PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Supply and Delivery of Office Supplies, Building and Utility, Furniture, Medical Supplies, Devices and Prepaid Cards
IB Nos. 21-10-26c, 21-10-26e and 21-10-26g

Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD)

Sixth Edition
July 2020

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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.

OFFICE OF THE EXECUTIVE DIRECTOR
Administration, Resource Management and Support Services

November 15, 2021

Section I. Invitation to Bid

INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES, BUILDING AND UTILITY, FURNITURE, MEDICAL SUPPLIES, DEVICES AND PREPAID CARDS

The Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD), through the General Appropriations Act FY 2021 intends to apply the following for a total amount of **FOUR HUNDRED NINETY SEVEN THOUSAND ONE HUNDRED SIXTY EIGHT PESOS AND 50/100 (PhP497,168.50)** being the ABC to payment under the contract for the project "Supply and Delivery of Office Supplies, Building and Utility, Furniture, Medical Supplies, Devices and Prepaid Cards" with the following lots (second posting):

LOT	NO.	ABC (PhP)
Lot C (Medical Supplies)	21-10-26c	104,960.00
Lot E (Office Supplies - Common)	21-10-26e	318,063.50
Lot G (Office Supplies - Special)	21-10-26g	74,145.00

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

The DOST-PCAARRD now invites bids for the above Procurement Project. Delivery of the Goods is required within thirty (30) calendar days. Bidders should have completed, within sixty (60) months 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).

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
Tel. No. (63) (49) 554-9670
Fax No. (63) (49) 536-0016; 536-7922
Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651
E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

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.

Prospective Bidders may obtain further information from DOST-PCAARRD and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

A complete set of Bidding Documents may be acquired free of charge by interested Bidders on November 18 to November 26, 2021 from the given address and website(s) below.

No Pre-bid Conference will be conducted.

Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before November 26, 2021, 9:00 A.M. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall be on November 26, 2021, 9:00 A.M. at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The DOST-PCAARRD 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

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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.

For further information, please refer to:

Ms. Elyver B. Maligalig
Head, Secretariat
Bids and Awards Committee
Philippine Council for Agriculture, Aquatic and
Natural Resources Research and Development (PCAARRD)
Paseo de Valmayor, Timugan, Economic Garden
Los Baños, Laguna
Email address: bac@pcaarrd.dost.gov.ph
Telephone No. (63-49) 554-9670
Fax Nos. (63-49) 536-0016/536-7922
Website: http://www.pcaarrd.dost.gov.ph

You may visit the following website:

For downloading of Bidding Documents:
http://www.pcaarrd.dost.gov.ph/home/portal/index.php/bac/invitation-to-apply-for-eligibility-and-to-bid

MELVIN B. CARLOS, PhD, CESO IV
Deputy Executive Director III
and Chairperson, BAC

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
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E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DOST-PCAARRD wishes to receive Bids for the Supply and Delivery of Office Supplies, Building and Utility, Furniture, Medical Supplies, Devices and Prepaid Cards with identification numbers **21-10-26c, 21-10-26e and 21-10-26g.**.

The Procurement Project is composed of three (3) lots, 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 FY 2021 in the amount of PhP497,168.50.

2.2. The source of funding is NGA, the General Appropriations Act.

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.

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) 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.

7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 sixty (60) months prior to the deadline for the submission and receipt of bids.

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

11. Documents comprising the Bid: Financial Component

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

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

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

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

12. Bid Prices

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

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

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

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

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

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

b. For Goods offered from abroad:

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

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

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 until March 26, 2022. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its 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 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 BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall

consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

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

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

19.4. The Project shall be awarded as One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.3</td><td>For this purpose, contracts similar to the Project shall be:

a. Supply and delivery of office supplies and other office materials.

