



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



BIDDING DOCUMENTS

**NEGOTIATED PROCUREMENT DUE TO TWO-FAILED
BIDDINGS**

FOR THE

**LEASE OF VARIOUS 6-COLOR
CONTINUOUS FORMS PRESS,
VARIOUS SHEET FED PRESSES
AND FINISHING EQUIPMENT WITH
TECHNICAL AND OPERATIONAL
SUPPORT SYSTEM**

(Bid Reference No. TFB-01-19)

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SECTION I. INVITATION TO BID
INVITATION FOR NEGOTIATED PROCUREMENT
DUE TO TWO-FAILED BIDDINGS
(TFB-01-19)

Lease of Various 6-color Continuous Forms Press, Various Sheet Fed Presses and Finishing Equipment with Technical and Operational Support System

1. The **APO Production Unit, Inc.**, through the Annual Procurement Plan (APP) for CY 2019 using the Approved Corporate Operating Budget ("COB") of CY 2019, intends to apply the sum of **Twelve Million Pesos (Php 12,000,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Lease of Various 6-color Continuous Forms Press, Various Sheet Fed Presses and Finishing Equipment with Technical and Operational Support System**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The APO, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the above-mentioned project.
3. The procurement procedure for the above-mentioned project is Negotiated Procurement due to two (2) failed biddings pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184 , otherwise known as the "Government Procurement Reform Act", including Annex "H" thereof.

The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective competition. The selection of the successful offer/proposal shall be based on the best and final offer that will be submitted on a specified date, which could meet the minimum technical specifications.

4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from Monday to Friday at 7:00 a.m. to 4:00 p.m.
5. The schedule of activities is herein stated below:

Activities	Schedule
1. Issuance and availability of Negotiation Documents	May 3, 2019 7:00 A.M. to 4:00 P.M.
2. Pre-Negotiation Conference	May 6, 2019, 1:30 P.M. APO Conference Room APO Production Unit, Inc. 2/F PIA Bldg, Visayas Avenue, Diliman, Quezon City
3. Deadline for the Submission of Offers/Proposals	May 10, 2019, 1:30 P.M. APO Conference Room APO Production Unit, Inc. 2/F PIA Bldg, Visayas Avenue, Diliman, Quezon City
4. Opening of Offers/Proposals	May 10, 2019, 1:45 P.M. APO Conference Room APO Production Unit, Inc. 2/F PIA Bldg, Visayas Avenue, Diliman, Quezon City



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The complete set of bidding (Negotiation) documents may be obtained at the APO Production Unit, Inc. 2/F PIA Bldg, Visayas Avenue, Diliman, Quezon City look for the undersigned below. You may also download the same from the PhilGEPS and APO Website. You may also call the BAC Secretariat at Telephone Nos. 282-5309 loc. 211.

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 the undersigned.

6. The APO 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 Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

MS. MERLA D. ESCOBAR

Head, BAC Secretariat

APO Production Unit, Inc.

PIA Bldg., Visayas Ave., Barangay Vasra,

Diliman, Quezon City

(02) 282-5309 loc. 210

www.apo.gov.ph

Section II. Checklist of Documents Comprising the Bid

I. Technical Components (Envelope 1)						
(i) Eligibility Requirements for the Lease of Machines and Equipment (Certified True Copy, Copy No. 1, and Copy No. 2)						
a) Class "A" Documents						
Legal Documents						
i) PhilGEPs Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPs in accordance with section 37.1.4 of the IRR.						
Technical Documents						
ii) Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the last five (5) years . This statement shall be supported with: - End-user's Acceptance, or - Official Receipt;						
Financial Documents						
iii) The prospective bidder's Audited Financial Statements (AFS), showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from bid submission;						
b) Class "B" Document						
For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security;						
(ii) Technical Requirements for the Lease of Machines and Equipment (Certified True Copy, Copy No. 1, and Copy No. 2)						
i) The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:						
				BID SECURITY		
Lot No.	Description	Qty.	Total ABC P (VAT Inclusive)	The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule		
				Casher's / Manager's Check equivalent to at least 2% of the ABC** (P)	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank equivalent to at least 2% of the ABC** (P)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to at least 5% of the ABC** (P)
1	<i>Lease of Various 6-color Continuous Forms Press, Various Sheet Fed Presses and Finishing Equipment with Technical and Operational Support System (TFB-01-19).</i>	1 Lot	12,000,000.00	240,000.00	240,000.00	600,000.00
ii) Conformity with the Schedule of Requirements specified in Section VI of the Bidding Documents;						
iii) Conformity with the Technical Specifications specified in Sections VII of the Bidding Documents;						
iv) Affidavit of Compliance to the Schedule of Requirements and Technical Specifications;						
v) Omnibus Sworn Statement (New Form, Sec. 25.3, 2016 IRR);						

II. Financial Components (Envelope 2)

(Certified True Copy, Copy No. 1, and Copy No. 2)

Three (3) copies of Bid Form and Price Schedule with signature of the duly authorized representative of the supplier

(i) Accomplished Bid Form;

(ii) Price Schedule

Reminders:

- a. Each and every page of the submitted bid documents shall be initialed by the duly authorized representative/s of the bidder;
- b. Each and every page of all copies shall be certified by the authorized representative/s as true copies of the original with their complete name and signature including the bidder's company name;
- c. Documents shall be arranged in the same order mentioned above.

