

# **PHILIPPINE BIDDING DOCUMENTS**

for

## **25GMD0009**

**Procurement/Delivery of Office Furnitures and  
Fixtures for the DPWH Two-Storey Building,  
Cotabato 1<sup>st</sup> DEO, Villarica, Midsayap, Cotabato**

Department of Public Works and Highways  
Cotabato 1<sup>st</sup>

District Engineering Office  
Region XII  
Villarica, Midsayap, Cotabato

**June 2025**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>2</b>
<b>Section I. Invitation to Bid .....</b>	<b>5</b>
<b>Section II. Instructions to Bidders .....</b>	<b>6</b>
1. Scope of Bid.....	8
2. Funding Information .....	8
3. Bidding Requirements.....	9
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	9
5. Eligible Bidders.....	9
6. Origin of Goods .....	10
7. Subcontracts .....	11
8. Pre-Bid Conference.....	11
9. Clarification and Amendment of Bidding Documents .....	12
10. Documents comprising the Bid: Eligibility and Technical Components.....	12
11. Documents comprising the Bid: Financial Component .....	12
12. Bid Prices .....	13
13. Bid and Payment Currencies .....	14
14. Bid Security.....	14
15. Sealing and Marking of Bids .....	14
16. Deadline for Submission of Bids .....	15
17. Opening and Preliminary Examination of Bids .....	15
18. Domestic Preference .....	15
19. Detailed Evaluation and Comparison of Bids.....	15
20. Post-Qualification .....	16
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet.....</b>	<b>19</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>23</b>
1. Scope of Contract.....	23
2. Advance Payment and Terms of Payment .....	23
3. Performance Security.....	24
4. Inspection and Tests.....	24
5. Warranty.....	24
6. Liability of the Supplier .....	25
<b>Section V. Special Conditions of Contract .....</b>	<b>26</b>
<b>Section VI. Schedule of Requirements.....</b>	<b>29</b>
<b>Section VII. Technical Specifications.....</b>	<b>Error! Bookmark not defined.</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>34</b>

# ***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 PUBLIC WORKS AND HIGHWAYS  
**COTABATO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE**  
Midsayap, Cotabato

**Invitation to Bid for**

**25GMD0009 – Procurement/Delivery of Office Furnitures and Fixtures for the DPWH Two-Storey Building, Cotabato 1<sup>st</sup> DEO, Villarica, Midsayap, Cotabato**

The DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS– **COTABATO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE**, through the **AMWP 2025** intends to apply the sum of **Php3,499,173.76** being the Approved Budget for the Contract (ABC) to payment under the contract for **25GMD0009 – Procurement/Delivery of Office Furnitures and Fixtures for the DPWH Two-Storey Building** Bids in excess of the ABC shall be automatically rejected at bid opening.

1. The DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS–**COTABATO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE** now invites bids for the above Procurement Project. Completion of the Works is required **Twenty (25)** calendar days. Bidders should have completed contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
2. Bidding will be conducted through open competitive bidding procedures using 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.

3. Interested bidders may obtain further information from DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS–**COTABATO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE** and inspect the Bidding Documents at the address given below from **8am to 5pm**.
4. A complete set of Bidding Documents may be acquired by interested bidders on **June 23, 2025 to July 14, 2025** from given address and website/s below and 3Guidelines issued by the GPPB in the amount of **Five Thousand Pesos (Php5,000.00)**. The Procuring entity shall allow the bidder to present its proof of payment for the fees presented in person.
5. The DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS- **COTABATO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE** will hold a Pre-bid Conference on **July 3, 2025 @ 10:00 A.M., (Procurement Unit Clock)** at DPWH Cotabato 1<sup>st</sup> DEO Conference Room, Villarica, Midsayap, Cotabato and/or through YouTube Channel (<https://youtube.com/@DPWHCotabato1stDEO>), which shall be open to prospective bidders.

