



Project Reference No. NFA-2025-RBAC-REGIII-025

**SUPPLY, DELIVERY, AND INSTALLATION OF
VARIOUS ADMINISTRATIVE FACILITIES AND
EQUIPMENT OF NFA REGION III FOR CY 2025**

NFA REGION 3 BIDDING DOCUMENTS

Date of Issue: July 08, 2025

Project Reference No. NFA-2025-RBAC-REGIII-025

National Food Authority
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PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

INVITATION TO BID
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS
ADMINISTRATIVE FACILITIES AND EQUIPMENT OF NFA
REGION III FOR CY 2025

1. The National Food Authority (NFA) - Region 3 through its **Corporate Operating Budget for the year 2025** intends to apply the sum of **Two Million Five Hundred Seventy-Three Thousand Five Hundred Pesos (P2,573,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Supply, Delivery and Installation of Various Administrative Facilities of NFA Region III for CY 2025. Bids received in excess of the ABC shall be automatically rejected at bid opening. Details are as follows:

Lot	Description	Total Quantity	Approved Budget for the Contract
1	Office Equipment	11	1,673,500.00
2	Information and Communication Technology (ICT) Equipment	3	550,000.00
3	Furniture and Fixtures	3	350,000.00
Total		17	2,573,500.00

2. The **NFA-Region 3** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period as stated in **Section VI. Schedule of Requirements**. Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country

the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **NFA-Region 3**, Office of the RBAC Secretariat, Cabanatuan City and inspect the Bidding Documents at the address given below during Monday to Friday at 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 08, 2025 to July 28, 2025** from the given address and website(s) below and upon payment of the following applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the GPPB:

<i>Approved Budget for the Contract</i>	<i>Bidding Fee</i>
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>

Payment for the bidding documents may be deposited via these bank account numbers:

BANK and Branch	Account Name	Account Number
Land Bank of the Philippines (LBP)- Cabanatuan-Maharlika Branch	NFA RO GOF	2752-1000-66

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. The **NFA-Region 3** will hold a Pre-Bid Conference on July 15, 2025, 10:00 AM at NFA Staffhouse, Cabanatuan City, Nueva Ecija which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before July 28, 2025, 9:30 AM. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on July 28, 2025, 10:00 am, at NFA Staffhouse, Cabanatuan City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NFA-Region 3 reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

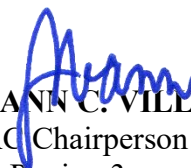
Ms. Ma. Lourdes L. Mallari Supervising Administrative Officer	Ms. Ester Arlyn C. Cid Secretariat, Head
National Food Authority Central Luzon Regional Office Maharlika Highway, Cabanatuan City Nueva Ecija, 3100 Tel No. 044-958-0142 e-mail: bac.region3@nfa.gov.ph	

12. You may visit the following websites:

www.nfa.gov.ph

www.philgeps.gov.ph

Date of Issue: July 08, 2025


ME-ANN C. VILLAFLO
RBAC Chairperson
NFA Region 3

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, NFA-Region 3, wishes to receive Bids for the Supply, Delivery, and Installation of Various Administrative Facilities for NFA Region 3 for the CY 2025, with identification number **NFA-2025-RBAC-REGIII-025**.

The Procurement Project (referred to herein as “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 the year 2025 in the amount of **Two Million Five Hundred Seventy-Three Thousand Five Hundred Only (P 2,573,500.00)**.

2.2. The source of funding is the proposed Corporate Operating Budget.

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:

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

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

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that **subcontracting is not allowed**.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address 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 *three years* prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 November 25, 2025. 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.

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,

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

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. 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 14 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

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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																					
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>those related to Supply, Delivery and Installation of furniture and fixtures (i.e dividers, built in cabinets, cubicle, blinds, accordions and office/conference tables), office equipment (i.e televisions, audio/visual etc.) and information and communication technology equipment (ie. Printer, computer etc.)</i></p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>																				
7.1	Subcontracting is not allowed																				
12	The price of the Goods shall be quoted as DDP in NFA Region 3 Branch Offices or the applicable International Commercial Terms (INCOTERMS) for this Project.																				
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 P51,470.00 or two percent (2%) of ABC, 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 P128,675.00 or five percent (5%) of ABC if bid security is in Surety Bond.</p>																				
19.3	<p><i>The Project is composed of three (3) Lots which shall be awarded as Separate Contracts per Lot.</i></p> <p>Lot No. 1: Office Equipment</p> <table><tr><th>Description</th><th>Quantity</th><th>Unit Cost</th><th>Approved Budget for the Contract</th></tr><tr><td>3 Tonner Floor-mounted Aircon</td><td>9</td><td>100,000.00</td><td>900,000.00</td></tr><tr><td>Automatic Washing Machine 15-20KG Combo Washer and Dryer</td><td>1</td><td>75,000.00</td><td>75,000.00</td></tr><tr><td>Safety Vaults, Dual Combination</td><td>3</td><td>66,500.00</td><td>196,500.00</td></tr><tr><td>Split Type Aircon, Wall Mounted</td><td>6</td><td>59,500.00</td><td>357,000.00</td></tr></table>	Description	Quantity	Unit Cost	Approved Budget for the Contract	3 Tonner Floor-mounted Aircon	9	100,000.00	900,000.00	Automatic Washing Machine 15-20KG Combo Washer and Dryer	1	75,000.00	75,000.00	Safety Vaults, Dual Combination	3	66,500.00	196,500.00	Split Type Aircon, Wall Mounted	6	59,500.00	357,000.00
Description	Quantity	Unit Cost	Approved Budget for the Contract																		
3 Tonner Floor-mounted Aircon	9	100,000.00	900,000.00																		
Automatic Washing Machine 15-20KG Combo Washer and Dryer	1	75,000.00	75,000.00																		
Safety Vaults, Dual Combination	3	66,500.00	196,500.00																		
Split Type Aircon, Wall Mounted	6	59,500.00	357,000.00																		

	Television 65"	1	60,000.00	60,000.00
	Television 85"	1	85,000.00	85,000.00
		21		1,673,500.00
	Lot No. 2: Information and Communication Technology (ICT) Equipment			
	Description	Quantity	Unit Cost	Approved Budget for the Contract
	Conference Room Sound System	1	80,000.00	80,000.00
	Business Copier Machine (Multi-function	1	70,000.00	70,000.00
	Video Conferencing System	1	400,000.00	400,000.00
		3		550,000.00
	Lot No. 3: Furniture and Fixtures			
	Description	Quantity	Unit cost	Approved Budget for the Contract
	Cubicle Partition (Modular	1	200,000.00	200,000.00
	Accordion Sliding Door	1	70,000.00	70,000.00
	Conference Table	1	80,000.00	80,000.00
		3		350,000.00
20.2	List of Post-Qualification Documents: 1. Within a non-extendible period of five (5) calendar days from receipt by the bidder of notice from the BAC that it submitted the Lowest Calculated Bid, the bidder shall submit one (1) originally signed certified true copy of the original and 2 certified photo copies) of the following documentary			

