DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
BIODIVERSITY MANAGEMENT BUREAU
QUEZON AVE., DILIMAN, QUEZON CITY
Tel. No. (632) 8 924 6031-25 | Fax (632) 8 924 0109, (632) 8 920 4417
Website: www.bmb.gov.oh | Email: bmb@bmb.gov.ph

BIDDING DOCUMENTS

SUPPLY AND DELIVERY OF DESKTOP COMPUTER AND VARIOUS ICT EQUIPMENT

ABC: P1,843,821.25

BIDS AND AWARDS COMMITTEE

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender.* (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means "delivered duty paid."

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City
Tel Nos.: (632) 8924-6031 to 35 | Fax: (632) 8924-0109, (632) 8920-4417
Website: https://bmb.gov.ph | Email Address: bmb@bmb.gov.ph

BAGONG PILIPINAS

INVITATION TO BID
No. 2025-005

SUPPLY AND DELIVERY OF DESKTOP COMPUTER AND VARIOUS ICT EQUIPMENT

1. The ***Biodiversity Management Bureau***, through the ***Government of the Philippines (GOP)*** has received a ***Grant*** from the ***AFoCO-DENR Fresh Project Funds for CY 2025*** intends to apply the sum of ***One Million Eight Hundred Forty-Three Thousand Eight Hundred Twenty One Pesos and Twenty-Five Centavos Only (P1,843,821.25)*** being the ABC to payments under the contract for the ***Supply and Delivery of Desktop Computer and Various ICT Equipment.*** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The ***Biodiversity Management Bureau*** now invites bids for the above Procurement Project. Delivery of the Goods is required within ***Thirty (30) Calendar Days***. Bidders should have completed, within 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 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from ***BMB-BAC Secretariat*** and inspect the Bidding Documents at the address given below during 8:00a.m. to 5:00p.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders starting ***March 6, 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* ***Five Thousand Pesos (P5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

6. The ***Biodiversity Management Bureau*** *will* hold a Pre-Bid Conference on ***March 13, 2025, 1:30 p.m.*** at ***BMB Conference Room, Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City*** which shall be open to prospective bidders.

UNITED NATIONS DECADE ON ECOSYSTEM RESTORATION 2021-2030

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***1:00 p.m.*** on ***April 2, 2025,*** 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 ***April 2, 2025, 1:30 p.m.*** at the ***BMB Conference Room***, Ninoy ***Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The opening of bids shall be done through face to face conference. The conference shall allow at the maximum two (2) representatives per bidder.

11. The ***Biodiversity Management Bureau*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

    Jessica F. Torno
    Head, Bids and Awards Committee Secretariat
    Biodiversity Management Bureau
    Ninoy Aquino Parks and Wildlife Center
    Quezon Avenue, Diliman, Quezon City
    Telephone No. (02) 8924-6031 to 35 local 221
    E-mail: bacsec@bmb.gov.ph

13. You may visit the following websites:

    For downloading of Bidding Documents:
    https://bmb.gov.ph/index.php/bid-opportunities

Approved for Posting:

ANSON M. TAGTAG
Chairperson, BAC

Section II. Instructions to Bidder

1. Scope of Bid

The Procuring Entity, ***BIODIVERSITY MANAGEMENT BUREAU*** wishes to receive Bids for the ***SUPPLY AND DELIVERY OF DESKTOP COMPUTER AND VARIOUS ICT EQUIPMENT*** with ITB ***No. 2025-005.***

The Procurement Project (referred to herein as "Project") is composed *lots* the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The Grant through the source of funding as indicated below for ***FY 2025*** in the amount of ***P1,843,821.25.***

2.2. The source of funding is:

a. *Special Account- Foreign Assisted/Foreign Grants Fund*, *Automatic Appropriation*, *Korea*.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for 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 **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 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

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

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

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

12. Bid Prices

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

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

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

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

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

iv. The price of other (incidental) services, if any, listed in the **BDS.**

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 the **BDS.**

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:

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] 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 until *120 Calendar Days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

