



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 7920348
Procuring Entity DEPARTMENT OF TRADE AND INDUSTRY - REGION IV-A
Title Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot)
Area of Delivery Rizal

Solicitation Number:	ITB-21-0013	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	10
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Grocery Items	Date Published	13/08/2021
Approved Budget for the Contract:	PHP 2,440,000.00	Last Updated / Time	12/08/2021 23:30 PM
Delivery Period:	14 Day/s	Closing Date / Time	02/09/2021 08:00 AM
Client Agency:			
Contact Person:	Harvin Bob P. Puno AO III, Supply Officer 3rd Floor, Marcelita Bldg, Brgy Real, Calamba City Laguna Philippines 4027 63-49-5457571 63-49-5457573 harvinbobpuno@dti.gov.ph		

Description

Invitation to Bid for Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot)

- The Department of Trade and Industry Region IV-A, through the General Appropriations Act FY 2021 intends to apply the sum of Two Million Four Hundred Forty Pesos (Php 2,440,000.00) being the ABC to payments under the contract for Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot) (Bidding No.: 7920348). Bids received in excess of the ABC shall be automatically rejected at bid opening.
 - 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).
 - 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 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.
 - A complete set of Bidding Documents may be acquired by interested Bidders on August 13, 2021 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 Two Thousand Four Hundred Forty Pesos (Php 2,440.00). 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 August 20, 2021, 10:00 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 September 02, 2021, 8:00 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 September 02, 2021, 10:15 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:

Josephine G. Lusitro
 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: JosephineLusitro@dti.gov.ph cc: HarvinBobPuno@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/>)

August 13, 2021

MARISSA C. ARGENTE
 Assistant Regional Director & BAC Chairperson
 DTI Region IV-A – Bids and Awards Committee

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Pancit Canton	65g, Calamansi Flavor	3,660	Piece	43,920.00
2	Instant Noodles	55g, Beef Flavor	3,660	Piece	28,365.00
3	Instant Noodles	55g, Chicken Flavor	3,660	Piece	28,365.00
4	Sardines	in Tomato Sauce - Chili Added, 155g	3,660	Piece	63,135.00
5	Sardines	in Tomato Sauce, 155g	3,660	Piece	63,135.00
6	Sardines	in Tomato Sauce - Extra Hot, 155g	3,660	Piece	63,135.00
7	Corned Beef	150g	3,660	Can	117,120.00
8	Soy Sauce	200ml, refill pack	3,660	Pack	33,672.00
9	Vinegar	200ml, refill pack	3,660	Pack	24,888.00
10	Instant Coffee Twin Pack	33g	305	Dozen	28,731.00
11	Coffee 3-in-1 Blend and Brew	28g	305	Dozen	21,411.00
12	Coffee 3-in-1 Black	30g	305	Dozen	27,450.00
13	Powdered Milk Drink	33g	305	Dozen	27,328.00
14	Detergent Bar	Tawas, 380g	610	Bar	12,810.00
15	Detergent Bar	Calamansi, 380g	610	Bar	12,810.00

16	Laundry Powder	Lemon & Calamansi, 80g	610	Dozen	76,860.00
17	Laundry Powder	with Fabcon, Tawas, Singles, 65g	915	Dozen	55,586.25
18	Laundry Powder	Sunrise Fresh, 70g	915	Dozen	115,290.00
19	Shampoo	Green, Strong and Long, 13.5ml	305	Dozen	16,241.25
20	Shampoo	Pink, Smooth and Manageable, 13.5ml	305	Dozen	16,241.25
21	Shampoo	Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml	305	Dozen	16,393.75
22	Conditioner	Pink, Standout Straight Conditioner, 12ml	610	Dozen	41,175.00
23	Conditioner	Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml	610	Dozen	41,175.00
24	Fabric Conditioner	Sunrise Fresh, 69ml	305	Dozen	42,852.50
25	Fabric Conditioner	Antibac, 69ml	305	Dozen	42,090.00
26	Laundry Bleach	Original, 100ml	3,660	Bottle	30,195.00
27	Bath Soap	White, 60g	5,490	Piece	98,820.00
28	Bath Soap	White, 90g	3,660	Piece	107,055.00
29	Storage Box	80L	610	Piece	183,000.00
30	Rice	Regular Milled Rice, 25 kgs.	915	Sack	960,750.00

Pre-bid Conference

Date	Time	Venue
20/08/2021	10:15:00 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: HarvinBobPuno@dti.gov.ph

