

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

*Provision of Kits for the “Pangkabuhayan sa
Pagbangon at Ginhawa” (PPG) and
“Livelihood Seeding Program – Negosyo
Serbisyo sa Barangay” (LSP-NSB)*

PR No. 2022-02-077

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



INVITATION TO BID FOR THE PROVISION OF KITS FOR THE “PANGKABUHAYAN SA PAGBANGON AT GINHAWA” (PPG) AND “LIVELIHOOD SEEDING PROGRAM – NEGOSYO SERBISYO SA BARANGAY” (LSP-NSB)

The **Department of Trade and Industry - XI**, through the **General Appropriations Act 2022** intends to apply the sum of **Five Million Five Hundred Fifty-Four Thousand Pesos (Php 5,554,000.00)** being the ABC to payments under the contract for **PR No. 2022-02-077**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Description	ABC (in Php)	Bidding Documents Fee (in Php)
1	148 Sari-Sari Store Kits to be distributed within Davao City (PPG)	1,480,000.00	1,500.00
2	35 Sari-Sari Store Kits to be distributed within Davao City (LSP-NSB)	280,000.00	300.00
3	80 Sari-Sari Store Kits to be distributed within Davao del Sur (PPG)	800,000.00	800.00
4	200 Sari-Sari Store Kits to be distributed within Davao del Sur (LSP-NSB)	1,000,000.00	1,000.00
5	200 Sari-Sari Store Kits to be distributed within Davao de Oro (LSP-NSB)	1,000,000.00	1,000.00
6	91 Rice Retailing Kits to be distributed within Davao City (PPG)	819,000.00	900.00
7	25 Rice Retailing Kits to be distributed within Davao City (LSP-NSB)	175,000.00	200.00
	Total	5,554,000.00	

The Department of Trade and Industry - XI now invites bids for the above Procurement Project. Delivery of the Goods is based on the schedule presented in Section VI. Schedule of Requirements. Bidders should have completed, **within three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II Instructions to Bidders.

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.

Prospective Bidders may obtain further information from Department of Trade and Industry - XI and inspect the Bidding Documents at the address given below during regular office hours.

A complete set of Bidding Documents may be acquired by interested Bidders on **February 18, 2022** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount specified above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

The Department of Trade and Industry - XI will hold a Pre-Bid Conference on **February 28, 2022, 9:00 AM** through video conferencing via Zoom, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **March 14, 2022, 9:00 AM**. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall be on **March 14, 2022, 9:30 AM** at the given address below and through video conferencing via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Department of Trade and Industry - XI 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.

For further information, please refer to:

SHEILA MAE T. TUTTUH

BAC Secretariat

Department of Trade & Industry – XI

3F, Mintrade Bldg., Monteverde Corner Sales Sts., Davao City

Telephone Number: (082) 224-0511 local 311

Email Address: SheilaMayToyorada@dti.gov.ph

February 18, 2022

(Original Signed)
DEOLLY L. ROQUE
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **Department of Trade and Industry - XI** wishes to receive Bids for the **Provision of Kits for the “Pangkabuhayan sa Pagbangon at Ginhawa” (PPG) and “Livelihood Seeding Program – Negosyo Serbisyo sa Barangay” (LSP-NSB)**, with identification number **PR No. 2022-02-077**.

The Procurement Project (referred to herein as “Project”) is composed of seven (7) lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2022** in the amount of **Five Million Five Hundred Fifty-Four Thousand Pesos (Php 5,554,000.00)**.