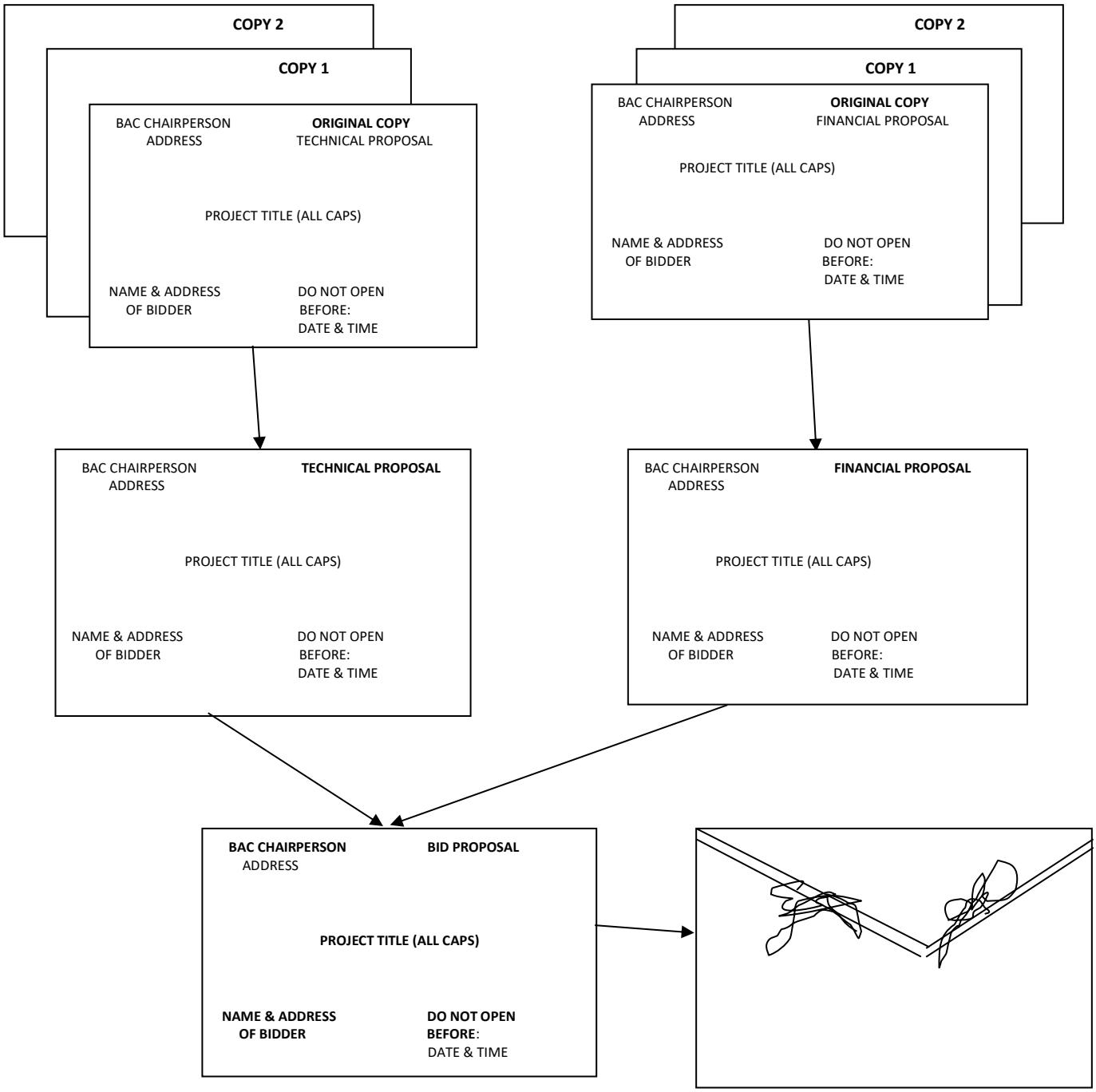
15. Sealing and Marking of Bids

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

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

[1] In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

SEALING and MARKINGS of BID ENVELOPES



FRONT SIDE **BACK SIDE**

NOTE : 1. ALL ENVELOPES (ORIGINAL COPY, COPY NO.1 AND COPY NO. 2) MUST BE PROPERLY LABELED, SEALED AND SIGNED INCLUDING THE MOTHER ENVELOPE

2. ALL SUBMITTED DOCUMENTS MUST BE SIGNED BY THE BIDDER'S AUTHORIZED SIGNATORY

3. INDEX TABS/EAR TAGS MUST BE PROVIDED FOR EASY REFERENCE/SCANNING.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time at its physical address.