b. completed within sixty (60) months prior to the deadline for the submission and receipt of bids.</td></tr>
<tr><td>7.1</td><td>Not applicable.</td></tr>
<tr><td>12</td><td>The price of the Goods shall be quoted DDP to PCAARRD, Los Baños, Laguna or the applicable International Commercial Terms (INCOTERMS) for this Project.</td></tr>
<tr><td>14.1</td><td>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 PhP9,943.37 (2% of ABC), 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 PhP24,858.43 (5% of ABC), if bid security is in Surety Bond.</td></tr>
<tr><td>15</td><td>For manual and electronic submission of bids, please see Section VIII. Checklist and Guidelines on Submission of Technical and Financial Documents.</td></tr>
<tr><td>19.3</td><td><table><tr><th>LOT</th><th>ABC (PhP)</th></tr><tr><td>Lot C (Medical Supplies)</td><td>104,960.00</td></tr><tr><td>Lot E (Office Supplies - Common)</td><td>318,063.50</td></tr><tr><td>Lot G (Office Supplies - Special)</td><td>74,145.00</td></tr></table>Items on each lot are specified in Section VII.</td></tr>
<tr><td>20.1</td><td>If not included in the bidder’s proposal for the scheduled bid opening:

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
2. Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Tax Clearance Certificate per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
4. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).

Note:
a. Bidder who submitted its bids manually must send electronic copies of its proposals to bac@pcaarrd.dost.gov.ph</td></tr>
</table>

	b. In case the bidder submitted item nos 1-3 during bid opening, its PhilGEPS Registration Certificate must be submitted during post-qualification The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.
21.1	No additional contract documents required by the Procuring Entity.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

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: The delivery terms applicable to this Contract are delivered to DOST-PCAARRD, Paseo De Valmayor, Brgy. Timugan, Los Baños Laguna. 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. Glenda P. Lantacon. **Incidental Services – Not Applicable.** **Spare Parts – Not Applicable**
	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	Not Applicable.
4	The inspection that will be conducted is checking of delivered items against the Procuring Entity's specifications and quantity of items.

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.

Lot	Description	Quantity	Total	Delivered, Weeks/Months
C	Medical Supplies	1 lot	1 lot	Thirty (30) calendar days upon signing/ conforming on the Notice to Proceed (NTP)
E	Office Supplies - Common	1 lot	1 lot	
G	Office Supplies - Special	1 lot	1 lot	

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

Name of Company :_____
Signature of Authorized Representative :_____
Name of Authorized Representative :_____
Designation :_____
Date :_____

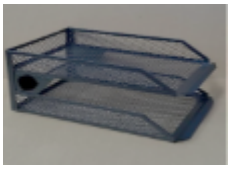
Section VII. Technical Specifications

Item	Specification			Statement of Compliance
[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]				
LOT C = MEDICAL SUPPLIES				
1	Alcohol, ethyl, 70% solution, 500 ml.	bottle	58	
2	Alcohol, isopropyl, 70% solution, 500 ml.	bottle	24	
3	Alcohol, isopropyl/ethyl, 70% solution, gal.	gallon	48	
4	Automatic Alcohol Dispenser Touchless Spray - - Automatic Infrared sensor, detects area within 10cm and sprays disinfector automatically within 0,5s, 500ml alcohol volumetric flask enough for several months. - Capacity: 500ml - Battery: AA - Colour:White - Material:ABS -	unit	7	

	Size:18.8*11.8*20.8cm 			
5	Face Shield, with eye glasses frame 	piece	21	
6	Face Shield, with foam and adjustable garter 	piece	21	
7	Facemask, 4 Ply KF94 Korean Version Facemask, washable PM2.5 Reusable, color black. 50 pcs/pack 	pack	24	
8	Facemask, 5 Layers Protective Mask, KN95, color: gray/black, 10 pcs./pack 	pack	120	
9	Medical Mask, ear loop, disposable, 3 fly, 50 pcs./box	box	102	

