier is in default of any of its obligation under the contract. The Supplier shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and/ without need of prior notice or instruction from DepEd, 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.</p> <p>Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information, or feature of the document.</p>
4	<p><b>Inspection</b></p> <p>Inspection or pre-delivery inspection (PDI), where applicable for goods to be delivered, shall be conducted by DepEd through the duly designated Inspectorate Team. The inspection or PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection.</p> <p>In case the inspection of goods will be conducted by the designated Inspectorate Team of the DepEd Central Office, the Supplier shall coordinate with DepEd, through the <b>Procurement Management Service-Contract Management Division (ProcMS-CMD)</b>, on the conduct of inspection or pre-delivery inspection (PDI). Any request for inspection or PDI shall be done in writing, and contain the following information:</p> <ul style="list-style-type: none"> <li>a. Project Title and Contract Number;</li> <li>b. Specific goods for inspection;</li> <li>c. Quantity of goods for inspection;</li> <li>d. Venue/Address of inspection site; and</li> <li>e. Proposed schedule of inspection which must be at least ten (10) calendar days from the submission of the letter request.</li> </ul> <p>The request for inspection or PDI shall be addressed to ProcMS-CMD, and must be submitted through email at <a href="mailto:procms.cmd@deped.gov.ph">procms.cmd@deped.gov.ph</a>.</p> <p>Pre-delivery and Pre-implementation Conference shall be conducted prior to the inspection of goods by the designated DepEd Inspectorate Team, as may be necessary or applicable.</p> <p>Prior to and for purposes of inspection, the Supplier shall ensure convenient access to the goods for inspection. The Supplier shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing, and sorting of the goods prior to, during, and after the inspection.</p> <p>DepEd shall have the right to visit and inspect the Supplier's premises covered by the Contract, at any time or stage of contract implementation, to monitor and assess the Supplier's capacity to</p>

	<p>discharge its contractual obligations.</p> <p>Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by DepEd and replaced by the Supplier in accordance with the warranty provision of this bidding document. The Supplier shall replace all rejected goods within five (5) calendar days from its receipt of the Notice of Rejection from the recipient schools. The replacement goods shall be subject to re-inspection.</p> <p>Goods are considered defective when they are unfit for the use for which it is intended or its fitness for such use is diminished to such an extent that, had DepEd been aware thereof, it would not have acquired it or would have given a lower price for it.</p> <p>Defects in the goods can either be patent or latent. A patent defect is one that is apparent to the buyer or normal observation. It is an apparent or obvious defect. On the other hand, a latent defect is one that is not apparent to the buyer by reasonable observation. A latent defect is hidden or one that is not immediately determinable.</p>
5	<p><b>Warranty</b></p> <p>A three months comprehensive warranty for the expendable goods will be applied. The said warranty period shall reckon from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered Goods have been duly inspected and accepted (i.e. final acceptance).</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> <p>The <b>Special Bank Guarantee</b> shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information, or feature of the document.</p>

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

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

The delivery schedule expressed below stipulates the date of delivery to the project site.

Lot No.	Description	Quantities/ Licenses	Delivery Period
1	Project Management Software	1 unit	Within 15 calendar days from the date of the receipt of the Notice to Proceed (NTP)
	Building Information Modelling Software	1 unit	
	3D Viewer of all detailed design software	1 unit	
	3D Modelling Software	1 unit	
	3D Visualization, Rendering and Walk Through Software	1 unit	
	CADD	10 units	

### B. Contract Duration

Complete delivery shall be made **within fifteen (15) calendar** days upon receipt of **the Notice to Proceed (NTP) or as may be indicated in the NTP in coordination with DepEd SIF-EFD.**

### C. Delivery Sites

Goods shall be delivered and inspected at **DepEd Central Office, Meralco Avenue, Pasig City.**

