Republic of the Philippines
APO PRODUCTION UNIT, INC.
Philippine Information Agency (PIA) Building, Visayas Avenue,
Barangay Vasra, Diliman, Quezon City

APO PRODUCTION UNIT INC.

PHILIPPINE BIDDING DOCUMENTS

for the

LEASE OF VARIOUS PAPER PRINTING MACHINES AND FINISHING EQUIPMENT WITH OPERATIONAL AND TECHNICAL SUPPORT SYSTEM

Negotiated Procurement under Two Failed Biddings

(Bid Reference No. TFB-11-21)

APO Production Unit, Inc.
Sixth Edition
July 2020

Preface

INVITATION FOR NEGOTIATED PROCUREMENT FOR THE LEASE OF VARIOUS PAPER PRINTING MACHINES AND FINISHING EQUIPMENT WITH OPERATIONAL AND TECHNICAL SUPPORT SYSTEM (TFB-11-21)

1. The *APO Production Unit, Inc.*, through the *Approved Annual Procurement Plan (APP) for CY 2021* intends to apply the sum of *Three Million Five Hundred Thousand Pesos (PhP 3,500,000.00)* being the ABC to payments under the contract for *Lease of Various Paper Printing Machines and Finishing Equipment with Operational and Technical Support System (TFB-11-21).*

2. The *APO Production Unit, Inc.* now invites bids for the above Procurement Project. Delivery of the Goods is required in Schedule of Requirements. Bidders should have completed, within *a period of five (5) years* from the date of submission and receipt of bids, a contract similar to the Project equivalent to at least fifty percent (50%) of the ABC.

3. Bidding will conducted through Negotiated Procurement under Two Failed Biddings pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

   For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion

4. Bidders may obtain further information from BAC Secretariat at the address given below during *7:00 A.M. to 4:00 P.M.*

5. The *BAC Secretariat* will hold a Conference for Submission and Opening of Negotiation Documents (Offers/Proposal) on 27 May 2021, *9:00 A.M through online/video conferencing* which shall be in accordance with APO's General House Rules on E-Bidding process. Accordingly, prospective bidders must strictly comply with the foregoing issuances.

   Link will be given only to those who registered in the Online Registration Form: https://docs.google.com/forms/d/e/1FAIpQLSeS6KwwkIsYNEy0yEKVhY7vziE8lkZCs8aiB_htKS_LRiF-iw/viewform?usp=pp_url

   The following Eligibility Documents, Technical Proposal, and Best and Final Offer shall be submitted in one (1) original and two (2) duplicate copies at the address below and via email at bac@apo.gov.ph, respectively, on or before 27 May 2021, *9:00 A.M*

   Bids shall be submitted in sealed envelopes, labeled as "Negotiated Documents", with the title of the procurement project, name of the Bidder, address of the Bidder, and contact details of the bidder, addressed to APO Production Unit, Inc.

6. Printed/physical and soft/scan copies of final offers must be duly received by the BAC Secretariat at the address below and via email at bac@apo.gov.ph, respectively, on or before 27 May 2021, *9:00 A.M*

Actual/On-site bid opening of printed/physical copy shall be on 27 May 2021, *9:30 A.M.* at *APO Production Unit, Inc., 2/F PIA Building, Visayas Avenue, Brgy. Vasra, Quezon City.* Bids will be opened in the presence of the bidders' authorized representatives who choose to attend at the given address. Bidders' authorized representatives may have the option to attend via online/video conferencing using Microsoft Teams App. Late bids shall not be accepted.

Summary of Activities

Activities	Schedule
Deadline for the Submission and Opening of Offers/Proposal	27 May 2021 9:00 A.M.
Opening of Offers/Proposal	27 May 2021 9:30 A.M

The *BAC Secretariat* 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 Sections35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

7. For further information, please refer to:

MS. LEA ANN M. GAMBAN
Head, BAC Secretariat
APO Production Unit, Inc.
PIA Bldg., Visayas Ave., Barangay Vasra,
Diliman, Quezon City
(02) 8282-5309
lgamban@apo.gov.ph

MR. DOMINIC F. TAJON
Chairperson, BAC
APO Production Unit, Inc.
PIA Bldg., Visayas Ave., Barangay Vasra,
Diliman, Quezon City
(02) 8282-5309
bac@apo.gov.ph

Schedule of Requirements

The availability date expressed below shall be the start date of rental/lease period.

