REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
APO PRODUCTION UNIT, INC.

PHILIPPINE BIDDING DOCUMENTS

LEASE OF VARIOUS SECURITY PRINTING MACHINES AND FINISHING EQUIPMENT INCLUDING THE PROVISION OF TECHNICAL INFRASTRUCTURE AND SUPPORT WITHIN A HIGHLY SECURED FACILITY

(Bid Reference No. PB-09-25)

APO Production Unit, Inc.
Sixth Edition
8 March 2025

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Section I. Invitation to Bid

INVITATION TO BID FOR THE LEASE OF VARIOUS SECURITY PRINTING MACHINES AND FINISHING EQUIPMENT INCLUDING THE PROVISION OF TECHNICAL INFRASTRUCTURE AND SUPPORT WITHIN A HIGHLY SECURED FACILITY (PB-09-25)

1. The APO Production Unit, Inc., through the *Corporate Operating Budget for 2025* intends to apply the sum of *Three Billion Seven Hundred Forty-One Million Two Hundred Seventy Thousand Five Hundred Sixty-Two Pesos and 57/100 (PhP 3,741,270,562.57*) the ABC to payments under the contract. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *APO Production Unit, Inc.* now invites bids for **Lease of various security printing machines and finishing equipment including the provision of technical infrastructure and support within a highly secured facility**. Commencement of the Services is required in accordance with the delivery schedule provided under Section VI (Schedule of Requirements) of the Bidding Documents for the project. Bidders should have completed, within the last two (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.

   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 5183.

4. Prospective Bidders may obtain further information from *APO Production Unit, Inc.* and inspect the Bidding Documents at the address given below during *office hours, from 8:00 A.M. to 5:00 P.M., Mondays to Fridays*, except non-working days (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.

5. A complete set of Bidding Documents may be acquired by interested Bidders on *8 March 2025 to 2 April 2025* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Seventy-Five Thousand Pesos (PhP75,000.00).* The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

Interested bidders intending to inspect or purchase bidding documents are advised to first set an appointment with the APO BAC Secretariat through the contact details provided below before proceeding to APO premises.

6. The *APO Production Unit, Inc.* will hold a Pre-Bid Conference on *17 March 2025, 1:30 P.M.* at *APO Conference Room, APO Production Unit, Inc., 2/F PIA Building, Visayas Avenue, Brgy. Vasra, Quezon City* and/or through video conferencing or webcasting *via Microsoft Teams App,* 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.

   An invitation link to the meeting will then be issued by the BAC Secretariat which will require the bidders (physically present or via videoconferencing) to register prior to obtaining permission to join/attend the meeting.

   APO's General House Rules on E-Bidding process:
   https://drive.google.com/drive/folders/13pDgSSc-Wxt5dPLQJ-8J0nmxczu9wzli

   Online Pre-registration Form for Pre-Bid Conference:
   https://docs.google.com/forms/d/e/1FAIpQLSe7UH7oad68YWCCh1k7IXIZvA9CtABpuDITbAyUfiMu1caimg/viewform?usp=ppurl

   Online Pre-registration Form for Submission and Opening of Bids:
   https://docs.google.com/forms/d/e/1FAIpQLSdsJEIt5tpezkfkca9S5BMHXhYWDACqGNX7nMV1ndA4g8LgSw/viewform?usp=ppurl

7. Bids must be duly received by the BAC Secretariat at the BAC Secretariat Office, *APO Production Unit, Inc., 2/F PIA Building, Visayas Avenue, Brgy. Vasra, Quezon City* through manual submission at the office address indicated below, on or before *2 April 2025, 1:30 p.m.* 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 *2 April 2025, 1:30 p.m.* at the given address below at *APO Conference Room, APO Production Unit, Inc., 2/F PIA Building, Visayas Avenue, Brgy. Vasra, Quezon City* and/or via *Microsoft Teams App.* Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

   Bidders shall bear all costs associated with the preparation and submission of their bids, and the *APO Production Unit, Inc.* will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

   Bidders should note that the *APO Production Unit, Inc.* will accept bids only from those that have paid the applicable fee for the Bidding Documents.

   The *APO Production Unit, Inc.* assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

a) In alphabetical order, the bidders shall pick one rolled paper.
b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.

