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Procurement Opportunities

## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10232292  
**Procuring Entity** DEPARTMENT OF TRADE AND INDUSTRY - REGION IV-A  
**Title** Supply and Delivery of Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office (1 Lot)  
**Area of Delivery** Quezon

<b>Solicitation Number:</b>	ITB-23-0003	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	18
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	18/10/2023
<b>Approved Budget for the Contract:</b>	PHP 2,100,000.00	<b>Last Updated / Time</b>	18/10/2023 00:00 AM
<b>Delivery Period:</b>	14 Day/s	<b>Closing Date / Time</b>	06/11/2023 08:30 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	IDY NELL MEERA TAYOBONG ADMIN OFFICER III 3rd Floor, Marcelita Bldg, Brgy Real, Calamba City Laguna Philippines 4027 63-917-5035349  idynelltayobong@dti.gov.ph		

**Description**

Invitation to Bid for Supply and Delivery of Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office (1 Lot)

1. The Department of Trade and Industry Region IV-A, through the General Appropriations Act FY 2023 intends to apply the sum of Two Million One Hundred Thousand Pesos (Php 2,100,000.00) being the ABC to payment under the contract Supply and Delivery of Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office (1 Lot) of DTI Rizal Province Office (1 Lot) (Bidding No.: 10232292). 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 the 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 the Department of Trade and Industry Region IV-A and inspect the Bidding Documents at the address given below from 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 October 18, 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 of Two Thousand One Hundred Pesos (Php 2,100,00). 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 October 25, 2023, at 9:00 AM through video conferencing via Zoom, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before November 06, 2023, 8:30 AM. Late bids shall not be accepted.

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

9. Bid opening shall be on November 06, 2023, at 9:00 AM at the given address below and via Zoom video conferencing. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.

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

11. For further information, please refer to:

Marjorie Anne B. Reyes  
 Head Secretariat  
 Bids and Awards Committee  
 Department of Trade and Industry Region IV-A  
 3/F Marcelita Building, National Highway,  
 Brgy. Real, Calamba City, Laguna 4027  
 Contact No.: 0917-104-5901  
 Email: MarjorieAnneReyes@dti.gov.ph cc: IdyNellTayobong@dti.gov.ph, 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/>)

October 18, 2023

BAC Chairperson  
 DTI Region IV-A – Bids and Awards Committee

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Gift Certificates	Gift Certificate worth Php 1,000.00 redeemable for PPG Business Kits	1	Lot	2,100,000.00

**Pre-bid Conference**

Date	Time	Venue
25/10/2023	9:00:00 AM	The Department of Trade and Industry Region IV-A will hold a Pre-Bid Conference through video conferencing via Zoom which shall be open to all interested bidders. For invitation, please email our BAC Secretariat: IdyNellTayobong@dti.gov.ph

**Created by** IDY NELL MEERA TAYOBONG

**Date Created** 17/10/2023

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## PURCHASE REQUEST

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

Fund Cluster: PPG

Office/Section: BDD		PR No.: QUE-2023-09-740	Date: <u>1-Sep-23</u>		
		Responsibility Center Code: _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Supply and Delivery of Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office			
1	pieces	Gift Certificate worth Php 1,000.00, redeemable for PPG Business Kits.	2100	₱1,000.00	₱2,100,000.00
		VI.Other Project Terms and Conditions			
		a.The gift certificate shall be put inside the GC envelope with fifteen (15) pieces of Php 1,000.00 denomination for a total of Php15,000.00 per envelope.			
		b.Ensure the availability of after-sales services and prompt response of not more than five (5) working days from the date of Notice to Proceed.			
		c.With at least fifty (50) partner merchants in the province of Quezon.			
		d.Partner merchants must have available items intended for livelihood enumerated in Annex A.			
		e.No expiration dates.			
		VII.Terms of Payment			
		Full payment upon complete supply and delivery of gift certificates.			
		<b>TOTAL</b>			<b>₱2,100,000.00</b>

Purpose: Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office

Requested by:

Approved by:

Signature :

Printed Name : ANNA MARIE V. QUINCINA

Designation : CTIDS, BDD

Provincial Director, DTI Quezon

OIC-Regional Director, DTI 4A

## TERMS OF REFERENCE

### Supply and Delivery of Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office (1 Lot)

#### I. Background

The Department of Trade and Industry (DTI) is the main government agency that promotes the growth and development of small businesses or micro, small, and medium enterprises (MSMEs) in our country. The Philippines may experience various types of catastrophes due to its unique location that can cause widespread damage to our environment, community, and even our economy. For this reason, the DTI has developed the *Pangkabuhayan sa Pagbangon at Ginhawa (PPG)* program.