2.2. The source of funding is the General Appropriations Act, PPG and LSP-NSB Funds.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the

Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until 120 calendar days 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 and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

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

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid

through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause																												
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. provision of grocery packs containing food and non-food items and supply of sacks of rice to government or private sector. b. completed within three (3) years prior to the deadline for the submission and receipt of bids. 																											
7.1	Subcontracting is not allowed																											
12	The price of the Goods shall be quoted DDP (locations of delivery is presented in Section VI. Schedule of Requirements).																											
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC, if bid security is in Surety Bond. 																											
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">ABC (in Php)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>148 Sari-Sari Store Kits to be distributed within Davao City (PPG)</td> <td style="text-align: right;">1,480,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>35 Sari-Sari Store Kits to be distributed within Davao City (LSP-NSB)</td> <td style="text-align: right;">280,000.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>80 Sari-Sari Store Kits to be distributed within Davao del Sur (PPG)</td> <td style="text-align: right;">800,000.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>200 Sari-Sari Store Kits to be distributed within Davao del Sur (LSP-NSB)</td> <td style="text-align: right;">1,000,000.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>200 Sari-Sari Store Kits to be distributed within Davao de Oro (LSP-NSB)</td> <td style="text-align: right;">1,000,000.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>91 Rice Retailing Kits to be distributed within Davao City (PPG)</td> <td style="text-align: right;">819,000.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td>25 Rice Retailing Kits to be distributed within Davao City (LSP-NSB)</td> <td style="text-align: right;">175,000.00</td> </tr> <tr> <td></td> <td>Total</td> <td style="text-align: right;">5,554,000.00</td> </tr> </tbody> </table>	Lot No.	Description	ABC (in Php)	1	148 Sari-Sari Store Kits to be distributed within Davao City (PPG)	1,480,000.00	2	35 Sari-Sari Store Kits to be distributed within Davao City (LSP-NSB)	280,000.00	3	80 Sari-Sari Store Kits to be distributed within Davao del Sur (PPG)	800,000.00	4	200 Sari-Sari Store Kits to be distributed within Davao del Sur (LSP-NSB)	1,000,000.00	5	200 Sari-Sari Store Kits to be distributed within Davao de Oro (LSP-NSB)	1,000,000.00	6	91 Rice Retailing Kits to be distributed within Davao City (PPG)	819,000.00	7	25 Rice Retailing Kits to be distributed within Davao City (LSP-NSB)	175,000.00		Total	5,554,000.00
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered in accordance with the terms specified in Section VI. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are the following:</p> <p>Davao City Noime R. Taguibao Senior Trade and Industry Development Specialist</p> <p>Kevin Jun D. Nomus Trade and Industry Development Specialist</p> <p>Davao del Sur Sarry L. Kinoc, Jr. Senior Trade and Industry Development Specialist</p> <p>Davao de Oro Patrick Kim B. Evangelio Chief Trade and Industry Development Specialist</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the</p>

	<p>remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>It should be properly packed in a carton with tie box. Food items should be packed separately from non-food or household items to prevent contamination.</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be on a monthly basis depending on the value of the goods delivered and accepted in accordance with the prevailing accounting and auditing rules and regulations.
4	The inspection will be conducted by the Procuring Entity’s representative at the site during actual delivery.

Section VI. Schedule of Requirements

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

Lot No. 1

148 Sari-Sari Store Kits to be distributed within Davao City (PPG)

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	San Isidro	April 04, 2022	Covered Court, Brgy. Bunawan	5
	Bunawan			16
2	Tibungco	April 05, 2022	Kabayan Gym, Brgy. Tibungco	15
	Mahayag			5
	Gatungan			5
3	Mudiang	April 06, 2022	Amparo Homes, Brgy. Ilang	5
	Ilang			12
4	Panacan	April 07, 2022	Doña Mercedes Gym, Panacan	12
5	Mandug	April 08, 2022	Brgy. Session Hall, Mandug	4
6	Buhangin	April 18, 2022	Purok Sto. Niño Covered Court, Buhangin	16
7	Pampanga	April 19, 2022	Doña Asuncion, Hizon Elem. School	15
8	Lubogan	April 20, 2022	Covered Court, Baliok	5
	Baliok			10
	Bago Gallera			5
9	Bago Aplaya	April 21, 2022	Covered Court, Dumoy	5
	Dumoy			13
TOTAL				148

Lot No. 2**35 Sari-Sari Store Kits to be distributed within Davao City (LSP-NSB)**

