

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES (REBID)
IB No. 2023-04-036-G**

**Sixth Edition
July 2020**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	
.....	Error! Bookmark not defined.
Section I. Invitation to Bid.....	3
Section II. Instructions to Bidders.....	7
1. Scope of Bid	8
2. Funding Information.....	8
3. Bidding Requirements	8
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	8
5. Eligible Bidders.....	8
6. Origin of Goods	10
7. Subcontracts	10
8. Pre-Bid Conference	10
9. Clarification and Amendment of Bidding Documents	10
10. Documents comprising the Bid: Eligibility and Technical Components	10
11. Documents comprising the Bid: Financial Component	11
12. Bid Prices	11
13. Bid and Payment Currencies	12
14. Bid Security	12
15. Sealing and Marking of Bids	12
16. Deadline for Submission of Bids	12
17. Opening and Preliminary Examination of Bids	12
18. Domestic Preference	13
19. Detailed Evaluation and Comparison of Bids	13
20. Post-Qualification	13
21. Signing of the Contract	14
Section III. Bid Data Sheet	14
Section IV. General Conditions of Contract	17
1. Scope of Contract	18
2. Advance Payment and Terms of Payment	18
3. Performance Security	18
4. Inspection and Tests	18
5. Warranty	19
6. Liability of the Supplier	19
Section V. Special Conditions of Contract	20
Section VI. Schedule of Requirements	25
Section VII. Technical Specifications	25
Section VIII. Checklist of Technical and Financial Documents	26

Section I. Invitation to Bid

FAR NORTH LUZON GENERAL HOSPITAL & TRAINING CENTER
QUIRINO, LUNA, APAYAO

INVITATION TO BID FOR
SUPPLY AND DELIVERY OF OFFICE SUPPLIES (REBID)
IB NO. 2023-04-036-G

1. The FAR NORTH LUZON GENERAL HOSPITAL & TRAINING CENTER, through the REGULAR FUND 2023 intends to apply the sum of PhP 1,022,200.00 being the ABC to payments under the contract for SUPPLY AND DELIVERY OF OFFICE SUPPLIES. Bids received in excess of the ABC for each item shall be automatically rejected at bid opening.

LINE ITEM-PROCUREMENT:

Unit	Item Description	Quantity	Unit Cost	Total Cost
pc	Ballpen - Blue	2000	10	20,000.00
pc	Ballpen - Black	2000	10	20,000.00
pc	Battery AA	50	100	5,000.00
pc	Battery AAA	50	100	5,000.00
pc	Battery size C (medium)	100	40	4,000.00
pc	Battery size D (big)	50	60	3,000.00
box	Binder Clip 1"	50	50	2,500.00
box	Binder Clip 1 1/4"	25	30	750.00
pc	Bristol Board A4	100	280	28,000.00
pc	Bristol Board-Long White	100	280	28,000.00
bot	Brother Ink-Black	10	350	3,500.00
bot	Brother Ink-Cyan	5	350	1,750.00
bot	Brother Ink-Magenta	5	350	1,750.00
bot	Brother Ink-Yellow	5	350	1,750.00
Unit	Calculator	30	1200	36,000.00
ream	Carbon Paper	5	160	800.00
pc	Cartolina blue	500	8	4,000.00
pc	Cartolina Green	500	8	4,000.00
pc	Cartolina Orange	500	8	4,000.00
pc	Cartolina Pink	500	8	4,000.00
pc	Cartolina Red	500	8	4,000.00
pc	Cartolina White	500	8	4,000.00
pc	Cartolina Yellow	500	8	4,000.00
book	Clear Book A4	50	135	6,750.00
ream	Copy Paper-A3	10	280	2,800.00
ream	Copy Paper-A4	2000	250	500,000.00
ream	Copy Paper-Legal	300	260	78,000.00
pc	Cork board 2x3	20	800	16,000.00
pc	Cork Board 3x4	20	1000	20,000.00
pc	Correction Tape	150	35	5,250.00
pc	Envelop-Long	200	8	1,600.00
bot	Epson Ink 003-black	100	350	35,000.00
bot	Epson Ink 003-Cyan	50	350	17,500.00
bot	Epson Ink 003-Magenta	50	350	17,500.00
bot	Epson Ink 003-Yellow	50	350	17,500.00
bot	Epson Ink 664-Black	20	350	7,000.00
pc	Expandable folder-green	200	20	4,000.00
pc	File Box	100	90	9,000.00
pc	Folder-A4	200	6	1,200.00
book	Logbook 300 pages	50	55	2,750.00

