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

APO PRODUCTION UNIT, INC.

BAGONG PILIPINAS

PHILIPPINE BIDDING DOCUMENTS

SUPPLY AND DELIVERY OF ELECTRONIC COVER WITH PAPER INLAY

(Bid Reference No. PB-18-25)

APO Production Unit, Inc.
Sixth Edition
7 May 2025

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Section I. Invitation to Bid

INVITATION TO BID FOR THE
SUPPLY AND DELIVERY OF ELECTRONIC COVER WITH PAPER INLAY
(PB-18-25)

1. The APO Production Unit, Inc., through the *Corporate Operating Budget for 2025* intends to apply the sum of *One Hundred Eighty Million Pesos (PhP 180,000,000.00)* being 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 **Supply and Delivery of Electronic Cover with Paper Inlay.** Delivery of the Goods is required in accordance with the 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 Approved Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 or the New Government Procurement Act and the contract shall be awarded to the bidder who was identified as the Lowest or Single Calculated and Responsive Bid (L/SCRB).

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 11981 or the "Tatak Pinoy (Proudly Filipino) Act,"

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 *May 7, 2025, to May 28, 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 Fifty Thousand Pesos (PhP50,000.00).* 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 *May 16, 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 *May 28, 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 *May 28, 2025, 1:45 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 Section 70 of the IRR of RA 12009 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) 8 282-5309 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

May 7, 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 **Supply and Delivery of Electronic Cover with Paper Inlay** with identification number *[PB-18-25]*.

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 *One Hundred Eighty Million Pesos (PhP 180,000,000.00).*

2.2. The source of funding is the APO Production Unit, Inc. Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 12009 and its 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 Section 71 of the Approved IRR of RA No. 12009 or the New Government Procurement Act 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 52.4.1.3 of the IRR of RA No. 12009, 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 fifty percent (50%) of the ABC or not less than the amount of Ninety Million Pesos (PhP 90,000,000.00)

5.4. The Bidders shall comply with the eligibility criteria under Section 52.4.1 of the Approved IRR of RA No. 12009 or the New Government Procurement Act.

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 79.6 of the IRR of RA No. 12009.

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 60.2 of the IRR of RA No. 12009.

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 copies of the first and second components of its Bid properly labeled, sealed and signed by the bidder or its authorized representative in the following manner:

a) Three (3) sets in printed format:
1st Envelope

(i) Original or Certified True Copy – Technical Component
(ii) Copy No. 1 – Technical Component
(iii) Copy No. 2 – Technical Component

2nd Envelope
(i) Original or Certified True Copy – Financial Component
(ii) Copy No. 1 – Financial Component
(iii) Copy No. 2 – Financial Component

b) One (1) set in electronic (PDF) format contain in a usb/flash drive.

The markings on all envelopes must be typed or written in indelible ink and 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 APO BAC;

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. Please note that unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening

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 58 IRR of RA No. 12009.

17.2. The preliminary examination of bids shall be governed by Section 59 IRR of RA No. 12009.

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 79 of the IRR of RA No. 12009.

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 61.2 of the IRR of RA No. 12009.

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 52.4.1.4 of the IRR of RA No. 12009. 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 52.4.1.5 of the IRR of RA No. 12009, 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 all the eligibility documents supporting its PhilGEPS Certificate of Registration (Platinum Membership), its latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid, 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 66.5 of the Approved IRR of RA No. 12009, or the New Government Procurement Act shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. Any supply and delivery of Electronic Cover with Paper Inlay; and b. completed within two (2) years prior to the deadline for the submission and receipt of bids. The bidder's Statement Identifying the Largest Completed Contracts shall be supported by any of the following: i. End-user's Certificate of Satisfactory Completion/Performance and/or Acceptance; 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 Three Million Six Hundred Thousand Pesos (PhP3,600,000.00) 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 Nine Million Pesos (PhP 9,000,000.00), 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	*NOTE:* Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS). *a) Latest Income Tax Return (ITR) shall be the ITR for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of quotations, 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 Quotations.*

21.1	No additional requirements.

Section IV. General Conditions of Contract

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. 12009 and its 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 Section 112.2 of the IRR of RA No. 12009 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 Section 71.1.5 of the IRR of RA No. 12009.

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 68 of the IRR of RA No. 12009.