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	New Carmen	April 05, 2022	Brgy. Hall, New Carmen	10
2	Tamugan	April 05, 2022	Brgy. Hall, Tamugan	5
3	Daliao	April 06, 2022	Brgy. Hall, Daliao	5
4	Binugao	April 06, 2022	Brgy. Hall, Binugao	5
5	Cabantian	April 08, 2022	Brgy. Hall, Cabantian	5
6	Langub	April 08, 2022	Brgy. Hall, Langub	5
TOTAL				35

Lot No. 3**80 Sari-Sari Store Kits to be distributed within Davao del Sur (PPG)**

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	Linawan, Bansalan	June 16, 2022	DTI Davao del Sur Provincial Office Corner Jacinto and Tirad Pass Sts., Zone III, Digos City, Davao del Sur	20
2	Mililia, Sta. Cruz	June 20, 2022		20
3	San Miguel, Magsaysay	June 23, 2022		20
4	Binaton, Digos City	June 27, 2022		20
TOTAL				80

Lot No. 4**200 Sari-Sari Store Kits to be distributed within Davao del Sur (LSP-NSB)**

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	Kapok, Matanao	April 04, 2022	DTI Davao del Sur Provincial Office Corner Jacinto and Tirad Pass Sts., Zone III, Digos City, Davao del Sur	10
2	Sibayan, Bansalan	April 07, 2022		10
3	Coronon, Sta. Cruz	April 11, 2022		10
4	Kanapulo, Magsaysay	April 18, 2022		10
5	Soong, Digos City	April 21, 2022		10
6	Clib, Hagonoy	April 25, 2022		10
7	Upper Malinao, Padada	April 28, 2022		10
8	Tacul, Kiblawan	May 02, 2022		10
9	Balasinon, Sulop	May 05, 2022		10
10	San Isidro, Malalag	May 09, 2022		10
11	Kabasagan, Matanao	May 12, 2022		10
12	Altavista, Bansalan	May 16, 2022		10
13	Tagabuli, Sta. Cruz	May 19, 2022		10
14	Lower Bala, Magsaysay	May 23, 2022		10
15	Lower Malinao, Padada	May 26, 2022		10
16	Bagong Silang, Kiblawan	May 30, 2022		10
17	Litos, Sulop	June 02, 2022		10
18	Ibo, Malalag	June 06, 2022		10
19	Bangkal, Matanao	June 09, 2022		10
20	Towak, Matanao	June 13, 2022		10
TOTAL				200

Lot No. 5**200 Sari-Sari Store Kits to be distributed within Davao de Oro (LSP-NSB)**

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	Maco, Mapaang	April 05, 2022	Maco, Mapaang	20
2	Concepcion, Montevista	April 12, 2022	Concepcion, Montevista	20
3	Rizal, Monkayo	April 25, 2022	Rizal, Monkayo	20
4	Camanlangan, New Bataan	April 27, 2022	Camanlangan, New Bataan	20
5	Ngan, Compostela	April 28, 2022	Ngan, Compostela	20
6	Limbo, Maco	May 9, 2022	Limbo, Maco	20
7	Tamia, Compostela	May 23, 2022	Tamia, Compostela	20
8	Casoon, Monkayo	May 24, 2022	Casoon, Monkayo	20
9	San Vicente, Montevista	June 06, 2022	San Vicente, Montevista	20
10	Katipunan, New Bataan	June 07, 2022	Katipunan, New Bataan	20
TOTAL				200

Lot No. 6**91 Rice Retailing Kits to be distributed within Davao City (PPG)**

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	Bunawan	April 04, 2022	Covered Court, Brgy. Bunawan	3
2	Tibungco	April 05, 2022	Kabayan Gym, Brgy. Tibungco	10
3	Ilang	April 06, 2022	Amparo Homes, Brgy. Ilang	2
4	Panacan	April 07, 2022	Doña Mercedes Gym, Panacan	2
5	Mandug	April 08, 2022	Brgy. Session Hall, Mandug	7
6	Buhangin	April 18, 2022	Purok Sto. Niño Covered Court, Buhangin	15
7	Pampanga	April 19, 2022	Doña Asuncion, Hizon Elem. School	15
8	Lubogan	April 20, 2022	Covered Court, Baliok	5
	Baliok			10
	Bago Gallera			5