10. The *APO Production Unit, Inc.* 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:

MS. MICHELLE B. MARTINEZ
Head, BAC Secretariat
APO Production Unit, Inc.
PIA Bldg., Visayas Ave., Barangay Vasra,
Quezon City
(02) 8282-5309 local 212
bac@apo.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: https://apo.gov.ph/index.php/bids-and-awards-committee/procurement/public-bidding

8 March 2025

KARL PAULO C. DAMIAN
Chairperson
BIDS AND AWARDS COMMITTEE

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *APO Production Unit Inc.* wishes to receive Bids for the **Lease of various security printing machines and finishing equipment including the provision of technical infrastructure and support within a highly secured facility** with identification number *[PB-09-25]*.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, 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 2025 in the amount of *Three Billion Seven Hundred Forty-One Million Two Hundred Seventy Thousand Five Hundred Sixty-Two Pesos and 57/100 (PhP 3,741,270,562.57)*

2.2. The source of funding is the Corporate Operating Budget.

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 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.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within Two (2) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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

12. Bid Prices

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

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications).**

12.2. The prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 for one hundred twenty (120) calendar days from the date of Opening of Bids and until the bidder having the Lowest Calculated and Responsive Bid has posted the appropriate Performance Security and signed the contract. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

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

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. 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

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. Lease of various security printing machines and finishing equipment including the provision of technical infrastructure and support within a highly secured facility. b. completed within two (2) years prior to the deadline for the submission and receipt of bids. The bidder's Statement Identifying the Single Largest Completed Contract shall be supported by any of the following: i. End-user's Certificate of Satisfactory Completion/Performance and/or Acceptance; or ii. Sales Invoice; or iii. Official Receipts.
7.1	No portion of the contract/project shall be subcontracted.
12	The price of the Goods shall be quoted DDP at APO Production Unit, Inc. – LIMA Technology Center Lot 3 Blk 16 A Mabini Street Malvar, Batangas
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than *two percent (2%) of ABC or* at least amounting to Seventy-Four Million Eight Hundred Twenty-Five Thousand Four Hundred Eleven Pesos and 25/100 (PhP74,825,411.25) 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* or at least amounting to One Hundred Eighty-Seven Million Sixty-Three Thousand Five Hundred Twenty-Eight Pesos and 12/100 (PhP187,063,528.12), if bid security is in Surety Bond.
19.3	Partial bid is not allowed. The Goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20.1	The bidder having the Single or Lowest Calculated Bid (SCB/LCB) shall submit within the period of five (5) calendar days from receipt of notice issued by the Bids and Awards Committee (BAC) as the bidder having the SCB/LCB.

	NOTE: *Only income and business tax returns filed and paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.* *In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:* *a. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and* *b. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Bids.*
21.1	No additional requirements.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

6.1. In order to ensure 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 this 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

GCC Clause	
1	Not Applicable
2.2	The payment to the Lessor for the lease of various security printing machines and finishing equipment shall be based on the Total Number of Accumulated Used of Machines and Equipment, subject to the submission of the following documents: (i) Work Order, (ii) Billing Statement/Billing Invoice, (iii) Daily and Summary of Machine Utilization Report, and (iv) all other required documents based on existing accounting and auditing laws, rules and regulations In case there shall be an adjustment in contract price and/or delivery schedule, a corresponding amendment to the contract shall be undertaken in accordance with Annex D of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184 and Volume II of the Generic Procurement Manual – Second (2nd) Edition: Manual of Procedures for the Procurement of Goods, subject further to the relevant budget, audit and accounting rules and regulations.
4	The inspections and tests that will be conducted: a. The Lessor shall plan, design, install, test, and commission the various security printing machines and finishing equipment in compliance with: 1. The Design and Technical Specifications in Schedule A; 2. All relevant design and engineering standards and practices in the Philippines; 3. All applicable Legal Requirements; and 4. The Project Milestone Schedule. b. Actual Testing and commissioning shall be witnessed by an authorized designated technical representative of APO. c. Within five (5) calendar days of Lessor carrying out the testing and commissioning, the authorized designated technical representative of APO shall be required to determine whether the testing has been done in accordance with the relevant testing and commissioning procedures. d. The Certificate of Final Acceptance shall be issued following the satisfactory installation of the various security printing machines and finishing equipment in the location within sixty (60) calendar days from receipt of the Notice to Proceed (NTP).