	requirements filed and paid thru BIR Electronic Filing and Payment System (EFPS):													
	<table><tr><th rowspan="2">Documents Particulars (If applicable)</th><th>For Individual Tax Payer</th><th>For Non- Individual Tax Payer</th></tr><tr><th colspan="2">BIR Form No.</th></tr><tr><td>1. Quarterly Income Tax Return <i>4th Quarter of 2024 or 1st Quarter of 2025</i></td><td>1701-Q</td><td>1702-Q</td></tr><tr><td>2. Quarter Business Tax Return a. Quarterly Value Added Tax Return <i>4th quarter of 2024 or 1st quarter of 2025</i> or b. Quarterly Percentage Tax Return <i>4th quarter of 2024 or 1st quarter of 2025</i></td><td>2550-Q 2551-Q</td><td>2550-Q 2551-Q</td></tr></table>	Documents Particulars (If applicable)	For Individual Tax Payer	For Non- Individual Tax Payer	BIR Form No.		1. Quarterly Income Tax Return <i>4th Quarter of 2024 or 1st Quarter of 2025</i>	1701-Q	1702-Q	2. Quarter Business Tax Return a. Quarterly Value Added Tax Return <i>4th quarter of 2024 or 1st quarter of 2025</i> or b. Quarterly Percentage Tax Return <i>4th quarter of 2024 or 1st quarter of 2025</i>	2550-Q 2551-Q	2550-Q 2551-Q		
Documents Particulars (If applicable)	For Individual Tax Payer		For Non- Individual Tax Payer											
	BIR Form No.													
1. Quarterly Income Tax Return <i>4th Quarter of 2024 or 1st Quarter of 2025</i>	1701-Q	1702-Q												
2. Quarter Business Tax Return a. Quarterly Value Added Tax Return <i>4th quarter of 2024 or 1st quarter of 2025</i> or b. Quarterly Percentage Tax Return <i>4th quarter of 2024 or 1st quarter of 2025</i>	2550-Q 2551-Q	2550-Q 2551-Q												
21.2	No additional contract documents required.													

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection 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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>A. OBLIGATIONS OF NFA</p> <ol style="list-style-type: none"> 1. The NFA shall issue the Notice to Proceed (NTP) within seven (7) calendar days from the date of approval of the contract for the above-mentioned Project. 2. The NFA shall create an Inspection Team composed of Supervising Administrative Officer (SAO), Branch Administrative Officer, Branch Engineer, Branch Accountant and Branch Property Inspector for PPE. 3. The NFA shall designate the Inspection Team as its duly authorized representative to inspect and receive the deliveries made by the supplier/s at the delivery site indicated in Section VI. Schedule of Requirements. 4. The Branch Engineer shall sign the Delivery Receipt. 5. The NFA shall only accept the item/s that conform to the Technical Specifications per Section VII. Otherwise, a Notice of Rejection (NR) shall be issued for Non-conforming items. 6. The Inspection Team shall prepare the Certificate of Complete Delivery. 7. The NFA shall prepare and issue an Inspection and Acceptance Report to the supplier. <p>B. Obligations of the Supplier</p> <p>DELIVERY</p> <ol style="list-style-type: none"> 1. The Supplier commits to deliver the furniture and fixtures and office equipment requirements within THIRTY (30) calendar days upon receipt of the Notice to Proceed to the NFA's delivery site in accordance with Section VI. Schedule of Requirements and Section VII. Technical Specifications. All deliveries shall be covered by a Charge Invoice and Delivery Receipt. 2. Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity: <ol style="list-style-type: none"> a. original and four copies of the Supplier's invoice showing Goods' Description, quantity, unit price, and total amount; b. Original and four copies of Delivery Receipt detailing number and descriptions of goods; c. Original and four copies of the Manufacturer's and/or Supplier's warranty certificate; 3. The supplier shall formally notify NFA Regional Office III for the delivery schedule at least three (3) days before the delivery to ensure the availability of the authorized personnel who shall witness and receive the deliveries. 4. The supplier shall shoulder all the delivery expenses to NFA Region 3 Offices as indicated in Section VI. Schedule of Requirements and Section VII. Technical Specifications including the cost of delivery of replacement for rejected goods. All expenses, losses, and damages that may be incurred while the goods are in transit from the supplier's depot to NFA shall be for

the account of the supplier.

B.2.Packaging

1. 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 consider, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

2. 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.

3. The outer packaging must be clearly marked on at least four (4) sides as follows:

- a. Final Destination
- b. Name of the Procuring Entity
- c. Name of the Supplier
- d. Gross weight
- e. Any special lifting instructions
- f. Any special handling instructions
- g. Any relevant classifications

4. If practical, a packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging. If not practical, the list is to be placed inside the outer packaging but outside the secondary packaging.

B.3.Insurance

1. The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

B.4.Transportation

1. The Supplier is required under this Contract to transport the Goods to the designated delivery site, 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.

2. The NFA accepts no liability for the damage of Goods during transit.

	<p>Suppliers risk and title will not be deemed to have passed to the NFA until their receipt and final acceptance at the final destination.</p> <p>B.5.IntellectualPropertyRights</p> <p>1. The Supplier shall indemnify the NFA against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> 1. Payments shall be made only upon a certification by the NFA to the effect that the Goods have been delivered in accordance with the terms of this Contract and have been duly inspected and accepted. No partial payment is allowed under this contract. 2. The Supplier's request for payment shall be made to the NFA in writing, and upon presentation/submission of the following requirements: <ol style="list-style-type: none"> a. Accomplished Voucher b. Original copy of the Charge/Sales Invoice c. Notice of Award (Photocopy) d. Contract Agreement (Photocopy) e. Notice to Proceed (Photocopy) f. Delivery Receipt signed by the Supply Officer g. Inspection Report signed by the Inspectorate Committee h. Plant, Property Equipment Receiving Report (PPE RR) signed by the Supply Officer i. Certificate of Delivery Completion 3. Payments shall be made promptly but in no case later than sixty (60) days after submission of the documents stated above and claim by the supplier, subject to the usual NFA Accounting and Auditing rules and regulations.
4	<p>INSPECTION</p> <p>1. The NFA will conduct inspection in order to determine both quantity and quality of the items being delivered by the supplier and the conformity or compliance (or lack of it) with the requirements and specifications enumerated</p>

	<p>in SECTION VI. SCHEDULE OF REQUIREMENTS and SECTION VII. TECHNICAL SPECIFICATIONS of these bidding documents.</p> <p>2. The inspection shall be conducted by the Inspection Team in the presence of the Supplier or its duly authorized representative/s.</p>
5	<p>WARRANTY</p> <p>1. The Supplier's obligation for the warranty shall be for one (1) year after NFA's acceptance of the delivered Goods to assure that any manufacturing objects will be corrected. A corresponding Certificate of Warranty shall be issued by the supplier.</p> <p>2. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to five percent (5%) of the total contract or a special bank guarantee equivalent to five percent (5%) of the total contract. The said amounts shall only be released after the lapse of the warranty period, provided, however, that the Chemicals delivered are free from patent and latent defects and all the conditions imposed under the Contract have been fully met.</p> <p>3. All rejected items shall remain with the NFA until the delivery of the replacements within five (5) calendar days after receipt of Notice of Defect. Failure to replace the rejected items within the prescribed period, the NFA shall forfeit the Performance Security posted by the Supplier and /or terminate the Contract.</p> <p>4. Expenses incurred in the delivery of replacement shall be borne by the Supplier.</p>
6	<p>LIABILITY OF THE SUPPLIER</p> <p>1. The Supplier shall replace the defective and/or rejected furniture, fixtures and other office equipment within five (5) calendar days from the date of receipt of Notice of Rejection with those that conform with specifications, at no cost to the NFA.</p> <p>2. No rejected furniture and fixtures and equipment deliveries shall be withdrawn until corresponding replacements have been delivered and accepted by NFA.</p> <p>3. Failure to deliver the equipment and furniture and fixtures within the delivery period as stated in the Contract, including their placement period of rejected deliveries, for any cause not attributable to NFA, shall make the Supplier liable to penalties equivalent to one tenth of one percent (0.1%) of the money value of undelivered quantity for everyday of delay, the amount of which shall be deducted from any amount due to the Supplier from NFA.</p>