PPG Program is a livelihood seeding and entrepreneurship development program for microenterprises, prioritizing areas affected by typhoon, flood, earthquake, fire incidents and other calamities, including armed conflicts and health disasters (Covid-19 Pandemic). It is a post-disaster response mechanism that aims to accelerate the recovery of affected businesses and communities by giving them entrepreneurship program and livelihood assistance.

The livelihood assistance to be granted to beneficiaries will be in the form of actual goods to support the recovery of their business. A total of one hundred forty (140) eligible beneficiaries will receive Fifteen Thousand Pesos (Php15, 000.00) worth of business kits.

#### II. Delivery Location and Contact Person

**Delivery Location:**

Department of Trade and Industry IV-A  
Quezon Provincial Office  
GF LGCTI Building, Lucena Grand Central Terminal  
Brgy. Ilayang Dupay, Lucena City, Quezon

**Contact Persons:**

Leizel A. Luneta  
Administrative Officer II  
Telephone Nos.: (042)795-0442, 0929-434-0665  
Email: r04a.quezon@dti.gov.ph, LeizelLuneta@dti.gov.ph

#### III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is Two Million One Hundred Thousand Pesos Only (Php2,100, 000.00).

**IV. Scope of Work/Deliverables**

The External Provider shall supply and deliver the complete gift certificates within 14 calendar days from the issuance of Notice to Proceed and Purchase Order or signed Contract Agreement.

**V. Technical Specifications**

Item No.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST (PHP)	TOTAL COST (PHP)
1	piece	Gift Certificate worth Php 1,000.00, redeemable for PPG Business Kits.	2,100	1,000.00	2,100,000.00
<b>Total Approved Budget for the Contract (ABC)</b>					<b>2,100,000.00</b>

**VI. Other Project Terms and Conditions**

- a. The gift certificate shall be put inside the GC envelope with fifteen (15) pieces of Php 1,000.00 denomination for a total of Php15,000.00 per envelope.
- b. Ensure the availability of after-sales services and prompt response of not more than five (5) working days from the date of Notice to Proceed.
- c. With at least fifty (50) partner merchants in the province of Quezon.
- d. Partner merchants must have available items intended for livelihood enumerated in Annex A.
- e. No expiration dates.

**VII. Terms of Payment**

Full payment upon complete supply and delivery of gift certificates.

**VIII. Tie-Breaking Method**

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

Prepared by:




**MARC LESTER M. IBAÑEZ**  
PPG Support Staff

Reviewed by:



**JARYZ EDEN J. LLOCE**  
TIDS/PPG Focal Person



**ANNA MARIE V. QUINCINA**  
CTIDS, BDD

Approved by:



**JULIETA L. TADIOSA**  
Provincial Director, DTI Quezon



**MARISSA C. ARGENTE**  
OIC-Regional Director, DTI 4A

## Annex A

### LIST OF PRODUCTS TO BE PURCHASED AS BUSINESS KITS

#### A. SARI-SARI STORE PACKAGE

Minimum items available:

- Corned Beef 150g
- Corned Beef 175g
- Sardines in Tomato Sauce 155g
- Sardines in Tomato Sauce with Chili 155g
- Meat Loaf 100g
- Meat Loaf 150g
- Meat Loaf 170g
- Tuna Flakes in Oil 155g
- Instant Noodles Beef Flavor 55g
- Instant Noodles Chicken Flavor 55g
- Instant Pancit Canton Original Flavor 80g
- Instant Pancit Canton Kalamansi Flavor 80g
- Instant Pancit Canton Chili Flavor 80g
- Instant Coffee Refill 25g
- Instant Coffee Refill 50g
- Instant Coffee Refill 100g
- 3 in 1 Instant Coffee Mix 26g
- 3 in 1 Instant Coffee Mix Twin Pack 56g
- Powdered Milk Drink 33g
- Powdered Milk Drink 150g
- Powdered Milk Drink 320g
- White Vinegar Pouch 200ml
- White Vinegar Pet Bottle 350ml
- White Vinegar Pet Bottle 385ml
- Soy Sauce Pouch 200ml
- Soy Sauce Pet Bottle 350ml
- Soy Sauce Pet Bottle 385ml
- Fish Sauce Pouch 150ml
- Fish Sauce Pet Bottle 350ml
- Fish Sauce Pet Bottle 385ml
- Banana Sauce Ketchup 550g
- Sugar Refined White 500g
- Sugar Refined White 1kg
- Sugar Brown 500g
- Sugar Brown 1kg
- Sugar Washed 500g
- Sugar Washed 1kg
- Shampoo Sachet 15ml
- Hair Conditioner Sachet 12ml
- Detergent Powder 65g



