



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 11515336  
**Procuring Entity** DEPARTMENT OF TRADE AND INDUSTRY - REGION IV-A  
**Title** Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot)  
**Area of Delivery** Batangas

<b>Solicitation Number:</b>	ITB-24-0007	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	18
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	27/11/2024
<b>Approved Budget for the Contract:</b>	PHP 4,705,000.00	<b>Last Updated / Time</b>	27/11/2024 00:00 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	17/12/2024 08:30 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	IDY NELL MEERA TAYOBONG ADMIN OFFICER III 3rd Floor, Marcelita Bldg, Brgy Real, Calamba City Laguna Philippines 4027 63-917-5035349  idynelltayobong@dti.gov.ph		

#### Description

Invitation to Bid for the Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot)

1. The Department of Trade and Industry Region IV-A, through the 2024 General Appropriations Act (GAA) intends to apply the sum of Four Million Seven Hundred Five Thousand Pesos (Php 4,705,000.00) being the ABC to payments under the contract for Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot) (Bidding No.: 11515336) Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Department of Trade and Industry Region IV-A now invites bids for the above Procurement Project. Delivery of the Goods is required to be completed within the indicated delivery schedule from receipt of Notice to Proceed and Purchase Order. 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).

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 Department of Trade and Industry Region IV-A and inspect the Bidding Documents at the address given below during Monday to Friday except holidays, 8:00 AM to 5:00 PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on November 27, 2024 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Four Thousand Seven Hundred Five Pesos Only (Php 4,705.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the hard copy or electronic copy of the official receipt.

6. The Department of Trade and Industry Region IV-A will hold a Pre-Bid Conference on December 04, 2024, 9:00 AM through video conferencing via Zoom, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before December 17, 2024, 8:30 AM. 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 17, 2024, 9:00 AM at the given address below and via Zoom video conferencing. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.

10. The Department of Trade and Industry Region IV-A 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:

Marjorie Anne B. Reyes  
Head Secretariat  
Bids and Awards Committee  
Department of Trade and Industry Region IV-A  
3/F Marcelita Building, National Highway,  
Brgy. Real, Calamba City, Laguna 4027  
Contact No.: 0917-503-5349  
Email: MarjorieAnneReyes@dti.gov.ph  
cc: IdyNellTayobong@dti.gov.ph, HarvinBobPuno@dti.gov.ph, EsperanzaCatibog@dti.gov.ph  
Website: www.dti.gov.ph

12. You may visit the following websites:

View posting: PhilGEPS website (<http://notices.ps-philgeps.gov.ph/main/>)

November 27, 2024

REVELYN A. CORTEZ  
BAC Chairperson

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Customized Gift Certificates/Vouchers/ Checks	Please refer to the attached Terms of Reference.	1	Lot	4,705,000.00

**Pre-bid Conference**

Date	Time	Venue
04/12/2024	9:00:00 AM	The Department of Trade and Industry Region IV-A will hold a Pre-Bid Conference through video conferencing via Zoom which shall be open to all interested bidders. For invitation, please email our BAC Secretariat: IdyNellTayobong@dti.gov.ph

**Created by** IDY NELL MEERA TAYOBONG

**Date Created** 21/11/2024

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## TERMS OF REFERENCE

### Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot)

#### I. Background

The Department of Trade and Industry (DTI) being the government's arm in the promotion and development of Micro, Small, and Medium Enterprises (MSMEs), is committed to provide needed resources that will support the recovery and continuity of affected businesses and populace. As such, the DTI, together with other government agencies such as but not limited to the Department of Social Welfare and Development (DSWD), and Local Government Units (LGUs), and the National Task Force to End Local Armed Conflict (NTF-ELCAC), etc. needs to provide timely delivery of services to affected families, individuals, and businesses.

In pursuing the directive of our President to help the country's base of the pyramid, DTI develops the Negosyo Serbisyo sa Barangay (NSB) Program. Republic Act No. 7160 also known as the Local Government Code of 1991 provides for the role of barangays in attaining national development through serving as the primary planning and implementing unit of policies, plans, programs, projects, and activities in the community. The efforts of DTI and services of other government agencies could be extended to more Filipinos through the barangays.