Created by Harvin Bob P. Puno

Date Created 12/08/2021

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PURCHASE REQUEST

Entity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**

Fund Cluster: _____

Office/Section : BDD		PR No.:	Date: 18-Jun-21		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office	1		
	pcs.	Pancit Canton, 65g, Calamansi Flavor	3,660	12.00	43,920.00
	pcs.	Instant Noodles, 55g, Beef Flavor	3,660	7.75	28,365.00
	pcs.	Instant Noodles, 55g, Chicken Flavor	3,660	7.75	28,365.00
	cans	Sardines in Tomato Sauce - Chili Added, 155g	3,660	17.25	63,135.00
	cans	Sardines in Tomato Sauce, 155g	3,660	17.25	63,135.00
	cans	Sardines in Tomato Sauce - Extra Hot, 155g	3,660	17.25	63,135.00
	cans	Corned Beef, 150g	3,660	32.00	117,120.00
	packs	Soy Sauce, 200ml, refill pack	3,660	9.20	33,672.00
	packs	Vinegar, 200ml, refill pack	3,660	6.80	24,888.00
	dozens	Instant Coffee Twin Pack, 33g	305	94.20	28,731.00
	dozens	Coffee 3-in-1 Blend and Brew, 28g	305	70.20	21,411.00
	dozens	Coffee 3-in-1 Black, 30g	305	90.00	27,450.00
	dozens	Powdered Milk Drink, 33g	305	89.60	27,328.00
	bars	Detergent Bar - Tawas, 380g	610	21.00	12,810.00
	bars	Detergent Bar - Calamansi, 380g	610	21.00	12,810.00
	dozens	Laundry Powder - Lemon & Calamansi, 80g	610	126.00	76,860.00
	dozens	Laundry Powder - with Fabcon, Tawas, Singles, 65g	915	60.75	55,586.25
	dozens	Laundry Powder - Sunrise Fresh, 70g	915	126.00	115,290.00
	dozens	Shampoo - Green, Strong and Long, 13.5ml	305	53.25	16,241.25
	dozens	Shampoo - Pink, Smooth and Manageable, 13.5ml	305	53.25	16,241.25
	dozens	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml	305	53.75	16,393.75
	dozens	Conditioner - Pink, Standout Straight Conditioner, 12ml	610	67.50	41,175.00
	dozens	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml	610	67.50	41,175.00
	dozens	Fabric Conditioner - Sunrise Fresh, 69ml	305	140.50	42,852.50
	dozens	Fabric Conditioner - Antibac, 69ml	305	138.00	42,090.00
	bottles	Laundry Bleach - Original, 100ml	3,660	8.25	30,195.00
	pcs.	Bath Soap, White, 60g	5,490	18.00	98,820.00
	pcs.	Bath Soap, White, 90g	3,660	29.25	107,055.00
	pcs.	Storage Box, 80L	610	300.00	183,000.00
	sacks	Rice, Regular Milled Rice, 25 kgs.	915	1,050.00	960,750.00
		I. Scope of Work and Deliverables			
		• Complete delivery of grocery items in assigned location and schedules.			
		• Grocery items must be in good condition, FDA-registered and with expiration date from September 2022 onwards.			
		• Grocery items must be properly packed, sealed and labeled in storage boxes (except for 25 kgs. of rice). Please see Annex A for proper labeling (to be printed by External Provider).			
		• The External Provider is not allowed to put any markings or logo on storage boxes except for the required label in Annex A.			
		• The External Provider shall designate personnel to assist DTI during item inspection.			
		• The External Provider shall provide logistics support in loading and unloading of items to designated areas in each delivery location.			
		• In case of damaged item/s or deficiency in quantity, the External Provider shall supply the item/s within the day of delivery.			
		II. Delivery Schedule and Location			
		• October 08, 2021 - Tanay, Rizal - 100 Livelihood Kits			