### 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***

# Technical Specifications

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

<b>A. Detailed Product Specific Requirements</b>			
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>1. KEY FEATURES OF MICROSOFT PROJECT</b>			
	<ul style="list-style-type: none"> <li>• Task prioritization and scheduler: Microsoft Project uses task lists, project roadmaps, and Gantt charts as its primary task prioritization and task scheduler features. Users list out tasks, set their duration, and add any additional details for other users and project managers to track.</li> <li>• Shared team calendar: Microsoft Project gives users the ability to create custom calendars for one or many tasks that all project members can see and use. This is a useful feature if project timelines and task lists are too long and complex to track.</li> <li>• Resource management: Track your working resources (hours, days, weeks, etc.), material resources (building materials, computers, etc.), and cost resources (any pre-planned expense resources, such as plane tickets) using custom-built charts.</li> <li>• Time tracking: You're able to set duration periods for task completion when planting them out in the list and Gantt section. This allows you to measure proposed deadlines versus actual completion time.</li> <li>• Documentation Features</li> <li>• Microsoft Project is lacking in file storage capabilities, which is key for sharing relevant project materials.</li> <li>• Collaboration features</li> <li>• File sharing: The extent of Microsoft Project's file-sharing features seem to begin and end with exporting a project resource and emailing it to another party.</li> <li>• Mobile application: Microsoft Project offers a mobile version of its software for both iOS and Android users so you can remain in contact with your team and coordinate project tasks on the go.</li> <li>• Security features</li> <li>• Two-Factor Authentication (2FA): Microsoft allows you to set up additional identity verification through 2FA.</li> <li>• Single Sign-On (SSO) integrations: Microsoft Project is a part of the Office 365 ecosystem, which allows it to take advantage of the SSO capabilities of Azure.</li> <li>• Account permissions: Protect your assets by using granular permissions (task, team, and project) controls to restrict access to only the correct users.</li> <li>• Budgeting features</li> <li>• Budget reports: Microsoft Project's budgeting functionalities use custom "budget cost fields" in project summaries. These budget reports are viewable on the project dashboard and are exportable.</li> <li>• Timesheets: Microsoft Project allows you to create and submit custom timesheets so you can deal with invoicing and payroll within one solution.</li> </ul>		
<b>2. KEY FEATURES OF REVIT</b>			
	<ul style="list-style-type: none"> <li>• Parametric components: Place walls, doors, and windows in an open, graphical, and parameter-rich system for design and form-making.</li> <li>• Work-sharing: Save, sync, review, and update work to a centrally shared model in the Revit project collaboration environment.</li> </ul>		