The initiative is in support of the goals and aspirations of multilateral agreements at the regional and international levels. The NSB Program aligns well with the United Nation's 2030 Agenda for Sustainable Development which sets out the Sustainable Development Goals (SDGs) intended to eradicate poverty and realize sustainable development in the next fifteen years. The development goals are geared towards achieving a better and more sustainable future. These consider inclusive economic growth as necessary strife in attaining sustainable jobs and promoting equality. The NSB further support the ASEAN Economic Community's (AEC) third pillar of integration, on equitable economic development wherein the progress of the MSMEs is considered as the key towards narrowing development gaps.

The Department's NSB Program lies within the purview of whole government approach wherein public agencies related to supporting inclusive business ecosystem work across portfolio boundaries and mandate to encourage entrepreneurial activities and integrated government assistance. The DTI Department Order No. 24-123 aims to provide an individual package of business kits in the form of gift certificates/vouchers/checks/cards. These items may be granted to approved beneficiaries as actual goods or through vouchers, gift card, gift check or cash card, which will be used to claim or purchase the approved items. The value of business kits of raw materials, goods, tools or equipment granted shall not exceed from the following schedule of values: Tier 1 Php 15,000, Tier 2: Php 30,000, and Tier 3 Php 50,000.

**DEPARTMENT OF TRADE AND INDUSTRY REGION 4-A – BATANGAS PROVINCIAL OFFICE**  
**Certified ISO 9001:2015**

## II. Delivery Location and Contact Persons

### Delivery Location:

DTI Batangas Provincial Office  
NACIDA Building, B. Morada Avenue,  
Brgy. 1 Poblacion, Lipa City, Batangas

### Contact Persons:

Leila M. Cabrerros  
Provincial Director, DTI Batangas

Maria Carmen G. Garcia  
Chief Trade-Industry Development Specialist, DTI Batangas

Marlin T. Valencia  
Trade-Industry Development Specialist, DTI Batangas

Telephone No: (043)756-6477; 043-7561336  
Email: r04a.batangas@dti.gov.ph

## III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is Four Million Seven Hundred Five Thousand Pesos (Php 4,705,000.00).

Complete Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office upon receipt of Notice to Proceed, Purchase Order or Contract Agreement.

## IV. Scope of Work/Deliverables

The External Provider shall deliver the complete set of gift certificates/vouchers/checks/cards based on the approved delivery schedule.

## V. Technical Specifications

Item No.	Qty	Unit	Specification	Amount
1	1	lot	<b>Customized Gift Certificates/Vouchers/ Checks/ Gift Cards for DTI NSB</b> <ul style="list-style-type: none"><li>Gift Certificates/Vouchers/Checks/Gift Cards in following quantity and denomination amounting to Php 4,705,000.00:<ul style="list-style-type: none"><li>➤ 4,705 pcs. – Php 1,000.00</li></ul></li></ul>	Php 4,705,000.00

			<ul style="list-style-type: none"> <li>• with DTI CALABARZON Logo</li> <li>• with at least ten (10) partner merchants in the province of Batangas</li> <li>• Partner merchants must have available items intended for business kits enumerated in Annex A</li> <li>• no expiration date</li> </ul>	
<b>Total Approved Budget for the Contract (ABC)</b>				<b>Php 4,705,000.00</b>

**VI. Other Project Terms and Conditions**

- a. The external provider must be the primary source/distributor of gift certificates/vouchers/ checks/cards and not subcontracted.
- b. The external provider must have customer care hotline for inquiries and assistance.
- c. The external provider must provide the complete list of partner merchants.

**VII. Terms of Payment**

The payment will be facilitated based on the delivery schedule indicated above.

**VIII. Tie-Breaking Method**


Where, after post-qualification, an occurrence of a tie takes place among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by "toss coin (best of 7)".