PURCHASE REQUEST

Entity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**

Fund Cluster: _____

Office/Section : BDD		PR No.:	Date: <u>18-Jun-21</u>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		• October 15, 2021 - Antipolo, Rizal - 80 Livelihood Kits			
		• October 22, 2021 - Binangonan, Rizal - 125 Livelihood Kits			
		Total: 305 Livelihood Kits			
		III. Items per Sari-Sari Store Livelihood Kit			
		12 pcs. of Pancit Canton, 65g, Calamansi Flavor			
		12 pcs. of Instant Noodles, 55g, Beef Flavor			
		12 pcs. of Instant Noodles, 55g, Chicken Flavor			
		12 cans of Sardines in Tomato Sauce - Chili Added, 155g			
		12 cans of Sardines in Tomato Sauce, 155g			
		12 cans of Sardines in Tomato Sauce - Extra Hot, 155g			
		12 cans of Corned Beef, 150g			
		12 packs of Soy Sauce, 200ml, refill pack			
		12 packs of Vinegar, 200ml, refill pack			
		1 dozen of Instant Coffee Twin Pack, 33g			
		1 dozen of Coffee 3-in-1 Blend and Brew, 28g			
		1 dozen of Coffee 3-in-1 Black, 30g			
		1 dozen of Powdered Milk Drink, 33g			
		2 bars of Detergent Bar - Tawas, 380g			
		2 bars of Detergent Bar - Calamansi, 380g			
		2 dozens of Laundry Powder - Lemon & Calamansi, 80g			
		3 dozens of Laundry Powder - with Fabcon, Tawas, Singles, 65g			
		3 dozens of Laundry Powder - Sunrise Fresh, 70g			
		1 dozen of Shampoo - Green, Strong and Long, 13.5ml			
		1 dozen of Shampoo - Pink, Smooth and Manageable, 13.5ml			
		1 dozen of Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml			
		2 dozens of Conditioner - Pink, Standout Straight Conditioner, 12ml			
		2 dozens of Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml			
		1 dozen of Fabric Conditioner - Sunrise Fresh, 69ml			
		1 dozen of Fabric Conditioner - Antibac, 69ml			
		3 bottles of Laundry Bleach - Original, 100ml			
		18 pcs. of Bath Soap, White, 60g			
		12 pcs. of Bath Soap, White, 90g			
		2 pcs. of Storage Box, 80L			
		3 sacks of Rice, Regular Milled Rice, 25 kgs.			
		IV. Other Project Terms and Conditions			
		a. The Approved Budget for the Contract (ABC) is inclusive of all applicable taxes and delivery charges.			
		b. The bid amount must not exceed the unit cost per item and compliant to Suggested Retail Price (SRP).			
		V. Terms of Payment			
		Staggered Payment – Payment within seven (7) calendar days after date of delivery.			
		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)”.			
Approved Budget for the Contract (ABC)					2,440,000.00
Purpose:		Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office			

PURCHASE REQUESTEntity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**

Fund Cluster: _____

Office/Section : BDD

PR No.:

Date:

18-Jun-21

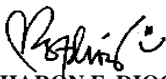
Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
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Requested by:

Approved by:

Signature :



Printed Name :

SHARON F. DIOCO

Designation :

CTIDS, BDD

**DESIDERIO G. JURADO III**

Provincial Director, DTI Rizal

**MARILOU QUINCO-TOLEDO**

Regional Director

TERMS OF REFERENCE

Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal 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 President Duterte 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. 21-17 aims to provide an individual package of livelihood kits from Three Thousand Pesos (Php 3,000.00) to Eight Thousand Pesos (Php 8,000.00) to aid the qualified affected beneficiaries including those in Local Communist Armed Conflict (LCAC) affected areas, vulnerable communities such as the Indigenous Peoples (IPs), and refugees or stateless persons, also known as Persons of Concern (POCs), and those who have undergone the DTI Capacity Development Programs. The livelihood kit will help to restore and improve their business in case of

catastrophic events like natural and human-induced calamities including health disaster like epidemics and pandemics.

II. Contact Persons

Sharon F. Dioco
Chief Trade-Industry Development Specialist

Marlene G. De Luna
Senior Trade-Industry Development Specialist

Telephone No.: (02)8630-6891
Mobile Nos.: 09209476786, 09176187714
Email: r04a.rizal@dti.gov.ph

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is Two Million Four Hundred Forty Thousand Pesos (Php 2,440,000.00).

IV. Scope of Work and Deliverables

- Complete delivery of grocery items in assigned location and schedules.
- Grocery items must be in good condition, FDA-registered and with expiration date from September 2022 onwards.
- Grocery items must be properly packed, sealed and labeled in storage boxes (except for 25 kgs. of rice). Please see Annex A for proper labeling (to be printed by External Provider).
- The External Provider is not allowed to put any markings or logo on storage boxes except for the required label in Annex A.
- The External Provider shall designate personnel to assist DTI during item inspection.
- The External Provider shall provide logistics support in loading and unloading of items to designated areas in each delivery location.
- In case of damaged item/s or deficiency in quantity, the External Provider shall supply the item/s within the day of delivery.