<b>A. Detailed Product Specific Requirements</b>		
	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>Specifications</b>		
<ul style="list-style-type: none"> <li>• Schedules: Use tables to better capture, filter, sort, display, and share project data.</li> <li>• Interoperability: Revit imports, exports, and links with commonly used BIM and CAD file formats, including IFC, 3DM, SKP, OBJ, and more.</li> <li>• Annotation: Communicate design intent effectively with tools for tagging, dimensioning, and illustrating in 2D and 3D.</li> <li>• Global parameters: Embed design intent with project-wide parameters that work with radial and diameter dimensions and equality constraints.</li> <li>• Developer tools and solutions: Extend Revit functionality with Dynamo, API access, developer solutions, and BIM content on the Autodesk App Store.</li> <li>• Generative Design in Revit: Evaluate and compare design alternatives at scale with Generative Design in Revit. Available exclusively to AEC Collection subscribers.</li> <li>• Visibility settings and overrides: Control visibility by hiding, revealing, and highlighting building elements. Use overrides to customize the appearance.</li> <li>• Twin motion for Revit: Launch Twin motion directly from Revit. Sync design data and immerse yourself in the intuitive creator environment to bring your design to life as photo-realistic stills, scenes, and animations.</li> <li>• Standard and custom family content: Load content from the Autodesk cloud into a Revit project or create your own libraries of building components.</li> <li>• Personalization and customization: Customize the user interface to fit, with configurable keyboard shortcuts, ribbons, and toolbars.</li> </ul> <p><b>Structural Engineering and Fabrication</b></p> <ul style="list-style-type: none"> <li>• Analytically driven modeling: Leverage accurate and versatile structural analysis tools to assess and adapt design intent as the BIM model develops. Automate analytical representation, run multiple analyses from a single BIM model, schedule data for documentation, and assure quality control of the structural design.</li> <li>• Reinforcement detailing: Create 3D reinforcement designs for cast-in-place and precast concrete structures. Produce reinforcement shop drawing documentation with rebar schedules.</li> <li>• Structural steel modeling: Model connections with a higher level of detail using a variety of parametric steel connections in Revit or by creating your own custom steel connections.</li> <li>• Bidirectional linking with analysis: Integrate analysis results into the BIM process and work in an iterative design workflow.</li> <li>• Dynamo for structural engineering: Dynamo gives structural engineers, designers, and detailers tools to build structures with minimal energy and make their own design tools.</li> <li>• Linking with steel fabrication: Interoperability between Revit and Advance Steel helps provide a seamless BIM workflow from steel design to fabrication</li> </ul> <p><b>MEP Engineering and Fabrication</b></p> <ul style="list-style-type: none"> <li>• Electrical preliminary load analysis: Electrical engineers and designers working in Revit can now leverage an architect's PDF,</li> </ul>		

<b>A. Detailed Product Specific Requirements</b>			
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
	<p>DWG, or Revit geometry to perform preliminary load calculations earlier in the design process—prior to modeling electrical equipment.</p> <ul style="list-style-type: none"> <li>• MEP Systems Analysis: Systems Analysis optimizes your HVAC systems design and modeling, letting you make data-driven design decisions.</li> <li>• HVAC design and documentation: Design complex duct and pipe systems to express intent, and model duct and pipe systems with mechanical design content.</li> <li>• Electrical design and documentation: Design, model, and document electrical systems. Keep track of electrical loads throughout the distribution system.</li> <li>• Plumbing design and documentation: Create sanitary plumbing systems with sloped piping and layout piping systems to design and document intent.</li> <li>• MEP fabrication detailing: Create fabrication-ready models in Revit. You can model and coordinate MEP LOD 400 components.</li> <li>• Insight integration: Insight lets you optimize building performance with centralized access to performance data and advanced analysis engines.</li> <li>• Fabrication service conversion: Use the Design to Fabrication tool to convert design-level model elements to construction level-of-detail elements.</li> <li>• Fabrication documentation: Document model layout more effectively. Document, schedule, and tag fabrication elements.</li> </ul> <p><b>Construction</b></p> <ul style="list-style-type: none"> <li>• Construction modeling: Derive construction insight from design models. Split and manipulate wall layers and concrete pours and prepare shop drawings for fabrication.</li> <li>• Navisworks interoperability: Open a Navisworks coordination model directly in Revit to coordinate your design with the work of teams that use different software.</li> <li>• Import/export 2D sheets: Bring AutoCAD files in or out of Revit, and prepare sheet sets for export to fabricators, subcontractors, or other project stakeholders in the format they need.</li> <li>• Constructability details: Augment design-intent models with the detail necessary to meet the requirements of construction teams</li> </ul>		
	<p><b>3. KEY FEATURES OF SKETCH UP PRO</b></p> <ul style="list-style-type: none"> <li>• Textures</li> <li>• Lighting effects</li> <li>• 3D models</li> <li>• 2D models</li> <li>• Layer manager</li> <li>• Animations</li> <li>• Direct editing push and pull technology ensure that users easily generate everyday items, and its well-crafted user interface rivals the most powerful CAD software around.</li> <li>• Customizable palettes make it easy to navigate the program. These palettes can also be added, removed, or rearranged in any way that you want. Commands are easily found on the program's large icon. SketchUp's features are mostly focused on 3D designing, although</li> </ul>		