Lease of Various Paper Printing Machines and Finishing Equipment with Operational and Technical Support System (TFB-11-21)	**Rental/Lease Period**	**Availability Date**	**Statement of Compliance**
	Lease Period of the Machines and Equipment shall be for **a period of six (6) months**	The Lease Contract shall be effective on the date provided for in the Notice to Proceed (NTP) on or before **10 June 2021**.	

Technical Specifications

I. LIST OF PRINTING MACHINES AND EQUIPMENT

For the duration of the rental/lease period, APO shall lease the following machines and equipment (the "*Leased Equipment*") in accordance with the following minimum technical specifications:

Specification	Statement of Compliance
	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 Bidders 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 provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

1. 5-color Continuous Forms Press A. Functional Description • Roll to fold continuous forms press, 5 stations, 5 colors B. Performance Description • Manufacturer's Data Sheet or Certified Test Sheets, Print Samples C. Design • Capable of 5-color printing with flexibility on reverse printing • 4 units variable web offset cassette type and 1 units variable letterpress • Printing cylinders – Offset cassettes and letterpress 17", 16", 14",24",22", and 20" • At least 2 online cross perforation for high perforation functionality; fixed or variable • Perforating gears/ cylinders – 17", 8 1/2", and 4 ¼" – 16", 8", and 4", – 14", 7", and 3 1/2" – 12", 8", 6", and 4" – 11", 5 ½", and 3 2/3 " – 10" and 5" • Double set of sprocket holes for multi outs printing of continuous forms • Folding gears are 5", 7", 8", 8.5", 10", 11", 12", 14", 16", and 17" • Web width is 19" (maximum roll width of paper that can be loaded) • Equipped with automatic web guide and tension control system **2. Rotary Type Collating and Numbering with in-line slashing** A. Functional Description • Collating and numbering for continuous forms, roll to fold B. Performance Description Manufacturer's Data Sheet or Certified Test Sheets, Print Samples C. Design • 6 feed stations meaning it can collate up to 6th ply or more	

• Maximum width of paper than can be loaded is 19" • Rotary numbering with double-row type • Numbering holder sizes of 17", 16", 14", 24", 22", and 20" **3. Guillotine Cutting Machine** A. Functional Description • Highly reliable paper cutter for sizing of feed sheets and trimming of finished products B. Performance Description • Manufacturer's Data Sheet or Certified Test Sheets, Print Samples C. Design • Cutting width at 45″ maximum • Cutting depth at 44″ maximum and 4″ minimum • Loading height at maximum of 5″ • Rated speed of at least 25 cuts per minute • Complete with easy cutting controls and operator safety accessories	

II. OBLIGATIONS OF THE LESSOR

a. The printing machines and Equipment being leased shall be readily available for the exclusive use of **APO** while they remain in the premises of the **Lessor** during and/or in the entire duration of the lease period.

b. The **Lessor** shall ensure the security of **APO's** supplied raw materials, supplies, goods-in-process and finished goods while in the premises of the **lessor**. Thus, it shall be responsible for any loss or damage thereto while it remain in its premises.

c. The Lessor shall allow the entry of APO personnel to the leased printing machines and equipment facilities and to allow qualified operators to use the leased machines and equipment.

d. The **Lessor** shall reserve an ***exclusive working*** area (with available working table, ***chairs*** and a computer unit with printer) where APO's personnel can prepare its daily machine utilization report and/or monthly monitoring reports, waste disposal slips, etc.

e. The **Lessor** shall provide designated ***enclosed area, secured with "padlock" and will be for exclusive use of APO*** for safekeeping and storage of papers and all other raw materials, spoilages/wastages, used plates, excess materials, scraps, trimmings, reject goods, etc. ***The padlocks shall be provided by APO.***

f. The **Lessor** shall guarantee the availability of service technicians that shall perform preventive maintenance to further prevent the breakdown of the leased machines and equipment.

g. Upon the completion of a particular job or project and/or termination of the Lease Agreement, the **Lessor** shall return to **APO** all materials, films, printing plates, scrap paper, reject goods, left over paper stocks, inks, and other materials related to the production.