6. Bids must be duly received by the BAC Secretariat at the address below on or before **July 14, 2025 @ 10:00 A.M., (Procurement Unit Clock)**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause.
7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
8. Bid opening shall be on **July 14, 2025 @ 10:00 A.M., (Procurement Unit Clock)** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS–**COTABATO 1<sup>ST</sup> DISTRICT ENGINEERING OFFICE** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. Bid Documents shall be printed in A4 size bond paper.
11. For further information, please refer to:

*ANA MARIA B. RESMENIA*  
*Head, Procurement Staff*  
*DPWH Villarica, Midsayap, Cotabato*  
*Tel. No. (064) 5770389*

12. You may visit the following websites:

For downloading of Bidding Documents: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

*Date of Issue: June 23, 2025*

  
**RODERICK R. BACENA**  
Engineer III  
BAC Chairperson



## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, **Department of Public Works and Highways – Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato** wishes to receive Bids for the **25GMD0009 – Procurement/Delivery of Office Furnitures and Fixtures for the DPWH Two-Storey Building** under a Framework Agreement}, with identification number **25GMD0009**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of *[indicate number of lots or items]*, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **2025** in the amount of **Php3,499,173.76**

2.2. The source of funding is:

*[If an early procurement activity, select one and delete others:]*

- a. NGA, the National Expenditure Program.
- b. GOCC and GFIs, the proposed Corporate Operating Budget.
- c. LGUs, the proposed Local Expenditure Program.

*[If not an early procurement activity, select one and delete others:]*

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.
- c. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

### **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. *[Select one, delete other/s]*

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. 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:

*[Select one, delete the other/s]*

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.

c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*

i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and

ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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:

*[Select one, delete other/s]*

a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

b. Subcontracting is not allowed.

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. 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 **July 3, 2025 at DPWH 1<sup>st</sup> DEO Conference Room** 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 *[state relevant period as provided in paragraph 2 of the **IB**]* 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of

submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 12. Bid Prices

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

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed

during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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 *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

### 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.

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<sup>1</sup> 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.

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**.

16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini competition.

## **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.

18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## **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.

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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 follows:
- Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is

made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 20.2. 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,  
{*[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,} 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**.  
{*[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## 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**.

*[Include the following clauses if Framework Agreement will be used:]*

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;

- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements 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;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## *Section III. Bid Data Sheet*

