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

APO PRODUCTION UNIT, INC.

BAGONG PILIPINAS

# PHILIPPINE BIDDING DOCUMENTS

# PROCUREMENT OF TECHNICAL AND OPERATIONAL SERVICE SUPPORT INCLUDING REPAIR AND MAINTENANCE SERVICES

## (Bid Reference No. PB-23-25)

**APO Production Unit, Inc.**
**Sixth Edition**
**12 August 2025**

# Table of Contents

**Section I. Invitation to Bid…….……..2**
**Section II. Instructions to Bidders…….....6**
1. Scope of Bid ……...7
2. Funding Information……... 7
3. Bidding Requirements ……7
4. Corrupt, Fraudulent, Collusive, and Coercive Practices……7
5. Eligible Bidders……...7
6. Origin of Goods …….....8
7. Subcontracts ……..8
8. Pre-Bid Conference ……8
9. Clarification and Amendment of Bidding Documents ……...8
10. Documents comprising the Bid: Eligibility and Technical Components ……...8
11. Documents comprising the Bid: Financial Component ……... ..9
12. Bid Prices ……...9
13. Bid and Payment Currencies …… 9
14. Bid Security …… 9
15. Sealing and Marking of Bids …… 9
16. Deadline for Submission of Bids ……. 10
17. Opening and Preliminary Examination of Bids …….. 10
18. Domestic Preference …… 11
19. Detailed Evaluation and Comparison of Bids ……. 11
20. Post-Qualification …… 11
21. Signing of the Contract …… 12
**Section III. Bid Data Sheet ……..13**
**Section IV. General Conditions of Contract ……...…….17**
1. Scope of Contract ……18
2. Advance Payment and Terms of Payment ……...18
3. Performance Security ……...18
4. Inspection and Tests ……18
5. Warranty ……...19
6. Liability of the Supplier ……...19
**Section V. Special Conditions of Contract ……19**
**Section VI. Schedule of Requirements …….....21**
**Section VII. Technical Specifications ……..……23**
**Section VIII. Checklist of Technical and Financial Documents ……..32**
**Section IX. Bidding Forms……...……34**

# *Section I. Invitation to Bid*

# INVITATION TO BID FOR THE

PROCUREMENT OF TECHNICAL AND OPERATIONAL SERVICE SUPPORT INCLUDING REPAIR AND MAINTENANCE SERVICES **(PB-23-25)**

1. The APO Production Unit, Inc., through the *Corporate Operating Budget for 2025* intends to apply the sum of *One Hundred Twelve Million Pesos (PhP 112,000,000.00)* 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 PROCUREMENT OF TECHNICAL AND OPERATIONAL SERVICE SUPPORT INCLUDING REPAIR AND MAINTENANCE SERVICES 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 five (5) 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 *August 12, 2025, to September 1, 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 *August 20, 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 September 1*, 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 September 1*, 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

*August 12, 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 PROCUREMENT OF TECHNICAL AND OPERATIONAL SERVICE SUPPORT INCLUDING REPAIR AND MAINTENANCE SERVICES with identification number *[PB-23-25]*.

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 Twelve Million Pesos (PhP112,000,000.00)

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 Fifty-Six Million Pesos (PhP 56,000,000.00)

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 five (5) 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 222 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:<br><br>a. Lease of various security printing machine and finishing equipment including the provision of technical infrastructure, operational and technical support within a secured facility.<br><br>b. Completed **within five (5) years** prior to the deadline for the submission and receipt of bids.<br><br>The bidder's Statement Identifying the Largest Completed Contracts shall be supported by any of the following:<br><br>i. End-user's Certificate of Satisfactory Completion/Performance and/or Acceptance;<br>ii. Billing/Sales Invoice; OR<br>iii. Official Receipts |
| 7.1 | No portion of the contract/project shall be subcontracted. |
| 12 | The price of the Goods shall be quoted DDP |
| 14.1 | The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:<br><br>a. The amount of not less than *two percent (2%) of ABC or* at least amounting to Two Million Two Hundred Forty Thousand Pesos (PhP 2,240,000.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or<br><br>b. The amount of not less than *five percent (5%) of ABC* or at least amounting to Five Million Six Hundred Thousand Pesos (PhP 5,600,000.00), 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:*<br>Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).<br><br>*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*<br><br>*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 VI (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 | Technical and Operational Service Support including repair and maintenance Services shall be made by the Qualified Service Provider Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).<br><br>For purposes of this Clause, the Procuring Entity's Representatives at the Project Site is: MR. LYNDON DINGLASAN, Plant Manager at APO LiMA Batangas. |
| 2.2 | The terms of payment shall be as follows:<br><br>Payment to the SERVICE PROVIDER for the technical and operational service support including repair and maintenance services provided and accomplished shall be made on a per month basis with an amount equivalent to the bid price equally divided into twelve (12) months.<br><br>Progress payment for completed portion of the services per month is allowed, subject to the submission of the following documents:<br><br>a. Copy of Purchase Order (PO)/Contract<br>b. Statement of Monthly Services Provided/Accomplished (SWA)<br>c. Certificate of Satisfactory Performance and Acceptance by APO. |
| 4 | The inspections and tests that will be conducted is:<br><br>Not applicable |
| 5 | Warranty<br><br>Not applicable |