III. OBLIGATIONS OF APO

1. **APO** shall be responsible to supply all necessary production supplies, such as but not limited to the following: (i) paper, (ii) plates, (iii) special inks, (iv) numbering inks, and (v) other materials required based on projected/budgeted materials cost.

2. **APO** shall have the right to post and assign its quality control personnel and assigned machine operator(s) at the premises where the Leased Equipment are located in order for those personnel to operate the Leased Equipment and print the necessary jobs indicated in appropriate job orders, and to enforce the rules and regulations that APO may adopt regarding the use of the Leased Equipment against its own personnel.

3. **APO** personnel shall also be responsible in the preparation of the following reports:

    1. Work Order- to be issued to the Lessor, obtaining name of machine/s to be leased and corresponding machine hours and machine rates.

    2. Daily Machine Utilization Report- shows the daily utilization of leased machine/s (name of machine and number of hours); to monitor production output and job progress.

    3. Summary of Machine Utilization- shows the leased machine and total number of hours used based on the daily utilization report and are submitted to APO accounting.

    4. Materials Return Slip- for all excess materials to be returned to APO

    5. Waste Disposal Slip- for test prints, spoilages/wastages, used plates, and other used materials subject for disposal duly signed and checked by the APO Quality Control Personnel. (Please see attached waste disposal process flow chart).

IV. MAINTENANCE AND REPAIRS

a. The **Lessor** shall guarantee the availability of service technicians that shall perform any restoration and preventive maintenance to ensure continuity of operation and to prevent the breakdown of the leased machines and equipment.

b. The Lessor shall be responsible for the payment of all repairs and maintenance which includes but not limited to, replacement of original parts, fabrication, machining, commissioning and decommissioning, hauling and the likes.

c. The **Lessor** shall ensure the safety and security of the leased equipment to avoid delays in the printing and delivery of accountable printed materials which would lead to an interruption of APO's services to its government agency clients.

V. INSURANCE

a. The **Lessor** shall insure all the leased equipment and related materials with a reputable insurance company throughout the Term of the lease to compensate the APO for any damage arising from fire, earthquake, subsidence, labor unrest, floods, civil disturbance, theft and vandalism.

b. The **Lessor's** failure to obtain such insurance shall render it liable for any loss or damage resulting therefrom, and the lessor shall indemnify the APO for any and all loss or damage it may incur on account of such failure to obtain insurance.

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).

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity

(if none, state "None") *]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No._____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXWper item Rental Rate (Peso/Hour)	Estimated rental hours	Total price E X W per item (cols. 5 x 6) - 9	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded (cols. 5 x6) x 10% withholding tax	Total Price delivered Final Destination (col 7+9)
								Total Amount Words	Total Amount in Figures

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXWper item Rental Rate (Peso/Hour)	Estimated rental hours	Total price E X W per item (cols. 5 x 6) - 9	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded (cols. 5 x6) x 10% withholding tax	Total Price delivered Final Destination (col 7+9)
1	5- Color Continuous Forms Press		1 unit		900 Hours				
2	Rotary Type Collating and Numbering with in-line slashing		1 unit		710 Hours				
3	Guillotine Cutting Machine		1 unit		520 Hours				
								Total Amount Words	Total Amount in Figures

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

    a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
    b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
    c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month] [year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20_____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

   i. Philippine Bidding Documents (PBDs);
      i. Schedule of Requirements;
      ii. Technical Specifications;
      iii. General and Special Conditions of Contract; and
      iv. Supplemental or Bid Bulletins, if any

   ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

      Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

   iii. Performance Security;

   iv. Notice of Award of Contract; and the Bidder's conforme thereto; and

   v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB**

that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]	*[Insert Name and Signature]*
[Insert Signatory's Legal Capacity]	*[Insert Signatory's Legal Capacity]*
for:	*for:*
[Insert Procuring Entity]	*[Insert Name of Supplier]*

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

   [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   [If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   [If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

    a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
        i. Procuring Entity has no claims filed against the contract awardee;
        ii. It has no claims for labor and materials filed against the contractor; and
        iii. Other terms of the contract; or

    b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Statement of Bidder's Single Largest Completed Contract (SLCC)

