



Lease of Digital Copier Machines and Related Services for FY 2025

Bid Ref. No. EPA-2025-10

Approved Budget for the Contract
Php1,900,000.00

NOVEMBER 2024

**BIDS AND AWARDS COMMITTEE
GOODS AND SERVICES**

gmp



Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid	6
Section II. Instructions to Bidders	11
1. Scope of Bid	12
2. Funding Information	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders	12
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	14
13. Bid and Payment Currencies	15
14. Bid Security	15
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	16
17. Opening and Preliminary Examination of Bids	16
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	18
Section III. Bid Data Sheet	19
Section IV. General Conditions of Contract	23
1. Scope of Contract	24
2. Advance Payment and Terms of Payment	24
3. Performance Security	24
4. Inspection and Tests	24
5. Warranty	25
6. Liability of the Supplier	25
Section V. Special Conditions of Contract	26
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	32

311



Section VIII. Checklist of Technical and Financial Documents	41
Section IX. Templates/Forms	44
BID FORM	55
Bidder's Company Letterhead	57
Price Schedule for Goods Offered from Within the Philippines	57
For Goods Offered from Within the Philippines	57
Bidder's Company Letterhead	58
Price Schedule for Goods Offered from Abroad	58
For Goods Offered from Abroad	58



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.

gm



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 Nation



Section I. Invitation to Bid



INVITATION TO BID FOR THE LEASE OF DIGITAL COPIER MACHINES AND RELATED SERVICES FOR FY 2025

1. The Commission on Human Rights (CHR), through the General Administration Office – General Services Division (GAO-GSD) intends to apply the sum of **One Million Nine Hundred Thousand Pesos (Php1,900,000)** for being the ABC to payments under the contract **Lease of Digital Copier Machines and Related Services for FY 2025**.

Description	LEASE OF DIGITAL COPIER MACHINES AND RELATED SERVICES FOR FY 2025
Quantity	23
Total ABC (Vat Inclusive)	Php1,900,000
Funding Source	FY 2025 National Expenditure Program (NEP)
Bid Security <ul style="list-style-type: none">• Bid Securing Declaration,• Cash/Cashier's Manager's Check, Bank Draft/Guarantee, and• Irrevocable letter of Credit* (at least 2% of the ABC)	<ul style="list-style-type: none">• BDS-duly notarized• Php38,000.00• Issued by a Universal or Commercial Bank
Bid Security-Surety bond** (5% of the ABC) <i>callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security</i>	Php95,000.00
Cost of Bidding Documents (Cash and Check payment only)	Php5,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. The CHR now invites bidders for the **Lease of Digital Copier Machines and Related Services**. The Delivery of Goods is required within twenty (20) calendar days from the date upon conformance of the Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project, whose value, adjusted to current prices using the PSA's CPI, must be at least equivalent to twenty five percent (25%) of the ABC.

Similar project shall mean **"Lease of Copier and Related Services"**.

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. Interested Bidders may download the bidding documents from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and at the CHR website (www.chr.gov.ph), provided, the applicable fees for the bidding documents shall be paid not later than the submission of bids.

5. The **Schedule of Bidding Activities** shall be as follows:

Activities	Time	Venue/Mode
1. Sale, Inspection and Issuance of bidding documents (<i>Bid docs fee shall be paid at the CHR, GAO-GSD Cash unit after acquiring Official Receipt (OR) Request form from the BAC Secretariat</i>)	9:00AM to 4:00PM Monday to Friday only, excluding holidays, Starting November 11, 2024	CHR Bids and Awards Committee Secretariat Office 3 rd Floor Procurement Division Office, SAAC Bldg. Magsaysay Avenue, Diliman Quezon City
2. Pre-bid Conference**	November 18, 2024 (Monday); 1:30PM	CHR Session Hall, 2 nd Floor, CHR, Quezon City and online video conferencing via zoom platform
3. Deadline of Bid Submission	December 3, 2024, 1:00PM (Tuesday)	CHR Bids and Awards Committee Secretariat Office 3 rd Floor Procurement Division Office, SAAC Bldg. Magsaysay Avenue, Diliman Quezon City
4. Opening of Bids	December 3, 2024 1:30PM (Tuesday)	CHR PARDEC Building – Room A 2 nd Floor, Boardroom, Magsaysay Avenue, Diliman Quezon City Face to face and online video conferencing via zoom platform