Prepared by:



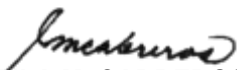
**MARLIN T. VALENCIA**  
TIDS, BDD

Reviewed by:



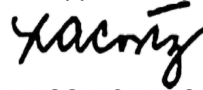
**MARIA CARMEN G. GARCIA**  
CTIDS, BDD

Recommending Approval:



**LEILA M. CABREROS**  
Provincial Director, DTI Batangas

Approved by:



for: **MARISSA C. ARGENTE**  
Regional Director

## ANNEX A

### SUMMARY OF BUSINESS KITS

Quantity	Unit	Amount	Livelihood Kits	Amount
178	kits	15,000.00	<b>Sari-Sari Store/Convenience Store</b> Minimum items available: <ul style="list-style-type: none"> <li>• Canned Goods (Sardines, Corned Beef, Meat/Beef Loaf, Tuna )</li> <li>• Instant Noodles/ Cup Noodles</li> <li>• Coffee</li> <li>• Powdered Milk</li> <li>• Shampoo/Conditioner</li> <li>• Bath Soap</li> <li>• Detergent Powder</li> <li>• Dishwashing Liquid</li> <li>• Fabric Conditioner</li> <li>• Condiments</li> <li>• Biscuits</li> <li>• Rice</li> </ul>	2,670,000.00
5	kits	50,000.00	<b>Grocery with Ecommerce Platform</b> Minimum items available: <ul style="list-style-type: none"> <li>• Canned Goods (Sardines, Corned Beef, Meat/Beef Loaf, Tuna )</li> <li>• Instant Noodles/ Cup Noodles</li> <li>• Coffee</li> <li>• Powdered Milk</li> <li>• Shampoo/Conditioner</li> <li>• Bath Soap</li> <li>• Detergent Powder</li> <li>• Dishwashing Liquid</li> <li>• Fabric Conditioner</li> <li>• Condiments</li> <li>• Biscuits</li> <li>• Rice</li> </ul>	250,00.00
37	kits	15,000.00	<b>Food Hub/Eatery/ Carinderia/ Coffee Shop</b> <ul style="list-style-type: none"> <li>• Meat</li> <li>• Rice/ Coffee</li> <li>• Bottled Water/ Soft drinks/Juices</li> <li>• Condiments</li> <li>• Rice</li> <li>• Cooking Utensils / Equipment</li> </ul>	555,000.00
2	kit	15,000.00	<b>Flower Shop</b> Minimum items available: <ul style="list-style-type: none"> <li>• Flowers</li> <li>• Floral Scissors/ Floral Foam</li> <li>• Floral tape/ Ribbons</li> </ul>	30,000.00
1	kit	15,000.00	<b>School Supplies</b> Minimum items available:	15,000.00

			<ul style="list-style-type: none"> <li>• School Papers/ Notebooks</li> <li>• Folders/ Envelopes</li> <li>• Bond Paper</li> <li>• Pens/ Pencils</li> </ul>	
6	kits	50,000.00	<b>Laundry Services</b> Minimum items available: <ul style="list-style-type: none"> <li>• Laundry Detergent Powder/Liquid Detergent</li> <li>• Fabric Conditioner</li> <li>• Chlorine</li> <li>• Equipment: Washing Machine, Dryer, Iron, Drying Rack</li> </ul>	300,000.00
2	kits	15,000.00	<b>Pasalubong Store</b> <ul style="list-style-type: none"> <li>• Candies/Chocolate</li> <li>• Junk Foods/ Soft Drinks</li> <li>• Biscuits/ Noodles</li> <li>• Food Delicacies</li> </ul>	30,000.00
3	kits	30,000.00	<b>Printing Services</b> <ul style="list-style-type: none"> <li>• CIS ink</li> <li>• Pigment Ink</li> <li>• Paper</li> <li>• Printer</li> </ul>	90,000.00
7	kits	30,000.00	<b>Beauty Salon/ Barber Shop</b> <ul style="list-style-type: none"> <li>• Hair Salon Equipment</li> <li>• Make-up/ Powder</li> <li>• Hair Dressing Scissors/ Razor</li> <li>• Hair Cap</li> <li>• Shampoo/ Hair Conditioner</li> </ul>	210,000.00
11	kits	15,000.00	<b>Fruits and Vegetables</b> Minimum items available: <ul style="list-style-type: none"> <li>• Fruits</li> <li>• Vegetables</li> </ul>	165,000.00
6	kits	30,000.00	<b>Bake Shop</b> Minimum items available: <ul style="list-style-type: none"> <li>• Flour/ Baking Soda/ Sugar/Baking Powder</li> <li>• Margarine/ Butter</li> </ul>	180,000.00
1	kit	30,000.00	<b>Food Processing</b> Minimum items available: <ul style="list-style-type: none"> <li>• Food Condiments</li> <li>• Jars</li> </ul>	30,000.00
4	kits	30,000.00	<b>Carwash Package</b> Minimum items available: <ul style="list-style-type: none"> <li>• Equipments ( Vacuum,Power Spray, Pressure Washer,Blower, Car polisher, Compressor) <ul style="list-style-type: none"> <li>➤ Car Shampoo</li> <li>➤ Car Wax</li> <li>➤ Microfiber Cloth</li> </ul> </li> </ul>	120,000.00