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 No. 1: Office Equipment

Description	Quantity	Delivery Site	Delivered, Weeks/Months
3 Tonner Floor-mounted Aircon	4	NFA Bulacan Branch Office, Mac Arthur Highway, Tikay, Malolos Bulacan	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
	1	NFA Nueva Ecija Branch Office, Maharlika Highway, Zulueta, Cabanatuan City	
	1	NFA Tarlac Branch Office, Mac Arthur Highway, Aguso, Tarlac City	
	3	NFA Central Luzon Regional Office, Maharlika Highway, Zulueta, Cabanatuan City	
	9		
Automatic Washing Machine 15-20KG Combo Washer and Dryer	1	NFA Central Luzon Regional Office, Maharlika Highway, Zulueta, Cabanatuan City	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
Safety Vaults, Dual Combination	1	NFA Nueva Ecija Branch Office, Maharlika Highway, Zulueta, Cabanatuan City	
	2	NFA Pampanga Branch Office, Mac Arthur Highway, Sindalan, City of San Fernando, Pampanga	
	3		
Split Type Aircon, Wall Mounted	4	NFA Bulacan Branch Office, Mac Arthur Highway, Tikay, Malolos Bulacan	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
	2	NFA Nueva Ecija Branch Office, Maharlika Highway, Zulueta, Cabanatuan City	
	6		

Description	Quantity	Delivery Site	Delivered, Weeks/Months
Television 65”	1	NFA Nueva Ecija Branch Office, Maharlika Highway, Zulueta, Cabanatuan City	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
Television 85”	1	NFA Central Luzon Regional Office, Maharlika Highway, Zulueta, Cabanatuan City	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier

Lot No. 2: Information and Communication Technology (ICT) Equipment

Description	Quantity	Delivery Site	Delivered, Weeks/Months
Conference Room Sound System	1	NFA Bulacan Branch Office, Mac Arthur Highway, Tikay, Malolos Bulacan	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
Business Copier Machine (Multi-function)	1	NFA Pampanga Branch Office, Mac Arthur Highway, Sindalan, City of San Fernando, Pampanga	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
Video Conferencing System	1	NFA Tarlac Branch Office, Mac Arthur Highway, Aguso, Tarlac City	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier

Lot No. 3: Furniture and Fixtures

Description	Quantity	Delivery Site	Delivered, Weeks/Months
Cubicle Partition (Modular)	1	NFA Bulacan Branch Office, Mac Arthur Highway, Tikay, Malolos Bulacan	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
Accordion Sliding Door	1	NFA Central Luzon Regional Office, Maharlika Highway, Zulueta, Cabanatuan City	Within thirty (30) calendar days from the receipt of Notice To Proceed (NTP) by the Supplier
Conference Table	1	NFA Central Luzon Regional Office,	Within thirty (30) calendar days from the receipt of Notice

Description	Quantity	Delivery Site	Delivered, Weeks/Months
		Maharlika Highway, Zulueta, Cabanatuan City	To Proceed (NTP) by the Supplier

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Lot No. 1: Office Equipment

Item	Quantity	Specification	Statement of Compliance
3 Tonner Floor-mounted Aircon	9	Split Type, Floor Mounted	
		Inverter Type	
		With Remote Control	
		Min. 4.0 EER	
		With Bracket (Outdoor Unit)	
		With Breaker	
		10ft Copper Tubing and Electrical Wire	
		3 Tonner Cooling Capacity	
		Offered units must be at least 20 years in the Philippine Market	
		Must have service center in the province where the unit will be installed	
Automatic Washing Machine 15-20KG Combo Washer and Dryer	1	Min 15kg Combi-Washing	
		Front Load	
		Inverter Type	
		With Turbo Wash and Steam Allergy diagnosis	
		Offered units must be at least 10 years in the Philippine Market	
		Must have service center in the province where the unit will be installed	
Safety Vaults, Dual Combination	3	Combination Dial/Key Steel	
		Fire and Security Safe	
		Double Steel Wall	
		Locking Interior Drawer	

Item	Quantity	Specification	Statement of Compliance
		Heavy Duty Steel Casters Size – Inside Dimension: H: 543mm W:360mm D: 340mm Size – Outside Dimension: H: 750 W: 497 D: 540	
Split Type Aircon, Wall Mounted	6	Split Type, High Wall Inverter Type With Remote Control Min. 4.0 EER With Bracket (Outdoor Unit) With Breaker 10ft Copper Tubing and Electrical Wire 2.5 HP Cooling Capacity Offered units must be at least 20 years in the Philippine Market Must have service center in the province where the unit will be installed	
Television 65”	1	65” Android TV 4K QLED Display Google Assistant and Chromecast With Remote With Wall Bracket Offered units must be at least 10 years in the Philippine Market Must have service center in the province where the unit will be installed Must have service center in the province where the unit will be installed	
Television 85”	1	85” Android TV 4K QLED Display Google Assistant and Chromecast With Remote With Wall Bracket	

Item	Quantity	Specification	Statement of Compliance
		Offered units must be at least 10 years in the Philippine Market	
		Must have service center in the province where the unit will be installed	