6. Prospective Bidders who are interested to join the Pre-bid Conference and Bid Opening may send request for the link at procurement@chr.gov.ph with the following information and proof of identity of the attendee at least a day before the schedule:

a. Name of the Project	
b. Bid Reference No	
c. Activity	
d. Company Name	
e. Company Address	
f. Name of Representative/s	1. 2.
g. Email Address/es (to which all communications from the BAC shall be sent)	1. 2.
h. Contact No/s	
i. Attached Scanned Copy or Photo of Identification Card*	

MP



**The CHR ensures that your data shall only be processed for the stated purpose and secured only in the concerned office as the Commission strictly abides with the principles and provisions of the Data Privacy Act of 2012.*

Pre-registered interested bidders will receive meeting links and password from the CHR BAC Secretariat, and are encouraged to indicate in their screen name the company name followed by his/her full name (i.e. Company A/Juan Dela Cruz)

7. Bids must be duly received by the CHR BAC Secretariat through manual submission at the office address indicated above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. In accordance with Appendix 11 of the Revised IRR of RA 9184, the CHR adopts the use of "draw lots", "toss coin" or other similar method of chance as a tie-breaking method in the event two or more of the bidders have been declared as having the Lowest Calculated Responsive Bid (LCRB).
9. The CHR Bids and Awards Committee (BAC), the Technical Working Group (TWG), and BAC Secretariat, pursuant to Republic Act 6713, otherwise known as "The Code of Conduct and Ethical Standards for Public Officials and Employees, are mandated to observe the standards of conduct in the discharge and execution of official duties and functions and extend courtesy at all times. Similarly, clients are expected to show respect and afford common courtesy to all employees and staff of CHR. Any attempt to intimidate, either virtual, online, verbal or physical, shall be dealt accordingly. The CHR strictly adheres to the **"NO GIFT POLICY" "NO SOLICITATION"** and/or any similar acts in nature.
10. The CHR 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:

Bids and Awards Committee Secretariat
COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES
General Administration Office – Procurement Division
3rd Floor, SAAC Building, Magsaysay Avenue, Diliman, Quezon City
Mobile No. 09178571607
Email Address: procurement@chr.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:
www.chr.gov.ph



<https://philgeps.gov.ph>

November 08, 2024


GEMMA F. PAROJINOG
Chairperson, Bids and Awards Committee
for Goods and Services





Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, COMMISSION ON HUMAN RIGHTS wishes to receive Bids for the **Lease of Digital Copier and Related Services** with identification number **EPA-2025-10**.

The Procurement Project (referred to herein as "Project") is composed of One (1) Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2024 in the amount of **One Million Nine Hundred Thousand Pesos (Php1,900,000)**

2.2. The source of funding is **NGA, FY 2025 National Expenditure Program (NEP)**.

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.

JP



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

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this project on the specified date and time through zoom conferencing facility (zoom meeting links) as indicated in the **IB**, **paragraph 5 and 6**.

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.

JP



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 the period of Five (5) years as provided in paragraph 2 of the IB** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

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 Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid **within ONE HUNDRED TWENTY (120) calendar days from the date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

MP



15. Sealing and Marking of Bids

Each Bidder shall submit one (1) original and two (2) photocopies of the first and second component of its bid. The Skeletal Perspective of a Bidder's Bid envelope shall be provided in this Bidding Documents.

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.

The bidder shall include table of contents of its Technical and Financial bid with corresponding tabs.

All envelopes shall be properly sealed and labeled with the following format:

- a. contain the name of the contract to be bid in capital letters;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the CHR BAC;
- d. bear the specific identification number of this project as indicated in the Scope of Bid, and bearing a warning "DO NOT OPEN BEFORE..." the date and time of opening of bids as specified in the IB. Kindly refer to the sample provided:

TO	:	BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES
FROM	:	_____
	:	(Name of Bidder)
ADDRESS	:	_____
	:	(Address of the Bidder)
PROJECT	:	_____
BID REF NO.	:	_____
At the lower portion, indicate the phrase: DO NOT OPEN BEFORE... (the date and time of opening of bids)		