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

5.1 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 90.1 of the IRR of RA No. 12009.

5.2 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

Special Conditions of Contract

GCC Clause	
1	The Delivery terms of this Contract shall be at: • APO Production Unit, Inc. LIMA Technology Center Lot 3 Blk 16 A Mabini Street Malvar, Batangas Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is Mr. Lyndon Dinglasan and Mr. Al Guerrero
2.2	The terms of payment shall be as follows: ■ No advance payment is allowed. ■ Payment shall be made upon delivery of every item ordered upon submission of the invoices describing the goods delivered, subject to accounting and auditing rules and procedures ■ Payment shall be provided based on the following schedule: 99% of the cost of the requirements completely delivered on a staggered basis subject to the APUI's acceptance in writing. 1% Retention of the cost of the requirements completely delivered on a staggered basis to be paid after **three (3) months** from the formal acceptance [issuance of the Inspection and Acceptance Report (IAR)], if and when no patent and latent defects are noted (issuance of a Certificate of No Patent and Latent Defects). OR; **100%** of the costs of the items completely delivered on a staggered basis provided that the goods supplied are free from patent and latent defects and all conditions imposed under the contract have been fully met; subject to the Procuring Entity's acceptance (issuance of the IAR) in writing of the items described in this Contract and upon submission of a Special Bank Guarantee equivalent to at least **one percent (1%)** of the total contract price valid for **three (3) months** from issuance of the IAR.

4	The inspections and tests that will be conducted is: Determination of the completeness of the required quantity and compliance with the technical specifications

Section VI. Schedule of Requirements

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	Description	Quantity/Unit	Delivered, Weeks/Months
1	Electronic Cover with Paper Inlay	300,000 pieces	The bidder/supplier shall deliver 300,000 eCovers within six (6) weeks upon issuance of the Notice to Proceed (NTP).

Note:
A representative from the supplier should be present during actual delivery and unloading of goods.

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 Specifications

Technical Specifications

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.]

1. **GENERAL DESCRIPTION** 1.1. The eCovers must be assembled to incorporate contactless IC chip with antenna. 1.2. The eCovers with embedded inlay shall form a sealed structure around the IC/antenna assembly that shall provide standard physical protection such as those against solvents or chemicals. 1.3. The eCovers shall be compatible with the printing process to be used during personalization. Any changes required on the personalization of hardware and software will be shouldered by the bidder/supplier. 1.4. The eCovers shall conform with the technical specifications stated in ***Electronic Passport Cover Technical Specifications***. 1.5. The eCovers shall have the following physical characteristics: a. The eCover shall consist of an inlay with the embedded contactless IC Chip and its associated antenna within the rear cover of the passport booklet. b. The chip and the antenna shall be located and configured in such a way that they will not interfere with the existing booklet perforation process. Any changes needed on the current laser perforation hardware/software will be shouldered by the bidder/supplier. c. The presence of the chip and antenna must not be noticeable. d. The eCover must withstand extreme temperatures such as excessive heat applied during lamination, and shall be resistant to adverse environmental factors, including humidity and moisture. e. The eCover should be secured against forgery/tampering. The appropriate certifications	

of the Chip and Operating System should be provided stating that they are secured against forgery and attacks. f. The eCover shall have a similar or better appearance (lie flat when closed), finish and similar flexibility to that of the current Philippine passport. g. The eCover material must be compatible with the booklet produced by APO, as well as the materials (such as the adhesive/chemical glue stitching, among others) used in the process. Any changes needed on the stitching/assemble hardware/software will be shouldered by the bidder/supplier. h. The chip and Operating System should be compliant to the standards set in the ICAO Doc 9303 8th edition standards.	
2. **PAPER INLAY** 2.1. **Paper Inlay Physical Characteristics** a. The embedded inlay should be compliant to the standards set forth by ICAO in Doc 9303 8th edition: b. The inlay shall be smooth and continuous from the edge of the cover to the stitching of the inside pages. c. The inlay material shall span the entire cover (front and back) of the completed ePassport. The IC chip/antenna assembly shall be positioned in the inlay so that it is located in the back cover of the completed booklet. The IC chip/antenna shall be placed in the booklet with due regard to providing maximum protection of the IC chip and antenna against involuntary external abuse. d. The 2up eCover converted into booklet shall pass the ISO18745-2 test, Section 9.5 Datapage and cover warpage evaluation e. The inlay protective envelope shall be of a material that shall securely and durably adhere to the book cover and book end pages so that the finished ePassport maintains its physical integrity as well as or better than the current Philippine passport	

booklet.