	APO shall conduct necessary durability tests in accordance with the standards which may include, but not be limited to, electrical, functional and durability testing.

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	Total	Delivered, Weeks/Months
1	*Lease of various security printing machines and finishing equipment including the provision of technical infrastructure and support within a highly secured facility*	1 LOT	1 LOT	Within sixty (60) calendar days from receipt of the Notice to Proceed (NTP), all the leased machines and equipment should be supplied, delivered, installed, tested and commissioned in the location.

I hereby certify to comply and deliver all the above requirements.

_____	_____	_____
Name of Company/Bidder	**Signature Over Printed Name of Representative**	**Date**

Section VII. Technical Specification

Item	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 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.]
A. IT INFRASTRUCTURE AND TECHNICAL SUPPORT		
	The IT Infrastructure and technical support shall provide the system that includes but not limited to the following components:	

	1. Integrated Appointment Module. Appointment scheduling module will allow the applicant to set an appointment online when applying for an ePassport. The appointment scheduling module serves as the Applicant's pre-enrolment in the ePAVE and incorporates, among others, the following: (a) Appointment; (b) Name Verification; (c) Provision for ePayment; and (d) Enrolment;	
	2. Integrated ePayment. An ePayment system which shall be integrated into the appointment scheduling module in accordance with appropriate government guidelines and subject to the approval of the COA.	
	3. Integrated Enrolment Module. An Enrolment module that will enroll the Applicant in the ePAVE. The system will capture personal information, facial photos, finger prints, and process these through the AFIS.	
	4. Integrated First Level Verification. After an appointment is scheduled, the system will verify an Applicant's identity by comparing his personal information with that in the LOL through a module that automatically enables APO to conduct the said verification.	
	5. Back End Verification. Upon Enrolment, APO will verify Applicant's identity by comparing his fingerprint data with that in the Comply Page 4 of 18_PR No. 2024-12-001234 AFIS through a module that automatically enables APO to conduct the said verification.	
	6. Booklet Personalization. An automated Personalization line that when queued, selected data from the system captured during appointment and Enrolment will be encoded into the ePassport's data chip and printed on the data page. Overt, Covert and Forensic Security Features, as approved by the DFA, will be applied at this stage.	
	Technical Support 1. DCM (data Capturing Machine)- means a computerized system that will capture the Applicant's personal data, documents, fingerprints, and facial features. The system is composed of multiple devices that consist of, but are not limited to, the following:	

	a. Desktop/Laptop; b. Finger print scanner; c. Document scanner; and d. Camera	
	2. Help Desk - a technical service that will provide the DFA with information and support related to the ePAVE system via phone, email, or any other means of communication.	
B. SECURITY PRINTING MACHINES AND EQUIPMENT		
	A. PREPRESS MACHINES	
	1. Laser Engraving Machine, 1 unit **Functional Description:** The Laser Engraving Machine performs the engraving of fine line artwork on steel chrome printing plates for intaglio printing. **Technical Specifications:** • Designed Speed: approx.: 1 plate/168 hrs (full design) • Laser Class: 1 **Performance Description:** Key Performance Features: • High precision engraving • Fully automated process **2. Laser Engraving Machine (Plate Polishing System) 1 unit** **Functional Description:** The Plate Polishing System performs the cleaning, finishing and polishing of newly engraved intaglio printing plates. **Technical Specifications:** • Machine name and model: PLATE POLISHING SYSTEM PPS13-17 • Designed speed: 1 plate/2 hrs at 0400 rpm • Plate sizes: Min. 495 x 350 mm, max. 856 x 550 mm • Cleaning discs: 4; Finishing discs: 2; Polishing disc: 1 **Performance Description:** Key Performance Features: • Fully automated process • High-quality finish and polish of intaglio printing plates	