<b>A. Detailed Product Specific Requirements</b>			
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
	<p>it does have features and tools that also support 2D designing. Beginners can take advantage of this when they plan, visualize, and communicate future construction projects.</p> <ul style="list-style-type: none"> <li>• Three SketchUp modules are available to interested parties. The simplest and most accessible 3D modeler is SketchUp Free. Meanwhile, SketchUp for school is a core modeler available in web browsers. Finally, there is the paid version, SketchUp Pro, which provides additional functionality. All these modules cater to the needs of designers of different levels across the industry.</li> </ul>		
<b>4. KEY FEATURES OF NAVISWORKS</b>			
	<ul style="list-style-type: none"> <li>• Navisworks is a very useful software tool in piping design engineering. It allows users to open, view, and combine 3D design models. Novisworks gives the real 3D model feel of the plant at the design stage. Autodesk Navisworks users can easily navigate around the plant in real-time and perform several activities like commenting, redlining, measuring, creating viewpoints, etc. Some of the important functions that can be achieved by using the Navisworks software: <ul style="list-style-type: none"> <li>a) Coordination</li> <li>b) Clash Detection/ Interface Detection</li> <li>c) 5D Project Scheduling</li> <li>d) Rendering</li> <li>e) Quantification</li> <li>f) PDF-like publishing</li> </ul> </li> <li>• Construction Simulation Roamer for opening models from a range of 3D design and laser scan formats and combining them into a single 3D model. The core part of Navisworks, Roamer helps users in navigation around the model in real-time and reviews the model.</li> <li>• Publisher allows Noavisworks users to publish the complete 3D model into a single NWD file for opening using the free viewer Navisworks Freedom.</li> <li>• Clash Detective functionality enables interference detection to find clashes and geometry conflicts or faults in the design.</li> <li>• The renderer or Presenter allows the users of Navisworks software to apply materials and lighting to the model to generate photorealistic images and animations.</li> <li>• Quantification allows users to automatically make material estimates, measure areas, and count building/plant components.</li> <li>• The Timeliner adds a 4D simulation feature. The Navisworks user can easily link geometry to times and dates for simulating the construction or demolition of the model over time. Additionally, various project scheduling software packages like Microsoft Project or Primavera products can be linked to import task data.</li> <li>• The animator feature of the Navisworks software allows the users to animate the model and interact with it.</li> <li>• Scripter allows users to set up a collection of actions to happen by meeting certain event conditions.</li> </ul>		
<b>5. KEY FEATURES OF LUMION</b>			