2	kits	30,000.00	<b>Chocolate/Tableya Manufacturing Package</b> Minimum items available: <ul style="list-style-type: none"> <li>• Grinder</li> <li>• Plastic Moulder</li> <li>• Sugar and Cocoa Beans/ Powder</li> <li>• Milk</li> </ul>	60,000.00
265	kits			<b>Php 4,705,000.00</b>



# ANNEX B

## DOCUMENTARY REQUIREMENTS FOR SUBMISSION OF BID DOCUMENTS

### I. TECHNICAL COMPONENT ENVELOPE

#### A. Legal Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership)
  - Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
  - Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and
  - Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**Clarification:**

- a. The Class "A" eligibility documents (Registration Certificate, Mayor's/Business Permit or its equivalent document, Tax Clearance, PCAB license and registration, and Audited Financial Statements) covered by PhilGEPS Registration Certificate are not mandatory attachments (GPPB Resolution No. 18-2017). However, if there is expired document listed in the PhilGEPS Registration Certificate, the renewal of such document must be attached. The complete supporting documents will be validated during the post-qualification process.

#### B. Technical Documents

1. Statement of bidder's all on-going government and private contracts covering the period 2020-present using the prescribed template (GPPB Resolution No. 16-2020).

**Clarification:**

- a. The copy of contracts are not mandatory attachments. The said documents will be validated during the post-qualification process.

2. Statement of Single Largest Completed Contract with similar contract of at least 50% of the ABC (Php 2,352,500.00) covering the period 2020-present using the prescribed template (GPPB Resolution No. 16-2020).

**Clarification:**

- a. Please list down the top ten (10) completed contracts with contract amount equal to or greater than 50% of the ABC for the period 2020 to present using the prescribed template and highlight the SLCC.
- b. The SLCC must be accompanied by End User's Acceptance or Official Receipt(s) or Sales Invoice issued for the contract (GPPB Resolution No. 16-2020).
- c. The copy of contracts are not mandatory attachments. The said documents will be validated during the post-qualification process.

3. Bid security payable to or in favor of “Department of Trade and Industry Region IV-A (DTI IV-A)” in any of the following forms:
  - At least 2% of the ABC (Php 94,100.00) if bid security is in cash, cashier’s/manger’s check, bank draft/guarantee or irrevocable letter of credit
  - 5% of the ABC (Php 235,250.00) if bid security is in Surety Bond
  - Bid Securing Declaration (BSD)

**Clarification:**

- a. If bid security is in the form of Bid Securing Declaration (BSD), please use the prescribed template provided in GPPB Resolution No. 16-2020.
4. Conformity with Technical Specifications using the prescribed template as provided in Section VII of the bidding documents. Bidders must state either “Comply” or “Not Comply” in each parameter.
5. Omnibus Sworn Statement in accordance with Sec. 25.3 of the IRR of RA 9184 and accompanied by any of the following supporting documents, whichever is applicable:
  - Duly notarized Special Power of Attorney
  - Duly notarized Board/Partnership Resolution
  - Duly notarized Secretary’s Certificate

**Clarification:**

- a. For Sole Proprietorship, Omnibus Sworn Statement is sufficient if the owner will represent the company; supporting documents are not applicable.
- b. Please use the prescribed template for Omnibus Sworn Statement provided in GPPB Resolution No. 16-2020.