9	Bago Aplaya	April 21, 2022	Covered Court, Dumoy	5
	Dumoy			12
TOTAL				91

Lot No. 7

25 Rice Retailing Kits to be distributed within Davao City (LSP-NSB)

No.	Beneficiary- Barangays	Delivery Date	Delivery Location	No. of Kits
1	Tamugan	April 05, 2022	Brgy. Hall, Tamugan	5
2	Daliao	April 06, 2022	Brgy. Hall, Daliao	5
3	Binugao	April 06, 2022	Brgy. Hall, Binugao	5
4	Cabantian	April 08, 2022	Brgy. Hall, Cabantian	5
5	Langub	April 08, 2022	Brgy. Hall, Langub	5
TOTAL				25

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the 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.

Lot	Description	Statement of Compliance (Please indicate “Comply” or “Not Comply”)																																																																																				
1	<p>148 Sari-Sari Store Kits to be distributed within Davao City (PPG)</p> <p>Contents per kit:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Type of Goods</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr><td>1. 3 in 1 Coffee Sachet (different brand)</td><td style="text-align: center;">pc</td><td style="text-align: center;">48</td></tr> <tr><td>2. 3 in 1 Coffee Sachet (different brand)</td><td style="text-align: center;">pc</td><td style="text-align: center;">48</td></tr> <tr><td>3. Coffee Stick</td><td style="text-align: center;">pc</td><td style="text-align: center;">48</td></tr> <tr><td>4. Chocolate Powder Drink (Sachets) 10’s</td><td style="text-align: center;">pack</td><td style="text-align: center;">2</td></tr> <tr><td>5. Biscuits with Filling (Chocolate Cream)</td><td style="text-align: center;">pack</td><td style="text-align: center;">2</td></tr> <tr><td>6. Biscuits with Filling (Orange)</td><td style="text-align: center;">pack</td><td style="text-align: center;">2</td></tr> <tr><td>7. Biscuits (small)</td><td style="text-align: center;">pack</td><td style="text-align: center;">12</td></tr> <tr><td>8. Canned Corned Beef (100g)</td><td style="text-align: center;">can</td><td style="text-align: center;">20</td></tr> <tr><td>9. Canned Corned Beef (150g)</td><td style="text-align: center;">can</td><td style="text-align: center;">15</td></tr> <tr><td>10. Canned Meatloaf (100g)</td><td style="text-align: center;">can</td><td style="text-align: center;">20</td></tr> <tr><td>11. Canned Meatloaf (180g)</td><td style="text-align: center;">can</td><td style="text-align: center;">15</td></tr> <tr><td>12. Canned Sardines (Hot)</td><td style="text-align: center;">can</td><td style="text-align: center;">20</td></tr> <tr><td>13. Canned Sardines (Tomato Sauce)</td><td style="text-align: center;">can</td><td style="text-align: center;">20</td></tr> <tr><td>14. Detergent Bar (Tawas) 380g</td><td style="text-align: center;">bar</td><td style="text-align: center;">24</td></tr> <tr><td>15. Detergent Bar (Kalamansi) 380g</td><td style="text-align: center;">bar</td><td style="text-align: center;">24</td></tr> <tr><td>16. Detergent Bar (Fabcon) 380g</td><td style="text-align: center;">bar</td><td style="text-align: center;">24</td></tr> <tr><td>17. Detergent Powder 100g</td><td style="text-align: center;">pc</td><td style="text-align: center;">48</td></tr> <tr><td>18. Bath Soap 25g</td><td style="text-align: center;">pc</td><td style="text-align: center;">24</td></tr> <tr><td>19. Bath Soap 60g</td><td style="text-align: center;">pc</td><td style="text-align: center;">24</td></tr> <tr><td>20. Shampoo sachet (different brand)</td><td style="text-align: center;">pc</td><td style="text-align: center;">48</td></tr> <tr><td>21. Shampoo sachet (different brand)</td><td style="text-align: center;">pc</td><td