V. Technical Specifications

Item No.	Qty	Unit	Item Description	Unit Cost	Total
1	3,660	pcs.	Pancit Canton, 65g, Calamansi Flavor	12.00	43,920.00
2	3,660	pcs.	Instant Noodles, 55g, Beef Flavor	7.75	28,365.00
3	3,660	pcs.	Instant Noodles, 55g, Chicken Flavor	7.75	28,365.00
4	3,660	cans	Sardines in Tomato Sauce - Chili Added, 155g	17.25	63,135.00

Item No.	Qty	Unit	Item Description	Unit Cost	Total
5	3,660	cans	Sardines in Tomato Sauce, 155g	17.25	63,135.00
6	3,660	cans	Sardines in Tomato Sauce - Extra Hot, 155g	17.25	63,135.00
7	3,660	cans	Corned Beef, 150g	32.00	117,120.00
8	3,660	packs	Soy Sauce, 200ml, refill pack	9.20	33,672.00
9	3,660	packs	Vinegar, 200ml, refill pack	6.80	24,888.00
10	305	dozens	Instant Coffee Twin Pack, 33g	94.20	28,731.00
11	305	dozens	Coffee 3-in-1 Blend and Brew, 28g	70.20	21,411.00
12	305	dozens	Coffee 3-in-1 Black, 30g	90.00	27,450.00
13	305	dozens	Powdered Milk Drink, 33g	89.60	27,328.00
14	610	bars	Detergent Bar - Tawas, 380g	21.00	12,810.00
15	610	bars	Detergent Bar - Calamansi, 380g	21.00	12,810.00
16	610	dozens	Laundry Powder - Lemon & Calamansi, 80g	126.00	76,860.00
17	915	dozens	Laundry Powder - with Fabcon, Tawas, Singles, 65g	60.75	55,586.25
18	915	dozens	Laundry Powder - Sunrise Fresh, 70g	126.00	115,290.00
19	305	dozens	Shampoo - Green, Strong and Long, 13.5ml	53.25	16,241.25
20	305	dozens	Shampoo - Pink, Smooth and Manageable, 13.5ml	53.25	16,241.25
21	305	dozens	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml	53.75	16,393.75
22	610	dozens	Conditioner - Pink, Standout Straight Conditioner, 12ml	67.50	41,175.00
23	610	dozens	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml	67.50	41,175.00
24	305	dozens	Fabric Conditioner - Sunrise Fresh, 69ml	140.50	42,852.50
25	305	dozens	Fabric Conditioner - Antibac, 69ml	138.00	42,090.00
26	3,660	bottles	Laundry Bleach - Original, 100ml	8.25	30,195.00
27	5,490	pcs.	Bath Soap, White, 60g	18.00	98,820.00
28	3,660	pcs.	Bath Soap, White, 90g	29.25	107,055.00
29	610	pcs.	Storage Box, 80L	300.00	183,000.00
30	915	sacks	Rice, Regular Milled Rice, 25 kgs.	1,050.00	960,750.00
Total Approved Budget for the Contract (ABC):					2,440,000.00

VI. Items per Sari-Sari Store Livelihood Kit

Item No.	Qty	Unit	Item Description
1	12	pcs.	Pancit Canton, 65g, Calamansi Flavor
2	12	pcs.	Instant Noodles, 55g, Beef Flavor
3	12	pcs.	Instant Noodles, 55g, Chicken Flavor
4	12	cans	Sardines in Tomato Sauce - Chili Added, 155g
5	12	cans	Sardines in Tomato Sauce, 155g
6	12	cans	Sardines in Tomato Sauce - Extra Hot, 155g
7	12	cans	Corned Beef, 150g
8	12	packs	Soy Sauce, 200ml, refill pack
9	12	packs	Vinegar, 200ml, refill pack
10	1	dozen	Instant Coffee Twin Pack, 33g
11	1	dozen	Coffee 3-in-1 Blend and Brew, 28g
12	1	dozen	Coffee 3-in-1 Black, 30g
13	1	dozen	Powdered Milk Drink, 33g
14	2	bars	Detergent Bar - Tawas, 380g
15	2	bars	Detergent Bar - Calamansi, 380g
16	2	dozens	Laundry Powder - Lemon & Calamansi, 80g
17	3	dozens	Laundry Powder - with Fabcon, Tawas, Singles, 65g
18	3	dozens	Laundry Powder - Sunrise Fresh, 70g
19	1	dozen	Shampoo - Green, Strong and Long, 13.5ml
20	1	dozen	Shampoo - Pink, Smooth and Manageable, 13.5ml
21	1	dozen	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml
22	2	dozens	Conditioner - Pink, Standout Straight Conditioner, 12ml
23	2	dozens	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml
24	1	dozen	Fabric Conditioner - Sunrise Fresh, 69ml
25	1	dozen	Fabric Conditioner - Antibac, 69ml
26	3	bottles	Laundry Bleach - Original, 100ml
27	18	pcs.	Bath Soap, White, 60g
28	12	pcs.	Bath Soap, White, 90g
29	2	pcs.	Storage Box, 80L
30	3	sacks	Rice, Regular Milled Rice, 25 kgs.