	3. Rubber Cutting Machine, 1 unit **Functional Description:** The Rubber Cutting Machine performs the rubber cutting of chablons that are used to transfer inks in intaglio printing. **Technical Specifications:** • Designed speed: 1 plate/8 hrs at 80 rpm • Number of cutting blades: 6 **Performance Description:** Key Performance Features: • Fully automated process • High-precision CNC rubber cutting **4. Computer to Plate Machine, 1 unit** **Functional Description:** The computer to Plate Machine performs the transfer of a digital artwork's image data to a thermal printing plate. **Technical Specifications:** • Designed speed: 4 plates/hr • Plate Thickness: 0.28 – 0.30 mm • Plate Size: min. 267 x 215 mm max. 827.9 x 1143 mm • Resolution: 3200 dpi – 12800 dpi **Performance Description:** Key Performance Features: • Semi-automatic loading system • Effective print console interface • Capable of ultra-high-resolution imaging **5. Plate Processor, 1 unit** **Functional Description:** Plate Processor performs the developing, washing and gumming of offset thermal printing plates. **Technical Description:** • Designed speed: 30 plates/hr • Plate Width: 200 – 850 mm • Plate Length: min. 285 mm • Plate Thickness: 0.15 – 0.40 mm • Plate Speed: 40 – 220 cm/min **Performance Description:** Key Performance Features: • Uniform developing washing and gumming of offset printing plates	

	6. Rinse Gum Unit, 1 unit **Functional Description:** The Rinse Gum Unit performs the uniform application of prebake solution or neutral gum to offset thermal printing plates. **Technical Description:** • Designed speed: 60 plates/hr • Plate Width: 200 – 850 mm • Plate Length: 285 - 1100 mm • Plate Thickness: 0.15 – 0.40 mm • Capacity: 50 – 130 cm/min **Performance Description:** Key Performance Features: • Uniform application of prebake solution and neutral gum to offset printing plates **7. Postbake Oven, 1 unit** **Functional Description:** The Post bake Oven performs precise and uniform post baking of thermal offset printing plates. **Technical Specifications:** • Designed speed: 12 plates/hr • Oven Temperature: Max. 509°F • Plate Width: 200 – 285 mm; Plate Length: 285 mm **Performance Description:** Key Performance Features: • Precise and uniform post-baking	
B. PRESS MACHINES		
	1. Komori Security Offset Press, 1 unit **Functional Description:** The Security Offset Press performs the offset printing of the Philippine Passport's inside pages. **Technical Specifications:** • Speed Optimum: 9,000 sheets/hour Maximum: 12,000 sheets/hour • Number of Printing Units: 6 Upper, 6 Lower • Paper size and thickness Width: min. 520 max. 1030 mm Length: min. 360 mm max. 720 mm Thickness: min. 0.04 mm max. 0.30 mm • Delivery: 2 units	

	Performance Description: Key Performance Features: • Automatic Registration • Rainbow Printing • Perfecting print • Automatic blanket and impression cylinder cleaning **2. Security Intaglio Press, 1 unit** **Functional Description:** The Security Intaglio Press performs the intaglio printing of the end pages of the Philippine Passport and security documents such as the Visa and the Apostille. **Technical Specifications:** • Speed Optimum: 2,000 sheets/hour Maximum: 5,000 sheets/hour • Number of printing units: 4 printing units • Printing dimensions: Maximum width: 520 mm Maximum height: 736.6 mm Minimum height: 381 mm • Printing paper thickness: Roll diameter: 1000 mm Minimum: 60 gsm Maximum: 160 gsm • Wiping paper thickness: Roll diameter: 1000 mm Minimum: 50 gsm Maximum: 70 gsm **Performance Description:** Key Performance Features: • Automatic registration • High-durability • Consistent color quality	
	AUTOMATIC PASSPORT FINISHING LINE Booklets can be manufactured by combining four station machines, all of which being suitable for (electronic) Machine Readable Travel Document (eMRTD) according to ISO and ICAO standards. These machines provide the highest productivity and reliable production in terms of quality and output; sophisticated technology for easy operation and maintenance; rigid design for high life expectancy;	