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 case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

19.3. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC

computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. Signing of the Contract

21. Signing of Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: **a.** ***Supply and Delivery of IT Equipment*** b. Completed *within the last* ***five (5) years*** prior to the deadline for submission and receipt of bids equivalent to at least ***fifty percent (50%)*** of the ABC
7.1	***No subcontracting allowed***
12	The price of the Goods shall be quoted DDP *Philippines* or the applicable International Commercial Terms (INCOTERMS) for this Project.
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 ***P36,876.42*** *equivalent to two percent (2%) of ABC:P1,843,821.25* if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ***P92,191.06*** *equivalent to five percent (5%) of ABC:P1,843,821.25* if bid security is in Surety Bond.
19.3	***The Project will be awarded as one (1) lot***
20.2	***Latest Income Tax Returns filed and paid to the BIR Electronic Filing and Payment System (EFPS)*** ***Mayor's Permit*** ***DTI/SEC Registration*** ***PHILGEPS Platinum Registration Certificate*** ***Tax Clearance*** ***Audited Financial Statement (latest)***
21.2	***No further instructions***

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection 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 VII (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 assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such 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	**Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: *[For Goods supplied from within the Philippines, state:*] "The delivery terms applicable to this Contract are delivered to **Biodiversity Management Bureau (BMB)** ***Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City***. 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 ***Ms. Fides Lenore B. Sandoval*** **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

	e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. **Spare Parts –** The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: *Select appropriate requirements and delete the rest.* 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price. The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years. Spare parts or components shall be supplied as promptly as possible, but in any case, within one month of placing the order.

	Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

	Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. **Intellectual Property Rights –** The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	*Partial Payment is not allowed*
4	The inspections and tests that will be conducted are: *Compliance to technical specifications; power-on test*

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.

Unit	Description	Quantity	Total	Delivered, Weeks/Months
Set	*Desktop Computer*	*3*	*Php1,843,821.25*	*Thirty (30) Calendar Days*
Set	*Laptop*	*3*		
Pcs	*Printer (Laser)*	*2*		
Pc	*Printer (Inkjet)*	*1*		
Pc	*DSLR Camera*	*1*		
Set	*Wireless rechargeable lapel microphone*	*3*		
Pcs	*GPS Device*	*2*		
Set	*Tablet with accessories*	*2*		
Set	*Drone with external monitor*	*1*		

I hereby certify to comply with the above Schedule of Requirements.

_____

Name & Signature of Authorized Representatives

_____

Designation

_____

Company Name

_____

Date

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

FRAMEWORK AGREEMENT LIST ***(AGENCY)***				
Item / Service ***Type and nature of each item/service***		***Cost per item or service***	***Maximum Quantity***	***Total Cost per Item***
TOTAL ***(Approved Budget for the Contract)***				
Expected delivery timeframe after receipt of a Call-Off.		*Within [no. of days] calendar days upon issuance of Call-off .*		
Remarks		*Indicate here any other appropriate information as may be necessary.*		
SIGNATURE OVER PRINTED NAME		***POSITION***	***DEPARTMENT/DIVISION***	

Section VII. Technical Specifications

Technical Specifications

[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.]

Item	Specification	Statement of Compliance
1.	***Desktop Computer*** *OS – Windows 11* *Processor – Intel Core i7-14700* *Graphics – Intel UHD Graphics 730* *Memory – 16GB DDR5* *Storage – 512GB M.2 SSD + 1TB HDD* *Monitor- 23.5" or higher IPS 1ms 100Mhz FHD Monitor* *Bundled Software - Microsoft Office Home and Student 2021* *Inclusion – USB Keyboard , Camera and Mouse* *Ports - LAN + WIFI + Bluetooth* *5x USB Port* *1x USB Type C* *1x SD Card* *2x HDMI Port* *1x Audio Jack* *Warranty – 1 year minimum*	
2.	***Branded 14" Intel Core Ultra 7 Laptop*** *OS – Windows 11* *Processor - Intel Core Ultra 7 processor 258V (12 MB Smart Cache, 2.2 GHz base core frequency with Intel® Turbo Boost* *Graphics - Intel® Arc Graphics 140V (2.0 or higher Max GPU Frequency)* *Memory - 32GB DDR5* *Storage - 1TB NVMe SSD* *Display - 14" OLED WQXGA +2880 x 1800* *Bundled Software and other Inclusions - Microsoft Office Home and Student 2021 Laptop Bag* *WebCam - 2560 x 1440 Resolution* *Network Connections - Wi-Fi 7 Wireless LAN*	