VII. Delivery Schedule and Location

Delivery Schedule	Delivery Location	No. of Livelihood Kits
October 08, 2021	Tanay, Rizal	100
October 15, 2021	Antipolo, Rizal	80
October 22, 2021	Binangonan, Rizal	125
Total No. of Livelihood Kits		305

VIII. Other Project Terms and Conditions

- a. The Approved Budget for the Contract (ABC) is inclusive of all applicable taxes and delivery charges.
- b. The bid amount must not exceed the unit cost per item and compliant to Suggested Retail Price (SRP).

IX. Terms of Payment

Staggered Payment – Payment within seven (7) calendar days after date of delivery.

X. 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:




MARLENE G. DE LUNA
STIDS, BDD

Reviewed by:

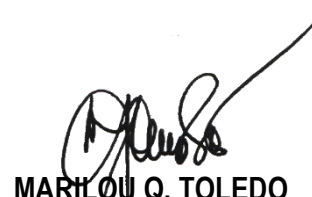


SHARON F. DIOCO
CTIDS, BDD

Approved by:



DESIDERIO G. JURADO III
Provincial Director, DTI Rizal



MARILOU Q. TOLEDO
Regional Director

ANNEX A

SARI-SARI STORE LIVELIHOOD KIT

No. _____

BOX No. _____ of 3

Item No.	Qty	Unit	Item Description
1	12	pcs.	Pancit Canton, 65g, Calamansi Flavor
2	12	pcs.	Instant Noodles, 55g, Beef Flavor
3	12	pcs.	Instant Noodles, 55g, Chicken Flavor
4	12	cans	Sardines in Tomato Sauce - Chili Added, 155g
5	12	cans	Sardines in Tomato Sauce, 155g
6	12	cans	Sardines in Tomato Sauce - Extra Hot, 155g
7	12	cans	Corned Beef, 150g
8	12	packs	Soy Sauce, 200ml, refill pack
9	12	packs	Vinegar, 200ml, refill pack
10	1	dozen	Instant Coffee Twin Pack, 33g
11	1	dozen	Coffee 3-in-1 Blend and Brew, 28g
12	1	dozen	Coffee 3-in-1 Black, 30g
13	1	dozen	Powdered Milk Drink, 33g
14	2	bars	Detergent Bar - Tawas, 380g
15	2	bars	Detergent Bar - Calamansi, 380g
16	2	dozens	Laundry Powder - Lemon & Calamansi, 80g
17	3	dozens	Laundry Powder - with Fabcon, Tawas, Singles, 65g
18	3	dozens	Laundry Powder - Sunrise Fresh, 70g
19	1	dozen	Shampoo - Green, Strong and Long, 13.5ml
20	1	dozen	Shampoo - Pink, Smooth and Manageable, 13.5ml
21	1	dozen	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml
22	2	dozens	Conditioner - Pink, Standout Straight Conditioner, 12ml
23	2	dozens	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml
24	1	dozen	Fabric Conditioner - Sunrise Fresh, 69ml
25	1	dozen	Fabric Conditioner - Antibac, 69ml
26	3	bottles	Laundry Bleach - Original, 100ml
27	18	pcs.	Bath Soap, White, 60g
28	12	pcs.	Bath Soap, White, 90g
29	2	pcs.	Storage Box, 80L
30	3	sacks	Rice, Regular Milled Rice, 25 kgs.

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 2018-present using the prescribed template.

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 1,220,000.00) covering the period 2018-present using the prescribed template.

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 2018 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 48,800.00) if bid security is in cash, cashier’s/manger’s check, bank draft/guarantee or irrevocable letter of credit
 - 5% of the ABC (Php 122,000.00) 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” not “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 2,440,000.00) or
 - Credit Line Commitment (CLC) of at least equal to 10% of the ABC (Php 244,000.00) 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 Sari-Sari Store
Livelihood Kits for LSP-NSB of
DTI Rizal Provincial Office
(1 Lot)

BIDDING NUMBER: 7920348

August 13, 2021

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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 Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot)

1. The *Department of Trade and Industry Region IV-A*, through the *General Appropriations Act FY 2021* intends to apply the sum of *Two Million Four Hundred Forty Pesos (Php 2,440,000.00)* being the ABC to payments under the contract for *Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot) (Bidding No.: 7920348)*. 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 *August 13, 2021* 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 *Two Thousand Four Hundred Forty Pesos (Php 2,440.00)*. 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 *August 20, 2021, 10:00 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 **September 02, 2021, 8:00 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 **September 02, 2021, 10:15 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:

Josephine G. Lusitro
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: JosephineLusitro@dti.gov.ph cc: HarvinBobPuno@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/>)

August 13, 2021

MARISSA C. ARGENTE
Assistant Regional Director & BAC Chairperson
DTI Region IV-A – Bids and Awards Committee

Section II. Instructions to Bidders

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 Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot)*, with identification number *2021-08-13*.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2021* in the amount of *Two Million Pesos (Php 2,440,000.00)*.