	and modular layout to accommodate various types of booklets and future upgrades.	
	1. Passport 1 (Collating and Sewing Machine), 1 unit **Functional Description:** Station 1 (PP1) Machine binds booklets by collating and sewing together the pages. The layers are sewn by two high-performance sewing machines in interlocked stitch. **Technical Specifications:** • Work cycles/minute: 36 max; optimum speed (at 80%): 29 books/minute • Interlocked stitching • Thickness: maximum of 3 mm • Product interlocked stitching: Landscape maximum: 224 mm Landscape minimum: 160 mm Portrait maximum: 330 mm Portrait minimum: 260 mm • Thickness: maximum of 3 mm **Performance Description:** Key Performance Features: • Automatic collating of passport pages • Horizontal distribution of the layers into two channels • Interlocked stitch • Automatic spool bobbin change system **2. Passport 2 (Laminating Machine), 1 unit** **Functional Description:** Station 2 (PP2) is a highly reliable machine equipped with chip readers, that is used to laminate covers/e-covers/chip-inlays onto sewn pages and/or covers on inlays to produce e-covers. **Technical Specifications:** • Lamination with cold glue • Chip reader station for e-covers • Work cycles/minute: 30 max; optimum speed (at 80%): 24 books/minute • Flat Feeder capacity: 400mm • Product: Width maximum: 246 mm Width minimum: 140 mm Length maximum: 330 mm Length minimum: 224 mm • Thickness: maximum of 3 mm	

	• Stacking height maximum: 110 mm **Performance Description:** Key Performance Features: • Integrated control of double layers • Non-stop flat feeder (Feeder 1) with stack refilling from the top • Automatic continuous feeder (Feeder 2) with stack refilling from the bottom • Two chip readers are inspecting the chips enabling ejection of defective products to the reject station **3. Passport 3 (Gold Stamping/Embossing Machine), 1 unit** **Functional Description:** Station 3 (PP3) is a highly reliable machine that performs the gold embossing, folding and punching of booklets to final size using a single profile die cut that performs 3-edge-trimming as well as corner-rounding in 1 stroke. **Technical Specifications:** • Cycles/minute: max 50; optimum speed (at 80%): 40 books/minute • Thickness: maximum of 6 mm **Performance Description:** Key Performance Features • Integrated control of double layers • Non-stop flat feeder (Feeder 1) with stack refilling from the top • An Opto-electronic eye monitors presence of gold embossing • A single profile die cut performs 3-edge-trimming as well as corner-rounding in 1 stroke **4. Passport 4 (Chip Reading Machine), 1 unit** **Functional Description:** Station 4 (PP4) is a highly sophisticated and reliable machine that performs the chip initialization, barcoding and laser perforation of the assembled booklet. **Technical Specifications:** • Work cycles/minute: 45 max, optimum 80% • Thickness: maximum of 5 mm • Product: Width: 88 ± 5 mm Length: 125 ± 5 mm	

	• Laser processing system designed for industrial production **Performance Description:** Key Performance Features: • CRN impact number/barcode 39 printing • Camera control of printed numbers/bar codes • Registration of Chip-UIDs and passport numbers • Laser perforation of the number with round or shaped holes (square, triangle, oval, star) • Offset transport for optimum utilization of laser cycles • Camera control of perforated numbers	
C. PASSPORT PERSONALIZATION MACHINES		
	1. Book Master, 4 units **Functional Description:** The Book Master Machine is designed to perform complete and automatic personalization of passports in one go - application of the photo, signature, personal data, chip encoding, security features and lamination. **Technical Specifications:** • Machine Speed: 500 booklets/hour; optimum (at 80%): 400 booklets/hour • Full color inkjet printing • Support for third-party security features • Contactless chip personalization **Performance Description:** Key Performance Features • Secure, reliable, fully automated one-pass passport personalization at high speeds • Finished books rotated spine up or down for easy counting and segregation • Modular design, fully configurable • Scalable in speed • Upgradable and easy to operate and maintain • Proven performance in the security documents market	
	NUMBERING MACHINE **1. Inkjet Printer, 1 unit** **Function Description:** High-speed inkjet printer that performs the numbering of security documents in digital printed form.	

