

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of Three (3) Units Motor Vehicle for RAPID Growth Project PR No. NPCO PR 23-11-123**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

of the final document, although they contain instructions that the Procuring Entity should strictly follow.

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

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

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

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

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

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





## INVITATION TO BID FOR THE PROCUREMENT OF THREE (3) UNITS MOTOR VEHICLE FOR RAPID GROWTH PROJECT

The **Department of Trade and Industry - 11** through the **General Appropriations Act 2022** intends to apply the sum of **Four Million Five Hundred Sixty Thousand Pesos (Php 4,560,000.00)** being the ABC to payments under the contract for **PR No. NPCO PR 23-11-123**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Particulars	ABC (in Php)	Bidding Documents Fee (in Php)
1	One (1) Unit Van for RAPID NPCO	2, 280,000.00	2,280.00
2	Two (2) Units Multi-Purpose Vehicle for RAPID RCU 11	2,280,000.00	2,280.00
	<b>Total</b>	<b>4,560,000.00</b>	

The **Department of Trade and Industry – 11** now invites bids for the above Procurement Project. Delivery of the Goods is required by **within Ten (10) calendar days upon receipt of Notice to Proceed**. 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 -11, Regional Office** and inspect the Bidding Documents at the address given below during regular office hours.

A complete set of Bidding Documents may be acquired by interested Bidders on **November 17, 2023** 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 specified above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

The **Department of Trade and Industry - 11** will hold a face-to-face Pre-Bid Conference on **November 28, 2023, Tuesday, 9:30.A.M** at **DTI 11 CLIC Room, 3rd Floor, Mintrade Bldg., Corner Sales St.,-Monteverde Ave., Davao City**, which shall be open to prospective bidders.



Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 11, 2023, 9:30 AM**. Late bids shall not be accepted.

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

Bid opening shall be on **December 11, 2023, 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Pursuant to Sec. 7.05 (b) of IFAD General Conditions for Agricultural Development Financing, bidders, suppliers, contractors, and consultants are required to:

- i. Allow full inspection by the Fund of all bid documentation and related records.
- ii. Maintain all documents and records related to the bid or contract for three years after completion of the bid or contract, and
- iii. Cooperate with agents or representatives of the Fund carrying out an audit or investigation.

The **Department of Trade and Industry - 11** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**MS. JENNIFER R. DOÑA**

Administrative Office III

Department of Trade & Industry - 11

3F, Mintrade Bldg. Cor. Sales-Monteverde Sts. Davao City, 8000

Telephone Number: (082) 224-0511 local 311

Fax No. (082) 221-4952

Jenniferrdona@outlook.com

**November 17, 2023**

  
**DEOLLY L. ROQUE**  
Chairperson  
Bids and Awards Committee

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

### **Notes on the Instructions to Bidders**

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

## **1. Scope of Bid**

The Procuring Entity, **Department of Trade and Industry - 11** wishes to receive Bids for the **Procurement of Three (3) Units Motor Vehicle for RAPID Growth Project** with identification number **PR No. NPCO PR 23-11-123**.

## **2. Funding Information**

2.1. The Loan Proceeds (LP) from the International Fund for Agricultural Development (IFAD) through the DTI - Rural Agro-Industrial Partnership for Inclusive Development and Growth (RAPID GROWTH) Project with 12% GOP Counterpart in the total amount of **Four Million Five Hundred Sixty Thousand Pesos (P 4,560,000.00)**.

2.2. The source of funding is the General Appropriations Act 2022, RAPID Growth Loan Proceeds Fund.

## **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 "T" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least 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**

The Procuring Entity has prescribed that Subcontracting is not allowed.

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

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

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

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



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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within Two (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 the **BDS**.
- 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 the **BDS**.

### **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>1</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**.

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

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

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

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

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

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

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

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

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

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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by ITB Clause 14 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 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**

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

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

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

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause													
5.3	For this purpose, contracts similar to the Project shall be:  a. Provision of motor vehicles to government or private sector and;  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 Delivered Duty Paid (DDP) at Mintrade Bldg., Monteverde Corner Sales Sts., Davao City												
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or  - b. The amount of not less than five percent (5%) of ABC, if bid security is in Surety Bond.												
19.3	<table><tr><th colspan="2">PARTICULARS</th><th>ABC (in Php)</th></tr><tr><td>Lot 1</td><td>One (1) unit Van for RAPID NPCO</td><td>Php 2,280,000.00</td></tr><tr><td>Lot 2</td><td>Two (2) units Multi-Purpose Vehicle for RAPID RCU 11</td><td>Php 2,280,000.00</td></tr><tr><td colspan="2">TOTAL</td><td>Php 4,560,000.00</td></tr></table>	PARTICULARS		ABC (in Php)	Lot 1	One (1) unit Van for RAPID NPCO	Php 2,280,000.00	Lot 2	Two (2) units Multi-Purpose Vehicle for RAPID RCU 11	Php 2,280,000.00	TOTAL		Php 4,560,000.00
PARTICULARS		ABC (in Php)											
Lot 1	One (1) unit Van for RAPID NPCO	Php 2,280,000.00											
Lot 2	Two (2) units Multi-Purpose Vehicle for RAPID RCU 11	Php 2,280,000.00											
TOTAL		Php 4,560,000.00											
21.1	Additional IFAD Provisions, and Contract Self-certification Form (to be filled out and signed by the winning bidder/contractor as an integral part of the Contract). This will be provided by the procuring entity at contract stage.												