2.2. The source of funding is:

NGA, the General Appropriations Act of 2021.

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 Declaration² 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 *December 31, 2021 (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: <ul style="list-style-type: none"> a. Grocery items. 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 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: <ul style="list-style-type: none"> a. The amount of not less than <i>Forty-Eight Thousand Eight Hundred Pesos (Php 48,800.00)</i>, 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 <i>One Hundred Twenty-Two Thousand Pesos (Php 122,000.00)</i> if bid security is in Surety Bond. 					
19.3	Supply and Delivery of Sari-Sari Store Livelihood Kits for LSP-NSB of DTI Rizal Provincial Office (1 Lot).					
	Item No.	Qty	Unit	Item Description	Unit Cost	Total
	1	3,660	pcs.	Pancit Canton, 65g, Calamansi Flavor	12.00	43,920.00
	2	3,660	pcs.	Instant Noodles, 55g, Beef Flavor	7.75	28,365.00
	3	3,660	pcs.	Instant Noodles, 55g, Chicken Flavor	7.75	28,365.00
	4	3,660	cans	Sardines in Tomato Sauce - Chili Added, 155g	17.25	63,135.00
	5	3,660	cans	Sardines in Tomato Sauce, 155g	17.25	63,135.00
	6	3,660	cans	Sardines in Tomato Sauce - Extra Hot, 155g	17.25	63,135.00
	7	3,660	cans	Corned Beef, 150g	32.00	117,120.00
	8	3,660	packs	Soy Sauce, 200ml, refill pack	9.20	33,672.00
	9	3,660	packs	Vinegar, 200ml, refill pack	6.80	24,888.00
	10	305	dozens	Instant Coffee Twin Pack, 33g	94.20	28,731.00
	11	305	dozens	Coffee 3-in-1 Blend and Brew, 28g	70.20	21,411.00
	12	305	dozens	Coffee 3-in-1 Black, 30g	90.00	27,450.00
	13	305	dozens	Powdered Milk Drink, 33g	89.60	27,328.00
	14	610	bars	Detergent Bar - Tawas, 380g	21.00	12,810.00