	• 802.11 a/b/g/n/ac/ax/be *•Supports Bluetooth® 5.4 or above* *Ports - USB Type-C™ ports supporting Input and output* *USB Type-C™ port supporting:* *• USB4® 40Gbps* *• DisplayPort over USB-C* *• USB charging 5 V; 3 A* *• DC-in port 20 V; 65 W* *Two USB Standard-A ports, supporting:* *• One port for USB 3.2 Gen 1* *• One port for USB 3.2 Gen 1 featuring power off USB charging* *Headphone/speaker jack* *HDMI 2.1 port* *Warranty – 2-years*	
3.	***Color Laserjet Multi-Function Printer*** *Function : Print, Copy, Scan, Fax* *Print Technology : Laser* *Processor speed : 800 MHz* *Connectivity : USB, Wi-Fi, Wireless Direct, Fax* ***Printer*** *Print speed black/color (ISO, A4) - Up to 16 ppm.* *Duty cycle (monthly, A4) - Up to 30,000 pages, recommended monthly Page Volume: 150 to 1500* *Print languages - HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, PCLm, PDF, URF.* *Paper handling input: standard - 150-sheet input tray.* *Paper handling output, standard - 100-sheet output bin.* *Duplex printing - Manual (driver support provided).* ***Scanner*** *Scanner type - Flatbed, ADF* *Scan resolution, optical - Up to 300 dpi (color and mono,ADF); Up to 1200 dpi (color and mono, flatbed).* *Scan speed (normal, A4) - Up to 14 ppm.* ***Copy*** *Copy speed (black/color, normal quality, A4 - Up to 16 ppm.* *Copy resolution (color text and graphics) - 600 x 600 dpi or up* ***Fax*** *Faxing - Yes* *Fax memory - Up to 1300 pages* *Cable included - Yes, 1 USB* *Warranty - 1 Year minimum*	

	Inclusion *Original LaserJet Toner Cartridge (Black, Cyan, Magenta, Yellow)*	
4.	***InkJet Printer*** *Function - Print, Copy, Scan, Fax* *Maximum Printing Resolution - 600 (horizontal)*1 x 1,200 (vertical) dpi* *Print Technology - Inkjet* *Processor speed - 800 MHz* *Connectivity - USB, Wi-Fi, Wireless Direct, Fax* ***Printer*** *Print speed black/color (ISO, A4) - Up to 16 ppm.* *Duty cycle (monthly, A4) - Up to 30,000 pages. Recommended monthly page volume: 150 to 1500* *Print languages - HP PCL 6, HP PCL 5c, HP postscript level 3 emulation, PCLm, PDF, URF.* *Paper handling input - standard: 150-sheet input tray.* *Paper handling output, standard - 100-sheet output bin.* *Duplex printing - Manual (driver support provided).* ***Scanner*** *Scanner type - Flatbed, ADF* *Scan resolution, optical - Up to 300 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed).* *Scan speed (normal, A4) - Up to 14 ppm.* ***Copy*** *Copy speed (black/color, normal quality, A4) - Up to 16 ppm.* *Copy resolution (color text and graphics) - 600 x 600 dpi or up* ***Fax*** *Faxing - Yes* *Fax memory - Up to 1300 pages* *Cable included - Yes, 1 USB* *Warranty - 1 Year minimum* ***Inclusion*** *All pigment inks*	
5	***DSLR Camera (w/ lens) + DSLR Telephoto lens*** *AF Modes – One-Shot Af, stills), Servo AF / Movie Servo AF* *AF Point Selection - Spot AF, 1-point AF, Expand AF area (above/below/left/right or around), Flexible Zone AF 1 / 2 / 3, Whole area AF* *AF System Points - Max. 1053 AF frame zones (Stills/Movies)* *Built-in Flash* *Closest Focusing Distance (cm) - 30 (f=24mm); 35 (f=50mm)* *Continuous Shooting Speed* *(Shots Per Sec) (Up To) - Electronic 1st curtain: 6*; Electronic*	