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in **paragraph 5** 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 5 of the IB. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used,

gmp



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 follows:
- Option 1 – One Project having several items that shall be awarded as one contract.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

gmp



20. Post-Qualification

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

21. Signing of the Contract

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



Section III. Bid Data Sheet

JP



Bid Data Sheet

ITB Clause															
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> <u>Lease of Copier and Related Services</u> completed within five (5) years prior to the deadline for the submission and receipt of bids. 														
7.1	<u>SUBCONTRACTING IS NOT ALLOWED</u>														
12	The price of the Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.														
14.1	<p>The bid security shall be in any of the following forms issued in favor to the Commission on Human Rights (CHR):</p> <table border="1"> <thead> <tr> <th>Description</th><th>Lot 1- LEASE OF DIGITAL COPIER AND RELATED SERVICES</th></tr> </thead> <tbody> <tr> <td>Quantity</td><td>23 units</td></tr> <tr> <td>Total ABC (Vat inclusive)</td><td>Php1,900,000.00</td></tr> <tr> <td>Funding Source</td><td>FY 2025 National Expenditure Program (NEP)</td></tr> <tr> <td> Bid Security <ul style="list-style-type: none"> Bid Securing Declaration, Cash/Cashier's Manager's Check, Bank Draft/Guarantee, and Irrevocable letter of Credit* (at least 2% of the ABC) </td><td> <ul style="list-style-type: none"> BDS-duly notarized Php38,000.00 Issued by a Universal or Commercial Bank </td></tr> <tr> <td> Bid Security-Surety bond** (5% of the ABC) <i>callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security</i> </td><td>Php95,000.00</td></tr> <tr> <td>Cost of Bidding Documents (Cash and Check payment only)</td><td>Php5,000.00</td></tr> </tbody> </table>	Description	Lot 1- LEASE OF DIGITAL COPIER AND RELATED SERVICES	Quantity	23 units	Total ABC (Vat inclusive)	Php1,900,000.00	Funding Source	FY 2025 National Expenditure Program (NEP)	Bid Security <ul style="list-style-type: none"> Bid Securing Declaration, Cash/Cashier's Manager's Check, Bank Draft/Guarantee, and Irrevocable letter of Credit* (at least 2% of the ABC) 	<ul style="list-style-type: none"> BDS-duly notarized Php38,000.00 Issued by a Universal or Commercial Bank 	Bid Security-Surety bond** (5% of the ABC) <i>callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security</i>	Php95,000.00	Cost of Bidding Documents (Cash and Check payment only)	Php5,000.00
Description	Lot 1- LEASE OF DIGITAL COPIER AND RELATED SERVICES														
Quantity	23 units														
Total ABC (Vat inclusive)	Php1,900,000.00														
Funding Source	FY 2025 National Expenditure Program (NEP)														
Bid Security <ul style="list-style-type: none"> Bid Securing Declaration, Cash/Cashier's Manager's Check, Bank Draft/Guarantee, and Irrevocable letter of Credit* (at least 2% of the ABC) 	<ul style="list-style-type: none"> BDS-duly notarized Php38,000.00 Issued by a Universal or Commercial Bank 														
Bid Security-Surety bond** (5% of the ABC) <i>callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security</i>	Php95,000.00														
Cost of Bidding Documents (Cash and Check payment only)	Php5,000.00														
19.3	The Project will be awarded in One (1) Lot: Lease of Digital Copier and Related Services														
20.1	<p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the bidder of the Notice from the BAC that the bidder has the Single/Lowest Calculated Bid (SCB/LCB), the bidder shall submit and/or present the following requirements:</p> <ol style="list-style-type: none"> Submit certified true copy of the following: 														

314



	<ul style="list-style-type: none">a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for Cooperatives;b. Valid and current Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located;c. Valid and Current Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);d. Audited Financial Statements (AFS) for CY 2023 received by the BIR or its duly accredited and authorized institutions dated CY 2024, with stamped receipt or with attached copy of acknowledgement thru email;e. 2023 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income is those within the last six (6) months preceding the date of submission (including copy of VAT returns and corresponding payments for the last 6 months)f. POs or Contracts for all Ongoing Contracts as listed per submitted in the list of ongoing projects with corresponding contact details (contact person, contact number and email address)g. Valid and current Certificate of Distributorship/Dealership/Reseller of the brand being offered, issued by the principal or manufacturer of the product (if the Bidder is not the manufacturer). If not issued by the manufacturer, must also submit certification, document linking the bidder to manufacturer.h. Certificate of Performance Evaluation or equivalent document with a rating of at least satisfactory rating issued by the Largest Contract/s. Client/s of the bidder per submitted (see attached prescribed forms). The certification/document must indicate that the evaluation was based on the bidder's performance on timely, compliance to specifications, warranty and after sales service. <ul style="list-style-type: none">2. Submit original copy of Company Profile which include the vicinity map/location of the company3. Submit Product Brochure (original or downloaded) if not in English, please refer Clause 10.3 of the ITB, if applicable. <p>Failure of the bidder, declared and notified as SCB/LCB to duly submit the above requirements or any finding as to the authenticity of such shall be a ground for forfeiture of the bid security and disqualify the bidder for the award of contract</p>
--	--