A. Detailed Product Specific Requirements			
	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
	<ul style="list-style-type: none"> <li>• <b>Lumion</b> is a 3D modeling and computer-aided design software (CAD) product that provides a robust platform to create detailed floorplans and 3D models. A vast content library helps you quickly begin projects with pre-built models of furniture, plans, and appliances. The program includes a large selection of effects to add to your images and videos and is fully compatible with a range of external software solutions for extended functionality. Lumion is available for installation on PC workstations.</li> <li>• <b>Content library:</b> The 3D modeling software includes a robust content library that accelerates your modeling workflow. It comes with simulations of plants, furniture, decorations, animals, and much more. The library also includes a wide selection of materials, sound effects, and weather presets that allow you to create highly detailed scenes. A complete list of assets can be found on the program's website.</li> <li>• <b>Effects:</b> This solution gives you the power to add a multitude of effects to your images and videos. It enables you to add visualizations of sun, water, and shadow effects, as well as a litany of artistic filters that give your projects the exact visual tone that the job requires.</li> <li>• <b>Rendering software:</b> A practical rendering engine enables you to output your work in high-definition quality. It helps you to show off your designs with shadows, lighting, and other video effects. These capabilities allow you to produce beautiful walkthroughs, virtual tours, and 360 panoramas of your various properties.</li> <li>• <b>Integrations:</b> Lumion is also fully compatible with various third-party drafting and modeling software solutions that extend the system's functionality</li> </ul>		
6.	KEY FEATURES OF COMPUTER AIDED DESIGN AND DRAFTING SOFTWARE (CADD)		
	<ul style="list-style-type: none"> <li>• <b>A modern and ergonomic user interface:</b> The first essential feature of CAD software: its user interface. The way in which the tool is controlled and operated has a direct impact on the final productivity. The easier and faster the software is to use, the more productive the user becomes.</li> <li>• <b>Associativity, a guarantee of reliability:</b> Associativity automates the updating of one element with respect to another. The designer can therefore easily modify his construction history: the associated operations are automatically updated.</li> <li>• <b>Choice in design methods:</b> CAD software offers three design methods.  "Bottom-up" design: this is the simplest method which consists of first designing the parts individually, and then assembling them. This is the principle of LEGO®! The assembly is then a succession of predefined part positioning. "Top-down" design: conversely, the designer starts from the constraint, then deduces the necessary assemblies and parts. "In-place" design: a variation of top-down design where parts are designed in their assembly context. The designer then has the advantage of simplicity for the creation of connecting parts, in particular.</li> <li>• <b>Smart components:</b> User productivity increases as good standard components are created. For this purpose, your CAD system must</li> </ul>		

A. Detailed Product Specific Requirements		
Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<p>provide the appropriate features. Unique smart components, process management, installation wizards, etc. allow you to store user know-how. Ultimately, the design is accelerated: the productivity gain is obvious.</p> <ul style="list-style-type: none"> <li>• <b>Design documentation tools:</b> Once completed, the design must be documented. This includes generating exploded views, assembly instructions, bills of materials, etc. These features are essential to get the most out of your CAD software. The tool must therefore make it possible to easily generate all useful production documents from an assembly.</li> <li>• <b>A detailed and standardized drawing</b></li> <li>• <b>Change management tools</b></li> </ul>		

B. System Requirements		
Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
1. PROJECT MANAGEMENT SOFTWARE		
<b>Operating System:</b> Windows 11, Windows 10, Windows Server 2019		
<b>Memory:</b> 4GB RAM; 2GB RAM (32-bit)		
<b>Hard disk space:</b> 4.0GB of available disk space		
<b>Display:</b> 1280 x 768 screen resolution		
<b>Graphics:</b> DirectX 10 graphics card for graphics hardware acceleration		
2. BUILDING INFORMATION MODELING SOFTWARE		
<b>Operating System:</b> 64-bit Microsoft® Windows® 10 or Windows 11		
<b>CPU Type:</b> Intel® i-Series, Xeon®, AMD® Ryzen, Ryzen Threadripper PRO. 2.5GHz or Higher Highest CPU GHz recommended. Autodesk® Revit® software products will use multiple cores for many tasks.		
<b>Memory:</b> 32 GB RAM Usually sufficient for a typical editing session for a single model up to approximately 700 MB on disk. This estimate is based on internal testing and customer reports. Individual models will vary in their use of computer resources and performance characteristics. Models created in previous versions of Revit software products may require more available memory for the one-time upgrade process.		
<b>Video Adapter:</b> DirectX 11 capable graphics card with Shader Model 5 and a minimum of 4GB of video memory.		
<b>Disk Space:</b> 30 GB free disk space 10,000+ RPM HardDrive (for Point Cloud interactions] or Solid State Drive		
<b>Video Display Resolutions:</b> Minimum: 1920 X 1200 with true color		