Lot No. 2: Information and Communication Technology (ICT) Equipment

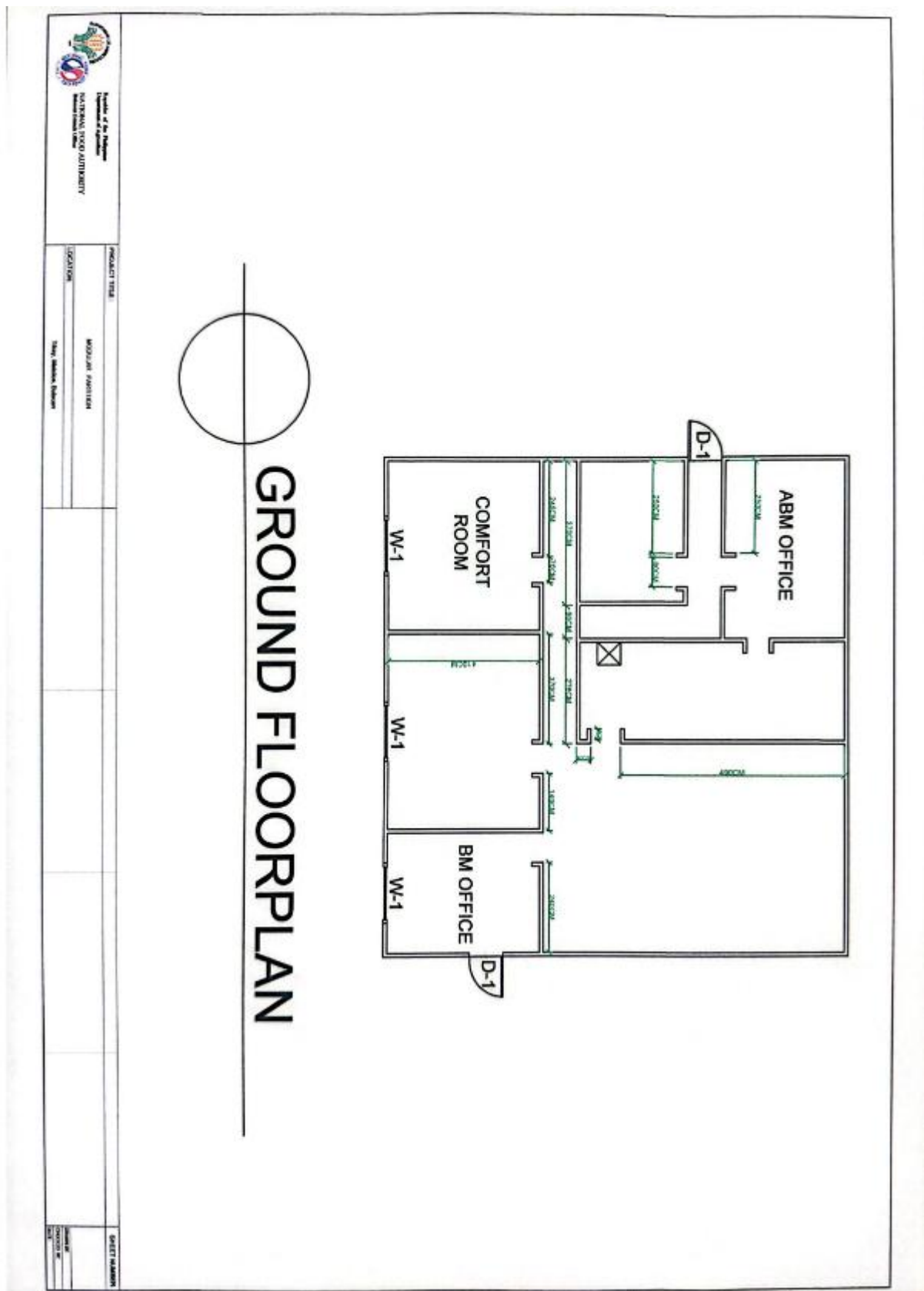
Item	Quantity	Specification	Statement of Compliance
Conference Room Sound System	1	8 Channels Wireless Desktop Microphone	
		1 Control Panel	
		2 pcs 15" Full Range Speaker	
		Audio Mixer with USB & Bluetooth	
Business Copier Machine (Multi-function)	1	Laser/Toner Technology	
		Panel Size/ Resolution: 5 Line LCD/ 128x64	
		System Memory: 265 MB (Standard/Max)	
		Interface: 10/100 Base-T-ethernet; USB 2.0	
		Network Protocols: TCP/IP (IPv4/IPv6)	
		Printable Paper size: A5-A3	
		Printable paper weight: 64-157 g/m ²	
		Printing resolutions: 600 x 600 dpi	
		Copying/scanning resolution: 600 x 600 dpi	
		Reduction & Enlargement: 25% - 400%	
Video Conferencing System	1	Camera: Full HD 1080p 30fps	
		Pan: +/- 900	
		Tilt: +35 / -45; 10xlossless HD zoom	
		Video mute/unmute LED indicator	
		Far-end control (PTZ) of Conference Cam product (with supported services)	

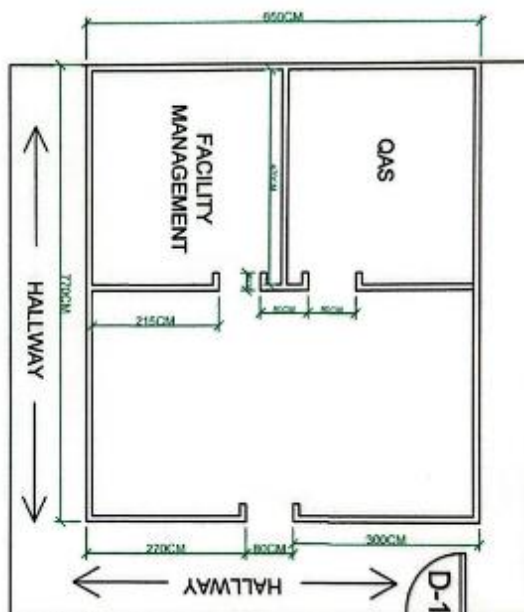
Item	Quantity	Specification	Statement of Compliance
		Audio: Pick-up range-6 meters without expansion mics, 8.5 meters with expansion mics	
		Frequency response: 28dB +/- 3dB	
		Distortion: <5% from 200Hz	
		Audio quality: HD 1080p video quality at 30 frames per second; Two omnidirectional, beamforming microphones	
		Speakerphone: Full-duplex performance; acoustic echo cancellation; noise reduction technology; Ultra-wideband audio; Pairs with mobile devices via Bluetooth and NFC 5	
		camera presets for pan, tilt, and zoom setting	
		Monitor: 65" Smart TV	
		Stand width: 1,130mm	
		Connectivity: USB drive and 4 HDMI inputs	
		CPU: Processor Intel Core I7	
		RAM: 16GB	
		Storage: 512 GB SSD	
		Graphics: at least 4 GB VRAM	

Lot No. 3: Furniture and Fixtures

Item	Quantity	Specification	Statement of Compliance
Cubicle Partition (Modular)	1	Color: Sage Green	
		Standard Panel Finish: Full Fabric Laminated with Glass Partition	
		Panel: 4" nominal thickness	
		Width: 1 meter	
		Height: 150cm	
		Sizes : Branch Office Floor Plan	

Item	Quantity	Specification	Statement of Compliance
		As per Drawing Plan No. 01	
Accordion Sliding Door	1	PVC Panel Size of Panel: 3.5 inches in width Height: 213cm Door 1 Width: 371 cm; sqft; 85 Door 2 Width: 365 cm; sqft. 84 Door 1 Width: 364 cm; sqft 84 Door 1 Width: 367 cm; sqft 85 Colored Bottom Cover With Premium Lock and Full Grip Handle Color: Oak Other as per detailed Drawing Plan No. 2	
Conference Table	1	Material: Mahogany Wood, Color: Walnut Sizes: Height – 0.76m Tabletop thickness: 1.25inches Other sizes as per Drawing Plan No. 3 18 Chairs	





SECOND FLOORPLAN



PROJECT TITLE: **WOLLEGA PARTITION**
 LOCATION: **Trip, Addis Ababa**

PROJECT NUMBER: **123456789**

Specifications: Modular Partition

Width: 1 meter

Nominal Thickness: 4"