- Fabric Conditioner Sachet 25ml
- Toilet Soap Sachet 60g
- Toilet Soap 90g
- Toilet Soap 130g
- Detergent Bar 380g
- Well Milled Rice 50kg

## **B. CARINDERIA PACKAGE**

Minimum items available:

- Cooking Oil 1 Gallon
- Soy Sauce 1 Gallon
- White Vinegar 1 Gallon
- Fish Sauce 1 Gallon
- Banana Ketchup 4Kg
- Tomato Sauce 1Kg
- Iodized Salt 1Kg
- Food Seasoning Granules 8g x 14pcs
- Liver Spread 85g
- Broth Cubes Pork 120g
- Broth Cubes Beef 120g
- Broth Cubes Chicken 120g
- Well Milled Rice 50kg
- Sugar Refined White 1kg
- Sugar Brown 1kg
- Sugar Washed 1kg

## **C. FRUIT & VEGETABLE STALL**

Minimum items available:

- Digital Weighing Scale
- Storage Boxes
- Trays
- Baskets



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

**Supply and Delivery of Gift Certificates for  
the Business Kits of DTI-PPG Program of  
DTI Quezon Provincial Office (1 Lot)**

**BIDDING NUMBER: 10232292**

**October 18, 2023**

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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 Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office (1 Lot)

1. The *Department of Trade and Industry Region IV-A*, through the *General Appropriations Act FY 2023* intends to apply the sum of *Two Million One Hundred Thousand Pesos Only (Php 2,100,000.00)* being the ABC to payments under the contract for *Supply and Delivery of Gift Certificates for the Business Kits of DTI PPG Program of DTI Quezon Provincial Office (1 Lot) (Bidding No.: 10232292)*. 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).
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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 *October 18, 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 of *One Thousand Two Hundred Pesos (Php 2,100.00)*. 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 *October 25, 2023, 9:00 AM* through video conferencing via Zoom, which shall be open to prospective bidders.



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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.
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11. For further information, please refer to:

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

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October 18, 2023



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

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

## **1. Scope of Bid**

The Procuring Entity, *Department of Trade and Industry Region IV-A* wishes to receive Bids for the *Supply and Delivery of Gift Certificates for the Business Kits of DTI PPG Program of DTI Quezon Provincial Office (1 Lot)*, with identification number *QUE-2023-09-740*.

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of *Two Million One Hundred Thousand Pesos (Php 2,100,000.00)*.

2.2. The source of funding is:  
FY 2023 GAA (RA 11936)

## **3. Bidding Requirements**

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

**Subcontracting is not allowed.**

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

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

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

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

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be

accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

## 13. Bid and Payment Currencies

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

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

**Philippine Pesos.**

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *March 05, 2024 (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	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. Gift Certificates/Vouchers/ Checks/Cards.</p> <p style="margin-left: 40px;">b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>																		
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	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">amount of not less than <b><i>Forty-Two Thousand Pesos (Php 42,000.00)</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter credit; or</p> <p style="margin-left: 40px;">amount of not less than <b><i>One Hundred Five Thousand Pesos (Php 105,000.00)</i></b> if security is in Surety Bond.</p>																		
19.3	<p>Supply and Delivery of Gift Certificates for the Business Kits of DTI-PPG Program of DTI Quezon Provincial Office (1 Lot)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">Unit Cost</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2,100</td> <td style="text-align: center;">Piece</td> <td>Gift Certificate worth Php 1,000.00 redeemable for PPG Business Kits.</td> <td style="text-align: right;">2,100,000.00</td> <td style="text-align: right;">2,100,000.00</td> </tr> <tr> <td colspan="5" style="text-align: right;"><b>Total Approved Budget for the Contract (ABC):</b></td> <td style="text-align: right;"><b>2,100,000.00</b></td> </tr> </tbody> </table>	Item No.	Qty	Unit	Item Description	Unit Cost	Total	1	2,100	Piece	Gift Certificate worth Php 1,000.00 redeemable for PPG Business Kits.	2,100,000.00	2,100,000.00	<b>Total Approved Budget for the Contract (ABC):</b>					<b>2,100,000.00</b>
Item No.	Qty	Unit	Item Description	Unit Cost	Total														
1	2,100	Piece	Gift Certificate worth Php 1,000.00 redeemable for PPG Business Kits.	2,100,000.00	2,100,000.00														
<b>Total Approved Budget for the Contract (ABC):</b>					<b>2,100,000.00</b>														

20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder must present the original copies of the following:</p> <ol style="list-style-type: none"> <li>1. Certificate of PhilGEPS Registration (Platinum Membership)</li> <li>2. Certificate of Business Name or SEC Registration</li> <li>3. Valid Business Permit</li> <li>4. Tax Clearance</li> <li>5. Latest income and business tax returns stamped and received by the BIR</li> <li>6. Original Government-issued ID of Authorized Representative/s and signatories</li> <li>7. Other Documentary Requirements as specified in the Terms of Reference</li> </ol>
21.2	Not applicable.