<b>B. System Requirements</b>		
<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
Maximum: Ultra-High (4k) Definition Monitor		
3. 3D Viewer for All Detailed Designs Software		
<b>Operating System:</b> Microsoft® Windows® 10 (64-bit) on the Semi Annual Channel servicing option. See Autodesk's Product Support Lifecycle for support information.		
<b>CPU:</b> 3.0GHz or faster processor		
<b>RAM:</b> 2GB RAM (minimum)		
<b>Disk space:</b> 15GB free disk space for installation		
<b>Graphics:</b> Direct3D 9® and OpenGL® capable graphics card with Shader Model 2 (minimum)		
<b>Display:</b> 1280 x 800 VGA display with true color (1920 x 1080 monitor and 32-bit video display adapter recommended)		
4. 3D Modeling Software		
<b>Operating System:</b> Microsoft® Windows® 10 (64-bit) on the Semi Annual Channel servicing option. See Autodesk's Product Support lifecycle for support information.		
<b>CPU:</b> 2.0GHz or faster processor		
<b>RAM:</b> 8+ GB RAM		
<b>Graphics:</b> 3D class video card with 1 GB of memory or higher and support for hardware acceleration. Please ensure that the video card driver supports OpenGL 3.1 or higher end is up to date.		
5. 3D Visualization, Rendering and Walk Through Software		
<b>Graphics card:</b> A GPU scoring a G3DMark of 16,000 or higher with up-to-date drivers. (Such as the NVIDIA GeForce RTX 3080, NVIDIA Quadro RTX 5000, AMD Radeon RX 6700 XT or better).		
<b>Graphics card memory:</b> 10GB or more		
<b>Operating system:</b> Up-to-date Windows 10 64-bit (version 2004) or newer		
<b>CPU Processor:</b> Intel/AMD Processor scoring a single thread CPUMark of 2,600 or higher (Such as the AMD Ryzen 5 3600, Intel Core i5-8600 or better)		
<b>Screen resolution:</b> 1920 x 1080 pixels**		
<b>System memory (RAM):</b> 32GB or more		
6. Computer Aided Design and Drafting (2D) Software		
<b>Operating System:</b> 64-bit Microsoft® Windows® 11 and Windows 10		
<b>Processor:</b> Basic 2.5-2.9 GHz processor Recommended: 3+ GHz processor		
<b>Memory:</b> Basic: 8GB Recommended: 16GB		
<b>Display Resolution:</b> Conventional Displays: 1920 x 1080 True Color High Resolution & 4K Displays: Resolutions up to 3840 x 2160 supported on Windows 10 (with capable display card)		
<b>Display Card:</b> Basic: 1 GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant Recommended: 4 GB GPU with 106 GB/s Bandwidth and DirectX12 compliant		
<b>Disk Space:</b> 10.0 GB		

## **STATEMENT OF COMPLIANCE**

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: **Procurement of Various 3D Visualization, Computer Aided Drafting Design (CADD) and Project Management Software for the Design and Construction of School Building Projects.**

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Name and Signature of Authorized Representative

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### **Class “A” Documents**

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### **Class “B” Documents**

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

## II. FINANCIAL COMPONENT ENVELOPE

- (e) Original of duly signed and accomplished Financial Bid Form; **and**
- (f) Original of duly signed and accomplished Price Schedule(s).

See **Annex "B"** for the Price Schedule Form.

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

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

Note: The bidder must carefully read the full description of the above requirements, and submit the said requirements as specified.

The bidders are required to provide a Table of Contents, and corresponding label for each submitted technical and financial component document to ensure that the submitted requirements are complete, and facilitate easier examination and/or evaluation of the documents by the BAC.

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

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

Business Address : \_\_\_\_\_

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

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

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

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

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

NOTARY PUBLIC  
Until December 31, 20\_\_

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

## NET FINANCIAL CONTRACTING CAPACITY (NFCC) FORM

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

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

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

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

NFCC = P \_\_\_\_\_

K = 15 regardless of contract duration

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

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

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

**Performance Securing Declaration (Revised)**  
***[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]***

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

**PERFORMANCE SECURING DECLARATION**

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

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



## PURCHASE ORDER

Supplier : _____	P.O. No. : _____
Address : _____	Date : _____
Email Address : _____	
Telephone Nos. : _____	Mode of Procurement : _____
TIN : _____	End-User : _____

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : _____	Delivery Term : _____
Date of Delivery : _____	Payment Term : (see Terms and Conditions)

Project Title: \_\_\_\_\_

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL BID PRICE
<b>TOTAL</b>				

(Total Amount in Words) **and 00/100 Pesos Only**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay shall be imposed.