LOT E = OFFICE SUPPLIES - COMMON				
1	Battery, AA, Alkaline	piece	190	
2	Battery, AAA, Alkaline	piece	249	
3	BINDER, 3-ring, D-type, A4, (1.5 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue	piece	30	
4	BINDER, 3-ring, D-type, A4, (2 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue	piece	70	
5	BINDER, 3-ring, D-type, A4, (3 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue	piece	120	
6	BINDER, 3-ring, D-type, legal, (1.5 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue	piece	30	
7	BINDER, 3-ring, D-type, legal, (2 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue	piece	20	
8	BINDER, 3-ring, D-type, legal, (3 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue	piece	40	
9	Certificate Holder, A4, black	piece	560	
10	Certificate Holder, A4, blue	piece	50	
11	Compact disk recordable, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	23	
12	Correction tape, 10 meters, 1 piece in individual plastic	piece	30	
13	Cover, morocco, cut size: A4, assorted colors (Blue, Green, and Yellow)	piece	1000	
14	Envelope, expanding, garterized, long, color brown	piece	33	
15	Envelope, expanding, plastic, long	piece	40	
16	Fastener, for paper, metal, 50 sets per box	box	5	
17	Folder, ordinary, long, white, 14 points	piece	30	
18	Folder, pressboard, long, green, US	piece	30	
19	Notebook, 100 leaves, spiral	piece	8	
20	Notebook, 60 leaves, 80gsm, spiral	piece	9	
21	Paper sticker, A4 size, matte, white, 10 pcs per pack	pack	50	

22	Paper, Carbon Film, legal, polyethylene, black, size 261mm x 330mm, 100 sheets per box	box	1	
23	Paper, for plain paper copier (PPC), A4 size, 80 gsm	ream	637	
24	Paper, for plain paper copier (PPC), legal size, 80 gsm	ream	35	
25	Paper, Photo, matte A4, 20 pcs per pack	pack	20	
26	Paper, specialty, long, beige, 10 sheets/pack	pack	50	
27	Paper, specialty, short, beige/cream, 10 sheets/pack	pack	50	
28	PVC Cover, A4, 100 pcs per box	box	5	
29	PVC Cover, long, 100 pcs per box	box	1	
30	Sign Pen, black, 0.5	piece	22	
31	Sign Pen, blue, 0.5	piece	22	
32	Sign Pen, red, 0.5	piece	12	
33	Stamp pad ink, violet, 50mL	bottle	5	
34	Staple Wire No. 35	box	10	
35	Stapler with staple remover, No. 35	piece	2	
36	Sticky Flag, sign here	pack	11	
37	Sticky Note, 3 inches x 3 inches, stick securely	pad	46	
38	Tape Dispenser, table top, heavy duty (1 inches)	piece	3	
39	Tape, binding, 1 inches	roll	2	
40	Tape, binding, 2 inches	roll	2	
41	Tape, double adhesive, with foam, 1 inches	roll	2	
42	Tape, double adhesive, without foam, 1 inches	roll	2	
43	Tape, duct tape	roll	2	
44	Tape, masking, 1 inches	roll	20	
45	Tape, packaging, 2 inches, color: Brown	roll	20	
46	Tape, transparent, 1 inches	roll	20	
47	Toilet tissue, paper, 2 ply, 12 rolls/pack, soft and presentable, made of 100% recycled fiber and at least Elementary Chlorine Free (ECF)	pack	35	
LOT G = OFFICE SUPPLIES - SPECIAL				
1	40 Sheet Stapler - staples up to 40 sheets; -flat-clinch design for neater paper stacks that save; - compact, half strip design - 105 staple capacity	piece	2	
2	Board, specialty, A4, beige/cream, 10 sheets/pack	pack	4	
3	Cord extension (wheel type), 10m with 4 outlets	piece	2	

4	Cord extension, 4 outlets with individual switches and 2 USB ports	piece	15	
5	Cord extension, 6 outlets with individual switches	unit	4	
6	Desk Tray, metal, heavy duty (2 layers) 	piece	15	
7	Envelope, expanding, garterized, long, color blue	piece	70	
8	Envelope, mailing, long, 80gsm, box of 500 pcs.	box	2	
9	Envelope, plastic, organizer, expanding, long	piece	10	
10	Folder, fancy, Legal, 50 pieces per bundle	bundle	14	
11	Multi-layer Paper Tray (Wire-Meshed, 3 horizontal paper)	piece	3	
12	Paper, specialty, A4, beige/cream, 10 sheets/pack	pack	20	
13	Paper, specialty, A4, white, 10 sheets/pack	pack	20	
14	Picture Frame, A4, Black,	piece	75	
15	Puncher, paper puncher, two hole with guide	piece	7	
16	Safety-Paper Fastener, - Non-sharp edge to prevent your fingers from getting hurt, - Super-Quality Guaranteed - Tin-plated steel with white painting on one side - 50 sets - Holds document 2"" thick - Hole to Hole: 7 cm	box	10	
17	Tissue Paper in box (for vehicle)	box	10	
18	Whiteboard, 14 inches x 20 inches	piece	2	

I hereby certify to comply with all the above requirements.