style="text-align: center;">48</td></tr> <tr><td>22. Hair Conditioner 20g</td><td style="text-align: center;">pc</td><td style="text-align: center;">24</td></tr> <tr><td>23. Sanitary Napkin with wings</td><td style="text-align: center;">pc</td><td style="text-align: center;">4</td></tr> <tr><td>24. Baby Diaper size medium</td><td style="text-align: center;">pc</td><td style="text-align: center;">12</td></tr> <tr><td>25. Instant Noodles (beef)</td><td style="text-align: center;">pc</td><td style="text-align: center;">24</td></tr> <tr><td>26. Instant Noodles (chicken)</td><td style="text-align: center;">pc</td><td style="text-align: center;">24</td></tr> <tr><td>27. Pancit Canton (3 kinds)</td><td style="text-align: center;">pc</td><td style="text-align: center;">24</td></tr> </tbody> </table>	Type of Goods	Unit	Quantity	1. 3 in 1 Coffee Sachet (different brand)	pc	48	2. 3 in 1 Coffee Sachet (different brand)	pc	48	3. Coffee Stick	pc	48	4. Chocolate Powder Drink (Sachets) 10’s	pack	2	5. Biscuits with Filling (Chocolate Cream)	pack	2	6. Biscuits with Filling (Orange)	pack	2	7. Biscuits (small)	pack	12	8. Canned Corned Beef (100g)	can	20	9. Canned Corned Beef (150g)	can	15	10. Canned Meatloaf (100g)	can	20	11. Canned Meatloaf (180g)	can	15	12. Canned Sardines (Hot)	can	20	13. Canned Sardines (Tomato Sauce)	can	20	14. Detergent Bar (Tawas) 380g	bar	24	15. Detergent Bar (Kalamansi) 380g	bar	24	16. Detergent Bar (Fabcon) 380g	bar	24	17. Detergent Powder 100g	pc	48	18. Bath Soap 25g	pc	24	19. Bath Soap 60g	pc	24	20. Shampoo sachet (different brand)	pc	48	21. Shampoo sachet (different brand)	pc	48	22. Hair Conditioner 20g	pc	24	23. Sanitary Napkin with wings	pc	4	24. Baby Diaper size medium	pc	12	25. Instant Noodles (beef)	pc	24	26. Instant Noodles (chicken)	pc	24	27. Pancit Canton (3 kinds)	pc	24	
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	28. O Dong 12's	pack	4
	29. Miswa 12's	pack	4
	30. Bihon	pack	4
	31. Soy Sauce (sachet) 60ml	pc	72
	32. Vinegar (sachet) 60ml	pc	72
	33. Toothpaste (sachet)	pc	24
	34. Salt (1/2 kg)	pack	12
	35. Cooking Oil (small) 40ml	pack	45
	36. Cooking Oil (big) 80ml	pack	25
	37. Sugar - white (1/4 kg)	pack	15
	38. Sugar - brown (1/4 kg)	pack	14
	39. Match 10's	pack	2
	40. Katol	pack	4
	41. Candies (5 kinds)	pack	5
	42. Biscuit (crackers)	pack	5
	43. Powdered Milk Swak 33g	pack	6
	44. Fabric Conditioner 33ml	pc	10
	45. Dish Washing liquid 20ml	pc	10
	46. Condensed Milk 168 ml	can	5
	47. Condensed Milk, 300 ml	can	5
2	35 Sari-Sari Store Kits to be distributed within Davao City (PPG)		
	Contents per kit:		
	Type of Goods	Unit	Quantity
	1. 3 in 1 Coffee Sachet (different brand)	pc	38
	2. 3 in 1 Coffee Sachet (different brand)	pc	38
	3. Coffee Stick	pc	48
	4. Chocolate Powder Drink (Sachets) 10's	pack	2
	5. Biscuits with Filling (Chocolate Cream)	pack	2
	6. Biscuits with Filling (Orange)	pack	2
	7. Biscuits (small)	pack	10
	8. Canned Corned Beef (100g)	can	15
	9. Canned Corned Beef (150g)	can	12
	10. Canned Meatloaf (100g)	can	12
	11. Canned Meatloaf (180g)	can	12
	12. Canned Sardines (Hot)	can	12
	13. Canned Sardines (Tomato Sauce)	can	12
	14. Detergent Bar (Tawas) 380g	bar	20
	15. Detergent Bar (Kalamansi) 380g	bar	20
	16. Detergent Bar (Fabcon) 380g	bar	20
	17. Detergent Powder 100g	pc	40
	18. Bath Soap 25g	pc	20
	19. Bath Soap 60g	pc	24
	20. Shampoo sachet (different brand)	pc	40
	21. Shampoo sachet (different brand)	pc	40
	22. Hair Conditioner 20g	pc	20
	23. Sanitary Napkin with wings	pc	4
	24. Baby Diaper size medium	pc	11
	25. Instant Noodles (beef)	pc	24
	26. Instant Noodles (chicken)	pc	24
	27. Pancit Canton (3 kinds)	pc	20