f. The IC chip/antenna assembly, when integrated into the inlay, shall meet the tolerance limits for exposure to the various stresses such as electromagnetic, physical, mechanical effects as described in ISO 14443-1.

g. The Prospective Contractor shall submit a certification issued by a reputable certifying body that the offered inlay is in compliance with the ISO 14443, parts 2-4.

2.2. **Paper Inlay Functional Characteristics**

a. The IC chip/antenna assembly shall support the contactless speed of 424 kbps minimum.

b. The IC chip shall be ISO 14443 certified, parts 2-4 Type A or Type B compliant and must have anti-collision feature.

c. The Prospective Contractor shall provide protection against any unauthorized writing to any user accessible memory prior to being permanently locked at personalization (e.g. transport key).

d. The IC chip shall prevent any writing or erasing of data once the IC chip has been locked.

e. The IC chip shall support the Minimum Set of Commands as specified in the ICAO LDS Technical Report: Read Binary and Select File. This is the minimum set of commands specified by ICAO for verification of personalized travel documents.

f. The Prospective Contractor shall provide the software for personalization and the necessary integration services to make sure that the IC chip will be compatible with the existing perforation and personalization system of APO. Any changes needed on the perforation system and personalization system of the existing production line brought about by the new chip/inlay will be shouldered by the bidder/supplier.

2.3. **Operating System**

a. The IC chip/antenna inlay shall have an On-board Operating System as per ISO/IEC Standard 7816-4. The read range must be up to 10 cm.

b. The Chip Operating System shall be a native development and should allow faster reading and

availability of more space for data storage. c. The Chip Operating System should be compatible with the current perforation and personalization system of APO. Any changes needed on the perforation and personalization system of the existing production line brought about by the new chip operating system will be shouldered by the bidder/supplier. 2.4. **Micro-Controller / Processor** a. At a minimum, IC chips shall have an 8-bit processor. b. All security functions shall be on a single IC chip. 2.5. **Memory** a. User accessible memory shall be secured (factory lockable and user lockable), programmable and non-volatile. b. The contactless IC chip shall have a minimum of 64 KiloBytes ("KB") of space available (electrically erasable programmable read-only memory [EEPROM], FLASH or other ICAO-compliant memory) for the personalized data. The data storage must have enough capacity to store all the ICAO and DFA required/mandatory data at the time of project implementation. It shall accommodate "future proofing". The chip architecture and layout (data structure) must be compliant with relevant ICAO/NTWG/ISO IEC standards. c. The memory shall support random access data retrieval of data elements of LDS.	
3. **ELECTRONIC PASSPORT COVER SECURITY** 3.1. The Prospective Contractor shall provide both hardware and software protection against Differential Power Analysis (DPA) and Simple Power Analysis (SPA) attacks. 3.2. The Prospective Contractor shall provide audit control on eCover assembly to include scrap report and 100% reconciliation. 3.3. The offered IC chip shall provide: a. General capabilities: 1. Hardware and software (logical) tamper-resistance;	

2. Security/exception sensors such as voltage, frequency, and temperature; 3. A security design to prevent unauthorized access via hardware and software; and 4. Auto detection, if any attempt to tamper the chip is made. b. Specific Capabilities: 1. Ability to sense input power voltages outside (both above and below) its normal operating range. Upon detection of an out-of-range condition, the IC chip shall reset to include overwriting of the random access memory (RAM); 2. A Unique Serial Number stored internally in the IC chip which should not be printed on the surface of the IC chip, inlay or Unique Identifier Device (UID) shall be employed to allow total traceability of the product from production of the IC chip until the delivery of the ePassport; 3. A Micro-Controller Unit (MCU) designed to provide a high level of protection against physical attacks, including specific hardware features to assist in protection against SPA and DPA attacks; 4. Side-channel resistant hardware that protects against existing power and timing attacks and possible electromagnetic emissions attacks; 5. Both chips should be certified before first delivery and the chip hardware shall be Common Criteria Level 5 augmented (CC EAL5+) certified or higher. The Operating System on the IC chip supports formatting and ensures data structure groups according to LDS1 standard version 1.7 or 1.8, and applications under ICAO standards include ICAO 9303, EAC, AA, SAC certified from CC EAL 5+ or higher and BAC certified from CC EAL 4+ or higher.	