Name of Company : _____
Signature of Authorized Representative : _____
Name of Authorized Representative : _____
Designation : _____
Date : _____

Section VIII. Checklist and Guidelines of Submission of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document*,
and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas*;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)*.

Technical Documents

☐ (e) 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**

☐ (f) 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**

☐ (g) 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**

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

☐ (i) 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

☐ (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (k) 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

☐ (l) 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.

II. FINANCIAL COMPONENT ENVELOPE

☐ (m) Original of duly signed and accomplished Financial Bid Form**; **and**
☐ (n) Original of duly signed and accomplished Price Schedule(s)**.

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

☐ (o) *[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.
☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.
☐ (q) Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). The latest income and business tax returns are those that fall within the last six (6) months preceding the date of bid submission***.

* **if bidder opts to submit its PhilGEPS Registration Certificate, these documents must be submitted during post-qualification; but if bidder opts to submit these documents during bid opening, its PhilGEPS Registration Certificate must be submitted during post-qualification**

** **original copy if submitted manually**

*** **optional at bid opening but to be submitted during post-qualification**

Based on GPPB Resolution No. 16-2020, Section 3:

The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.

The scanned copies of the Bid Form, Price Schedules, or other forms in the second bid envelope are considered compliant with the requirements for bid submission under the rules

Forms/Templates can be downloaded here: https://gppb.gov.ph/downloadables.php

Name of Procuring Entity: PCAARRD

LIST OF ALL 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

Business Name:_____

Business Address:_____

Name of Contract	Address and Tel. No. of Contractor	Kind of Goods	Value of Outstanding contract (P)	Date of Delivery
Government				
Private				

Submitted by: (Name and Signature)

Designation and Date:_____

Name of Procuring Entity: PCAARRD

STATEMENT IDENTIFYING THE BIDDERS SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID COVERING WITHIN SIXTY (60) MONTHS IMMEDIATELY PRIOR TO THE DATE OF SUBMISSION AND RECEIPT OF BIDS

Name of Contract	Address and Tel. No. of contractor	Amount of contract	Kind of Goods	Date completed

Please attach either end user's acceptance or official receipt(s) or sales invoice issued for the contract.

Submitted by: (Name and Signature)
Designation and Date:_____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

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)
LOT C = MEDICAL SUPPLIES (PhP104,960.00)										
1	Alcohol, ethyl, 70% solution, 500 ml.		58	bottle						
2	Alcohol, isopropyl, 70% solution, 500 ml.		24	bottle						
3	Alcohol, isopropyl/ethyl, 70% solution, gal.		48	gallon						
4	Automatic Alcohol Dispenser Touchless Spray - - Automatic Infrared sensor, detects area within 10cm and sprays disinfector automatically within 0,5s, 500ml alcohol volumetric flask enough for several months. - Capacity: 500ml - Battery: AA - Colour:White - Material:ABS - Size:18.8*11.8*20.8cm		7	unit						
5	Face Shield, with eye glasses frame		21	piece						
6	Face Shield, with foam and adjustable garter		21	piece						
7	Facemask, 4 Ply KF94 Korean Version Facemask, washable PM2.5 Reusable, color black. 50 pcs/pack		24	pack						
8	Facemask, 5 Layers Protective Mask, KN95,		120	pack						