	15	610	bars	Detergent Bar - Calamansi, 380g	21.00	12,810.00
	16	610	dozens	Laundry Powder - Lemon & Calamansi, 80g	126.00	76,860.00
	17	915	dozens	Laundry Powder - with Fabcon, Tawas, Singles, 65g	60.75	55,586.25
	18	915	dozens	Laundry Powder - Sunrise Fresh, 70g	126.00	115,290.00
	19	305	dozens	Shampoo - Green, Strong and Long, 13.5ml	53.25	16,241.25
	20	305	dozens	Shampoo - Pink, Smooth and Manageable, 13.5ml	53.25	16,241.25
	21	305	dozens	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml	53.75	16,393.75
	22	610	dozens	Conditioner - Pink, Standout Straight Conditioner, 12ml	67.50	41,175.00
	23	610	dozens	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml	67.50	41,175.00
	24	305	dozens	Fabric Conditioner - Sunrise Fresh, 69ml	140.50	42,852.50
	25	305	dozens	Fabric Conditioner - Antibac, 69ml	138.00	42,090.00
	26	3,660	bottles	Laundry Bleach - Original, 100ml	8.25	30,195.00
	27	5,490	pcs.	Bath Soap, White, 60g	18.00	98,820.00
	28	3,660	pcs.	Bath Soap, White, 90g	29.25	107,055.00
	29	610	pcs.	Storage Box, 80L	300.00	183,000.00
	30	915	sacks	Rice, Regular Milled Rice, 25 kgs.	1,050.00	960,750.00
	Total Approved Budget for the Contract (ABC):					2,440,000.00
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"> 1. Certificate of PhilGEPS Registration (Platinum Membership) 2. Certificate of Business Name or SEC Registration 3. Valid Business Permit 4. Tax Clearance 5. Latest income and business tax returns stamped and received by the BIR 6. Original Government-issued ID of Authorized Representative/s and signatories 7. Other Documentary Requirements as specified in the Terms of Reference 					
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>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>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;">Sharon F. Dioco Chief Trade-Industry Development Specialist DTI Rizal Provincial Office Email: SharonDioco@dti.gov.ph</p> <p style="padding-left: 40px;">Marlene G. De Luna Senior Trade-Industry Development Specialist DTI Rizal Provincial Office Email: MarleneDeLuna@dti.gov.ph</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 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 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>2.2</p> <p>4</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> <p>The terms of payment shall be as follows:</p> <p>Processing of payment is within seven (7) calendar days upon receipt of original copy of following documents:</p> <ol style="list-style-type: none"> 1. Delivery Receipt and/or Sales Invoice 2. Inspection and Acceptance Report c/o DTI Rizal Provincial Office <p>The inspections that will be conducted are:</p> <ol style="list-style-type: none"> 1. Completeness of items 2. Quality of items as to packaging, FDA-registration and expiration dates.
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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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Pancit Canton, 65g, Calamansi Flavor	3,660 pcs.	3,660 pcs.	<p>The delivery will commence fourteen (14) calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO) and to be completed based on the following delivery schedule:</p> <ol style="list-style-type: none"> 1. October 08, 2021 – Tanay, Rizal (100 Livelihood Kits) 2. October 15, 2021 – Antipolo, Rizal (80 Livelihood Kits) 3. October 22, 2021 – Binangonan, Rizal (125 Livelihood Kits)
2	Instant Noodles, 55g, Beef Flavor	3,660 pcs.	3,660 pcs.	
3	Instant Noodles, 55g, Chicken Flavor	3,660 pcs.	3,660 pcs.	
4	Sardines in Tomato Sauce - Chili Added, 155g	3,660 cans	3,660 cans	
5	Sardines in Tomato Sauce, 155g	3,660 cans	3,660 cans	
6	Sardines in Tomato Sauce - Extra Hot, 155g	3,660 cans	3,660 cans	
7	Corned Beef, 150g	3,660 cans	3,660 cans	
8	Soy Sauce, 200ml, refill pack	3,660 packs	3,660 packs	
9	Vinegar, 200ml, refill pack	3,660 packs	3,660 packs	
10	Instant Coffee Twin Pack, 33g	305 dozens	305 dozens	
11	Coffee 3-in-1 Blend and Brew, 28g	305 dozens	305 dozens	
12	Coffee 3-in-1 Black, 30g	305 dozens	305 dozens	
13	Powdered Milk Drink, 33g	305 dozens	305 dozens	
14	Detergent Bar - Tawas, 380g	610 bars	610 bars	
15	Detergent Bar - Calamansi, 380g	610 bars	610 bars	
16	Laundry Powder - Lemon & Calamansi, 80g	610 dozens	610 dozens	
17	Laundry Powder - with Fabcon, Tawas, Singles, 65g	915 dozens	915 dozens	
18	Laundry Powder - Sunrise Fresh, 70g	915 dozens	915 dozens	
19	Shampoo - Green, Strong and Long, 13.5ml	305 dozens	305 dozens	
20	Shampoo - Pink, Smooth and Manageable, 13.5ml	305 dozens	305 dozens	
21	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml	305 dozens	305 dozens	

22	Conditioner - Pink, Standout Straight Conditioner, 12ml	610 dozens	610 dozens
23	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml	610 dozens	610 dozens
24	Fabric Conditioner - Sunrise Fresh, 69ml	305 dozens	305 dozens
25	Fabric Conditioner - Antibac, 69ml	305 dozens	305 dozens
26	Laundry Bleach - Original, 100ml	3,660 bottles	3,660 bottles
27	Bath Soap, White, 60g	5,490 pcs.	5,490 pcs.
28	Bath Soap, White, 90g	3,660 pcs.	3,660 pcs.
29	Storage Box, 80L	610 pcs.	610 pcs.
30	Rice, Regular Milled Rice, 25 kgs.	915 sacks	915 sacks
	<p>Scope of Work and Deliverables</p> <ul style="list-style-type: none"> • Complete delivery of grocery items in assigned location and schedules. • Grocery items must be in good condition, FDA-registered and with expiration date from September 2022 onwards. • Grocery items must be properly packed, sealed and labeled in storage boxes (except for 25 kgs. of rice). Please see Annex A for proper labeling (to be printed by External Provider). • The External Provider is not allowed to put any markings or logo on storage boxes except for the required label in Annex A. • The External Provider shall designate personnel 		