	shutter: 40 **If flicker is detected, continuous shooting will slow down even when anti-flicker shooting is turned off.* *Digital Zoom – Digital Tele- Converter x2.0 & x4.0* *Dimension (Excl. protusions) (mm) (Approx.) – 132.5x86.1x128.0* *Drive System – Leadscrew-type STM* *Effective ISO - Stills: 100–102,400 (L:50 / H:204,800)* *Movie: 100–25,600 (H:102,400)* *Canon Log movies: ISO 800–25,600 (L:100-640, H:32,000 - 102,400) HDR PQ movies: ISO 100–25,600** **HDR mode [Moving sub] requires min speed of ISO 800* *Effective Pixels (Megapixels) – 24.2* *Exposure Compensation - ±3 stops in 1/3-stop or 1/2-stop increments; AEB: ±3 stops in 1/3-stop or 1/2-stop Increments* *Eye Detection AF - Yes (Auto / Left-eye Priority / Right-eye Priority)* *Flash Modes –* *Focal Length (35mm Equivalent) - 24-50mm* *Guide Number ISO 100 metres –* *Image Resolution - 6000×4000 (JPEG L/RAW/C-RAW/HEIF)* *3984×2656 (HEIF, JPEG M)* *2976×1984 (HEIF, JPEG S1)* *2400×1600 (HEIF, JPEG S2)* *In-body Image Stabilizer (sensor shift IS) – No* *LCD Monitor (Size) (Inch) – 3.0* *LCD Monitor Resolutions (dots) – 1.62 Million* *Manual Focus – Yes* *Memory Card Type - Single Card Slots (SD, SDHC*, SDXC*)* **UHS-II cards supported* *Metering Mode - Stills: Evaluative, Partial, Spot, Center-weighted Average Movie: Evaluative (when faces are detected), Center-weighted average (when no faces are detected/When set to Canon Log 3)* *Movie Digital IS – Yes* *Movie Format – MP4* *Optical Image Stabilizer - Yes* *Optical Zoom – 2.0x* *Optional Power - AC Power (AC Adapter AC-E6N and DC Coupler DR-E18); USB Power (PD-E1)* *Peripheral Connections - USB Type-C (SuperSpeed Plus USB (USB 3.2 Gen 2) equivalent); External microphone IN; Headphone terminal; HDMI micro (Type D); Remote control terminal (E3); and Multi-function Shoe* *Processor Type – DIGIC X* *Sensor Size – Full- Frame CMOS*	

	Shooting Modes - Stills : A+/Hybrid Auto/Special scene mode/Creative filters/Fv/P/Tv/Av/M/B/C1/C2 Movies : A+/Special scene mode (HDR movie)/Creative filters/P/Tv/Av/M/C1/C2 *Shutter Speed Range (Sec.) - Stills: Electronic 1st-curtain: 30 – 1/4000; Electronic shutter: 30 - 1/16000, 30 - 1/8000 (High-speed continuous shooting +)* *Movie recording: Auto exposure: 1/25* - 1/8000, Shutter-priority/Manual exposure: 1/8* - 1/8000* **Varies by shooting mode and frame rate* *Silent Shutter – Yes* *Standard Power Supply – LP-E17* *Still Image Format – JPEG, HEIF, RAW. C-RAW* *Viewfinder Coverage (Approx.) – 100%* *Viewfinder Type - 0.39-inch OLED, approx. 2.36million dots; 59.94/119.88 fps Refresh Rate* *Weight (g) (Including the battery and memory card) (Approx.)* **For camera kits, weight includes kit lens(es). – 671* *White Balance - Auto (Ambience priority/White priority), Daylight, Shade, Cloudy (Effective in twilight and sunset), Tungsten light, White fluorescent light, Flash*, Custom, Color temperature setting (approx. 2500–10000 K)* *Shoot to set white balance (Live View), White balance shift and white balance bracketing features available* **Flash color temperature information transmission possible (EX / EL Series Speedlite* *X-sync (sec.) - Electronic 1st curtain: 1/200*	
	DSLR Telephoto Lens (compatible with the camera) *Angle of View (Diagonal) - 24°00' - 6°10'* *Angle of View (Horizontal)- 20°00' - 5°10'* *Angle of View (Vertical)- 14°00' - 3°30'* *Closest Focusing Distance (m, ft)- "1.2 / 3.94 (at 100mm) 0.88 / 2.89 (at 200mm) 1.05 / 3.44 (at 400mm)"* *Construction (Groups Elements)- 9,12* *Diameter x Length (mm) (Approx.)- 79.5 × 164.7* *Distance Scale -* *Drive System- Nano USM* *Filter Size (mm)- 67* *Max. Magnification (x)- 0.09x (at 100mm) 0.41x (at 400mm)* *Min. Aperture- 32 - 45*	