	color: gray/black, 10 pcs./pack									
9	Medical Mask, ear loop, disposable, 3 fly, 50 pcs./box		102	box						
									SUBTOTAL	
LOT E = OFFICE SUPPLIES - COMMON (PhP318,063.50)										
1	Battery, AA, Alkaline		190	piece						
2	Battery, AAA, Alkaline		249	piece						
3	BINDER, 3-ring, D-type, A4, (1.5 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue		30	piece						
4	BINDER, 3-ring, D-type, A4, (2 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue		70	piece						
5	BINDER, 3-ring, D-type, A4, (3 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue		120	piece						
6	BINDER, 3-ring, D-type, legal, (1.5 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue		30	piece						
7	BINDER, 3-ring, D-type, legal, (2 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue		20	piece						
8	BINDER, 3-ring, D-type, legal, (3 inches), with insert clear-view pocket on front, back and spine for label, color: black/navy blue		40	piece						
9	Certificate Holder, A4, black		560	piece						
10	Certificate Holder, A4, blue		50	piece						
11	Compact disk recordable, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed		23	piece						
12	Correction tape, 10 meters, 1 piece in individual plastic		30	piece						
13	Cover, morocco, cut size: A4, assorted colors (Blue, Green, and Yellow)		1000	piece						

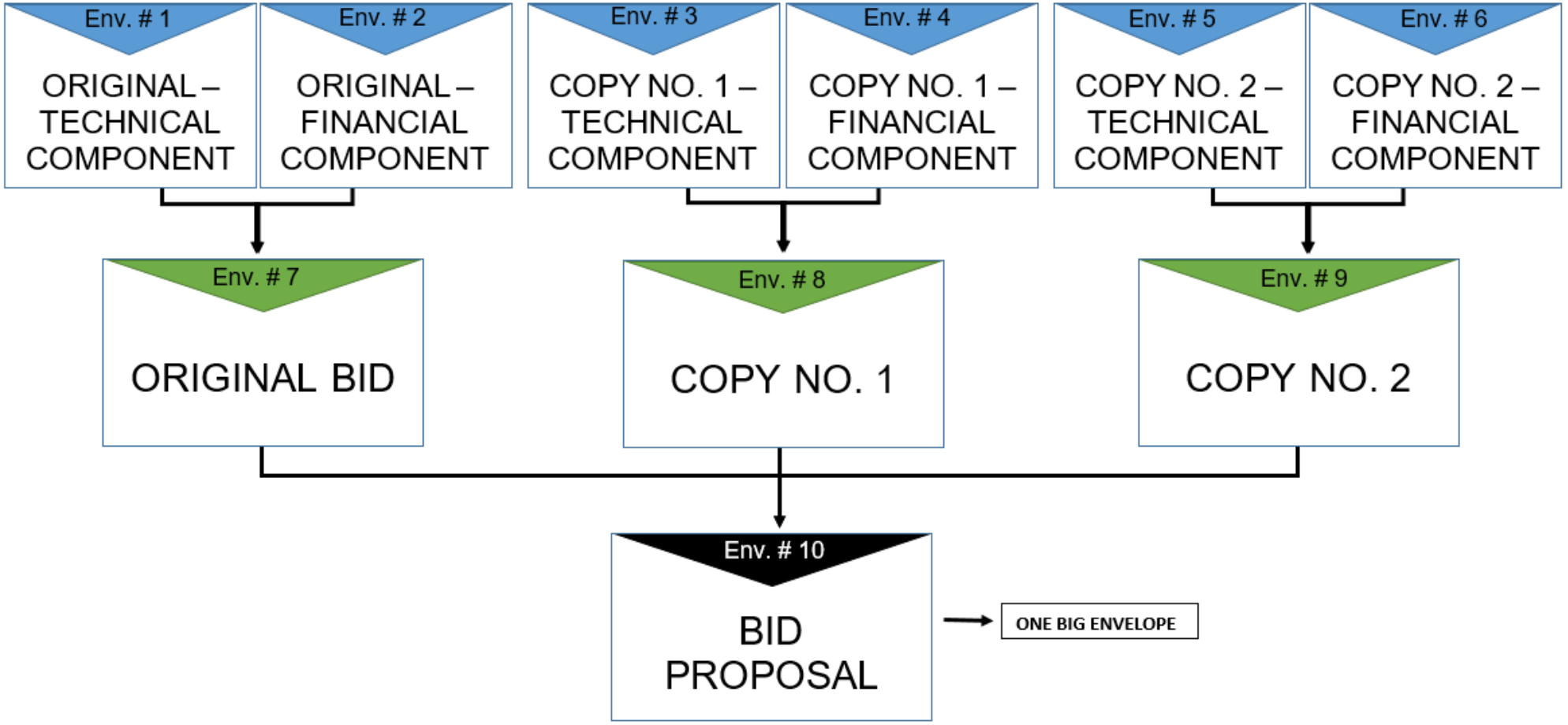
14	Envelope, expanding, garterized, long, color brown		33	piece						
15	Envelope, expanding, plastic, long		40	piece						
16	Fastener, for paper, metal, 50 sets per box		5	box						
17	Folder, ordinary, long, white, 14 points		30	piece						
18	Folder, pressboard, long, green, US		30	piece						
19	Notebook, 100 leaves, spiral		8	piece						
20	Notebook, 60 leaves, 80gsm, spiral		9	piece						
21	Paper sticker, A4 size, matte, white, 10 pcs per pack		50	pack						
22	Paper, Carbon Film, legal, polyethylene, black, size 261mm x 330mm, 100 sheets per box		1	box						
23	Paper, for plain paper copier (PPC), A4 size, 80 gsm		637	ream						
24	Paper, for plain paper copier (PPC), legal size, 80 gsm		35	ream						
25	Paper, Photo, matte A4, 20 pcs per pack		20	pack						
26	Paper, specialty, long, beige, 10 sheets/pack		50	pack						
27	Paper, specialty, short, beige/cream, 10 sheets/pack		50	pack						
28	PVC Cover, A4, 100 pcs per box		5	box						
29	PVC Cover, long, 100 pcs per box		1	box						
30	Sign Pen, black, 0.5		22	piece						
31	Sign Pen, blue, 0.5		22	piece						
32	Sign Pen, red, 0.5		12	piece						
33	Stamp pad ink, violet, 50mL		5	bottle						