	28. O Dong 12's	pack	4
	29. Miswa 12's	pack	4
	30. Bihon	pack	4
	31. Soy Sauce (sachet) 60ml	pc	60
	32. Vinegar (sachet) 60ml	pc	60
	33. Toothpaste (sachet)	pc	24
	34. Salt (1/2 kg)	pack	12
	35. Cooking Oil (small) 40ml	pack	30
	36. Cooking Oil (big) 80ml	pack	15
	37. Sugar - white (1/4 kg)	pack	7
	38. Sugar - brown (1/4 kg)	pack	12
	39. Match 10's	pack	2
	40. Katol	pack	4
	41. Candies (3 kinds)	pack	3
	42. Biscuit (crackers)	pack	3
	43. Powdered Milk Swak 33g	pack	6
	44. Fabric Conditioner 33ml	pc	10
	45. Dish Washing liquid 20ml	pc	10
	46. Condensed Milk 168 ml	can	4
	47. Condensed Milk, 300 ml	can	4
3	80 Sari-Sari Store Kits to be distributed within Davao del Sur (PPG)		
	Contents per kit:		
	Type of Goods	Unit	Quantity
	1. Sugar pula (1/4 kg)	pack	20
	2. Sugar white (1/4 kg)	pack	10
	3. Toyo 100 ml	pouch	20
	4. Toyo 200 ml	pouch	10
	5. Suka 100 ml	pouch	20
	6. Suka 200 ml	pouch	10
	7. Salt (1/4 kg)	pack	20
	8. Posporo, 10 pcs/box	box	10
	9. Detergent powder 70g	sachet	24
	10. Detergent bar 400g	bar	12
	11. Blue laundry soap bar 380 g	bar	12
	12. Shampoo 13ml	sachet	48
	13. Bath soap 60g	sachet	24
	14. Toothpaste twin pack 22g	sachet	48
	15. Chlorine small packs of 12	clump	20
	16. Napkin with wings 8 pcs per pack	pack	20
	17. Pack of coffee stick 2g	pack	6
	18. Coffee 3 in 1 twin pack	sachet	44
	19. Chocolate drink 24g	sachet	28
	20. Powdered milk 33g	sachet	30
	21. Sardines in tomato sauce 155g	can	20
	22. Noodles beef 55g	pack	24
	23. Pancit Canton 60g	pack	10
	24. Odong 12 pcs/pack	pack	10
	25. Miswa 12 pcs/pack	pack	10
	26. Bihon 400g	pack	10
	27. Paminta powder 12s	clump	20