	No. of Diaphragm Blades- *Anti-dust and Moisture* *Weight (g) (Approx.)-* *Accessories (Lens Cap)-* *Accessories (Lens Hood)-* *Accessories (Lens Bag)-*	*9* *-* *635* *Lens Cap E-67 II & Lens Dust Cap RF (included)* *Lens Hood ET-74B (sold separately)* *Lens Case LP1224 (sold separately)*	
6.	***Wireless rechargeable lapel microphone*** *Specification :* *Output power: 20W* *Charging voltage: DC 5V 1A* *Use music time: 6-8 Hours* *Frequency response: 50Hz-15000Hz* *Working temperature:-10℃~45℃* *Use of amplification:6-8 Hours* *Charging time: 4 Hours* *Package Include:* *1 x Voice Amplifier* *1 x Wired Microphone Headset* *1 x FM(Radio) Wireless Microphone* *1 x Waistband* *1 x USB Cable* *1 x User Manual*		
7	***GPS Device*** *Lens Material* *Dimension* *Weight* *Water rating* *MIL-STD-810* *Touchscreen* *Display Type* *Display Size* *Display resolution* *Battery type* *Battery life* *Memory/History* *Interface* *Preloaded maps* *Map segments*	 *chemically strengthened glass* *3.6" x 7.2" x 1.3" (9.19 x 18.30 x 3.27 cm)* *14.5 oz (410 g) with included lithium-ion battery pack* *IPX7* *yes (thermal, shock, water, vibe)* */* *WVGA transflective, dual orientation* *2.55"W x 4.25"H (6.48 x 10.80 cm); 5" diag (12.70 cm)* *480 x 800 pixels* *rechargeable lithium-ion (included)* *GPS Mode: up to 18 hours* *GPS Mode, 10 min Tracking: up to 18 hours* *Expedition Mode: up to 330 hours* *Expedition Mode, 30 min Tracking: up to 300 hours* *16 GB (user space varies based on included mapping)* *high speed micro-USB and NMEA 0183 compatible* *yes (TopoActive, by Region; City Navigator M North America; Federal Public Lands Map, US only)* *15,000*	

	Satellite Imagery — *yes (direct to device)* *External memory storage* — *yes (32 GB max microSD™ card)* *Waypoints/favorites/locations* — *10,000* *Courses* — *250, 200 course points per course* *Tracks* — *250* *Navigation Track Log* — *20,000 points, 250 saved gpx tracks, 300 saved fit activities* *Navigation Routes* — *250, 250 points per route; 50 points auto routing*	
	Sensors *GPS, GALILEO, BAROMETRIC ALTIMETER, COMPASS, HIGH-SENSITIVITY RECEIVER, GPS COMPASS (WHILE MOVING)* • *Ability to add maps* • *Basemap* • *Automatic routing (turn by turn routing on roads) for outdoor activities* • *Automatic routing (turn by turn routing on roads) for motorized vehicles* • *Includes detailed hydrographic features (coastlines, lake/river shorelines, wetlands and perennial and seasonal streams)* • *Rinex logging* • *Includes searchable points of interests (parks, campgrounds, scenic lookouts and picnic sites)* • *Displays national, state and local parks, forests, and wilderness areas*	
8.	***Tablet*** ***SPECIFICATIONS*** *Display* — *11"* *Processor* — *M4 chip* *Rear camera* — *12MP wide camera; 4k video* *Front camera* — *Landscape 12MP center stage camera* *WiFi* — *yes* *Cellular* — *No* ***ACCESSORIES/ INCLUSIONS*** *Compatible magnetic digital pen* — *Length: 6.53 inches (166 mm); Diameter: 0.35 inch (8.9 mm); Weight: 0.64 ounce (18.2 grams)* ***Connections:*** *Bluetooth* ***Other Features:*** *Magnetically attaches and pairs* *Compatible magnetic keyboard* — *14-key function row w/ USB-C connector w/ trackpad*	