	Technical Specifications: • Printing Method: Precision Core on-demand ink jet (piezoelectric) • Print Speed: ISO/IEC 24734 (A4) up to 100 pages per minute • Maximum Resolution: 600 x 2,400 dpi (with Variable-Sized Droplet Technology) • Paper Thickness: 52 – 128 gsm • Max Paper Size: A3+ • Paper Capacity: 2,350 sheets standard (max 5,350 sheets) **Performance Description:** Key Performance Features: • Automatic 2-sided Printing • Lower power consumption: (average 180W – max 320W2) • Ultra-fast print speed - up to 100 ppm • High print quality - up to 600 x 2400 dpi • Heat-free print process, reducing electricity costs and CO^2 emissions	
	ANCILLARY EQUIPMENT **1. Guillotine Cutter, 1 unit** **Functional Description:** Highly reliable programmable cutter for high speed – high precision cutting of various materials from paper and cardstock to foils and plastic sheets. **Technical Specifications:** • Cutting width: 115 cm • Stack height: 16.5 cm • Feeding depth: 254 cm • Knife speed: 45 cycles/min • Minimum residual cut, Without protection plate: 2.5cm With protection plate: 9.5 cm **Performance Description:** Key Performance Features: • Advanced monitor for precise control and feedback during operation • Programmable memory for storing cutting jobs and sequences • Wide cutting width suitable for a range of material sizes • High-speed back gauge positioning for quick turnaround	

	• Robust safety systems, including light barriers and emergency stops	
	2. Folding Machine, 1 unit **Functional Description:** Designed to perform high-speed folding and perforation on small and medium formats **Technical Specifications:** • Operating width Nominal format: 78 x 128 cm Smallest format: 14 x 18 cm • Maximum folding performance Sheet output: 60,000 sheets/hour (at a format length of 18 cm) • Stacking speed Feeder speed Inclined belt speed) (m/min): 25-210 Offset stack input speed (m/min): 2.1 max Maximum stack on the loading table: 8 cm (jogged stacks) **Performance Description:** Key Performance Features: • High-speed folding and perforating mechanism • Flexible folding mechanism that allows user to customize and optimize use • User-friendly controls for ease of operation	
	QUALITY ASSURANCE TOOLS **1. Passport Testing Equipment, 8 units** **Functional Description:** The Passport testing equipment is of wide use and a proven reliable set of instruments specifically for assessing the performance and durability of the MRP and its components. Tests are done to simulate various conditions of use like stamp marking, bending, abrasion, torsional fatigue, writing with a ballpoint pen on pages above an integrated chip, stresses of sitting on an MRP, turning over of pages, and tear strength of the attached pages. These are the following: 1. Impact tester 2. Dynamic Bending Tester 3. Abrasion Tester 4. Torsion Tester 5. Pen Stress Tester 6. Bent Pocket Tester	

	7. Sheet Turning Tester 8. Sheet Pull Tester	
	UTILITY EQUIPMENT **1. Generator Set, 1 unit** **Functional Description:** A back-up electrical system that operates automatically whereby within seconds of a utility outage, an automatic transfer switch senses the power loss, commands the generator to start and then transfers the electrical load to the Generator. **Technical Specifications:** • Engine Type: Diesel, 4-stroke cycle • Rated Power – Standby: 750Kva • Emissions: TIER II Non-Road **Performance Description:** Key Performance Features: • Powerful and Highly Efficient Diesel Engine • Low Fuel Consumption • Electronic Control System • ATS Ready	
	2. Compressed Air System, 2 units **Functional Description:** A motor-driven mechanical device designed to deliver compressed and pressurized air to machinery, equipment and various devices. **Technical Specifications:** • Speed: 2970-3100 R/min • Shaft Power: 55 – 75 KW • Motor Power: 55 – 75 KW • Input Pressure: 0.1 Mpa • Output Pressure: 1.0 Mpa **Performance Description:** Key Performance Features • Designed to work 24/7 • Can operate at high flow capacities while dissipating the heat generated • Low Maintenance • Electronic digital controller	
	3. Uninterruptible Power Supply, 1 unit **Functional Description:** Powers equipment, nearly instantaneously, in the event of grid power failure, protecting the equipment from damage.	