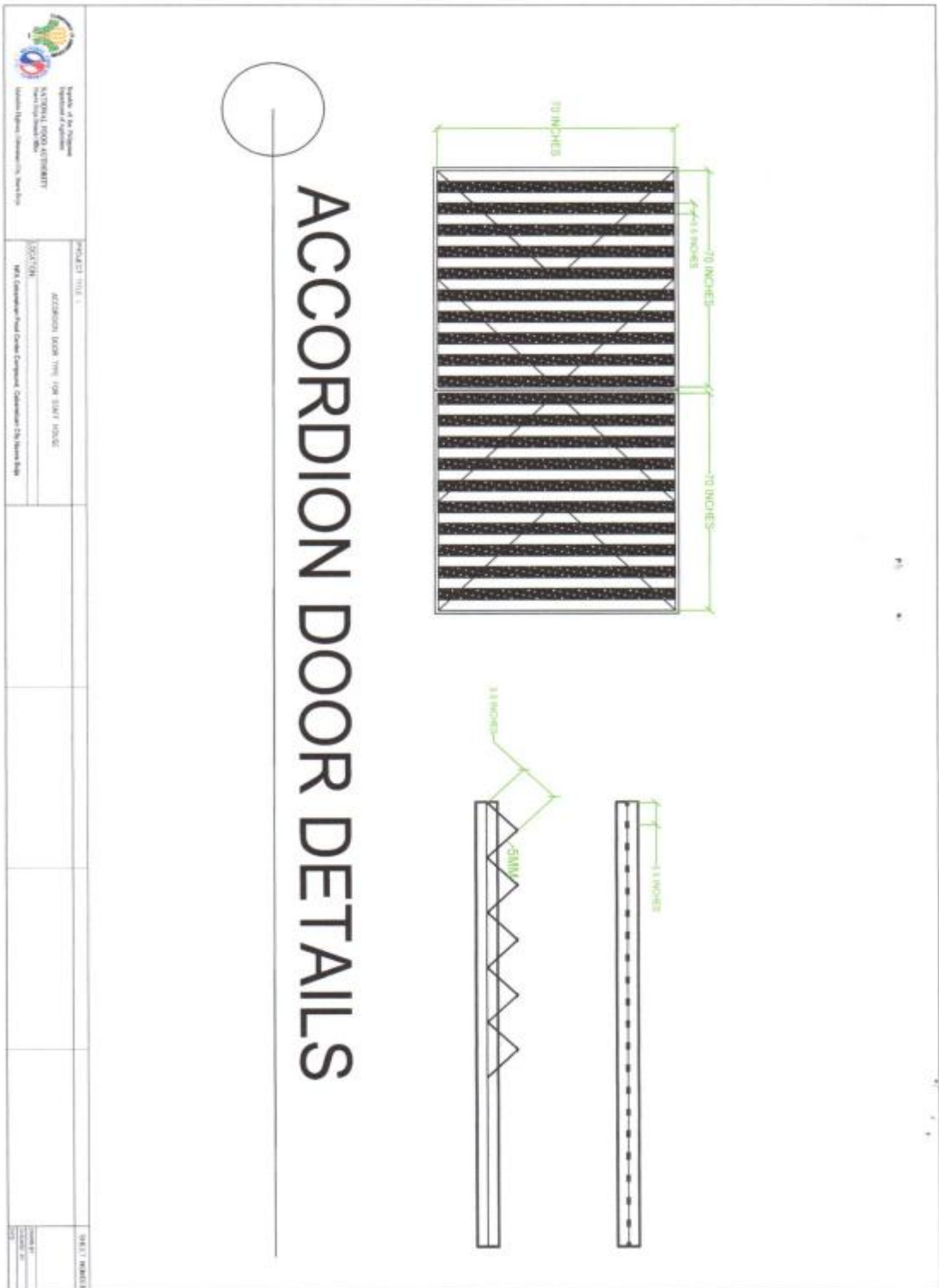
Height: 150cm

Color: Sage Green



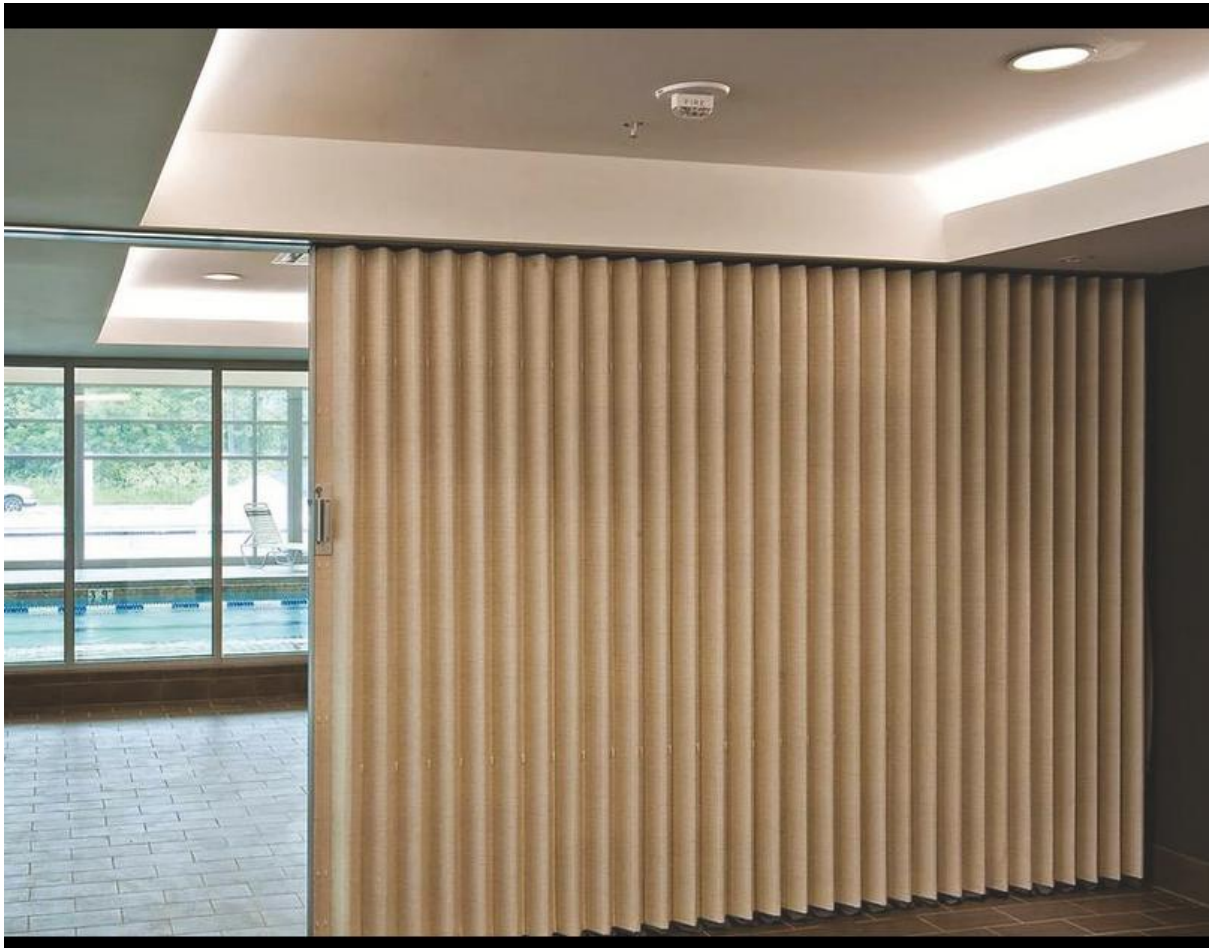
Sample Picture for Partition Style Only (Not a sample for color preference):