9.	***Drone with external monitor*** ***Performance*** *MAX TAKEOFF WEIGHT:* *2.0 lb / 899 g* *MAX HORIZONTAL SPEED:* *11.2 mph / 5 m/s (C Mode), 33.6 mph / 15 m/s (N Mode)* *47.0 mph / 21 m/s (S Mode)* *MAX ACCENT SPEED:* *17.9 mph / 8 m/s* *MAX DESCENT SPEED:* *13.4 mph / 6 m/s* *MAX WIND RESISTANCE:* *26.8 mph / 12 m/s* ***Camera*** *SENSOR TYPE:* *4/3"-Type CMOS Sensor* *SENSOR RESOLUTION:* *Effective: 20 Megapixel (5280 x 3956)* *FOCAL LENGTH:* *24mm (35mm Equivalent)* *SHUTTER SPEED:* *Electronic Shutter, 1/8000 to 8 Second* *STILL IMAGE SUPPORT:* *DNG / JPEG / Raw 20 MP (5280 x 3956)* ***Gimbal*** *NO. OF AXES:* *3 (Pitch, Roll, Yaw)* *CONTROL RANGE:* *Pitch: -90 to 35° , Yaw: -5 to 5°* *ANGULAR SPEED:* *Pitch: 100°/s* *CONTROL ACCURACY:* *±0.007°* *FLIGHT CONTROL SYSTEM:* *GNSS Support GPS, BeiDou, Galileo* *VISION SYSTEM:* *Downward, Forward, Backward, Left, Right* *OPERATING FREQUENCY:* *2.4 GHz (2.400 to 2.484) , 5.8 GHz (5.725 to 5.850)* *BATTERY CHEMISTRY:* *Lithium-Ion* *BATTERY CAPACITY:* *5000 mAh* *BUILT-IN DISPLAY SIZE :* *5.5"* *AC INPUT POWER:* *100 to 240 VAC, 50 / 60 Hz at 2 A* *OVERALL DIMENSIONS:* *3.8 x 3.6 x 8.7" / 96.3 x 90.3 x 221.0 mm (Folded); 11.1 x 4.2 x 13.7" / 283.0 x 107.7 x 347.5 mm (Unfolded)* ***INCLUSIONS*** *1x drone* *1x RC w/ monitor* *1x RC control stick (pair)* *3x battery* *6x propellers (pair)* *1x 100w USB-C Power adapter AC Power cable* *1x 100w USB-C Power adapter* *2x USB-C to USB-C Cable* *1x battery charging hub (100w)* *1x storage cover* *1x filter set* *1x 10 GB/s lightspeed data cable* *1x shoulder bag*	

I hereby certify to comply with the above Technical Specifications.

_____

Name & Signature of Authorized Representatives

_____

Designation

_____

Company Name

_____

Date

Technical Specifications

TECHNICAL SPECIFICATIONS			
Item / Service	***Maximum Quantity***	***Technical Specifications / Scope of Work***	***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.]

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 8.5.2 of the IRR;

Technical Documents

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

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

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

☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

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

Financial Documents

☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

BIDDING FORMS

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APPENDIX "1"

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date: _____

Project Identification No.: _____

To: [name and address of Procuring Entity]

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

If our Bid is accepted, we undertake:

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

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

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
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: _____

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

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

   iii. Performance Security;

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

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

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

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

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

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

for:

[Insert Procuring Entity]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

for:

[Insert Name of Supplier]

Acknowledgment

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

Price Schedule for Goods Offered from Within the Philippines

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

_____

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

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

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

Statement of Single Largest Completed Contract Which is Similar in Nature

(indicate only one)

Business Name: _____

Business Address: _____

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) or Sales Invoice Issued for the Contract

Submitted by: _____

(Printed Name and Signature)

Designation: _____

Date : _____

Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started.

Business Name: _____

Business Address: _____

Name of Client	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
Government				
Private				

Submitted by : _____
(Printed Name and Signature)

Designation: _____

Date : _____

Instructions:

i. Statement of all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded within the last five (5) years prior to the deadline for the submission and receipt of bids.

ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state non-equivalent term.

ii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Bid Securing Declaration Form

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

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

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

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

I/We, the undersigned, declare that:

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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

NFCC COMPUTATION FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 2025
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC={(Current assets minus current liabilities) (15) minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR

The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form

NFCC= P _____

Submitted by:

_____
Name of Supplier/Distributor/Manufacturer

_____
Signature of Authorized Representative

Date: _____