Electronic Passport Cover Technical Specifications

Use: For Regular, Diplomatic and Official Electronic Passports
Size: Composite material of 264 ± 1 mm x 186 ± 1 mm assembled in the following order:

1. **COVER**

    1. **Material:** Coated with acrylic or equivalent non-migratory resin; able to accept heat stamping of imitation gold foil; folding and abrasion-resistant; high quality and heat-resistant
    2. **Color:** Maroon – Regular

        Blue – Diplomatic
        Red – Official
        (color swatches will be provided to winning bidder)

    3. **Grain Direction:** Long Grain
    4. **Configuration:** 2 ups
    5. **Finish:** Topside finish shall be of uniform pattern
    6. **Surface and coating:** Shall be soft and pliable but not oily; surface shall not crack when bent sharply. The back surface shall be receptive to a water-based polyvinyl acetate emulsion adhesive used to bond the end sheets. The top surface shall withstand the lamination process. When stretched, the surface coating shall show no defects.

2. **Paper Inlay**

    General characteristics: The paper inlay shall consist of an ISO 14443 Type A or Type B compliant IC/antenna assembly embedded in protective and sealed material; construction of the inlay shall be designed to ensure optimal protection of the antenna and module. The interconnection between antenna and chip shall be properly protected.

    1. **Material:** a material that shall securely and durably adhere to the cover and end pages so that the finished ePassport maintains its physical integrity.

        : material to support antenna and module shall be of very high structural resistance, ensuring the protection of the transponders within a sealed environment, while at the same time providing a strong mechanical resistance to shocks and delamination. The material shall allow penetration of adhesive structure to ensure perfect bonding of

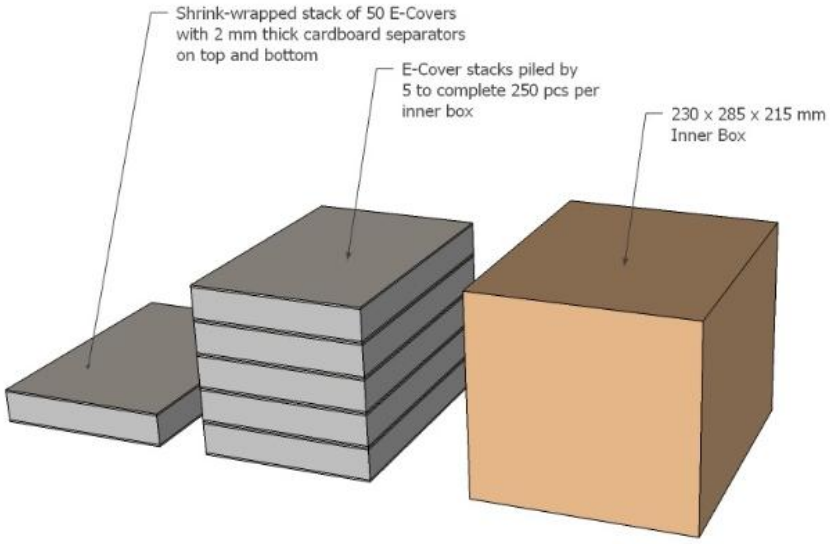
all Modules. **:** the paper inlay material shall span the entire cover (front and back) of the completed passport. The IC/antenna assembly shall be positioned in the inlay such that it is located in the back cover of the completed book. 2. **Structure:** **Antenna:** shall use a reliable material with proven durability that ensures proper functionality of the operating system. The shape shall allow maximum interoperability with ISO 14443 compliant readers. : the IC/antenna shall be placed within the rear booklet cover, having regard to maximizing the protection of the IC itself against involuntary external abuse. : the antenna shall conform to ISO 7810 ID-1 specifications. **Module:** includes the chip, the operating system and protective coating of the chip **Resonance Frequency:** 15.0MHz ± 1 MHz @-15/-16dBm **Functional:** 100% electrical functional test **Pitch (Chip):** 133mm ± 1mm **Hinge:** 10mm ± 1mm 3. **COVER ASSEMBLY (COVER + PAPER INLAY)** **Physical Properties** 1. Size, mm: 264 ± 1 mm x 186 ± 1 mm 2. Substance, gsm: 300 minimum 3. Thickness, microns: 705 microns ± 95 microns *4.* Tensile Strength, kg/15mm MD: minimum 20 CD : minimum 15 *Note: Supplier shall guarantee the tensile strength of the cover only.* 5. Folding Endurance, mdf: minimum 1000 *Note: Supplier shall guarantee the folding endurance of*	