book	Logbook 500 pages	50	75	3,750.00
pc	Mailing envelope	2000	3	6,000.00
pc	Packing Tape	20	40	800.00
box	Paper Clip 50mm	20	35	700.00
pc	Permanent Marker	250	60	15,000.00
pc	Puncher	20	250	5,000.00
pc	Ruler	10	30	300.00
pair	Scissor	50	80	4,000.00
pc	Scotch Tape	500	25	12,500.00
pc	Sign pen (gelpen)	100	25	2,500.00
box	Staple Wire #35	150	50	7,500.00
pc	Tape Dispenser - Big	20	300	6,000.00
pc	Tape Measure	20	25	500.00
pc	White Board Marker	50	50	2,500.00
bot	Epson ink 001-Black	5	350	1,750.00
bot	Epson ink 001-Cyan	4	350	1,400.00
bot	Epson ink 001-Magenta	4	350	1,400.00
bot	Epson ink 001-Yellow	3	350	1,050.00
pc	Glue	50	50	2,500.00
pc	Pencil	50	10	500.00
pc	Stamp Pad Ink	10	50	500.00
Unit	Digital Watch - (at least 5 x12 inches)	12	1200	14,400.00

2. The FNLGHTC now invites bids for the above Procurement Project. Delivery of the Goods is required by 30 days Upon Receipt of NTP. Bidders should have completed, within **2 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.
 - a. 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 **Far North Luzon General Hospital & Training Center, Procurement Office - Administrative Building** and inspect the Bidding Documents at the address given below during **Monday – Friday, 8:00AM – 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 28-May 22, 2023** from the given address and website(s) below upon payment of nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PhP5,000.00**. The Procuring Entity shall allow the bidder to **present its proof of payment for the fees in person**.

It may also be downloaded free of charge from the website of the Procuring Entity, provided that the Bidders shall pay the nonrefundable fee for the bidding documents not later than the submission of their bids.

6. The **FNLGHTC** will hold a Pre-Bid Conference¹ on **May 9, 2023, 9:00AM** at **Far North Luzon General Hospital & Training Center, DAD's Hall - Administrative Building** 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 **May 22, 2023 9:00AM**. 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 **May 22, 2023 9:00AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Far North Luzon General Hospital and Training Center 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:

*[JULIET A. CABRERA]
[PROCUREMENT OFFICE]
[FAR NORTH LUZON GENERAL HOSPITAL & TRAINING
CENTER, QUIRINO LUNA, APAYAO]
[julietcabrera30@yahoo.com]
[0918-9065148]*

12. You may visit the following websites:

For downloading of Bidding Documents: [<http://fnlghtc.doh.gov.ph>]

FELIPE R. AGBISIT, MD, FPSMS, MHA
BAC CHAIRMAN

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, FNLGHTC wishes to receive Bids for the SUPPLY AND DELIVERY OF OFFICE SUPPLIES, with identification IB No. 2023-04-036-G.

The Procurement Project (referred to herein as “Project”) is composed of **62 ITEMS**. The details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for the Regular Fund 2023 in the amount of 1,022,200.00.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

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.
- a. 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:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

- 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:

- a. 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, Financial Documents and Annexes)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* 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, Financial Documents and Annexes)**.
- 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:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until _____. 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 “**Original Copy**”, “**Copy 1**” and “**Copy 2**” 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.

- All submitted documents should be placed in **WHITE ENVELOPE AND FOLDER**.

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

² 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.

- 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. 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.

- 19.3. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.4. 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

Bid Data Sheet

ITB Clause			
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. SUPPLY AND DELIVERY OF OFFICE SUPPLIES b. completed within 2 Years prior to the deadline for the submission and receipt of bids. 		
7.1	Subcontracting is not Allowed		
12	The price of the Goods shall be quoted DDP Far North Luzon General Hospital and Training Center or the applicable International Commercial Terms (INCOTERMS) for this Project.		
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than 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	Unit	Item Description	Quantity
	pc	Ballpen - Blue	2000
	pc	Ballpen - Black	2000
	pc	Battery AA	50
	pc	Battery AAA	50
	pc	Battery size C (medium)	100
	pc	Battery size D (big)	50
	box	Binder Clip 1"	50
	box	Binder Clip 1 1/4"	25
	pc	Bristol Board A4	100
	pc	Bristol Board-Long White	100
	bot	Brother Ink-Black	10
	bot	Brother Ink-Cyan	5
	bot	Brother Ink-Magenta	5
	bot	Brother Ink-Yellow	5
	Unit	Calculator	30
	ream	Carbon Paper	5
	pc	Cartolina blue	500
	pc	Cartolina Green	500
	pc	Cartolina Orange	500
	pc	Cartolina Pink	500
	pc	Cartolina Red	500
	pc	Cartolina White	500