# *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 Number | Description | Quantity | Total | Delivered, Weeks/Months |
|---|---|---|---|---|
| 1 | PROCUREMENT OF TECHNICAL AND OPERATIONAL SERVICE SUPPORT INCLUDING REPAIR AND MAINTENANCE SERVICES | 1 lot | 1 lot | The Technical and Operational Service Support, including Repair and Maintenance Services shall be effective for a period of One (1) year.<br><br>The above-mentioned Services shall start to commence upon the issuance of the Notice to Proceed (NTP) and shall be performed and accomplished on monthly basis. |

**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 Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause and/or **GCC** Clause |
| **Item** | **TECHNICAL AND OPERATIONAL SERVICE SUPPORT INCLUDING REPAIR AND MAINTENANCE SERVICES** | **Statement of Compliance** |
| **Brief Description:**<br><br>This procurement covers the engagement of a qualified service provider to deliver technical and operational service support, including preventive and corrective repair and maintenance of machines and equipment as may be specified in the scope of work.<br><br>The services are intended to ensure optimal functionality, extended service life, particularly to effectively manage the requirements of the Tax Stamp Production Operations. | | |
| | **SCOPE OF WORK/SERVICES** | |
| **A.** | **Technical Services** | **Statement of Compliance** |
| 1 | **Quality Control Operations** | |

d. This involves a partnership between Quality Assurance (QA) and Manufacturing, and includes the following requirements:

| Activity | Manufacturing | Quality Assurance |
|---|---|---|
| Incoming Materials Inspection | No Participation | Verification of conformance to material specifications, including physical and laboratory tests (as applicable) and revalidation of materials kept in Raw Materials (RM) Warehouse (frequency depends on the type of material) |
| Work-in-Process Inspection | Visual (e.g. color, printing defects, dimensions) verification of conformance to product specifications | Verification of Manufacturing conformance to the established Quality Control process |
| Finished Goods Inspection | Visual (e.g. color, printing defects, dimensions) verification of conformance to finishing and packing specifications | Verification of conformance to product specifications, including physical and functional laboratory tests (as applicable) |

e. All non-conforming products are subject to the Procedure on Control of Non-Conforming Products.

f. A Certificate of Assessment (COA) is prepared based on final inspection results and attached to the Finished Goods Transfer Receipt (FGTR).

g. Calibration to the defined quality standards as well as measurement of the overall proficiency in performing product inspection and quality

| | | |
|---|---|---|
| | controlling based on the defined standards is conducted regularly. | |
| 2 | **<u>Quality Assurance Laboratory and Operations</u>**<br><br>a. This includes development and documentation of Inspection Protocols/Quality Plans which covers quality characteristics including methodologies, standards and tolerances on visual attributes for new product introductions and updates in existing products.<br><br>b. In the absence of customer-defined inspection criteria, QA establishes and aligns with Manufacturing to produce QA Standards. The result of alignment is further discussed and aligned with customer requirements, as applicable or necessary. Acceptable samples become part of QA tolerance matrix while rejected samples are compiled in a fault catalogue. QA monitors availability of these references and the sustained implementation of its application in the operation, via in-process audits.<br><br>c. QA Standards are developed, which include inspection checkpoints, inspection frequencies, and tolerances in visual and functional attributes.<br><br>d. Laboratory Management includes the following activities:<br><br>• Developing laboratory guidelines and procedures<br><br>• Use, control and management of laboratory chemicals and reagent supplies needed in various analyses. These are identified, monitored and controlled to ensure their availability and conformance to safety requirements. QA collaborates with the Environment, Health and Safety Management (EHS) process for laboratory chemical handling and management based on prescribed MSDS and technical data sheets provided by suppliers.<br><br>• Management and verification of laboratory equipment condition – this includes conducting verification on laboratory instruments or equipment suitability by checking the calibration status, conformance to defined tolerance, and ensuring availability and | |

| | | |
|---|---|---|
| | maintenance of calibration certificates. QA Analyst conducts inspection of identified laboratory instruments or equipment.<br><br>• Management of technical competence of laboratory personnel – this covers conduct of regular proficiency assessment including calibration of QA Analysts and providing intervention as identified.<br>• Laboratory Safety – conformance to established laboratory safety guidelines and controls throughout laboratory operations like the use of appropriate Personal Protective Equipment (PPEs). | |
| 3 | **<u>Finishing and Converting Machines Operation</u>**<br><br>a. Competent support personnel are provided and assigned to specific finishing/converting machines to ensure coverage of planned operations.<br><br>b. Standard procedures, work instructions and established process control parameters and settings are observed throughout the production process to attain consistency in product quality.<br><br>c. Production run quantity is captured in a Job Order Jacket which moves from one process to the next, until completion.<br><br>d. Standard operator-level preventive maintenance becomes part of the normal startup and closeout activities. | |
| 4 | **<u>Operators' Training</u>**<br><br>a. A comprehensive Training Plan is prepared and executed to ensure that operators are continually prepared to be technically equipped, properly oriented on machine capability, product requirement, health and safety, and other operating needs.<br><br>b. Training is facilitated by qualified personnel on identified training areas for effective download and assessment.<br><br>c. Actual machine operation becomes the final validation and assessment of an operator's acquired capability and learning. | |