### **Bid Data Sheet**

ITB Clause																																																	
1	<p>The Department of Public Works and Highways – Cotabato 1<sup>st</sup> District Engineering Office wishes to receive Bids for the <b>25GMD0009–Procurement/Delivery of Office Furnitures and Fixtures for the DPWH Two-Storey Building, Cotabato 1<sup>st</sup> DEO, Villarica, Midsayap, Cotabato</b> with identification number <b>25GMD0009</b></p> <p>The Procurement Project is composed of two (1) lot, the details of which are described in Section VI (Schedule of Requirements) and Section VII (Technical Specifications).</p> <table><tr><th>Lot No.</th><th>Item Description</th><th>ABC</th></tr><tr><td></td><td><b>DE's Office</b></td><td></td></tr><tr><td>1</td><td>Executive Table 2000w x 900d x 760h (Natural Timber Veneer)</td><td>44,550.00</td></tr><tr><td>2</td><td>Executive Chair-CBR-6917A</td><td>36,315.00</td></tr><tr><td>3</td><td>Visitor Chair-CBR-6917D</td><td>37,530.00</td></tr><tr><td>4</td><td>Coffee/Accent/Center Table</td><td>27,000.00</td></tr><tr><td>5</td><td>TV Cabinet Rack</td><td>15,707.25</td></tr><tr><td>6</td><td>65" OLED Q60D 4K Smart TV Samsung</td><td>168,736.50</td></tr><tr><td>7</td><td>55" NEO QLED 4K Smart TV (CCTV Monitor) Samsung</td><td>104,885.55</td></tr><tr><td>8</td><td>JBL Bar 500 5.1-Channel Sound Bar with Multi-Beam</td><td>33,073.65</td></tr><tr><td>9</td><td>Sofa L-Type (DE's Office)</td><td>64,584.00</td></tr><tr><td>10</td><td>Wireless Intercom/Doorbell Kit</td><td>1,350.00</td></tr><tr><td>11</td><td>DE's Office Full set Curtain( Total Blackout)</td><td>69,293.88</td></tr><tr><td>12</td><td>Pioneer Curtain Heavy Duty with Single Channel Remote</td><td>35,370.00</td></tr><tr><td>13</td><td>Glass Door Tint</td><td>4,252.50</td></tr><tr><td>14</td><td>Artificial Philohendron in pot</td><td>4,887.00</td></tr></table>	Lot No.	Item Description	ABC		<b>DE's Office</b>		1	Executive Table 2000w x 900d x 760h (Natural Timber Veneer)	44,550.00	2	Executive Chair-CBR-6917A	36,315.00	3	Visitor Chair-CBR-6917D	37,530.00	4	Coffee/Accent/Center Table	27,000.00	5	TV Cabinet Rack	15,707.25	6	65" OLED Q60D 4K Smart TV Samsung	168,736.50	7	55" NEO QLED 4K Smart TV (CCTV Monitor) Samsung	104,885.55	8	JBL Bar 500 5.1-Channel Sound Bar with Multi-Beam	33,073.65	9	Sofa L-Type (DE's Office)	64,584.00	10	Wireless Intercom/Doorbell Kit	1,350.00	11	DE's Office Full set Curtain( Total Blackout)	69,293.88	12	Pioneer Curtain Heavy Duty with Single Channel Remote	35,370.00	13	Glass Door Tint	4,252.50	14	Artificial Philohendron in pot	4,887.00
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15	Illuminated DPWH Acrylic Logo	16,200.00
16	Strip Light	10,800.00
17	3.5mm THHN Wire	14,175.00
18	Wall Decors/Frames (60 x 90cm)	8,694.00
19	Stainless Invisible Hinges for Concealed Door (Hafele)	14,874.30
20	Automatic Door Closer	4,725.00
21	Door Handle and Latches	2,025.00
22	Wooden Door Solid core	9,874.31
23	4C Fluted Panel (PVC Wall panel)Pine Wood	9,185.40
24	Back Wall Cabinet	63,409.50
	<b>DE's Staff</b>	
25	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	83,700.00
26	Office Chair with mesh upholstered	26,730.00
27	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	24,840.00
28	Sofa 3-Seater (DE waiting Lounge)	35,910.00
29	Sofa 2-Seater (DE waiting Lounge)	26,595.00
30	DE's Staff Full set Curtain ( Soft Blackout)	57,359.93
	<b>DE's Room &amp; Pantry</b>	
31	36 x 75 Single Bed Frame	17,212.50
32	36 x 75 Gala Bed Chiropractic Spring Mattress	17,752.50
33	Deluxe Fiber Pillows	2,160.00
34	4in1 Bed Accessories (Duvet with Cover, Pillow case, Fitted Bed Sheets)	13,500.00
35	Cabinet	6,750.00
36	6-Seater Pantry Dining Table	47,182.50

37	DE's Pantry Full set Curtain( Total Blackout)	36,722.16
38	DE's Room(L-type) Full set Curtain( Total Blackout)	51,331.32
	<b>Conference Room</b>	
39	Conference Table with Melamine Top and Base (W600D160)	128,250.00
40	Free standing Table ( Control Room)	10,125.00
41	Conference Chair with leatherette upholstered	151,200.00
42	86" 4K UHD Thing AI TV (LG)	326,673.00
43	Conference Wireless Microphone (1-Chairman 19-delegate), with Speakers and Amplifier	600,075.00
44	Conference Room Full set Curtain( Total Blackout)	129,582.18
43	Pioneer Curtain Heavy Duty with Single Channel Remote	70,740.00
46	Glass Door Tint (D-1 & DW-1)	23,388.75
	<b>Procurement/BAC</b>	
47	Executive Table with Fixed Side Cabinet with Melamine Top and Wire hole management (W180D160H75)	26,325.00
48	Executive Chair with leatherette upholstered	10,732.50
49	Visitor Chair-Sled type w/ leatherette upholstered	23,760.00
50	Sofa 3-Seater (Procurement Head Office)	35,910.00
51	6 Seater Pantry Dining Table	47,182.50
52	10 Seater Conference Table	70,773.75
53	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	125,550.00
54	Office Chair with mesh upholstered	40,095.00
55	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	37,260.00
56	BAC/Procurement Staff Full set Curtain( Soft Blackout)	57,359.93
57	BAC Pantry (L-Type) Staff Full set Curtain( Soft Blackout)	42,165.06