	28. Paminta leaves 12s	clump	20	
	29. Paminta bean 12s	clump	20	
	30. Vetsin 11g 18 pcs/pack	pack	4	
	31. All in one Seasoning granules 8g 14 pcs/pack	pack	4	
	32. Mint Candy 50 pcs/pack	pack	6	
	33. Lemon Menthol Candy 50 pcs/pack	pack	6	
	34. Coffee Candy 50 pcs/pack	pack	6	
	35. Chocolate Candy 50 pcs/pack	pack	6	
4	200 Sari-Sari Store Kits to be distributed within Davao del Sur (LSP-NSB)			
	Contents per kit:			
	Type of Goods	Unit	Quantity	
	1. Sugar pula (1/4 kg)	pack	10	
	2. Sugar white (1/4 kg)	pack	5	
	3. Toyo 100 ml	pouch	10	
	4. Toyo 200 ml	pouch	5	
	5. Suka 100 ml	pouch	10	
	6. Suka 200 ml	pouch	5	
	7. Salt (1/4 kg)	pack	10	
	8. Posporo, 10 pcs/box	box	5	
	9. Detergent powder 70g	sachet	12	
	10. Detergent bar 400g	bar	6	
	11. Blue laundry soap bar 380 g	bar	6	
	12. Shampoo 13ml	sachet	24	
	13. Bath soap 60g	sachet	12	
	14. Toothpaste twin pack 22g	sachet	24	
	15. Chlorine small packs of 12	clump	10	
	16. Napkin with wings 8 pcs per pack	pack	10	
	17. Pack of coffee stick 2g	pack	3	
	18. Coffee 3 in 1 twin pack	sachet	22	
	19. Chocolate drink 24g	sachet	14	
	20. Powdered milk 33g	sachet	15	
	21. Sardines in tomato sauce 155g	can	10	
	22. Noodles beef 55g	pack	12	
	23. Pancit Canton 60g	pack	5	
	24. Odong 12 pcs/pack	pack	5	
	25. Miswa 12 pcs/pack	pack	5	
	26. Bihon 400g	pack	5	
	27. Paminta powder 12s	clump	10	
	28. Paminta leaves 12s	clump	10	
	29. Paminta bean 12s	clump	10	
	30. Vetsin 11g 18 pcs/pack	pack	2	
	31. All in one Seasoning granules 8g 14 pcs/pack	pack	2	
	32. Mint Candy 50 pcs/pack	pack	3	
	33. Lemon Menthol Candy 50 pcs/pack	pack	3	
	34. Coffee Candy 50 pcs/pack	pack	3	
	35. Chocolate Candy 50 pcs/pack	pack	3	

5	<p>200 Sari-Sari Store Kits to be distributed within Davao de Oro (LSP-NSB)</p> <p>Contents per kit:</p> <table border="1" data-bbox="300 286 1161 676"> <thead> <tr> <th>Type of Goods</th> <th>Unit</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1. Sardines, 155g easy-open</td> <td>can</td> <td>75</td> </tr> <tr> <td>2. Milk Powder, 24g</td> <td>sachet</td> <td>60</td> </tr> <tr> <td>3. Coffee (3in1)</td> <td>sachet</td> <td>60</td> </tr> <tr> <td>4. Noodles, 55g (Chicken)</td> <td>pack</td> <td>40</td> </tr> <tr> <td>5. Noodles, 55g (Beef)</td> <td>pack</td> <td>40</td> </tr> <tr> <td>6. Soy Sauce, 100ml</td> <td>pouch</td> <td>50</td> </tr> <tr> <td>7. Vinegar, 100ml</td> <td>pouch</td> <td>50</td> </tr> <tr> <td>8. Salt, ¼ kg</td> <td>pack</td> <td>25</td> </tr> <tr> <td>9. Brown Sugar, ¼ kg</td> <td>pack</td> <td>25</td> </tr> <tr> <td>10. Detergent bar, 380g</td> <td>bar</td> <td>25</td> </tr> </tbody> </table>	Type of Goods	Unit	Quantity	1. Sardines, 155g easy-open	can	75	2. Milk Powder, 24g	sachet	60	3. Coffee (3in1)	sachet	60	4. Noodles, 55g (Chicken)	pack	40	5. Noodles, 55g (Beef)	pack	40	6. Soy Sauce, 100ml	pouch	50	7. Vinegar, 100ml	pouch	50	8. Salt, ¼ kg	pack	25	9. Brown Sugar, ¼ kg	pack	25	10. Detergent bar, 380g	bar	25	
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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

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

- (i) [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.

- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