**C. Financial Documents**

1. Audited financial statement, showing, among others, the service provider’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

**Clarification:**

- a. Under BIR Revenue Memorandum Circular No. 49-2020 dated May 20, 2020, taxpayers may opt to submit 2019 Income Tax Return and required attachments online through the eAFS system of the BIR. Thus, the bidder may submit the AFS submitted online through the eAFS provided that the bidder also submits the Transaction Reference Number as proof of submission, in lieu of the manual “Received” stamping.
2. Computation of Net Financial Contracting Capacity (NFCC) must be
  - At least equal to or greater than the ABC (Php 4,705,000.00) or
  - Credit Line Commitment (CLC) of at least equal to 10% of the ABC (Php 470,500.00) for this project
3. Joint Venture Agreement (JVA) or the Duly Notarized Statement in accordance with Sec. 23.1(b) of the IRR, if applicable.

**II. FINANCIAL COMPONENT ENVELOPE**

1. Original of duly signed and accomplished Financial Bid Form

**Clarification:**

- a. Please use the prescribed template for Financial Bid Form provided in GPPB Resolution No. 16-2020.

2. Original of duly signed and accomplished Price Schedule(s)

**Clarification:**

- a. Please use the prescribed template for Financial Bid Form provided in GPPB Resolution No.16-2020.





**PHILIPPINE BIDDING DOCUMENTS**  
**Department of Trade and Industry**  
**Region IV-A**

**Supply and Delivery of Customized Gift  
Certificates/Vouchers/Checks/Cards for  
LSP-NSB of DTI Batangas Provincial Office  
(1 Lot)**

**BIDDING NUMBER: 11515336**

**November 27, 2024**

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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***

## **INVITATION TO BID FOR Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot)**

1. The *Department of Trade and Industry Region IV-A*, through the *2024 General Appropriations Act (GAA)* intends to apply the sum of *Four Million Seven Hundred Five Thousand Pesos (Php 4,705,000.00)* being the ABC to payments under the contract for *Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot) (Bidding No.: 11515336)* Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Trade and Industry Region IV-A* now invites bids for the above Procurement Project. Delivery of the Goods is required to be completed within the indicated delivery schedule from receipt of Notice to Proceed and Purchase Order. 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).
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 *Department of Trade and Industry Region IV-A* and inspect the Bidding Documents at the address given below during *Monday to Friday except holidays, 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 27, 2024* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Four Thousand Seven Hundred Five Pesos Only (Php 4,705.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the hard copy or electronic copy of the official receipt.
6. The *Department of Trade and Industry Region IV-A* will hold a Pre-Bid Conference on *December 04, 2024, 9:00 AM* through video conferencing via Zoom, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 17, 2024, 8:30 AM**. 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 17, 2024, 9:00 AM** at the given address below and via Zoom video conferencing. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.
10. The **Department of Trade and Industry Region IV-A** 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:

Marjorie Anne B. Reyes  
Head Secretariat  
Bids and Awards Committee  
Department of Trade and Industry Region IV-A  
3/F Marcelita Building, National Highway,  
Brgy. Real, Calamba City, Laguna 4027  
Contact No.: 0917-503-5349  
Email: MarjorieAnneReyes@dti.gov.ph  
cc: IdyNellTayobong@dti.gov.ph, HarvinBobPuno@dti.gov.ph,  
EsperanzaCatibog@dti.gov.ph  
Website: www.dti.gov.ph

12. You may visit the following websites:

View posting: PhilGEPS website (<http://notices.ps-philgeps.gov.ph/main/>)

November 27, 2024



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**REVELYN A. CORTEZ**  
BAC Chairperson  
DTI Region IV-A – Bids and Awards Committee

## ***Section II. Instructions to Bidder***

## 1. Scope of Bid

The Procuring Entity, *Department of Trade and Industry Region IV-A* wishes to receive Bids for the *Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot)*, with identification number *2024-10-154*.

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2024* in the amount of *Four Million Seven Hundred Five Thousand Pesos (Php 4,705,000.00)*.

2.2. The source of funding is:

**2024 General Appropriations Act (GAA).**

## 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 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:

The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

**Subcontracting is not allowed.**

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **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 video conferencing 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 Declaration<sup>2</sup> 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 *April 16, 2025 (120 calendar days upon 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.