	pc	Cartolina Yellow	500
	book	Clear Book A4	50
	ream	Copy Paper-A3	10
	ream	Copy Paper-A4	2000
	ream	Copy Paper-Legal	300
	pc	Cork board 2x3	20
	pc	Cork Board 3x4	20
	pc	Correction Tape	150
	pc	Envelop-Long	200
	bot	Epson Ink 003-black	100
	bot	Epson Ink 003-Cyan	50
	bot	Epson Ink 003-Magenta	50
	bot	Epson Ink 003-Yellow	50
	bot	Epson Ink 664-Black	20
	pc	Expandable folder-green	200
	pc	File Box	100
	pc	Folder-A4	200
	book	Logbook 300 pages	50
	book	Logbook 500 pages	50
	pc	Mailing envelope	2000
	pc	Packing Tape	20
	box	Paper Clip 50mm	20
	pc	Permanent Marker	250
	pc	Puncher	20
	pc	Ruler	10
	pair	Scissor	50
	pc	Scotch Tape	500
	pc	Sign pen (gelpen)	100
	box	Staple Wire #35	150
	pc	Tape Dispenser - Big	20
	pc	Tape Measure	20
	pc	White Board Marker	50
	bot	Epson ink 001-Black	5
	bot	Epson ink 001-Cyan	4
	bot	Epson ink 001-Magenta	4
	bot	Epson ink 001-Yellow	3
	pc	Glue	50
	pc	Pencil	50
	pc	Stamp Pad Ink	10
	Unit	Digital Watch - (at least 5 x12 inches)	12
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>		
21.2	To submit <u>USB</u> instead of CD in <u>excel format for the Financial Bid Documents</u>		

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 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	
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from abroad: “The delivery terms applicable to the Contract are DDP delivered Far North Luzon General Hospital and Training Center, Quirino, Luna, Apayao. In accordance with INCOTERMS.”</p> <p>For Goods supplied from within the Philippines, state: “The delivery terms applicable to this Contract are Far North Luzon General Hospital and Training Center, Quirino, Luna, Apayao. 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 Mr. Christopher Estelon.</p> <p>Incidental Services –</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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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
	<ol style="list-style-type: none"> e. training 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. <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>

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. 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
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of Three (3) Years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within One (1) month of placing the order.

Packaging –

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.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p>

	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.
4	No Further Instruction

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.

Item Number	Description	Quantity	Unit of Measure	Delivery Period and Location
				30 DAYS, at FNLGHTC
	ALL ITEMS			

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
	<p>Refer to specifications in the attached separate sheet, or if not available, to the Purchase Request (PR).</p> <p>This table may be reproduced or replicated in another sheet/paper. When duly accomplished and signed, this shall form part of the required Compliance with Technical Specifications.</p>	<p><i>[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.]</i></p>

Section VIII. Checklist of Technical and Financial Documents

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

PROJECT:
 APPROVED BUDGET FOR THE CONTRACT (ABC):
 COMPANY:
 DATE & TIME OF OPENING OF BIDS:

REQUIREMENTS	REMARKS	
	PASS	FAIL

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)		
2. Sworn Statement of Updated Data in PhilGEPS		
3. 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		

4. 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		
5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		

Technical Documents

1. 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		
2. 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		
Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued or		
3. Original by the Insurance Commission; copy of Notarized Bid Securing Declaration; and		
4. Conformity with the Technical Specifications, which includes production/delivery schedule, manpower requirements , and/or after-sales/parts, if applicable; and		
5. Original duly signed Omnibus Sworn Statement (OSS); (10 items) 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

1. 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		
2. 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

1. 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.		
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II. FINANCIAL COMPONENT ENVELOPE

1. Original of duly signed and accomplished Financial Bid Form; and		
2. Original of duly signed and accomplished Price Schedule(s).		
3. Electronic copy of Financial Bid Form in USB (Excel Form)		

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

1. [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.		
2. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity		

ANNEXES

1. Authorized Representative of the Company		
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2. Official Receipt that Bid Documents were purchased (<i>photocopy but present original</i>)		
3. Company Profile (name of Company/Business Address/Telephone Numbers/E-mail Address)		
4. List and location of branches (if any)		
5. Bank Certification (for LDDAP purposes) a. Name of Account b. Account Number c. Branch of Bank d. That the Bank is a member of the clearing & settlement system		
6. List of Man Power and Organizational Chart		
7. PhilGEPS Documents Request List		
8. Latest ITR (electronically filed)		

_____ RESPONSIVE

_____ NON-RESPONSIVE

BAC Member
(Signature over Printed Name)

BAC Secretariat
(Signature over Printed Name)

TWG Member
(Signature over Printed Name)

Name of Authorized Representative
(Signature over Printed Name)

COA Representative
(Signature over Printed Name)

NGO Representative/Observer
(Signature over Printed Name)