	58	Head of BAC Staff Full set Curtain( Soft Blackout)	30,071.93
		<b>IT &amp; Monitoring</b>	
	59	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	104,625.00
	60	Office Chair with mesh upholstered	33,412.50
	61	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	31,050.00
	62	IT and Monitoring A&B (Wood Design Combination)	23,880.58
		<b>2F</b>	
	63	Second Floor Pantry (Wood Design Combination)	9,825.95
	64	Side Stairs A&B (Sheer Curtain only)	12,733.88
	65	2F-Panrty 6 Seater Pantry Dining Table	47,182.50
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
		<b>TOTAL</b>	<b>3,499,173.76</b>
2.1	The GOP through the source of funding as indicated below for <b>EAO 2025</b> in the amount of <b>PhP3,499,173.76</b>		
2.2	The source of funding is: NGA, the General Appropriations Act FY 2025		
5.3	<p>The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty percent (20%) of the ABC.</p> <p>For this purpose, contracts similar to the Project shall be:</p> <p><b>Furnitures and Fixtures</b></p> <p>a. completed within <i>ten (10) years</i> prior to the deadline for the submission and receipt of bids.</p>		
7.1	Subcontracting is not allowed.		
8	The Department of Public Works and Highways – Cotabato 1 <sup>st</sup> District Engineering Office will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through webcasting} as indicated in paragraph 6 of the <b>IB</b> .		
12.1(b)ii	No incidental services are required.		
13	Payment of the contract price shall be made in: Philippine Pesos		

14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b><i>two percent (2%) of ABC</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b><i>five percent (5%) of ABC</i></b> if bid security is in Surety Bond.</p>
15	Each Bidder shall submit <i>one (1)</i> original and <i>two (2)</i> copies of the first and second components of its bid.
19.2	Bidders may submit a proposal on any or all lots.
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.
20.2	No additional requirement.
21.2	No additional requirement.

#### 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**.

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

### **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.*[[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

### **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 *[[Include if Framework Agreement will be used:] or Framework Agreement]* 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***

## **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 *at DPWH Cotabato 1st District Engineering Office Region XII, Villarica, Midsayap, Cotabato*. 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 *DPWH Cotabato 1st District Engineering Office Regional XII, Villarica, Midsayap, Cotabato*  
**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:

- a. 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
- b. 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
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost 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 one (1) year.

Spare parts or components shall be supplied as promptly as possible, but in any case, within three (3) months 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 Supplier's 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	Payment shall be made only after inspection and acceptance of the Goods.
4	Refer to Section VII: Technical Specifications.
5	A warranty security shall be required from the contract awardee for a minimum of one (1) year, after the acceptance of the Delivered Supplies.

#### Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
<b>Lot 1:</b>				
1	Executive Table 2000w x 900d x 760h (Natural Timber Veneer)	1	44,550.00	25CD
2	Executive Chair-CBR-6917A	1	36,315.00	25CD
3	Visitor Chair-CBR-6917D	4	37,530.00	25CD
4	Coffee/Accent/Center Table	2	27,000.00	25CD
5	TV Cabinet Rack	1	15,707.25	25CD
6	65" OLED Q60D 4K Smart TV Samsung	1	168,736.50	25CD
7	55" NEO QLED 4K Smart TV (CCTV Monitor) Samsung	1	104,885.55	25CD
8	JBL Bar 500 5.1-Channel Sound Bar with Multi-Beam	1	33,073.65	25CD
9	Sofa L-Type (DE's Office)	1	64,584.00	25CD
10	Wireless Intercom/Doorbell Kit	1	1,350.00	25CD
11	DE's Office Full set Curtain( Total Blackout)	142.58	69,293.88	25CD
12	Pioneer Curtain Heavy Duty with Single Channel Remote	1	35,370.00	25CD