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representatives are the following personnel:</p> <p style="padding-left: 40px;"><b>Julieta L. Tadosa</b> Provincial Director DTI Quezon Provincial Office Email: JulietaTadosa@dti.gov.ph</p> <p style="padding-left: 40px;"><b>Anna Marie V. Quincina</b> Chief Trade-Industry Development Specialist DTI Quezon Provincial Office Email: AnnaMarieQuincina@dti.gov.ph</p> <p style="padding-left: 40px;"><b>Jaryz Eden J. Lloce</b> Trade-Industry Development Specialist DTI Quezon Provincial Office Email: JaryzEdenLloce@dti.gov.ph</p> <p style="padding-left: 40px;"><b>Leizel A. Luneta</b> Administrative Officer II DTI Quezon Provincial Office Email: LeizelLuneta@dti.gov.ph</p> <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>



<p>2.2</p> <p>4</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><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> <p><b>The terms of payment shall be as follows:</b></p> <p>The payment will be facilitated upon delivery of complete set of gift certificates.</p>
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	<p>The following documents are required for the facilitation of payment.</p> <ol style="list-style-type: none"><li>1. Delivery Receipt and/or Sales Invoice</li></ol> <p>The inspections that will be conducted are:</p> <ol style="list-style-type: none"><li>1. Completeness of items</li><li>2. Compliance to required specifications</li></ol>
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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	Gift Certificate worth Php 1,000.00 redeemable for PPG Business Kits.	Piece	2,100	Supply and deliver gift certificates in the delivery location within fourteen (14) calendar days from issuance of Notice to Proceed and Purchase Order (until December 12, 2023).
	<p><b>I. Other Project Terms and Conditions</b></p> <ul style="list-style-type: none"> <li>• The gift certificate shall be put inside the GC envelope with fifteen (15) pieces of Php 1,000.00 denomination for a total of Php15,000.00 per envelope.</li> <li>• Ensure the availability of after-sales services and prompt response of not more than five (5) working days from the date of Notice to Proceed.</li> <li>• With at least fifty (50) partner merchants in the province of Quezon.</li> <li>• Partner merchants must have available items intended for livelihood enumerated in Annex A.</li> <li>• No expiration dates.</li> </ul>			
	<p><b>II. Terms of Payment</b></p> <p>Full payment upon complete supply and delivery of gift certificates.</p>			
	<p><b>III. Tie-Breaking Method</b></p> <p>Where, after post-qualification, an occurrence of a tie takes place among bidders</p>			

	determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by “toss coin (best of 7)”.			
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## ***Section VII. Technical Specifications***

# Technical Specifications

## I. Technical Specifications

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

(1) Item	(2) Specification	(3) Statement of Compliance
1	Gift Certificate worth Php 1,000.00 redeemable for PPG Business Kits Quantity: 2,100 Total Cost: Php 2,100,000.00	
2	Delivery: Within fourteen (14) calendar days from issuance of Notice to Proceed and Purchase Order	

## II. Delivery Schedule and Location

**Delivery Schedule:** Supply and deliver gift certificates in the delivery location within fourteen (14) calendar days from issuance of Notice to Proceed and Purchase Order (until December 12, 2023).

**Delivery Location:** Department of Trade and Industry IV-A Quezon Provincial Office, GF LGCTI Building, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City, Quezon

## III. Other Project Terms and Conditions

- The gift certificate shall be put inside the GC envelope with fifteen (15) pieces of Php 1,000.00 denomination for a total of Php15,000.00 per envelope.
- Ensure the availability of after-sales services and prompt response of not more than five (5) working days from the date of Notice to Proceed.
- With at least fifty (50) partner merchants in the province of Quezon.
- Partner merchants must have available items intended for livelihood enumerated in Annex A.
- No expiration dates.

## IV. Terms of Payment

Full payment upon complete supply and delivery of gift certificates.

## V. Tie-Breaking Method

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

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

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

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

\_\_\_\_\_  
Date



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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

Capacity (NFCC);

**OR**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**OR**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