Business Name: _____

Business Address : _____

Name of Contract	Date of Contract	Contract duration	Owner's name and address	Kinds of Goods	Amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement	Date of delivery	"Similar" or "not similar" in nature and in complexity

Note:
This statement shall be supported with any of the following:
a. End User Acceptance, or
b. Official Receipt (s)

Submitted by: _____
(Print Name and Signature)
Designation: _____

Date: _____

Note:

a. Sworn/under oath statement/affidavit shall be executed by the duly authorized signatory, with the corresponding documentary stamps and latest notarization.

b. All notarization shall be made in accordance with the provisions of the 2004 Rules on Notarial Practice as prescribed by the Supreme Court of the Philippines.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20__, in the City_____, Philippines.

_____
Affiant

SUBSCRIBED AND SWORN to before me this __ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*

Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started, Whether Similar or Not Similar in Nature

Name of Contract	Date of Contract	Contract duration	Owner's name and address	Kinds of Goods	Amount of contract and value of outstanding contracts	Date of delivery	"Similar" or "not similar" in nature and in complexity
Government							
Private							

Note:
Sworn/under oath statement/affidavit shall be executed by the duly authorized signatory, with the corresponding documentary stamps and latest notarization.
All notarization shall be made in accordance with the provisions of the 2004 Rules on Notarial Practice as prescribed by the Supreme Court of the Philippines.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*

APO Production Unit
Digital Bidding Process

Requirements for Procuring Entities

- Office 365 account / One drive and Email Account / Microsoft Teams or Google Meet / WinRAR owned by the APO-Bids and Awards Committee.
- One drive Account to be used for storing Password-Encrypted Bids.
- Email Account to be used for receiving Password-Encrypted Bids.

Requirements for Bidders

Application:

- Microsoft Office version 2013 onwards
- Google Chrome or Mozilla Firefox Browser
- 7zip, WinRAR or any file archiver with password encryption feature
- Email account or Google Account.

Password Policy Requirement

- Password length: 8-10
- Required: 1 Capital Letter
- Required: 1 Symbol
- Required: 4-6 Numeric

Password Requirement for the Digital Submission of Opening of Bids

- Bidder must send the first 4-5 letter word to 1st BAC Secretariat email, remaining 4-5 letter word to 2nd BAC Secretariat email.

Rules on Online Bidding (via Microsoft Teams App)

- Always mute the microphone unless acknowledged by the BAC to speak on by clicking "raise your hand" button.
- Always "on" the camera to make known that participants remain present at the meeting.
- Use of earphone or headset is encouraged for clear audio and avoid feedbacks

Scheduling and Planning of Bidding

BAC will discuss the process and manner of online submission and opening of bids during Pre-Bid Conference.

BAC Personnel will use the Microsoft Teams App as platform for the opening of bids.

Process on Digital Submission of Bids

Bidder may submit their bids encrypted with password on or before the scheduled time and date of the submission. Password will only be given to the BAC Secretariat at the time and date of the opening. Each component (Technical and Financial) must have a different password.

E.G (Winrar password: Bid$d0c@2020
Bidding Document password: @2020Docap0)

Bidder will receive an email notification providing the receipt of submission of bids.

Procuring Entities Digital Archiving Process (for audit trail recording)

The **BAC** personnel, once received the encrypted bids via email, will record its time and date, and will take a screenshot of it as well as the acknowledgement receipt.

The **BAC** Personnel will save the bids to the official OneDrive Account created for the achiving of received bids and will take a screenshot of the date and time when the document has uploaded to the OneDrive Account.

Digital Opening of Bids

BAC will only admit all the participating bidders once the conference is ready. The proceeding will be recorded.

BAC personnel shall ask the bidder to send their password to formally open the bids based on the date and time of their submission.

BAC personnel, once received the password via email, will record the time and date, and will take a screenshot of it as well as the acknowledgement receipt for audit trail recording. Bids will be shared to the screen for examination and evaluation.

Note This process may change if there is any new method created for the automation and development of the process.**

Republic of the Philippines
gppb
Government Procurement Policy Board