	Technical Specifications: • Model: 93E-80-D-MBS • Power Rating: 80 kVA • Battery type: VRLA • Display: Graphical LCD • Software: Eaton Intelligent Power Manager **Performance Description:** Key Performance Features: • Designed to work 24/7 • High Efficiency Normal Mode. Delivers up to 98 percent efficiency. • Advanced Battery Management. Delivers up to 21 minutes of runtime. Delivers up to 138 minutes of runtime when paired with Extended Battery Cabinets (EBC). • Reliable. Detachable maintenance bypass options guarantee zero downtime.	
	4. Shredder Machine, 1 unit **Functional Description:** The Shredder performs the shredding of production rejects/wastes. **Technical Specifications:** • Crushing capacity: 400-700 kg/h • Number of blades: 17 • Rotation diameter: 280 mm • Screen aperture: 15 mm • Inlet size: 520 x 260 mm **Performance Description:** Key Performance Features: • Capable of light and heavy weight materials • High-durability and high-speed	
	Obligations of the Lessor 1) Ensure that the printing machines and finishing equipment being leased shall be readily available for the use of APO while they remain on the premises of the Lessor during and/or for the entire duration of the lease period. In case the printing machines and finishing equipment shall not be available for use of APO for 1 to 8 hours, the Lessor shall be deducted 0.000125 of APO Production Unit's project cost with its client for every hour of delay. On the other hand, if the delay is more than 8 hours or 1 day, the lessor shall be imposed of liquidated damages in the amount of 1/10 of 1% of the daily cost of the	

	lease of the equipment for every day of the delay.	
	2) 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.	
	3) Guarantee that a replacement unit of any of the leased printing machines and/or finishing equipment is available in case the aforesaid machine/s and/or equipment is/are subject for repair.	
	4) Accountable for any loss or damage of the leased printing machines and finishing equipment, including APO's supplied raw materials, supplies, goods-in-process and finished goods.	
	5) Responsible for the payment of all repairs and maintenance which includes but is not limited to replacement of original parts, fabrication, machining, commissioning and decommissioning, and hauling.	
	6) Allow the entry of APO personnel to the leased printing machines and equipment facilities and to allow qualified production and quality control personnel to use the leased machines and equipment with the supervision and assistance of the lessor	
	7) Any damage/unserviceable parts shall be repaired/replaced without additional cost to APO within the duration of the lease contract.	
	8) The Lessor shall ensure 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. Copies of the insurance certificate of all the insured equipment shall be submitted within fourteen (14) calendar days from receipt of the Notice to Proceed (NTP).	
	9) Failure of the Lessor to secure the required insurance within the prescribed timeline can	

	be considered as a ground to terminate the contract due to the Lessor's default and shall make said Lessor liable for any loss or damage resulting therefrom. The Lessor shall indemnify APO for any and/or all loss or damage of the leased machines and equipment.	
	Obligations of the Lessee (APO) 1) Responsible to supply all necessary production supplies, such as but not limited to the following: (i) Ecover, and (ii) Process and Special Inks.	
	2) 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.	
	Additional technical requirements a) Guarantee the availability of at least five (5) experienced machine technician who shall regularly maintain, inspect and calibrate to keep the printing machine and equipment in good working condition at all times b) Machine technicians should have at least five (5) years working experience in handling, operating and maintaining the following printing equipment for the printing, finishing, milling and chip embedding, personalization and packaging of various products, to wit: As part of the First (1st) Bid Envelope (Technical Component), the bidder shall submit on the deadline for the Submission and Receipt of Bids, the following: 1. Curriculum Vitae/ Resume of the five (5) experienced machine technicians; 2. Certificate of Employment (COE); and	

	3. ISO 9001:2015 certification	
	c) Lessor must have at least five (5) years of experience in security printing, such ePassport.	
	d) All leased machines should be readily available here in the Philippines from the date of receipt of the Notice to Proceed (NTP).	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

The sets of Technical/Eligibility and Financial Components shall be submitted in Three (3) sets of printed formats AND one (1) set of electronic/pdf format of the eligibility documents and bids in USB/Flash Drive
(1 ORIGINAL & 2 PRINTED COPIES AND 1 ELECTRONIC COPY)

All envelopes shall:

- **a)** contain the name of the contract to be bid in **capital letters**;
- **b)** bear the name and address of the Bidder in capital letters;
- **c)** be addressed to the BAC with the following details:

BIDS AND AWARDS COMMITTEE (BAC)
APO PRODUCTION UNIT, INC.