Very truly yours,

\_\_\_\_\_  
Authorized Official

Conforme:

\_\_\_\_\_  
Signature Over Printed Name of Supplier

\_\_\_\_\_  
Date

Funds Available: \_\_\_\_\_

OR No. : \_\_\_\_\_

Amount : \_\_\_\_\_

## TERMS AND CONDITIONS

1. Supplier shall be responsible for the source(s) of its supplies/materials/equipment; and shall make deliveries in accordance with schedule, quality and specifications of the award or purchase order (PO). Failure by the Supplier to comply with the same shall be ground for cancellation of the award or purchase order issued to the Supplier and forwarding the item(s) to the next lowest responsive bidder at Procuring Entity's option.
2. Supplier shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A fax transmission or electronic mail shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the said purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirement, all defaulting Suppliers shall be precluded from delivering substitute items.
3. Subject to the provisions of the preceding paragraph, where Supplier has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the cost of the undelivered goods in the PO for every day of delay. Once the cumulative amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions open to the Procuring Entity under RA 9184 and its IRR, and other laws.
4. All deliveries of the Supplier shall be subject to inspection and acceptance by the Procuring Entity. All necessary tests undertaken or caused to be undertaken by the Procuring Entity on the goods shall be for the account of the supplier.
5. Rejected deliveries shall be construed as non-delivery of goods so ordered and shall be subject to liquidated damages and rescindment of the PO prescribed in paragraph 3 hereof.
6. Supplier shall guarantee its deliveries to be free from defects. Any defective item or goods that may be discovered by the Procuring Entity within the warranty period after acceptance of the same shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect free of cost to the Procuring Entity. Supplier hereby commits a 3-month warranty on the goods in this PO.
7. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
8. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the Procuring Entity.
9. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.
10. 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 upon submission of an irrevocable letter of credit or Bank Guarantee issued by a Universal or Commercial Bank.

Proponent may submit a request for payment based on Progress Reports which shall be attached to the progress billing and shall include (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract; (ii) Inspection and Acceptance Reports (IARs) duly signed by the authorized representative of the **DEPED** indicating that the items have been delivered accordance with the Contract.

Initial progress payment of a minimum of twenty-five percent (25%) of the Contract Price for a lot shall be paid upon a minimum of twenty-five percent (25%) delivery of items and acceptance by DepEd's authorized representative.

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

11. Supplier shall deliver the goods/items to the DepEd at the Employee Welfare Division, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City.

Conforme:

\_\_\_\_\_  
Signature over printed name of Supplier

\_\_\_\_\_  
Date

**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 \_\_\_\_\_

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

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

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

---

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 the law, do hereby depose and state that:

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;



6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**Jurat**

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

**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 \_\_\_\_\_

## 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 : \_\_\_\_\_

## **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 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

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*[name of bank or financial institution]*