13	Glass Door Tint	2.1	4,252.50	25CD
14	Artificial Philohendron in pot	1	4,887.00	25CD
15	Illuminated DPWH Acrylic Logo	1	16,200.00	25CD
16	Strip Light	20	10,800.00	25CD
17	3.5mm THHN Wire	300	14,175.00	25CD
18	Wall Decors/Frames (60 x 90cm)	7	8,694.00	25CD
19	Stainless Invisible Hinges for Concealed Door (Hafele)	2	14,874.30	25CD
20	Automatic Door Closer	1	4,725.00	25CD
21	Door Handle and Latches	1	2,025.00	25CD
22	Wooden Door Solid core	1	9,874.31	25CD
23	4C Fluted Panel (PVC Wall panel)Pine Wood	12	9,185.40	25CD
24	Back Wall Cabinet	1	63,409.50	25CD
	<b>DE's Staff</b>			
25	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	4	83,700.00	25CD
26	Office Chair with mesh upholstered	4	26,730.00	25CD
27	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	4	24,840.00	25CD
28	Sofa 3-Seater (DE waiting Lounge)	1	35,910.00	25CD
29	Sofa 2-Seater (DE waiting Lounge)	1	26,595.00	25CD
30	DE's Staff Full set Curtain( Soft Blackout)	142.58	57,359.93	25CD

	<b>DE's Room &amp; Pantry</b>			
31	36 x 75 Single Bed Frame	1	17,212.50	25CD
32	36 x 75 Gala Bed Chiropractic Spring Mattress	1	17,752.50	25CD
33	Deluxe Fiber Pillows	2	2,160.00	25CD
34	4in1 Bed Accessories (Duvet with Cover, Pillow case, Fitted Bed Sheets)	2	13,500.00	25CD
35	Cabinet	1	6,750.00	25CD
36	6 Seater Pantry Dining Table	1	47,182.50	25CD
37	DE's Pantry Full set Curtain( Total Blackout)	75.56	36,722.16	25CD
38	DE's Room(L-type) Full set Curtain( Total Blackout)	105.62	51,331.32	25CD
	<b>Conference Room</b>			
39	Conference Table with Melamine Top and Base (W600D160)	1	128,250.00	25CD
40	Free standing Table ( Control Room)	1	10,125.00	25CD
41	Conference Chair with leatherette upholstered	20	151,200.00	25CD
42	86" 4K UHD Thingq AI TV (LG)	2	326,673.00	25CD
43	Conference Wireless Microphone (1-Chairman 19-delegate), with Speakers and Amplifier	1	600,075.00	25CD
44	Conference Room Full set Curtain( Total Blackout)	266.63	129,582.18	25CD
45	Pioneer Curtain Heavy Duty with Single Channel Remote	2	70,740.00	25CD
46	Glass Door Tint (D-1 & DW-1)	11.55	23,388.75	25CD



	<b>Procurement/BAC</b>			
47	Executive Table with Fixed Side Cabinet with Melamine Top and Wire hole management (W180D160H75)	1	26,325.00	25CD
48	Executive Chair with leatherette upholstered	1	10,732.50	25CD
49	Visitor Chair-Sled type w/ leatherette upholstered	4	23,760.00	25CD
50	Sofa 3-Seater (Procurement Head Office)	1	35,910.00	25CD
51	6 Seater Pantry Dining Table	1	47,182.50	25CD
52	10 Seater Conference Table	1	70,773.75	25CD
53	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	6	125,550.00	25CD
54	Office Chair with mesh upholstered	6	40,095.00	25CD
55	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	6	37,260.00	25CD
56	BAC/Procurement Staff Full set Curtain( Soft Blackout)	142.58	57,359.93	25CD
57	BAC Pantry (L-Type) Staff Full set Curtain( Soft Blackout)	104.81	42,165.06	25CD
58	Head of BAC Staff Full set Curtain( Soft Blackout)	74.75	30,071.93	25CD
	<b>IT &amp; Monitoring</b>			
59	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	5	104,625.00	25CD
60	Office Chair with mesh upholstered	5	33,412.50	25CD
61	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	5	31,050.00	25CD