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

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

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

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

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

## **1. Scope of Contract**

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

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

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

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

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

*[Include the following clauses if Framework Agreement will be used:]*

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## **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 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. *{[Include if Framework Agreement will be used:]} In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

#### **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 *{[Include if Framework Agreement will be used:]} or Framework Agreement* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

#### **5. Warranty**

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

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

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

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

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

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
	<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>The delivery terms applicable to this Contract are delivered to Mintrade Bldg., Monteverde Corner Sales Sts., Davao City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Jennifer R. Doña</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. briefing of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>



	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of One (1) year.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within One (1) month of placing the order.</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in 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><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>								
2.2	<p>The terms of payment shall be as follows:</p> <table border="1"> <thead> <tr> <th>Particular</th><th>Percentage</th></tr> </thead> <tbody> <tr> <td>Delivery, Testing and Briefing</td><td>90%</td></tr> <tr> <td>Full Acceptance</td><td>10%</td></tr> <tr> <td><b>Total</b></td><td><b>100%</b></td></tr> </tbody> </table>	Particular	Percentage	Delivery, Testing and Briefing	90%	Full Acceptance	10%	<b>Total</b>	<b>100%</b>
Particular	Percentage								
Delivery, Testing and Briefing	90%								
Full Acceptance	10%								
<b>Total</b>	<b>100%</b>								
4	<p>The inspections and tests will be conducted by the procuring entity's representative site during actual delivery.</p>								

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

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
Lot 1	<p><b>One (1) Unit Motor Vehicle</b></p> <p>Brand New  Type: Van  Engine: 4 cylinder, In-line Diesel Engine with Intercooler Turbo or higher  Engine Power Output: 129 PS/3400 rpm or higher  Transmission: 5 or higher speed Manual Transmission  Steering System: variable power steering  Drive: 4x2 Wheel Drive  Wheel/Tires: 15" or higher Alloy Wheels with tires  Seating Capacity: 12-15 seaters  Air conditioner: Dual, manual control with rear individual vents  Preferred Color: White or Silver Gray  <b>Note: Units must be readily available at supplier's premises at the time of bid submission.</b></p> <p>With standard tools with hydraulic jack, EWD (early warning device), spare tire with rim, Airbags (SRS), Entertainment ready: Display audio - Tuner/MP3/AUX/USB/BT, Glass tint (Front - Medium Dark, Rear &amp; Side - Dark).  With readily available spare parts from Service Centers (Casa)</p> <ul style="list-style-type: none"> <li>- 3 years warranty or 100,000 kms. Whichever comes first on the main assemblies of engine, transmission and differential</li> <li>- Supplier's must be within Mindanao</li> </ul> <p>The Supplier is required to provide the following incidental expenses as part of the contract price inclusive of all applicable taxes:</p> <ol style="list-style-type: none"> <li>1. Comprehensive Insurance (OD, AOG &amp; TPL at least 1 year);</li> <li>2. LTO Registration (3 years);</li> <li>3. Freight and Handling for FOB Davao and FOB Manila;</li> <li>4. Dealer's Agreement; and</li> <li>5. Car Service and Repair Shop with DTI Accreditation</li> <li>6. Separate Statement of Account/ Billing Statement for each Lot. Lot 1 address to (DTI RAPID NPCO)</li> </ol>	1 unit	2,280,000.00	Within Ten (10) calendar days upon receipt of Notice to Proceed