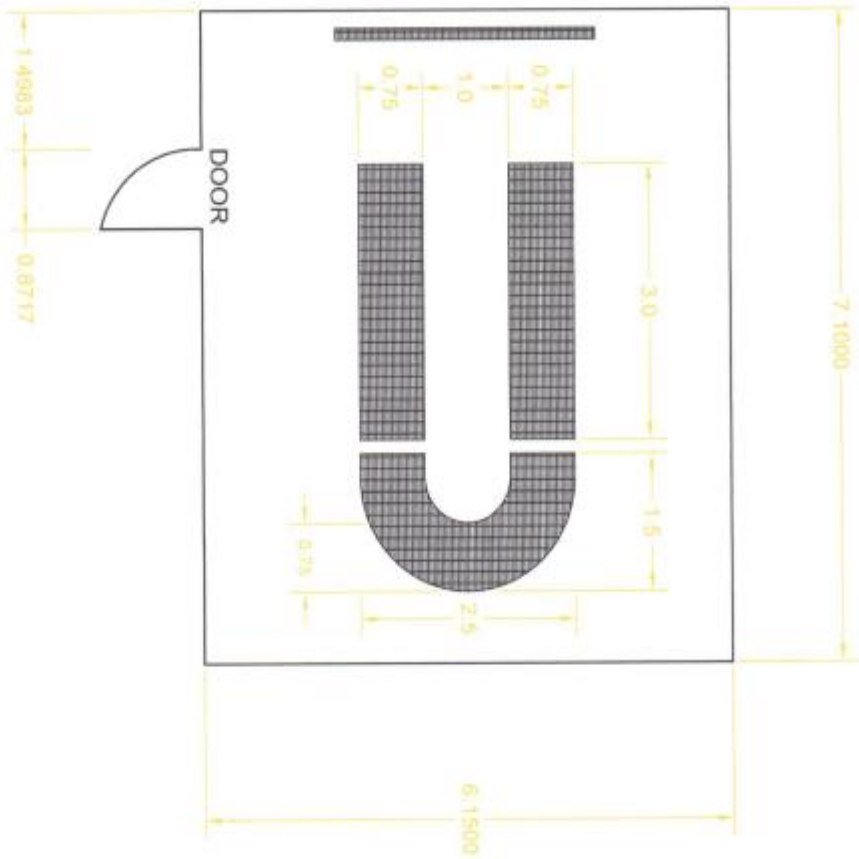


Drawing Plan 02

Sample Picture for Accordion Sliding Door Style:



 Department of the Interior National Endowment for the Arts National Endowment for the Humanities National Endowment for the Arts National Endowment for the Humanities		PROJECT TITLE : RENOVATION OF CHURCH AND SHELTER AT COMPETITIVE ROOM		DESIGNED BY : DR. JOHN ALAN T. BINGOC (PRA) / (PRA)		REVIEWED BY : DR. JOHN T. BINGOC (PRA) / (PRA)		RECOMMENDED APPROVAL : DR. JOHN T. BINGOC (PRA) / (PRA)		APPROVED : DR. JOHN T. BINGOC (PRA) / (PRA)		S.E.T. MAHALAH	
LOCATION : MA REGIONAL OFFICE - NPA REGION													



Sample picture for wood color:



Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

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

- (k) *[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.
- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

SAMPLE FORMS

**REVISED PhilGEPS CERTIFICATE OF PLATINUM REGISTRATION AND MEMBERSHIP
(First Page Only)**

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

**CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)**

THIS IS TO CERTIFY THAT

(NAME OF BIDDER)
Address

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on (date of registration) pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that (name of the prospective bidder) has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until (date of expiration).

Issued this (date) day of (month), year.

This is a system-generated certificate. No signature is required.

Documentary Stamp Tax Paid 30.00
Certificate Reference No:

(QR Code)

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 201705164053734088814

Page 2 of 3

¹Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

"Annex A"

List of Eligibility Documents

of

SEC Certificate	Registration Date : 23-Jul-2018 SEC Certificate Number : HS096000079
Mayors Permit	Expiration Date : 30-Sep-2020 Permit Number : Place of Issue : Issued By / Signatory : Issuance Date : 20-Feb-2020
Tax Clearance	Expiration Date : 01-Jul-2021 TCC Number : Issued By / Signatory : Issuance date : 01-Jul-2020
Audited Financial Statement	Date of Filing : 15-May-2020 Current Asset : Total Asset : Current Liabilities : Total Liabilities : Name of Auditor : BIR RDO Code :
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

Certificate Reference No: 201705164053734088814

Page 3 of 3

**Statement of all Ongoing Government & Private Contracts
including contracts awarded but not yet started**

Business Name : _____
 Business Address : _____

Name of Client 1. Contact Person 2. Contact Number 3. E-mail Address 4. Address	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods/ Services	Amount of Contract	Value of Outstanding Contract	Date of Delivery	Reference Number and/or Date of NOA/s or Purchase Order/s or Contracts
<u>GOVERNMENT</u>								
<u>PRIVATE</u>								

 Name & Signature of Owner or Authorized Representative

 Date:

Instructions:

- State all ongoing including those awarded but not yet started (government and private contracts which maybe similar or not to the project called for bidding) as of the day before the deadline of submission and opening of bids.
- If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state "NONE".
- The total amount of ongoing and awarded but not yet started contracts should be consistent with those used in the computation of the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility documents.
- "Names of Contract". Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. Example: "Provision of Corporate Executive Health Care Program".

ANNEX C

Statement of Bidder's Single Largest Completed Government and Private Contracts (SLCC) which is similar to the contract to be bid; Within the last three (3) years from the date of submission and receipt of bids

Business Name : _____
Business Address : _____

This is to CERTIFY that _____ company name _____ has a completed similar contract within the prescribed period.

Name of Client 1. Contact Person 2. Contact Number 3. E-mail Address 4. Address	Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	Indicate details <u>ANY</u> of the following: (a) Date End User's Acceptance; (b) Date and No. Sales Invoice(s); (c) Date and No. of Official Receipt(s) <i>(Corresponding document/s must be attached and submitted)</i>
<u>GOVERNMENT</u>						
<u>PRIVATE</u>						

Submitted by : _____

(Printed Name & Signature)

Designation : _____ Date : _____

Instructions:

1. This statement shall be supported with end user's acceptance or official receipt(s) or sales invoice issued for the contract. The supporting documents must be attached to the statement.
2. Cut-off date as of: **Up to the day before the deadline** of submission of bids.
3. "Name of Contract". Indicate here the Nature/Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the procurement at hand
4. Do not leave any items blank. Write "None"
5. For contracts with the private sector, an equivalent document shall be submit

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

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

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

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]**[Insert signatory's legal capacity]*

Affiant

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

OTHER FORMS OF BID SECURITY

Bid Security in the form of **Cash or Cashier's/Manager's check** issued by a universal or commercial bank in the amount not less than 2% of the ABC

or

Bid Security in the form of **bank draft/guarantee or irrevocable letter of credit** in the amount not less than 2% of the ABC accompanied by a confirmation from a Universal or Commercial Bank

or

Bid Security in the form of **surety bond** the amount not less than 5% of the ABC accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments

Technical Specifications

Particulars	Specification	Statement of Compliance
	1.	
	1.	