Section III. 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.

<i>Lease of Various 6-color Continuous Forms Press, Various Sheet Fed Presses and Finishing Equipment with Technical and Operational Support System</i>	Lease Period of the Machines and Equipment shall be for <u>a period of one (1) year</u>	Availability Date (Machines and Equipment)	Statement of Compliance
		The Lease Contract effectivity shall be the date provided for in the Notice to Proceed (NTP) or on or before 20 May 2019.	

Section IV. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured.. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other

authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "or at least equivalent." References to brand names cannot be used when the Funding Source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

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

Technical Specifications

I. LIST OF PRINTING MACHINES AND FINISHING 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:

Item No.	Description	Statement of Compliance
1	<p>4 units 2- color Sheet-fed Presses</p> <p><i>a. Functional Description</i></p> <ul style="list-style-type: none"> • Sheet fed wet offset printing, 2 colors <p><i>b. Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer’s Data Sheet or Certified Test Sheets, Print Samples <p><i>c. Design</i></p> <ul style="list-style-type: none"> • Maximum printing size is 28" x 40" • Can load paper of thickness from 48 gsm to 120 gsm for book paper; Cal. 12 to 15 for boards • 2 printing units, can print 2 colors at 1 side • Rated speed of at least 10,000 impressions per hour • Equipped with standard controls and accessories for operator’s safety 	
2	<p>6 units 1-color Sheet-fed Press</p> <p><i>a. Functional Description</i></p> <ul style="list-style-type: none"> • Sheet fed wet offset printing, 1 color <p><i>b. Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer’s Data Sheet or Certified Test Sheets and Print Samples <p><i>c. Design</i></p> <ul style="list-style-type: none"> • Press sheet sizes- 28" x 40, 25" x 36" and 20 ½" x 28 ¾" • Minimum press sheet size – 19" x 25", 14" x 21" and 8.5" x 11" • Paper thickness that can handle is from 40 lbs to 220 lbs • Rated speed of at least 8,000 sheets per hour 	
3	<p>2 units 1-color Sheet-fed Press with inline mechanical numbering</p> <p><i>a. Functional Description</i></p> <ul style="list-style-type: none"> • Sheet fed wet offset printing, 1 color with inline numbering <p><i>b. Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer’s Data Sheet or Certified Test Sheets and Print Samples <p><i>c. Design</i></p> <ul style="list-style-type: none"> • Press sheet sizes – 14" x 20" and 12" x 18" • Minimum sheet size – 8.5" x 10" • Paper thickness that can handle is from 40 lbs to 220 lbs • Rated speed of at least 5,000 sheets per hour 	

4	<p>2 units 6- Color Continuous Forms Press (combination of 4 wet offset and 2 letterpress)</p> <p><i>a. Functional Description</i></p> <ul style="list-style-type: none"> • Roll to fold continuous forms press, 6 stations, 6 colors <p><i>b. Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer's Data Sheet or Certified Test Sheets, Print Samples <p><i>c. Design</i></p> <ul style="list-style-type: none"> • Capable of 6- color printing with flexibility on reverse printing • 4 units variable web offset cassette type and 2 units variable letterpress • Printing cylinders <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 17", 8 ½" and 4 ¼" ○ 16", 8" and 4" ○ 14", 7" and 3 ½" ○ 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, 6, 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 <p>Rated speed of at least 17,000 impressions per hour</p>	
5	<p>1 unit 3- Color Continuous Forms Press (Pure wet offset)</p> <p><i>a. Functional Description</i></p> <ul style="list-style-type: none"> • Roll to fold continuous forms press, 3 stations, 3 colors <p><i>b. Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer's Data Sheet or Certified Test Sheets, Print Samples <p><i>c. Design</i></p> <ul style="list-style-type: none"> • Capable of 3- color printing with flexibility on reverse printing • 3 units variable wet offset cassette type press • Printing cylinders <ul style="list-style-type: none"> ○ 12", 11" and 10" • At least 2 online cross perforation for high perforation functionality; fixed or variable • Perforating gears/ cylinders <ul style="list-style-type: none"> ○ 12", 8", 6" and 4" ○ 11", 5 ½", 3 2/3" ○ 10", 5", and 2 ½" • Double set of sprocket holes for multi-outs printing of continuous forms 	