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

## 20. Post-Qualification

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	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> <li>a. Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards</li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ol>																	
7.1	Subcontracting is not allowed.																	
12	The price of the Goods shall be quoted DDP Batangas or the applicable International Commercial Terms (INCOTERMS) for this Project.																	
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  The amount of not less than <i>Ninety-Four Thousand One Hundred Pesos (Php 94,100.00)</i> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or  The amount of not less than <i>Two Hundred Thirty-Five Thousand Two Hundred Fifty Pesos (Php 235,250.00)</i> if bid security is in Surety Bond.																	
19.3	Supply and Delivery of Customized Gift Certificates/Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office (1 Lot) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">Unit Cost</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Lot</td> <td> <b>Customized Gift Certificates/Vouchers/Checks/ Gift Cards for DTI NSB</b> <ul style="list-style-type: none"> <li>• Gift Certificates/Vouchers/Checks/Gift Cards in following quantity and denomination amounting to Php 4,705,000.00:               <ul style="list-style-type: none"> <li>○ 4,705 pcs. - Php 1,000.00</li> </ul> </li> <li>• with DTI CALABARZON Logo</li> <li>• with at least ten (10) partner merchants in the province of Batangas</li> <li>• Partner merchants must have available items intended for</li> </ul> </td> <td style="text-align: right;">4,705,000.00</td> <td style="text-align: right;">4,705,000.00</td> </tr> </tbody> </table>						Item No.	Qty	Unit	Item Description	Unit Cost	Total	1	1	Lot	<b>Customized Gift Certificates/Vouchers/Checks/ Gift Cards for DTI NSB</b> <ul style="list-style-type: none"> <li>• Gift Certificates/Vouchers/Checks/Gift Cards in following quantity and denomination amounting to Php 4,705,000.00:               <ul style="list-style-type: none"> <li>○ 4,705 pcs. - Php 1,000.00</li> </ul> </li> <li>• with DTI CALABARZON Logo</li> <li>• with at least ten (10) partner merchants in the province of Batangas</li> <li>• Partner merchants must have available items intended for</li> </ul>	4,705,000.00	4,705,000.00
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				business kits enumerated in Annex A • no expiration date		
<b>Total Approved Budget for the Contract (ABC):</b>						<b>4,705,000.00</b>
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder must present the original copies of the following:</p> <ol style="list-style-type: none"> <li>1. Certificate of PhilGEPS Registration (Platinum Membership)</li> <li>2. Certificate of Business Name or SEC Registration</li> <li>3. Valid Business Permit</li> <li>4. Tax Clearance</li> <li>5. Latest income and business tax returns stamped and received by the BIR</li> <li>6. Original Government-issued ID of Authorized Representative/s and signatories</li> <li>7. Other Documentary Requirements as specified in the Terms of Reference</li> </ol>					
21.2	Not applicable.					

## ***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 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***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>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 Representatives are the following personnel:</p> <p style="padding-left: 40px;"><b>Marissa C. Argente</b> Regional Director DTI IV-A Regional Office Email: <a href="mailto:MarissaArgente@dti.gov.ph">MarissaArgente@dti.gov.ph</a></p> <p style="padding-left: 40px;"><b>Marjorie Anne B. Reyes</b> OIC-Chief Administrative Officer DTI IV-A Regional Office Email: <a href="mailto:MarjorieAnneReyes@dti.gov.ph">MarjorieAnneReyes@dti.gov.ph</a></p> <p style="padding-left: 40px;"><b>Idy Nell M. Tayobong</b> Administrative Officer III (Supply Officer II) DTI IV-A Regional Office Email: <a href="mailto:IdyNellTayobong@dti.gov.ph">IdyNellTayobong@dti.gov.ph</a></p> <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>A packaging list identifying the contents and quantities of the package is to be</p>

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.

**Transportation –**

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.

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.

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.

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.

**Intellectual Property Rights –**

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.

2.2

**The terms of payment shall be as follows:**

The payment will be facilitated upon complete delivery of the unit.

4

The following documents are required for the facilitation of payment.