The above Statement of Compliance with the Technical Specifications shall be supported by the following documents:

1. Contractor's/Manufacturer's Profile which shall state/indicate the following information:
 - a. Contact information/Details of the company, including its branch office/s, if any
 - b. Organizational chart

Name of the Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

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

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

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]

The formula to determine NFCC is as follows:

$$\text{NFCC} = [(\text{Current Assets minus Current Liabilities}) (15)] \\ \text{minus the value of all outstanding or uncompleted} \\ \text{portions of the projects under ongoing contracts} \\ \text{including awarded contracts yet to be started coinciding} \\ \text{with the contracts to be bid.}$$

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

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

CURRENT ASSETS	P	xxx	
LESS CURRENT LIABILITIES	-	<u>xxx</u>	
Net Working Capital	=	xxx	
Multiplied by 15	x	<u>15</u>	<u>P xxx</u>
LESS OUTSTANDING CONTRACTS			
<u>Ongoing Contracts</u>			
Contract 1 (Specify)	P	xxx	
Contract 2 (Specify)		xxx	
Etc.		xxx	
<u>Awarded contracts yet to be started</u>			
Contract 1 (Specify)		xxx	
Contract 2 (Specify)		xxx	
Etc.		<u>xxx</u>	- <u>xxx</u>
NFCC	= P	xxx	=====

CERTIFIED CORRECT:

 Printed Name and Signature
 Proprietor/President/General Manager/
 Duly Authorized Representative

 Name of Bidder

CREDIT LINE CERTIFICATE

Date: _____

Regional Manager

NATIONAL FOOD AUTHORITY

Region _____

CONTRACT/PROJECT : _____
COMPANY/FIRM : _____
ADDRESS : _____

BANK/FINANCING INSTITUTION : _____
ADDRESS : _____

AMOUNT : _____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Name of Prospective Bidder), a credit line the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be effective or available on the date of the bid submission by the _____ and shall be maintained until the project is completed by the Contractor.
(Name of Prospective Bidder)

This Certification is being issued in favor of said _____ in
(Name of Prospective Bidder)
connection with the bidding requirement of National Food Authority Region ____ for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized

Financing Institution Officer : _____

Official Designation : _____

Concurred By:

Name & Signature of

Authorized Representative : _____
(Name of Prospective Bidder)

Official Designation : _____

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, affiant exhibited to me his/her Government Issued ID No. _____ issued on _____ at _____, Philippines.

Notary Public

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

NOTES:

- A. NFCC must at least be **equal** to the Approved Budget for the Contract (ABC).
- B. If the prospective bidder opts to submit a **committed Line of Credit**, it must be **at least equal to ten percent (10%)** of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed by a local universal or commercial bank.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, _____ (*civil status*), owner/proprietor of _____ and a resident of _____.
- and -
_____, of legal age, _____ (*civil status*), owner/proprietor of _____ a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the ____(Name of the Procuring Entity)____.

A. NAME OF PROJECT**CONTRACT AMOUNT**

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____, affiant exhibited to me his/her Government Issued ID No. _____ issued on _____ at _____, Philippines.

Notary Public

Serial No. of Commission _____

Notary Public for _____ until _____

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : **NFA-2025-RBAC-REGIII-025**

To: NATIONAL FOOD AUTHORITY – REGION 3

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, Delivery and Installation of Various Administrative Facilities and Equipment of NFA Region III for CY 2025**” in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

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

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

ANNEX J

SCHEDULE OF PRICES

**Supply, Delivery and Installation of Various Administrative Facilities of NFA Region 3
for CY 2025**

Item No.	Particulars	Qty	ABC (PhP)	Bid Before Tax per Unit	Amount of Tax per Unit				Bid Inclusive of Taxes per Unit	Total Amount of Bid		
					VAT	Local Taxes	Other Taxes	Total Tax per Unit		Before Tax	Total Taxes	Total Bid Inclusive of Tax
		A			C	D	E	F = C + D + E		H = A x B	I = A x F	J = H + I
GRAND TOTAL												

Bids in excess of the indicated ABC shall be rejected.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

ANNEX K

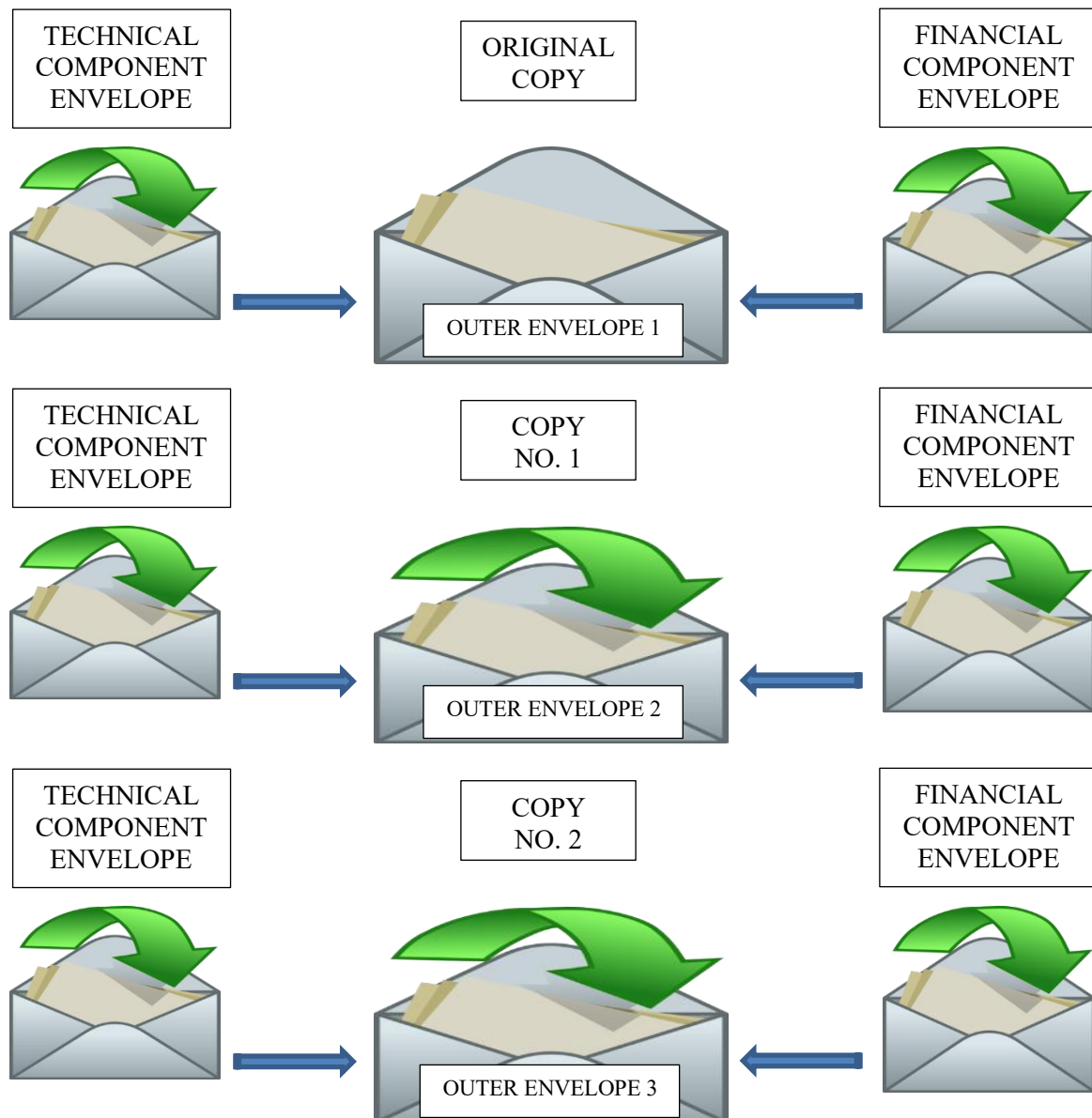
[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