| B. | Repairs And Maintenance | Statement of Compliance |
|---|---|---|
| | Repairs and maintenance of the identified manufacturing machines and equipment shall be fully covered and managed for the contract duration ensuring good condition, maintenance and in the following terms:<br><br>1. Machine/Equipment Repairs<br>2. Preventive Maintenance<br>3. Spare Parts Supply and Management<br>4. Engineering Services<br><br>The manufacturing machines and equipment identified for this purpose consist of the following:<br><br>1. 8-color Rotogravure Press – 1 unit<br>2. Rewind/Quality Inspection Machine – 2 units<br>3. Big Roll Rewind and Slitter Machine – 2 units<br>4. Rotary Narrow Slitter with Kiss Cut Machine – 2 units<br>5. Cut-to-Register Sheeting Machine – 1 unit<br>6. Guillotine Cutter – 3 units<br>7. Titan Narrow Slitter – 1 unit<br>8. Salvage Rewind Machine – 4 units<br>9. Materials Handling Equipment:<br>9.1 Electric Forklift/Grab lift – 1 unit<br>9.2 Shredder – 1 unit<br>9.3 Baler – 1 unit<br>9.4 Pallet Truck – 4 units<br><br>10. Auxiliary Equipment and Utilities<br><br>10.1 Electrical System<br>10.2 Compressed Air Supply.<br><br>However, replacement of above-mentioned machines which have reached "beyond repair" status is not included.<br><br>Also, the HP Indigo Press and all peripheral and auxiliary components of its system are not included. | |
| **C.** | **Consumables** | **Statement of Compliance** |
| | All manufacturing supplies and consumables **(except substrate, inks, solvents and PE bags for shredded stamps)** as defined below, corresponding to the defined volume for the whole duration of the contract shall be planned for, provided and managed aligned to the Tax Stamp Production requirement.<br><br>1. Printing Cylinders<br>2. Liquefied Petroleum Gas (LPG) | |

| | | |
|---|---|---|
| | 3. Bobbin Cores<br>4. Auxiliary parts (e.g. guillotine blades, die plates)<br>5. Consumables (e.g. impression rubber, doctor blades)<br>6. Packaging Materials (e.g. paper, shrink film, etc.) | |
| **D.** | **Calibration Services** | **Statement of Compliance** |
| | The Bidder shall provide for the calibration of measurement and control instruments utilized in the Tax Stamp Production Operations.<br>1. Scales/Balances<br>2. Pressure Gauges and Sensors<br>3. Temperature Sensors and Thermometers<br>4. Flow Meters and Regulators<br>5. Dimensional Tools<br>6. Electrical Instruments<br>7. Color Measurement Tools | |
| **F.** | **Security Access System** | **Statement of Compliance** |
| | The Bidder shall provide for and maintain the Security Access System of the Tax Stamp Production Area.<br><br>1. Access Control Management<br>2. Access Control Repair and Maintenance<br><br>The CCTV cameras in the Tax Stamp Operations and its system maintenance are not included. | |
| **G.** | **Environmental Interface** | **Statement of Compliance** |
| | The Bidder shall install facilities, conduct necessary measures, and establish programs to manage the operations' environmental, health, and safety impact.<br><br>It shall ensure compliance to legal requirements such as but not limited to:<br><br>1. RA 90003, Ecological and Solid Waste Management Act of 2000 by implementing proper solid waste segregation and proper disposal methodologies.<br><br>2. RA 6969, Toxic Substances and Hazardous and Nuclear Waste Control Act of 1900 by ensuring that all hazardous waste as classified in the provisions of this law shall be stored, transported, treated, and disposed according to implementing rules.<br><br>3. RA 8749, Philippine Clean Air Act of 1999 by utilizing low sulfur fuel, maintaining good air | |

| | | |
|---|---|---|
| | pollution source facility and performing compliance testing as prescribed.<br><br>4. RA 9275, Philippine Clean Water Act of 2004 by ensuring that all waste water discharges can support marine life.<br><br>5. PD 856, Sanitation Code of the Philippines by keeping a manufacturing facility that is conducive for productive work and employees are provided sufficient facilities for personal activities.<br><br>6. PD 442, Labor Code of the Philippines including Occupational Health, and Safety by ensuring that personnel are safe during their tour of duty and emergency facilities and emergency procedures are available.<br><br>7. RA 9514, Fire Code of the Philippines by installing mechanisms to prevent fire, and installing facilities to fight fire and practicing response procedures during fire emergencies.<br><br>8. DAO 2003-27 Series of 2003, Preparation of Self-Monitoring Report by timely submission of accurately monitored environmental parameters of the operation. | |

# *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: _____

NOTE: The aforesaid statement should include those contracts awarded but not yet started. Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.

**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. Billing/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 112,000,000.00** |
|---|---|
| **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