21.1	Within ten (10) calendar days from Receipt of Notice of Award, the winning bidder shall post the required the performance security and enter into Contract or sign the Purchase/Job Order and return to CHR.
------	--

JP



Section IV. General Conditions of Contract

JP



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

JP



Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents</p> <p>Delivery and installation of the Twenty-three (23) units copier machines shall be completed within fifteen (15) calendar days from receipt of Notice to Proceed (NTP);</p> <p>Installation of copier machines shall be at the designated offices;</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>In case of Goods supplied from abroad, the delivery terms applicable to the Contract are DDP delivered at Commission on Human Rights, SAAC Building, Commonwealth Avenue, UP Complex, Diliman, Quezon City, 1101 Philippines. In accordance with INCOTERMS."</p> <p>In case of Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered at Commission on Human Rights, SAAC Building, Commonwealth Avenue, UP Complex, Diliman, Quezon City, 1101 Philippines. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."</p>
	<p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For the purposes of this Clause the Procuring Entity's Representative at the Project Site is:</p> <p>Principal:</p> <p>MR. ONESIMO L. CUYCO Director, General Administration Office Email Address: olcuyco@chr.gov.ph</p> <p>Alternate:</p> <p>MS. MARIA NARLITA G. SIO</p>



Chief, GAO-GSD

Email Address: mngsio@chr.gov.ph

Incidental Services

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI, Schedule of Requirements:

Select appropriate requirements and delete the rest.

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. [Specify additional incidental service requirements, as needed.]

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

Spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and



	<p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <u>one (1) year</u>.</p>
	<p>Packaging –</p> <p>No further instructions.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
2.2	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Payment shall be made on a monthly basis for twelve (12) months subject to submission of documentary requirements as follows:</p>

Signature



	<p>1) Statement of Account showing actual copies within Estimated Copy Volume (ECV) for CONTRACT and additional copies in excess of ECV, and;</p> <p>2) Meter Reading received by the authorized GSD Personnel.</p> <p>Discrepancy in the amount or in any part of the Billing Statement shall be considered as basis for the cancellation of the lease contract.</p> <p>Computation will be based on the number of copies shown on the meter reading cards/reports less 3% allowance for spoilage. There should be no accounting of spoiled paper.</p>
4	<p>DELIVERY AND PROJECT DURATION</p> <p>The supply and delivery must be completed within Twenty (20) Calendar Days from the receipt of Notice to Proceed (NTP). Below is the place of delivery:</p> <p>COMMISSION ON HUMAN RIGHTS</p> <p>SAAC Building, U.P. Complex</p> <p>Commonwealth Avenue, Diliman, Quezon City</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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Lease of Digital Copier and Related Services	23	23	20 Calendar days or earlier upon receipt of NTP

ITEM OFFERED

1. _____
(Brand and Model No.)

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Technical Specifications requirements.

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Company: _____

Authorized Representative _____

Designation: _____

Date: _____



Section VII. Technical Specifications

gmp



Technical Specifications

Instruction to Bidders:

Statement of Compliance

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



PLEASE USE THIS BID FORM. DO NOT ALTER OR RETYPE

Specifications		Statement of Compliance
A. TECHNICAL SPECIFICATIONS		
Two (2) Units - High-end Colored Copier Machine	Twenty-one (21) Units – Monochrome Copier Machine	
Refurbished; model year should not be earlier than year 2023 (must provide proof/certification of details and date procured)	Refurbished; model year should not be earlier than 2023 (must provide proof/certification of details and date procured)	
Printer/Copier/ Scanner	Printer/Copier/ Scanner	
Multifunction printer/copier/color scanner	Monochrome	
Multiple Copy: at least 1 - 9,999 sheets continuous copying	Multiple Copy: at least 1 - 9,999 sheets continuous copying	
Automatic Document Feeder	Automatic Document Feeder	
Printer Resolution: At least 1800 x 600 dpi Or 1200 x 1200 dpi	Printer Resolution: At least 1,800 x 600dpi Or 1200 x 1200 dpi	
Copy/Scan : 600 x 600 dpi	Copy Scan : 600 x 600 dpi	
Warm up time : 20 seconds or less	Warm Up time : 20 seconds or less	
At least 22 copies/prints per minute (ppm) for colored and black & white copying printing	At least 35 copies/ prints per minute, (ppm) black & white copying printing	
Printable Paper Size: At least A5 to A3 copy size of paper	Printable Paper Size : At least A5-A3 size of paper	
Printable Paper Weight: 256 gsm. (thick paper)	Printable Paper Weight: 60 to 220 gsm. (thick paper)	
Memory Capacity: At least 2GB	Memory Capacity : At least 2 GB	
Duplex printing capable	Standard Automatic Duplex	
Compatibility: Windows & MAC	Support OS : Windows & MAC	
Standard Network Printer/Multi OS, Multi protocol	Interface: Ethernet (10BASE-T/100BASE-TX/1000BASE-T) USB 1.1, USB 2.0	
HDD capacity : At least 250 GB	First Copy out time : 4.5 sec. or less	
Class: above printing quality	Scan Speed: 45 opm full color/black & white	
25%-400% reduction & enlargement	Machine Loading 15,000 to 36,000 copies/prints per month	
Paper feeding unit (2 cassette tray of max. of 1,000 sheets)	Custom paper sizes and banner size of 11.75 x 47.25	
Multi sheet bypass tray (150 sheets) special paper	Maximum Original Size: A3 (11" x 17")	
	Paper Capacity: At least *tray 1:500 sheets <ul style="list-style-type: none">• Tray 2: 500 sheets• Bypass tray: 100 sheets	

SMP



B. DELIVERY AND INSTALLATION SERVICES

- Delivery and installation of the **Twenty-three (23) units** copier machines shall be completed within fifteen (15) calendar days from receipt of Notice to Proceed (NTP);
- Installation of copier machines shall be in the following designated offices:

Two (2) units- High-end copier machine	
No. of units	Offices
1	Executive Director
1	Chairperson
Twenty-one (21) units- Standard type copier machine	
No. of unit	Offices / Area
1	HRCMO
2	ILSD ELD
1	Reproduction Room
1	Investigation Division
1	Comm. Office (Vacant)
1	Comm. Zeñarosa
1	Comm. Dumarpa
1	Comm. Epres
1	COMSEC
1	FMO
1	HRDD
1	GAO-PD
1	PMO
1	COA
1	HRPAO
1	GAO-GSD
1	AVO
1	Common Reproduction Area, Beside Elevator (CHR New Building)
Regional Offices	
1	NCR
1	IV-B

JP



23 units		
<p>C. <u>REPAIR AND MAINTENANCE SERVICES</u></p> <ul style="list-style-type: none">• Monthly regular inspection and maintenance to keep photocopying machine in good condition;• In the event of faulty equipment or when the equipment needs repair, the Contractor/Supplier must provide on-call service technicians to pull-out and replace the photo copying machine within the next business day or within 24 hours from receipt of an official request. The replacement unit or the service unit must have the same specifications or higher than those of the replaced unit;• During the period of lease, the CHR shall not allow removal of any hard disk or similar device that may contain data from the Commission's facilities by the contractor/supplier or any of its representatives unless the purpose of such removal is for repair or upgrade;• In case of repair or upgrade, the supplier/contractor must first secure the written consent of the authorized representative of the CHR for the removal of the hard disk or similar device; and,• Expenses for the repair and replacement of the parts of machine shall be at the cost of the Contractor/Supplier.		
<p>D. <u>DELIVERY OF CONSUMMABLES</u></p> <ul style="list-style-type: none">• The Contractor/Supplier shall deliver the consumables, such as toner (Eco-friendly toner or equivalent), drum, developer, roller, etc. at no cost within 24 hours upon official request by the		

gmp



GSD, thru telephone, mobile phone, fax or e-Mail.
All consumables shall be branded and brand-new (not refills), and of the brand compatible with the copier machine.