- **d)** bear the specific identification of this bidding process; and e. bear a warning "**DO NOT OPEN BEFORE…**" the date and time for the opening of bids.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**

☐ (e) Original Copy of the Bidder's Conformity with the Technical Specifications

☐ (f) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Additional Technical Documents

1. Curriculum Vitae/ Resume of the five (5) experienced machine technicians;

2. Certificate of Employment (COE); and

3. ISO Certification 9001:2015

Financial Documents

☐ (g) 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

☐ (h) 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)

☐ (i) *[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 is allowed to participate in government procurement activities for the same item or product.

☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

FINANCIAL COMPONENT ENVELOPE

☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (b) Original of duly signed and accomplished Price Schedule(s).

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	Name of Client, Contact Person, Contact Number, and Email Address	Kinds of Goods	Amount of contract / Value of outstanding contracts	Date of delivery	"Similar" or "not similar" in nature and in complexity to the Contract to be Bid
Government							
Private							

Submitted by: _____
(Print Name and Signature)

Designation: _____

Date: _____

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

Business Name: _____

Business Address : _____

Name of Contract	Date of Contract	Contract duration	Name of Client, Contact Person, Contact Number, and Email 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 to the Contract to be Bid

Note:
This statement shall be supported with any of the following:

a. End User Acceptance,
b. Official Receipt (s); or
c. Sales Invoice

Submitted by: _____
(Print Name and Signature)

Designation: _____

Date: _____

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]

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

NFCC COMPUTATION

Kindly supply the required information in the spaces provided.

Name of Bidder _____. Invitation to Bid Number _. Page _____ of _____.

ABC	**PHP3,741,270,562.57**
DETAILS	**AMOUNT**
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

_____ _____

[Signature of the Authorized Rep.] *[in the capacity of] (Please indicate position of Authorized Rep.)]*

*Duly authorized to sign Bid for and on behalf of*_____
(Please indicate name of company)

APPENDIX "1"

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

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 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___

A. IT INFRASTRUCTURE AND TECHNICAL SUPPORT

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Integrated Appointment Module								
2	Integrated ePayment								
3	Integrated Enrolment Module								
4	Integrated First Level Verification								
5	Back End Verification								
6	Booklet Personalization								
7	DCM (data Capturing Machine)								
8	Help Desk								

B. SECURITY PRINTING MACHINES AND EQUIPMENT

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Estimated rental hours	Unit price EXW per item Rental Rate (Peso/ Hour)	Total Unit Price E X W per item (cols. 5 x 6)	Sales and other taxes payable per item if Contract is awarded *(Normally 10% witholding tax)*	Total Unit prices per item final destination and unit price of other incidental services (cols. 5 x 6) + 10% withholding tax	Total Price delivered Final Destination (cols 4 x 9)
1	Laser Engraving Machine		1 unit	587.60					
2	Laser Engraving Machine - Plate Polishing System		1 unit	587.60					
3	Rubber Cutting Machine		1 unit	587.60					
4	Computer to Plate Machine		1 unit	587.60					
5	Plate Processor		1 unit	587.60					
6	Rinse Gum Unit		1 unit	587.60					
7	Postbake Oven		1 unit	587.60					
8	Komori Security Offset Press		1 unit	587.60					
9	Security Intaglio Press		1 unit	587.60					
10	Passport 1 (Collating and Sewing Machine)		1 unit	1,175.20					
11	Passport 2 (Laminating Machine)		1 unit	1,175.20					
12	Passport 3 (Gold Stamping/ Embossing Machine		1 unit	1,175.20					
13	Passport 4 (Chip Reading Machine)		1 unit	1,175.20					
14	Book Master		4 units	4,700.80					

15	Inkjet Printer		1 unit	800.00					
16	Guillotine Cutter		1 unit	587.60					
17	Folding Machine		1 unit	587.60					
18	Passport Testing Equipment		8 units	1,175.20					
19	Generator Set		1 unit	300.00					
20	Compressed Air System		2 units	1,175.20					
21	Uninterruptible Power Supply		1 unit	1,200.00					
22	Shredder Machine		1 unit	800.00					

Name: _____

Legal Capacity: _____

Signature: _____

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

Republic of the Philippines
gppb
Government Procurement Policy Board