ANNEX L

Certification from the DTI if the Bidder claims preference
as a Domestic Bidder or Domestic Entity

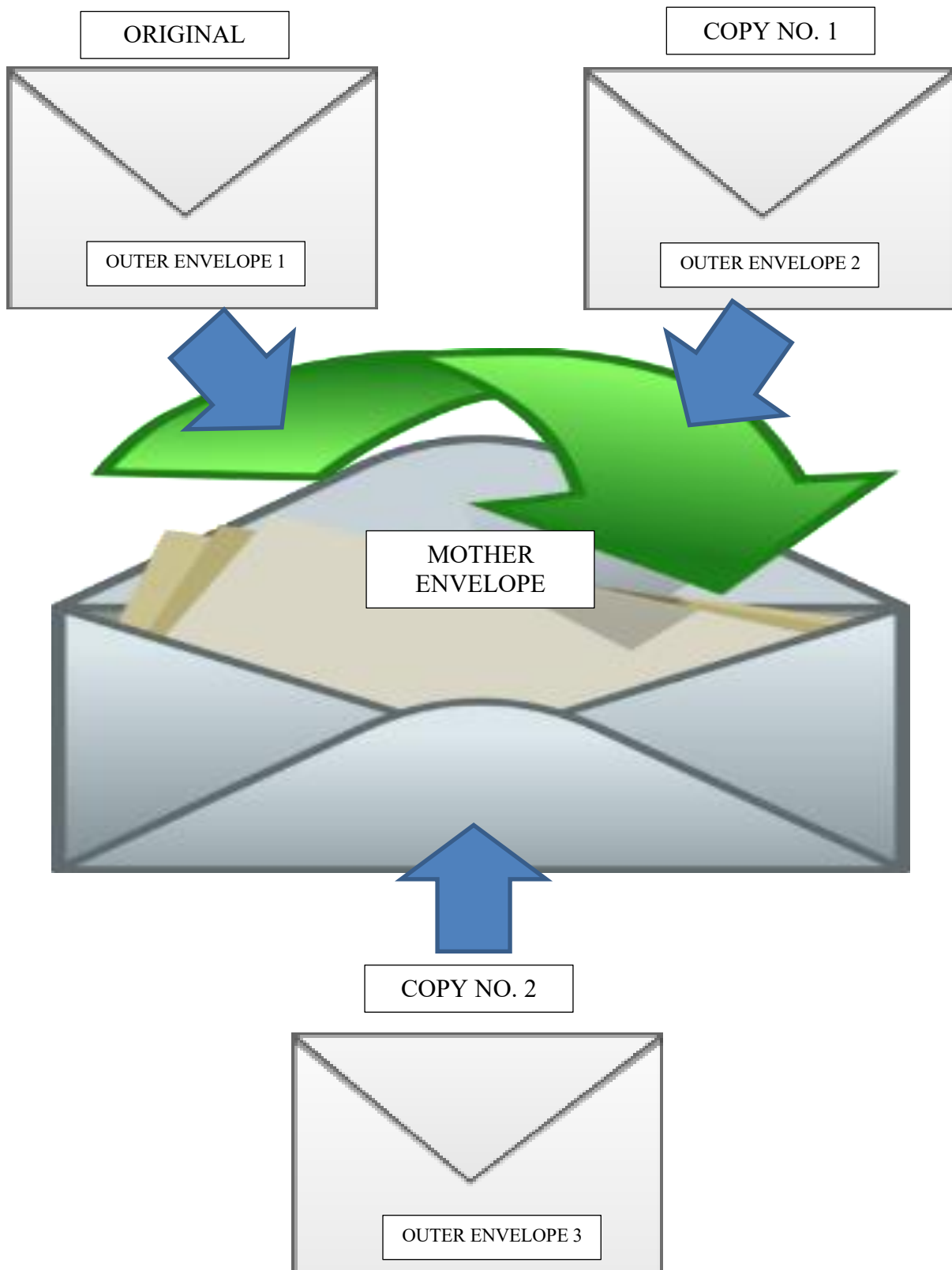
PROCEDURE ON SEALING AND MARKING OF BIDS

A. SEALING – THREE COPIES



PROCEDURE ON SEALING AND MARKING OF BIDS

B. SEALING – FOUR ENVELOPES INTO ONE MOTHER ENVELOPE



PROCEDURE ON SEALING AND MARKING OF BIDS

C. MARKING – TECHNICAL COMPONENT ENVELOPE (ALL CAPS)

TO THE NFA REGION 3 BIDS AND AWARDS COMMITTEE
CENTRAL LUZON REGIONAL OFFICE
CABANATUAN CITY

***ORIGINAL – TECHNICAL COMPONENT**

PROCUREMENT OF
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS
ADMINISTRATIVE FACILITIES OF NFA REGION 3 FOR CY 2025

PROJECT REFERENCE NO. NFA-2025-RBAC-REGIII-025

BIDDER'S NAME
ADDRESS

DO NOT OPEN BEFORE 10:00 AM ON JULY __, 2025

**For other copies indicate COPY NO. 1, COPY NO. 2*

D. MARKING – FINANCIAL COMPONENT ENVELOPE (ALL CAPS)

TO THE NFA REGION 3 BIDS AND AWARDS COMMITTEE
CENTRAL LUZON REGIONAL OFFICE
CABANATUAN CITY

***ORIGINAL – FINANCIAL COMPONENT**

PROCUREMENT OF
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS
ADMINISTRATIVE FACILITIES OF NFA REGION 3 FOR CY 2025

PROJECT REFERENCE NO. NFA-2025-RBAC-REGIII-025

BIDDER'S NAME
ADDRESS

DO NOT OPEN BEFORE 10:00 AM ON JULY __, 2025

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E. MARKING – OUTER ENVELOPE (ALL CAPS)

TO THE NFA REGION 3 BIDS AND AWARDS COMMITTEE
CENTRAL LUZON REGIONAL OFFICE
CABANATUAN CITY

***ORIGINAL BID**

PROCUREMENT OF
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS
ADMINISTRATIVE FACILITIES OF NFA REGION 3 FOR CY 2025

PROJECT REFERENCE NO. NFA-2025-RBAC-REGIII-025

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F. MARKING – MOTHER ENVELOPE (ALL CAPS)

TO THE NFA REGION 3 BIDS AND AWARDS COMMITTEE
CENTRAL LUZON REGIONAL OFFICE
CABANATUAN CITY

TECHNICAL AND FINANCIAL COMPONENT OF THE BID

PROCUREMENT OF
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS
ADMINISTRATIVE FACILITIES OF NFA REGION 3 FOR CY 2025

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G. SIGNING – ALL ENVELOPES



x 10