---

*[address]*

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*[date]*

# SEALING AND MARKING OF BIDS

## GOODS AND SERVICES

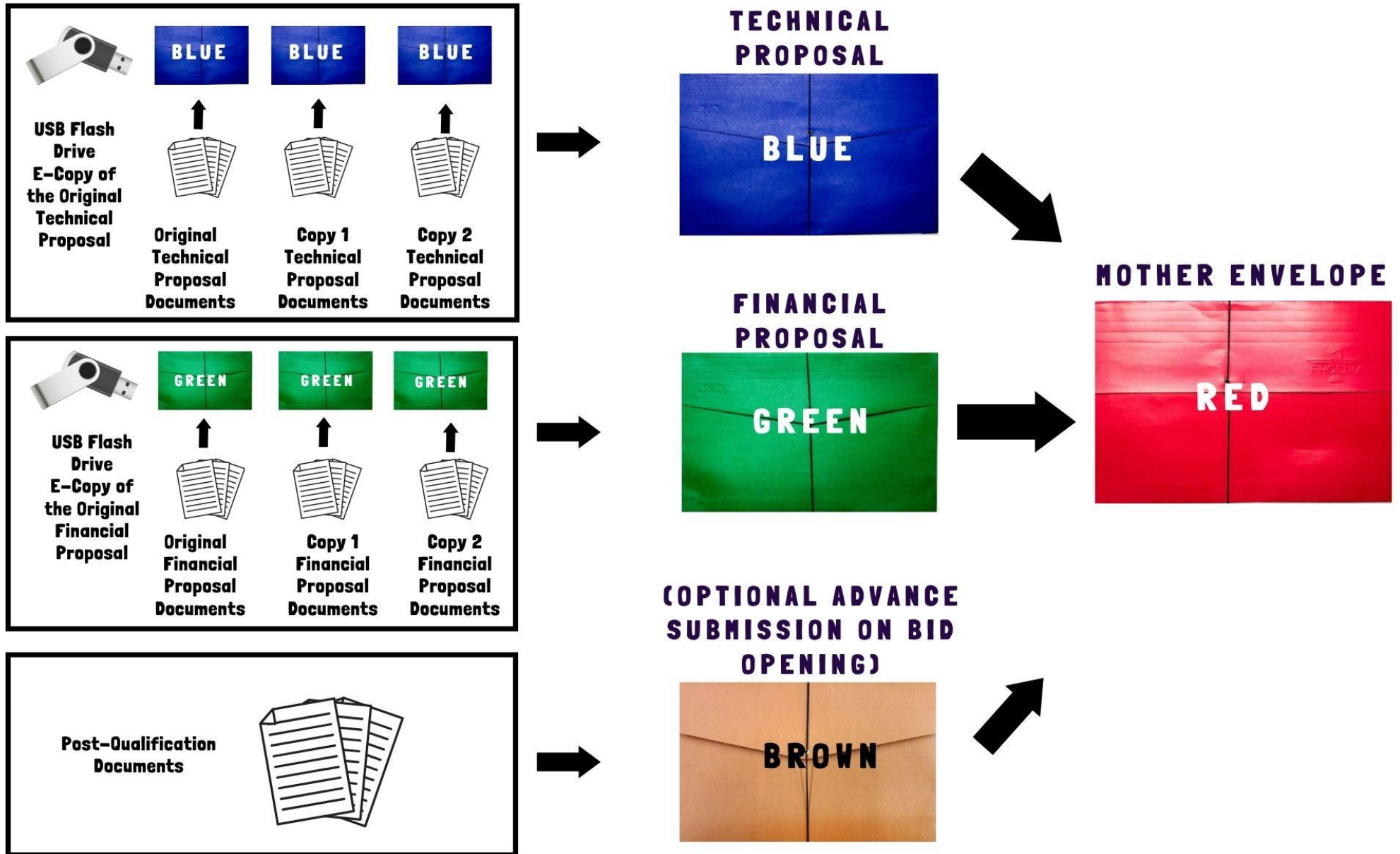


Illustration 1

ORIGINAL / COPY NO. \_\_\_\_

[BIDDER'S COMPANY NAME]

[COMPANY'S OFFICE ADDRESS] PUBLIC BIDDING:

[PROJECT TITLE]:

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

THE CHAIRPERSON BIDS AND AWARDS COMMITTEE  
DEPARTMENT OF EDUCATION CENTRAL OFFICE  
[VENUE OF BID OPENING]

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



Republic of the Philippines



Government Procurement Policy Board