COSTING PER COPY

- Costing of lease of photocopying machine shall be based on the bidder's offer:

ABC	MINIMUM COPY VOLUME per month	COST PER COPY (bidder's offer)	TOTAL OFFERED QUOTATION (Inclusive of VAT)
One Million Nine Hundred Thousand Pesos – Php 1,900,000.00	Black And White (A4, Legal) 75, 000 copies per month	Black And White Php _____	In words: _____ _____ _____ In figures: _____ _____ _____
	Colored (A4, Legal) 5,500 copies per month	Colored Php _____	

PROJECT DURATION

The procurement project shall take effect on January 1, 2025 until December 31, 2025, unless sooner terminated in accordance with the provisions indicated in the contract of lease. After the expiration of the lease contract and no new contract has been made or issued by the CHR or that the result of the bidding is not yet issued if one is conducted, the lease of copier machine shall be deemed

81P



extended on a month to month basis subject to existing procurement law, rules and regulations.	
COMPANY QUALIFICATION AND OTHER REQUIREMENTS <u>Eligibility Requirements</u> Interested Contractor/Supplier are required to submit all legal, technical and financial documents as required under R.A. No. 9184 (as amended), and its IRR. <u>Requirements for the SLCC</u> Bidder must have a completed contract, from the last five (5) years, involving a project that is similar to this project of procurement. <u>Qualification Requirements</u> Must be an authorized distributor of the copier brand at the time of the bid. The Contractor/Supplier is required to submit a manufacturer's letter/certificate as proof of thereof. <u>Financial Offer</u> The financial bid offer which should be within the ABC shall be inclusive of all applicable government taxes and charges.	
TERMS AND CONDITIONS <ul style="list-style-type: none">• The Contractor/Supplier's representative/Technician must conduct an orientation and basic trouble shooting to personnel assigned to operate the copier machines;• Start of the Contractor/Supplier's billing shall be based on the date of issuance of the Certificate of Completion and Acceptance (COCA).• Contractor/Supplier shall submit three (3) separate billing statements for the following Offices;<ul style="list-style-type: none">1) CHR Central Office;2) CHR-NCR; and;3) CHR IV-B	

gma



- | | |
|---|--|
| <ul style="list-style-type: none">• Payment shall be made on a monthly basis for twelve (12) months subject to submission of documentary requirements as follows:<ol style="list-style-type: none">1) Statement of Account showing actual copies within Estimated Copy Volume (ECV) for CONTRACT and additional copies in excess of ECV, and;2) Meter Reading received by the authorized GSD Personnel.• Discrepancy in the amount or in any part of the Billing Statement shall be considered as basis for the cancellation of the lease contract.• No subcontracting shall be allowed for the entire project.• Lease charges shall be on a cost-per-page (all-inclusive of consumables, maintenance and replacement of parts and the services of machines and technicians), based on monthly meter readings taken from each machine, as evidenced by the meter reading cards/report.• Computation will be based on the number of copies shown on the meter reading cards/reports less 3% allowance for spoilage. There should be no accounting of spoiled paper.• This document shall form an integral part of the Purchase Order (PO)/CONTRACT, which shall be executed by and between the Commission as the Procuring Entity and the Service Provider upon issuance of the Notice of Award (NOA).• Any modifications in the implementation of the lease contract must be approved by the CHR.• Supplier shall submit the representative's contact details (name, contact number and office assigned) | |
|---|--|

911



along with their quotation.

TERMS OF PAYMENT

It shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within fifteen (15) calendar days upon receipt of statement billing with necessary attachments. Bank Transfer Fee shall be charged against the supplier's/creditor's account for other banking institutions.

DELIVERY AND PROJECT DURATION

1. The supply and delivery must be completed within Twenty (20) Calendar Days from the receipt of Notice to Proceed (NTP). Below is the place of delivery:

COMMISSION ON HUMAN RIGHTS
SAAC Building, U.P. Complex
Commonwealth Avenue, Diliman
Quezon City

2. Duration of the project shall be from January 1, 2025 to December 31, 2025, unless sooner terminated in accordance with the provisions thereof. After the expiration of this CONTRACT and no new contract has been made or issued by the CHR or that the result of the bidding is not yet issued if one is conducted, this CONTRACT shall be deemed extended on a month to month basis provided, there is a prior approval by the Head of the Procuring Entity of the request for extension.

Any delay beyond the stipulated period shall be subject to penalty charges in accordance with R.A. No. 9184, and it's IRR.

87P



Section VIII. Checklist of Technical and Financial Documents



Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class "B" Documents

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

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).