34	Staple Wire No. 35		10	box						
35	Stapler with staple remover, No. 35		2	piece						
36	Sticky Flag, sign here		11	pack						
37	Sticky Note, 3 inches x 3 inches, stick securely		46	pad						
38	Tape Dispenser, table top, heavy duty (1 inches)		3	piece						
39	Tape, binding, 1 inches		2	roll						
40	Tape, binding, 2 inches		2	roll						
41	Tape, double adhesive, with foam, 1 inches		2	roll						
42	Tape, double adhesive, without foam, 1 inches		2	roll						
43	Tape, duct tape		2	roll						
44	Tape, masking, 1 inches		20	roll						
45	Tape, packaging, 2 inches, color: Brown		20	roll						
46	Tape, transparent, 1 inches		20	roll						
47	Toilet tissue, paper, 2 ply, 12 rolls/pack, soft and presentable, made of 100% recycled fiber and at least Elementary Chlorine Free (ECF)		35	pack						
									SUBTOTAL	
LOT G = OFFICE SUPPLIES - SPECIAL (PhP74,145.00)										
1	40 Sheet Stapler - staples up to 40 sheets; -flat-clinch design for neater paper stacks that save; - compact, half strip design - 105 staple capacity		2	piece						
2	Board, specialty, A4, beige/cream, 10 sheets/pack		4	pack						
3	Cord extension (wheel type), 10m with 4 outlets		2	piece						
4	Cord extension, 4 outlets with individual switches and 2 USB ports		15	piece						

5	Cord extension, 6 outlets with individual switches		4	unit						
6	Desk Tray, metal, heavy duty (2 layers)		15	piece						
7	Envelope, expanding, garterized, long, color blue		70	piece						
8	Envelope, mailing, long, 80gsm, box of 500 pcs.		2	box						
9	Envelope, plastic, organizer, expanding, long		10	piece						
10	Folder, fancy, Legal, 50 pieces per bundle		14	bundle						
11	Multi-layer Paper Tray (Wire-Meshed, 3 horizontal paper)		3	piece						
12	Paper, specialty, A4, beige/cream, 10 sheets/pack		20	pack						
13	Paper, specialty, A4, white, 10 sheets/pack		20	pack						
14	Picture Frame, A4, Black,		75	piece						
15	Puncher, paper puncher, two hole with guide		7	piece						
16	Safety-Paper Fastener, - Non-sharp edge to prevent your fingers from getting hurt, - Super-Quality Guaranteed - Tin-plated steel with white painting on one side - 50 sets - Holds document 2"" thick - Hole to Hole: 7 cm		10	box						
17	Tissue Paper in box (for vehicle)		10	box						
18	Whiteboard, 14 inches x 20 inches		2	piece						
									SUBTOTAL	
									OVERALL TOTAL	