	<ul style="list-style-type: none"> • Folding gears- 12" , 11" and 10" • Web width is 19" (maximum roll width of paper that can be loaded) • Equipped with automatic web guide and tension control system • Rated speed of at least 14,000 impressions per hour 	
6	<p>3 units Rotary/Web Collator and Numbering Machines</p> <p>a. <i>Functional Description</i></p> <ul style="list-style-type: none"> • Collating and numbering for continuous forms, roll to fold <p>b. <i>Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer's Data Sheet or Certified Test Sheets, Print Samples <p>c. <i>Design</i></p> <ul style="list-style-type: none"> • 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" • Rated speed of at least 2,000 linear meters per hour 	
7	<p>2 units Programmable Guillotine Cutting Machines</p> <p>a. <i>Functional Description</i></p> <ul style="list-style-type: none"> • Reliable paper and board cutters for sizing of press ready sheets and trimming of finished products <p>b. <i>Performance Description</i></p> <ul style="list-style-type: none"> • Manufacturer's Data Sheet or Certified Test Sheets and Print Samples <p>c. <i>Design</i></p> <ul style="list-style-type: none"> • Cutting width at 45" maximum • Cutting depth at 45" maximum and 4" minimum • Maximum loading height is 6 inches • Rated speed of at least 40 cuts per minute • Complete with easy cutting controls and operator safety accessories 	

II. Obligations of the Lessor

1. The printing machines and finishing 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.
2. 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.
3. The **Lessor** shall allow the APO's personnel to be present, and to have free **access and use** of the leased machines and equipment (e.g operation of press machines, numbering machines, cutting machines, etc.) and of the areas within the leased premises.

4. The **Lessor** shall reserve an **enclosed, secured working area and will be for exclusive use of APO** (with available working table, **chairs** and a computer unit) where APO's personnel can prepare its daily machine utilization report and/or monthly monitoring reports, waste disposal slips, etc.
5. The **Lessor** shall provide sufficient designated area **enclosed, secured 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.
6. 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.
7. Upon 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 and other materials related to the production.

III. Obligations of APO (Lessee)

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, such as but not limited to the following: Perforating Blade, Film Output and Splicing Tape based on the approved materials budget.
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:
 - a. Work Order- to be issued to the Lessor, obtaining name of machine/s to be leased and corresponding machine hours and machine rates.
 - b. 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.
 - c. 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.
 - d. Materials Return Slip- for all excess materials to be returned to APO

- e. 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.

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.

VI. Payment Terms

As rental for the *of Lease of Various 6-color Continuous Forms Press, Various Sheet Fed Presses and Finishing Equipment with Technical and Operational Support System*, APO shall pay the Lessor a total sum of (the bid price of the winning bidder) only, Philippine Currency, inclusive of VAT, withholding tax and other charges, for the entire Lease Period.

Accordingly, payment shall be divided based on the Total Number of Accumulated Used of Machines and Equipment, subject to the submission of the following documents: (i) Work Order, (ii) Delivery Receipt with Inspection, (iii) Billing Statement/Billing Invoice, (iv) Summary of Machine Utilization Report, and (v) all other required documents based on existing accounting and auditing laws, rules and regulations.

Section V. Sample Forms

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Bid Form

Date: _____
Invitation to Bid¹ N°: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:²

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.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Notary Public

AFFIX
DOCUMENTARY
STAMP

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

PRICE SCHEDULE

Name of Bidder _____ . Invitation to Bid³ Number ____ . Page _____ of ____.

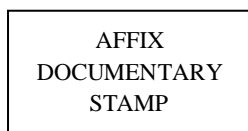
1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item Rental Rate (Peso/Hour)	Estimated rental hours	Total price E X W per item (cols. 5 x 6) -9	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded (cols. 5 x6) x 10% withholding tax	Total Price delivered Final Destination (col 7+9)
1	2-Color Sheet Fed Presses				300				
2	1-Color Sheet Fed Press				440				
3	1-Color Sheet Fed Press with inline mechanical numbering attachment				145				
4	6-Color Continuous Press (1 unit 5 wet offsets and 1 letterpress; 1 unit 4 offset and 2 letterpress)				3,220				
5	3-Color Continuous Forms Press (Pure wet offset)				440				
6	Rotary/Web Collator and Numbering Machines				1,180				
7	Programmable Guillotine Cutting Machine				475				
Total Amount Words									Total Amount in Figures

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Notary Public



NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

Contract Agreement Form

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, viz., *[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]* (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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (f) the Performance Security; and
 - (g) the Entity's Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

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]*.

Notary Public

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NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

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]*.

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Omnibus Sworn Statement

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:

2. *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]*;

3. *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);]*;

4. *[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;
5. 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;

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

7. **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;

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

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

10. *[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.

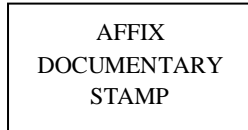
IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__
at _____, Philippines.

Bidder's Representative/Authorized
Signatory

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]*.

Notary Public



NAME OF NOTARY PUBLIC

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Series of _____

Affidavit of Compliance to the Schedule of Requirements and Technical Specifications

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

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, certify and declare that we comply to the given Schedule of Requirements and Technical Specification stated in the Bidding Documents issued by APO Production Unit, Inc. for the *[Insert Name of the Project]*

Affiant

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

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]*.

Notary Public

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Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

Bid Securing Declaration form

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

X-----X

BID SECURING DECLARATION **Invitation to Bid: [Insert Reference number]**

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

I/We⁴, 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 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 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;

⁴ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

- (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'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]
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].

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