the cover only. 6. Flatness: - shall have sufficient flexibility and flatness before and after being processed. The cover shall lie flat and have sufficient stiffness to feed properly on the passport assembly line. 7. Trim: material shall not fray when trimmed. 8. Resistance: 1. Must withstand extreme temperatures up to 180^{o}C heat during lamination and personalization 2. Resistant to adverse environmental factors including humidity and moisture 3. Resistant to chemicals, sweat and damp 4. Tear-proof material 9. Storage, production area and testing conditions: 22.5°C +/- 5°c and 50% Relative Humidity +/- 15% 10. Packaging Requirement	
4. Others a. The eCovers shall be manufactured in a secure environment with strict controls on its production. b. The Contractor shall assure that all the chips on one sheet have to be functional by outgoing testing. Sampling based on ISO 2859 – 1 and visual inspection is done to ensure the quality of the paper inlay construction itself. c. All deliveries shall be accompanied by a Certificate of Inspection or its equivalent to certify that the shipment is fully in compliance with the contract requirements in specifications, quantity, quality, proper packing and marking as well as origin of product material and safety requirement. d. Transportation of the eCovers shall be from the point of manufacture to the APO facility under strict signature authority and security. e. The chip shall be pre-initialized by the paper inlay manufacturer. f. The chip shall have a transport key to secure the same during shipment. g. The transport shall secure the eCovers such that only	

APO shall be allowed to open and personalize the passport booklets. h. The bidder/supplier shall submit 50 eCover samples for testing together with their formal proposal. i. The OS must be able to be patched in documents deployed in the field. The bidder must be able to demonstrate OS patchability during POC. j. The eCover supplier must develop its own operating system, cryptographic libraries. The cryptographic library must have been CC certified along with the platform proposed by application manufacturer. k. The eCover supplier must have a local office in Philippines to provide local support. l. The eCover supplier must provide more than 10 countries references of Ecover and/or inlay project delivery. The total eCover and inlay delivered in past 5 years should exceed 100million units.	

Sample Illustration of Packaging Requirement:

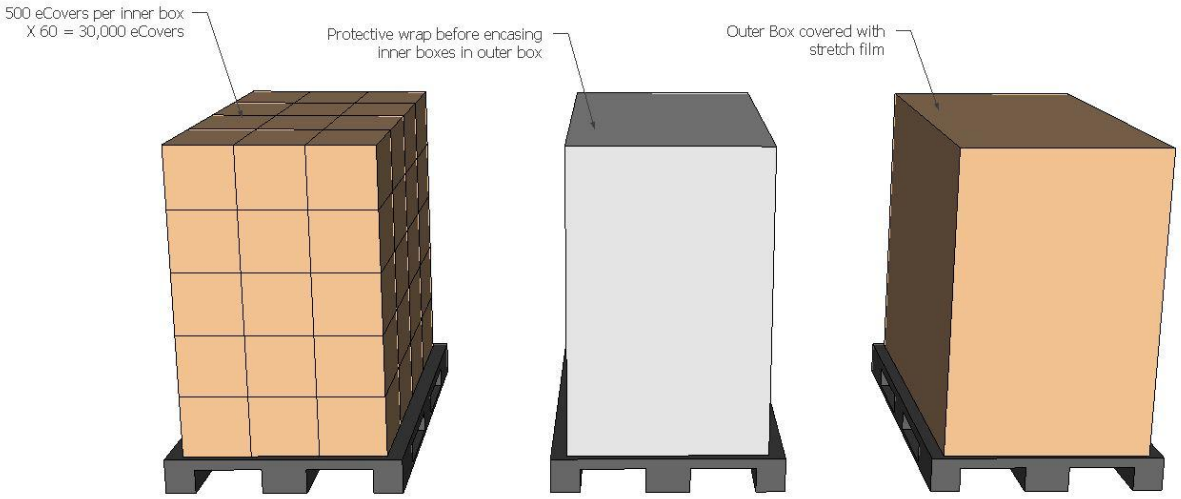
a. Inner Box Packaging
   1. Contents: 250 x 2-up sheets = 500 eCovers / Inner Box
   2. Inner Box Dimensions: 230 mm x 285 mm x 215 mm