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____

SEALING AND MARKING OF BIDS (MANUAL SUBMISSION)



ORIGINAL BID / COPY NO. 1 / COPY NO. 2
NAME OF THE CONTRACT TO BE BID IN CAPITAL LETTERS
NAME AND ADDRESS OF THE BIDDER IN CAPITAL LETTERS
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD) - BIDS AND AWARDS COMMITTEE (BAC)
IDENTIFICATION NUMBER OF THE CONTRACT
DO NOT OPEN BEFORE (DATE AND TIME FOR THE OPENING OF BIDS)

ISO 9001:2015

DOST-PCAARRD Guidelines for the Electronic Submission and Receipt of Bids*

Preparation of bid proposals

a. All documents must be in PDF format and properly labelled.
b. The eligibility and technical components of bid will be saved in one folder with file name, "Technical Components."
c. Financial components of bid will be saved in another folder with file name, "Financial Components."

Use of a two-factor security procedure

a. Both folders must be compressed using 7-zip.
b. For consistency, bidders to choose ".zip" as the archive format and "AES-256" as the encryption method.
c. Bidder should set up a password for the compressed file.
d. The password for accessing the file will be disclosed by the bidder only during the actual bid opening, which may be done in person or face-to-face through videoconferencing, webcasting, or similar technology.
e. In case of failure to attend the actual bid opening, bidders may send the password in a separate email via schedule (delayed) send with the subject title, "Password (Bid Submission of <Name of Bidder>) - <Name of Project>" and indicate the password in the email body.
f. As a best practice, whether or not the bidder can attend the bid opening, bidders can send the password in a separate email via schedule (delayed) send with the same subject title. See FAQs.

Submission and receipt of bids

a. Bidders must send their bid proposals to bac@pcaarrd.dost.gov.ph at any time before the closing date and time indicated in the bidding documents. (Sending bid proposals using Gmail is preferred, but not required.)
b. For consistency, subject title of the email will be "Bid Submission of <Name of Bidder> - <Name of Project>."
c. Bidder will receive a bid receipt page for the official time of submission. This includes the link for the online meeting.
d. Late bids shall not be accepted.
e. Bidder can upload their proposals in Google Drive with the folder name "Bid Submission of <Name of Bidder> - <Name of Project>" if attachment size exceeds 25 MB:
    1. Bidder must follow procedure in *Preparation of bid proposals* and *Use of a two-factor security feature*.
    2. Bidder must create a folder in Google Drive.
    3. Bidder must upload the compressed and password-protected files in the folder.
    4. Bidder must send through email the link of the folder by following procedure a and b of *Submission and receipt of bids*.

Modification of bids

a. Should there be a need to modify submissions, the bidder shall send another bid to be labelled as "Modified." For consistency, subject title of the email will be: "Modified Bid Submission of <Name of Bidder> - <Name of Project>"
b. The bidder must follow the procedures mentioned above.
c. The time indicated upon receipt of the email with the modified bid proposal will be the official time of submission.

FAQs

Q: How do I compress/encrypt/password protect files using 7-zip?
A: https://youtu.be/5KwdedYjecU

Q: How do I schedule sending emails?
A: For Gmail - https://youtu.be/Zlz9uqWxuIk
For Outlook - https://youtu.be/q8URRvXy7Jk

Q: How do I share files from a cloud storage for files exceeding 25 MB?
A: https://youtu.be/JZTaK6T08TE

Note: These procedures shall be followed until the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational.

For more information, please contact **The BAC Secretariat** of the Department of Science and Technology (DOST) - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD), Los Baños, Laguna at bac@pcaarrd.dost.gov.ph or (63) (49) 554 9670 local 206.

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