62	IT and Monitoring A&B (Wood Design Combination)	89.34	23,880.58	25CD
	<b>2F</b>			
63	Second Floor Pantry (Wood Design Combination)	36.76	9,825.95	25CD
64	Side Stairs A&B (Sheer Curtain only)	96.25	12,733.88	25CD
65	2F-Panrty 6 Seater Pantry Dining Table	1	47,182.50	25CD
	xxxxxxxxxxxxxxxxxxxxxxxxxxxx			
			<b>3,499,173.76</b>	

## Section VII. Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[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.]</i></p>

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Supplier:\_\_\_\_\_

Name of Representative: \_\_\_\_\_

# ***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); **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**

- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; **and**
- ☐ (j) 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

- ☐ (k) 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**
- ☐ (l) 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***

- ☐ (m) 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)

- ☐ (n) *[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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form;
- and** ☐ (b) Original of duly signed and accomplished Price Schedule(s).

# BID FORM

Date : **July 14, 2025**Project Identification No. : **25GMD0009**

To: BAC CHAIRPERSON  
DPWH Cotabato 1<sup>st</sup> DEO  
Villarica, Midsayap, Cotabato

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]* **25GMD0009 – Procurement/Delivery of Office Furnitures and Fixtures for the DPWH Two-Storey Building, Cotabato 1<sup>st</sup> DEO, Villarica, Midsayap, Cotabato** in conformity with the said PBDs for the sum of

\_\_\_\_\_ (P\_\_\_\_\_)) or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules, If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

Name and Address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

(if none, state “None”)]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of \_\_\_\_\_ 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: \_\_\_\_\_



## BILL OF QUANTITIES

### With Unit Bid Prices and Total Bid Prices

Date of Bid Opening:

**July 14, 2025**

1	2	3	4	5	6	7
Item	Description	Unit	Quantity	Unit Bid Price (Peso)	Total Bid Price (Peso)	Delivery Schedule
	<b>DE's Office</b>					
1	Executive Table 2000w x 900d x 760h (Natural Timber Veneer)	unit	1			
2	Executive Chair-CBR-6917A	unit	1			
3	Visitor Chair-CBR-6917D	unit	4			
4	Coffee/Accent/Center Table	set	2			
5	TV Cabinet Rack	set	1			
6	65" OLED Q60D 4K Smart TV Samsung	unit	1			
7	55" NEO QLED 4K Smart TV (CCTV Monitor) Samsung	unit	1			
8	JBL Bar 500 5.1-Channel Sound Bar with Multi-Beam	unit	1			
9	Sofa L-Type (DE's Office)	set	1			
10	Wireless Intercom/Doorbell Kit	set	1			
11	DE's Office Full set Curtain( Total Blackout)	sq.ft	142.58			
12	Pioneer Curtain Heavy Duty with Single Channel Remote	set	1			
13	Glass Door Tint	sq.m	2.1			
14	Artificial Philohendron in pot	set	1			
15	Illuminated DPWH Acrylic Logo	set	1			
16	Strip Light	ln.m	20			
17	3.5mm THHN Wire	ln.m	300			
18	Wall Decors/Frames (60 x 90cm)	set	7			
19	Stainless Invisible Hinges for Concealed Door (Hafele)	set	2			
20	Automatic Door Closer	set	1			
21	Door Handle and Latches	set	1			
22	Wooden Door Solid core	set	1			
23	4C Fluted Panel (PVC Wall panel)Pine Wood	pcs	12			
24	Back Wall Cabinet	set	1			