1. Delivery Receipt and/or Sales Invoice

The inspections that will be conducted are:

1. Completeness of items
2. Compliance to required specifications

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

## *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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/ Months</b>
1	<p><b>Customized Gift Certificates/Vouchers/ Checks/ Gift Cards for DTI NSB</b></p> <ul style="list-style-type: none"> <li>• Gift Certificates/Vouchers/ Checks/Gift Cards in following quantity and denomination amounting to Php 4,705,000.00:               <ul style="list-style-type: none"> <li>○ 4,705 pcs. - Php 1,000.00</li> </ul> </li> <li>• with DTI CALABARZON Logo</li> <li>• with at least ten (10) partner merchants in the province of Batangas</li> <li>• Partner merchants must have available items intended for business kits enumerated in Annex A</li> <li>• no expiration date</li> </ul>	1 lot	Php 4,705,000.00	Complete Supply and Delivery of Customized Gift Certificates/ Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office upon receipt of Notice to Proceed, Purchase Order or Contract Agreement.
	<p><b>I. Scope of Work</b></p> <p>The External Provider shall deliver the complete set of gift certificates/ vouchers/checks/cards based on the approved delivery schedule.</p>			
	<p><b>II. Other Project Terms and Conditions</b></p> <p>a. The external provider must be the primary source/ distributor of gift certificates/vouchers/ checks/cards and not subcontracted.</p> <p>b. The external provider must have customer care hotline for inquiries and</p>			

	<p>assistance.</p> <p>c. The external provider must provide the complete list of partner merchants.</p>			
	<p><b>III. Terms of Payment</b></p> <p>The payment will be facilitated based on the delivery schedule indicated above.</p>			
	<p><b>IV. Tie-Breaking Method</b></p> <p>Where, after post-qualification, an occurrence of a tie takes place among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by “toss coin (best of 7)”.</p>			

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



# Technical Specifications

## I. Technical Specifications

Instruction: Bidders must state either **“Comply”** or **“Not Comply”** in the **“Statement of Compliance”** (Column No. 3) with each corresponding **“Item No.”** (Column No. 1).

(1) Item	(2) Specification	(3) Statement of Compliance
1	<b>Customized Gift Certificates/Vouchers/ Checks/ Gift Cards for DTI NSB</b>	
2	<ul style="list-style-type: none"> <li>Gift Certificates/Vouchers/Checks/Gift Cards in following quantity and denomination amounting to Php 4,705,000.00: 4,705 pcs. - Php 1,000.00</li> </ul>	
3	<ul style="list-style-type: none"> <li>with DTI CALABARZON Logo</li> </ul>	
4	<ul style="list-style-type: none"> <li>with at least ten (10) partner merchants in the province of Batangas</li> </ul>	
5	<ul style="list-style-type: none"> <li>Partner merchants must have available items intended for business kits enumerated in Annex A</li> </ul>	
6	<ul style="list-style-type: none"> <li>no expiration date</li> </ul>	

## II. Delivery Schedule and Location

**Delivery Schedule:** Complete Supply and Delivery of Customized Gift Certificates/ Vouchers/Checks/Cards for LSP-NSB of DTI Batangas Provincial Office upon receipt of Notice to Proceed, Purchase Order or Contract Agreement.

**Delivery Location:** DTI Batangas Provincial Office NACIDA Building, B. Morada Avenue, Brgy. 1 Poblacion, Lipa City, Batangas

## III. Scope of Work and Deliverables

### 1. Scope of Work

The External Provider shall deliver the complete set of gift certificates/vouchers /checks/cards based on the approved delivery schedule.

## IV. Other Project Terms and Conditions

- The external provider must be the primary source/distributor of gift certificates/vouchers/ checks/cards and not subcontracted.
- The external provider must have customer care hotline for inquiries and assistance.
- The external provider must provide the complete list of partner merchants.

## V. Terms of Payment

The payment will be facilitated based on the delivery schedule indicated above.

**VI. Tie-Breaking Method**

Where, after post-qualification, an occurrence of a tie takes place among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by “toss coin (best of 7)”.

I hereby certify that the statement of compliance to the foregoing technical specifications and other terms and conditions are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

***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);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) 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***

- (m) 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)*

- (n) *[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.
- (o) 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).