	<p>to assist DTI during item inspection.</p> <ul style="list-style-type: none"> • The External Provider shall provide logistics support in loading and unloading of items to designated areas in each delivery location. • In case of damaged item/s or deficiency in quantity, the External Provider shall supply the item/s within the day of delivery. 			
	<p>Other Project Terms and Conditions</p> <ol style="list-style-type: none"> a. The Approved Budget for the Contract (ABC) is inclusive of all applicable taxes and delivery charges. b. The bid amount must not exceed the unit cost per item and compliant to Suggested Retail Price (SRP). 			
	<p>Tie-Breaking Method</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

Item	Specification	Statement of Compliance <i>(Bidders must state here either "Comply" or "Not Comply" in each parameter)</i>
1	Pancit Canton, 65g, Calamansi Flavor – 3,660 pcs.	
2	Instant Noodles, 55g, Beef Flavor – 3,660 pcs.	
3	Instant Noodles, 55g, Chicken Flavor – 3,660 pcs.	
4	Sardines in Tomato Sauce - Chili Added, 155g – 3,660 cans	
5	Sardines in Tomato Sauce, 155g – 3,660 cans	
6	Sardines in Tomato Sauce - Extra Hot, 155g – 3,660 cans	
7	Corned Beef, 150g – 3,660 cans	
8	Soy Sauce, 200ml, refill pack – 3,660 packs	
9	Vinegar, 200ml, refill pack – 3,660 packs	
10	Instant Coffee Twin Pack, 33g – 305 dozens	
11	Coffee 3-in-1 Blend and Brew, 28g – 305 dozens	
12	Coffee 3-in-1 Black, 30g – 305 dozens	
13	Powdered Milk Drink, 33g – 305 dozens	
14	Detergent Bar - Tawas, 380g – 610 bars	
15	Detergent Bar - Calamansi, 380g – 610 bars	
16	Laundry Powder - Lemon & Calamansi, 80g – 610 dozens	
17	Laundry Powder - with Fabcon, Tawas, Singles, 65g – 915 dozens	
18	Laundry Powder - Sunrise Fresh, 70g – 915 dozens	
19	Shampoo - Green, Strong and Long, 13.5ml – 305 dozens	
20	Shampoo - Pink, Smooth and Manageable, 13.5ml – 305 dozens	
21	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml – 305 dozens	
22	Conditioner - Pink, Standout Straight Conditioner, 12ml – 610 dozens	
23	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml – 610 dozens	

			Manageable, 13.5ml	
21	1	dozen	Shampoo - Orange, Damage Reconstruction with Max Calcium + Keratin, 13.5ml	
22	2	dozens	Conditioner - Pink, Standout Straight Conditioner, 12ml	
23	2	dozens	Conditioner - Green, Hair Fall Defense, Hair Reborn Conditioner, 12ml	
24	1	dozen	Fabric Conditioner - Sunrise Fresh, 69ml	
25	1	dozen	Fabric Conditioner - Antibac, 69ml	
26	3	bottles	Laundry Bleach - Original, 100ml	
27	18	pcs.	Bath Soap, White, 60g	
28	12	pcs.	Bath Soap, White, 90g	
29	2	pcs.	Storage Box, 80L	
30	3	sacks	Rice, Regular Milled Rice, 25 kgs.	
32	Delivery Location and Schedule			
	Delivery Schedule	Delivery Location	No. of Livelihood Kits	
	October 08, 2021	Tanay, Rizal	100	
	October 15, 2021	Antipolo, Rizal	80	
	October 22, 2021	Binangonan, Rizal	125	
	Total No. of Livelihood Kits		305	
33	Scope of Work and Deliverables			
	<ul style="list-style-type: none"> Complete delivery of grocery items in assigned location and schedules. 			
34	<ul style="list-style-type: none"> Grocery items must be in good condition, FDA-registered and with expiration date from September 2022 onwards. 			
35	<ul style="list-style-type: none"> Grocery items must be properly packed, sealed and labeled in storage boxes (except for 25 kgs. of rice). Please see Annex A for proper labeling (to be printed by External Provider). 			
36	<ul style="list-style-type: none"> The External Provider is not allowed to put any markings or logo on storage boxes except for the required label in Annex A. 			
37	<ul style="list-style-type: none"> The External Provider shall designate personnel to assist DTI during item inspection. 			

38	<ul style="list-style-type: none"> The External Provider shall provide logistics support in loading and unloading of items to designated areas in each delivery location. 	
39	<ul style="list-style-type: none"> In case of damaged item/s or deficiency in quantity, the External Provider shall supply the item/s within the day of delivery. 	
40	Other Project Terms and Conditions a. The Approved Budget for the Contract (ABC) is inclusive of all applicable taxes and delivery charges.	
41	b. The bid amount must not exceed the unit cost per item and compliant to Suggested Retail Price (SRP).	
42	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 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).