Lot 2	<p align="center"><b>Two (2) Units Motor Vehicle</b></p> <p>Brand New  Type: Multi-Purpose vehicle  Engine: 4 Cylinder or higher, In-line, 16-Valve DOHC  Engine Power Output: 98ps/6000rpm or higher  Transmission: 5 or higher speed Manual  Transmission  Drive: 4x2 Wheel Drive  Displacement: 1329 or higher  Wheel/Tires: 15" or higher Alloy Wheels with tires 185/65  Seating Capacity: 7 seaters  Air conditioner: Dual, Digital Control (front), and Manual Rear  Preferred Color: Silver Metallic and/or Black Metallic  <b>Note: Units must be readily available at supplier's premises at the time of bid submission.</b></p> <p>With standard tools with hydraulic jack, EWD (early warning device), spare tire with rim, Airbags (SRS), Entertainment ready: Display audio - Tuner/MP3/AUX/USB/BT, Glass tint (Front - Medium Dark, Rear &amp; Side - Dark).  With readily available spare parts from Service Centers (Casa)</p> <ul style="list-style-type: none"> <li>- 3 years warranty or 100,000 kms. Whichever comes first on the main assemblies of engine, transmission and differential</li> <li>- Supplier's must be within Mindanao</li> </ul> <p>The Supplier is required to provide the following incidental expenses as part of the contract price inclusive of all applicable taxes:</p> <ol style="list-style-type: none"> <li>1. Comprehensive Insurance (OD, AOG &amp; TPL at least 1 year);</li> <li>2. LTO Registration (3 years);</li> <li>3. Freight and Handling for FOB Davao and FOB Manila;</li> <li>4. Dealer's Agreement; and</li> <li>5. Car Service and Repair Shop with DTI Accreditation</li> <li>6. Separate Statement of Account/ Billing Statement for each Lot. Lot 2 address to (DTI RAPID RCU)</li> </ol>	2 units	2,280,000.00	Within Ten (10) calendar days upon receipt of Notice to Proceed
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Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

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

# Technical Specifications

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

Lot	Specification	Statement of Compliance (Please indicate "Comply" or "Not Comply")
Lot 1	<p align="center"><b>One (1) Unit Motor Vehicle</b></p> <p>Brand New  Type: Van  Engine: 4 cylinder, In-line Diesel Engine with Intercooler Turbo or higher  Engine Power Output: 129 PS/3400 rpm or higher  Transmission: 5 or higher speed Manual Transmission  Steering System: variable power steering  Drive: 4x2 Wheel Drive  Wheel/Tires: 15" or higher Alloy Wheels with tires  Seating Capacity: 12-15 seaters  Air conditioner: Dual, manual control with rear individual vents  Preferred Color: White or Silver Gray  <b>Note: Units must be readily available at supplier's premises at the time of bid submission.</b></p> <p>With standard tools with hydraulic jack, EWD (early warning device), spare tire with rim, Airbags (SRS), Entertainment ready: Display audio - Tuner/MP3/AUX/USB/BT, Glass tint (Front – Medium Dark, Rear &amp; Side – Dark).  With readily available spare parts from Service Centers (Casa)</p> <ul style="list-style-type: none"> <li>- 3 years warranty or 100,000 kms. Whichever comes first on the main assemblies of engine, transmission and differential</li> <li>- Supplier's must be within Mindanao</li> </ul> <p>The Supplier is required to provide the following incidental expenses as part of the contract price inclusive of all applicable taxes:  1. Comprehensive Insurance (OD, AOG &amp; TPL at least 1 year);</p>	

Lot 2	<p>2. LTO Registration (3 years);  3. Freight and Handling for FOB Davao and FOB Manila;  4. Dealer's Agreement; and  5. Car Service and Repair Shop with DTI Accreditation  6. Separate Statement of Account/ Billing Statement for each Lot. Lot 1 address to (DTI RAPID NPCO)</p> <p style="text-align: center;"><b>Two (2) Units Motor Vehicle</b></p> <p>Brand New  Type: Multi-Purpose vehicle  Engine: 4 Cylinder or higher, In-line, 16-Valve DOHC  Engine Power Output: 98ps/6000rpm or higher  Transmission: 5 or higher speed Manual Transmission  Drive: 4x2 Wheel Drive  Displacement: 1329 or higher  Wheel/Tires: 15" or higher Alloy Wheels with tires 185/65  Seating Capacity: 7 seaters  Air conditioner: Dual, Digital Control (front), and Manual Rear  Preferred Color: Silver Metallic and/or Black Metallic  <b>Note: Units must be readily available at supplier's premises at the time of bid submission.</b></p> <p>With standard tools with hydraulic jack, EWD (early warning device), spare tire with rim, Airbags (SRS), Entertainment ready: Display audio - Tuner/MP3/AUX/USB/BT, Glass tint (Front – Medium Dark, Rear &amp; Side – Dark).  With readily available spare parts from Service Centers (Casa)</p> <ul style="list-style-type: none"> <li>- 3 years warranty or 100,000 kms. Whichever comes first on the main assemblies of engine, transmission and differential</li> <li>- Supplier's must be within Mindanao</li> </ul> <p>The Supplier is required to provide the following incidental expenses as part of the contract price inclusive of all applicable taxes:</p> <ol style="list-style-type: none"> <li>1. Comprehensive Insurance (OD, AOG &amp; TPL at least 1 year);</li> <li>2. LTO Registration (3 years);</li> <li>3. Freight and Handling for FOB Davao and FOB Manila;</li> <li>4. Dealer's Agreement; and</li> <li>5. Car Service and Repair Shop with DTI Accreditation</li> <li>6. Separate Statement of Account/ Billing Statement for each Lot. Lot 2 address to (DTI RAPID RCU)</li> </ol>	
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## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