b. Outer Box Packaging
   1. Contents: 500 pcs x 60 inner boxes = 30,000 E-Covers
   2. Outer Box Dimensions: 750 x 1170 x 1080 mm
   3. Pallet Dimensions: 800 x 1200 mm

   * Stacked inner boxes shall be covered with a protective wrap before encasing in outer box. After which the whole packaging will be wrapped in stretch film.

Sample Illustration:

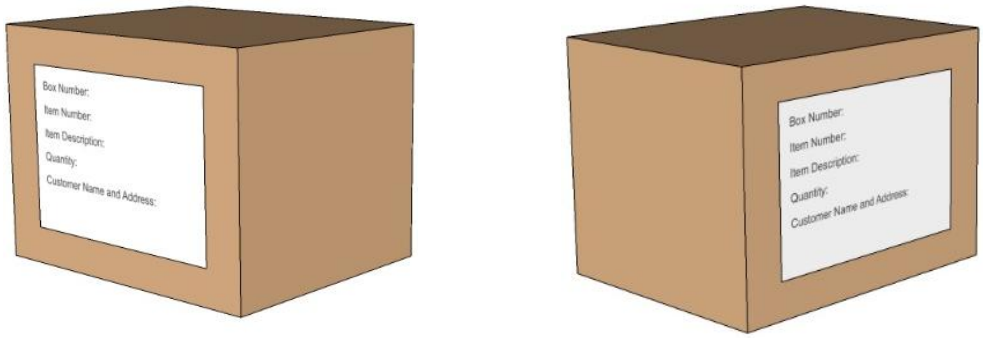


c. Inner Box Packaging

1. Inner Box Label shall contain the following details:
   - Box Number
   - Item Number
   - Item Description
   - Quantity
   - Customer Name and Address

   *Inner Box Labels should be attached on both the longer sides of the Inner Box

Sample Illustration:



2. The Outer Box Label shall contain the following details:
   - Pallet Number
   - Item Number
   - Item Description
   - Quantity
   - Customer Name and Address
   - Outer Box Labels should be attached on both the longer sides of the Outer Box

   *Outer box labels should be visible through the stretch film wrap

Sample Illustration:

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 54.2 of the Approved IRR of RA No. 12009 or the New Government Procurement Act;

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 52.4.1.3 and 52.4.2.4 of the Approved IRR of RA No. 12009 or the New Government Procurement Act, 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 Copy of the Bidder's Conformity with the Schedule of Requirements:

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

Financial Documents

☐ (h) 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

☐ (i) 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 Approved IRR of RA No. 12009 or the New Government Procurement Act (as applicable)

☐ (j) *[For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

☐ (k) 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
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 52.2, 63.2, 69.1 and 99 of the Approved IRR of RA No. 12009 or the New Government Procurement Act; 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	**PhP** 180,000,000.00
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)

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 Amount and Purpose of agent Currency, 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: _____

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

Kindly supply the required information in the spaces provided. Do not forget to indicate the "Country of Origin" of the goods offered. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.

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

1	2	3	4	5	6	7	8	9
Item No.	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place. (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP. (col 4 x 8)
1								
2								
3								
4								
5								
6								

_____ _____
[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)

***BIDDERS SHALL NOT ALTER THIS FORM**

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

Kindly supply the required information in the spaces provided. Do not forget to indicate the "Country of Origin" of the goods offered. Prospective bidders have the option to indicate the appropriate amount, "0" or "Not Applicable (N/A)" for columns 6, 7 and 8. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract are 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									
2									
3									
4									
5									
6									

_____ _____

[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)

***BIDDERS SHALL NOT ALTER THIS FOR**

Republic of the Philippines
gppb
Government Procurement Policy Board