	<b>DE's Staff</b>					
25	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	set	4			
26	Office Chair with mesh upholstered	set	4			
27	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	set	4			
28	Sofa 3-Seater (DE waiting Lounge)	set	1			
29	Sofa 2-Seater (DE waiting Lounge)	set	1			
30	DE's Staff Full set Curtain( Soft Blackout)	sq.ft	142.58			
	<b>DE's Room &amp; Pantry</b>					
31	36 x 75 Single Bed Frame	set	1			
32	36 x 75 Gala Bed Chiropractic Spring Mattress	set	1			
33	Deluxe Fiber Pillows	pcs	2			
34	4in1 Bed Accessories (Duvet with Cover, Pillow case, Fitted Bed Sheets)	set	2			
35	Cabinet	set	1			
36	6 Seater Pantry Dining Table	set	1			
37	DE's Pantry Full set Curtain( Total Blackout)	sq.ft	75.56			
38	DE's Room(L-type) Full set Curtain( Total Blackout)	sq.ft	105.62			
	<b>Conference Room</b>					
39	Conference Table with Melamine Top and Base (W600D160)	set	1			
40	Free standing Table ( Control Room)	set	1			
41	Conference Chair with leatherette upholstered	set	20			
42	86" 4K UHD Thingq AI TV (LG)	set	2			
43	Conference Wireless Microphone (1-Chairman 19-delegate), with Speakers and Amplifier	set	1			
44	Conference Room Full set Curtain( Total Blackout)	sq.ft	266.63			
45	Pioneer Curtain Heavy Duty with Single Channel Remote	set	2			
46	Glass Door Tint (D-1 & DW-1)	sq.m	11.55			

	<b>Procurement/BAC</b>					
47	Executive Table with Fixed Side Cabinet with Melamine Top and Wire hole management (W180D160H75)	set	1			
48	Executive Chair with leatherette upholstered	set	1			
49	Visitor Chair-Sled type w/ leatherette upholstered	set	4			
50	Sofa 3-Seater (Procurement Head Office)	set	1			
51	6 Seater Pantry Dining Table	set	1			
52	10 Seater Conference Table	set	1			
53	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	set	6			
54	Office Chair with mesh upholstered	set	6			
55	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	set	6			
56	BAC/Procurement Staff Full set Curtain( Soft Blackout)	sq.ft	142.58			
57	BAC Pantry (L-Type) Staff Full set Curtain( Soft Blackout)	sq.ft	104.81			
58	Head of BAC Staff Full set Curtain( Soft Blackout)	sq.ft	74.75			
	<b>IT &amp; Monitoring</b>					
59	Phenolic Work Station with Melamine Top(with Stripe Glass & Wire Hole)	set	5			
60	Office Chair with mesh upholstered	set	5			
61	3-Drawer Mobile Pedestal with powder coated smooth finish (with keylock)	set	5			
62	IT and Monitoring A&B (Wood Design Combination)	sq.ft	89.34			
	<b>2F</b>					
63	Second Floor Pantry (Wood Design Combination)	sq.ft	36.76			
64	Side Stairs A&B (Sheer Curtain only)	sq.ft	96.25			
65	2F-Pantry 6 Seater Pantry Dining Table	set	1			
	xxxxxxxxxxxxxxxxxxxxxxxx					
<b>Total Amount of Bid:</b>						

<hr/> <hr/>
Php <hr/>
<hr/>

Bid Validity: 120 calendar days

Name and Signature of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

## Omnibus Sworn Statement

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
  
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
  
7. [Name of Bidder] complies with existing labor laws and standards; and
  
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
  
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
  
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR TO THE  
CONTRACT TO BE BID**

**Business Name:**

**Business Address:**

Name of Contract /Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance



Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**LIST OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS  
AWARDED BUT NOT YET STARTED**

**Business Name:**  
**Business Address:**

[illegible]

<u>Private</u>								
Note: This statement shall be supported with:							Total Cost	

1. Notice of Award and/or Contract
2. Notice to Proceed issued by owner
3. Certificate of Accomplishment signed by the owner or authorized representative

Submitted by: \_\_\_\_\_  
(Printed Name and Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## **Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