- ☐ (h) 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*

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

## II. FINANCIAL COMPONENT ENVELOPE

- ☐ (j) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (k) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (l) *[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.
- ☐ (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Name of the Procuring Entity:  
 Name of the Project:  
 Location of the Project:

**List of all Ongoing Government and Private Contracts**  
*(including contracts awarded but not yet started)*

Registered Name of Bidder  
 Business Address  
 Contact Number

Item No.	Name of Contract	A. Owner Name B. Address C. Contact Number	Nature of Work	Contractor's Role		A. Date awarded	Amount of Contract	Value of Outstanding
				Description	% of Completion	B. Date Started C. Date of Completion		
	<u>Government Contract</u>							
	<u>Private Contract</u>							

Note: This statement shall be supported with the following documents or its equivalent which are duly signed:

1. Notice of Award
2. Notice to Proceed
3. Contract
4. For all ongoing private contracts, NOA and NTP are not required

Submitted by: \_\_\_\_\_  
 (Printed Name and Signature)

Designation:  
 Date:

**Registered Name of Bidder**  
**Business Address**  
**Contact Number**

**Note: This statement shall be supported with the following documents or its equivalent which are duly signed:**

- Submitted by: \_\_\_\_\_  
(Printed Name and Signature)  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

## Self-Certification Form

This Self-Certification Form is to be completed by the Bidder. The Bidder shall submit the completed form together with the Bid/Proposal to the **DTI - RAPID Growth Project NPCO (rapid.npc@dti.gov.ph)** Instructions for completing this form are provided below.

<b>Full Legal Name of Bidder:</b>	
<b>Full Legal Name of Bidder's Legal Representative and position:</b>	
<b>Title of Procurement:</b>	
<b>Date:</b>	

I hereby certify that I am the authorized representative of \_\_\_\_\_, as well as that the information provided above is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may result in sanctions and remedies, including the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including **IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy)).

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Signatory:** \_\_\_\_\_

- ☐ The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have **NOT** engaged in fraudulent, corrupt, collusive, coercive or obstructive practices in connection with the present procurement process.
- ☐ The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in fraudulent, corrupt, collusive, coercive or obstructive practices.
- ☐ The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>2</sup>.
- ☐ The Bidder certifies that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have no actual or potential conflicts of interest<sup>3</sup> that could impact their capacity to serve the best interest of the **DTI – RAPID Growth Project NPCO** and/or the Fund.
- ☐ The Bidder certifies that **NO** gratuities, fees, commissions, gifts or anything else of value have been paid or exchanged or are to be paid or exchanged with respect to the present bidding process.

**OR**

- ☐ **[To be completed only if previous box was not checked]**  
The Bidder declares that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid or are to be exchanged or paid with respect to the present bidding process:
  - [Name of Recipient/Address/Date/Reason/Amount]
  - [Name of Recipient/Address/Date/Reason/Amount]
  - [Name of Recipient/Address/Date/Reason/Amount]

<sup>2</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

<sup>3</sup> Conflicts of interest arise where private or personal interests of a bidder may influence or appear to influence the impartial and objective performance of their duties. Private or personal interests include situations where a bidder appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, from their association with an enterprise or organization that engages in business directly or indirectly with the Project.

## INSTRUCTIONS FOR COMPLETING THE SELF-CERTIFICATION FORM

The Bidder shall verify that it's itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** subject to a debarment that meets the requirement for recognition under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement").

The Bidder shall perform the following procedures to verify that itself, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are **NOT** listed on the World Bank Listing of Ineligible Firms and Individuals (accessible at: <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>) on the grounds of "Cross-Debarment".

The World Bank Listing of Ineligible Firms and Individuals is a searchable database that returns a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility.

**The Bidder should print out, date, and attach the results page(s) to the Self-Certification Form, which should read, "No Matching Records found".**

If an adverse record(s) has/have been found – i.e. the results page(s) shows one or more individuals or entities, including the Bidder itself are ineligible on the grounds of "Cross-Debarment" – and the Bidder believes the finding is a "false positive", they should immediately notify the **DTI – RAPID Growth Project NPCO**.