JP



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

SPD



Section IX. Templates/Forms¹

1. Statement of ongoing contracts including awarded but not yet started
2. Statement of SLCC
3. Bid Securing Declaration
4. Omnibus Sworn Statement
5. Certificate of Performance Evaluation
6. Bidder's Guide on NFCC Computation and Template
7. Company Profile
8. Bid Form
9. Price Schedule for Goods Offered from within the Philippines
10. Price Schedule for Goods Offered from within Abroad
11. Performance Securing Declaration

¹ Forms can be downloaded at <https://www.gppb.gov.ph/downloadables.php>

SP



Bidder's Company Letterhead

Project Name _____

Approved Budget for
the Contract (ABC) _____

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, within the period of five (5) years on or before December 3, 2024.

Name of Client and address	Date of award of the contract	Contract Duration	Description of the contract	Amount of contract	Percentage of Accomplishment / Value of Outstanding Work	Purchase Orders Number/s or Date of Contract/s

CERTIFIED CORRECT:

Authorized Representative _____

Designation: _____

Date: _____

SP



Bidder's Company Letterhead

Project Name _____

Approved Budget for
the Contract (ABC) _____

Statement of Single Largest Completed Contracts (SLCC) for government and private contracts, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the period of five (5) years on or before December 3, 2024.

Name of Client and address	Date of award of the contract	Contract Duration	Description of the contract	Amount of contract	Date of Delivery	End User's Acceptance or Official Receipt (s) or Sales Invoice shall be attached to the statement

CERTIFIED CORRECT:

Authorized Representative _____

Designation: _____

Date: _____

BM



BID SECURING DECLARATION

Project Name _____

Approved Budget for
the Contract (ABC) _____

Project Identification No.: _____

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]

SP



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;

8/10



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

6. [Select one, delete the rest:]

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No.



3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at
_____, Philippines.

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

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

JP



(BIDDER'S CLIENT'S COMPANY LETTERHEAD)

CERTIFICATE OF PERFORMANCE EVALUATION

[To be issued by the Bidder's Client specified in Annex I-A (Single Largest Completed Contract) on the performance of the product supplied / delivered by the prospective bidder]

This is to certify that (NAME OF BIDDER) has supplied our company/agency with (Name of Product/s). Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give (NAME OF BIDDER) a rating of:

- ☐ **EXCELLENT**
- ☐ **VERY SATISFACTORY**
- ☐ **SATISFACTORY**
- ☐ **POOR**

This Certification shall form part of the Post-Qualification Documentary Requirements in line with (Name of Bidder) participation in the bidding for the _____.

Issued this _____ day of _____ 20__ in _____, Philippines

Name of Company (Bidder's Client)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax/Mobile Number

Email Address

SAP



Bidder's Guide

(In accordance to Section 23.4.1.4 of the revised IRR of RA9184)

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

The computation of a bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

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

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

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.

K=15

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

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

gfp



NET FINANCIAL CONTRACTING CAPACITY (NFCC)

Project Name _____

Approved Budget for
the Contract (ABC) _____

Project IB No. _____

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

		Year 20____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

NFCC = [(K (current asset – current liabilities) (15)) minus the value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

gmp



Bidder's Company Letterhead

Project Name _____

Approved Budget for
the Contract (ABC) _____

COMPANY PROFILE²

COMPANY NAME _____

ADDRESS _____

HEAD OFFICE _____

BRANCH _____

TEL OR MOBILE NUMBERS _____

EMAIL ADDRESS/ES _____

NUMBER OF YEARS IN BUSINESS _____

NUMBER OF EMPLOYEES _____

LIST OF MAJOR STOCKHOLDERS _____

LIST OF BOARD OF DIRECTORS _____

LIST OF KEY PERSONNEL (NAME AND DESIGNATION) AS AUTHORIZED
REPRESENTATIVE FOR THIS PROJECT [at least three (3)]

Name:	Designation
1. _____	_____
2. _____	_____
3. _____	_____

² Kindly fill up applicable information only or you may submit your own company profile

gmp



Bidder's Company Letterhead

Project Name _____
Approved Budget for _____
the Contract (ABC) _____

BID FORM

Date : _____
Project Identification No. _____ :

To: [name and address of Procuring Entity]

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

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

gmp



(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

gwp



Bidder's Company Letterhead

Project Name _____

Approved Budget for
the Contract (ABC) _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____
Page _____ of _____

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

Name: _____

Legal Capacity: _____

Signature: _____

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

GTP



Bidder's Company Letterhead

Project Name _____

Approved Budget for
the Contract (ABC) _____

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIP port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

SP



Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

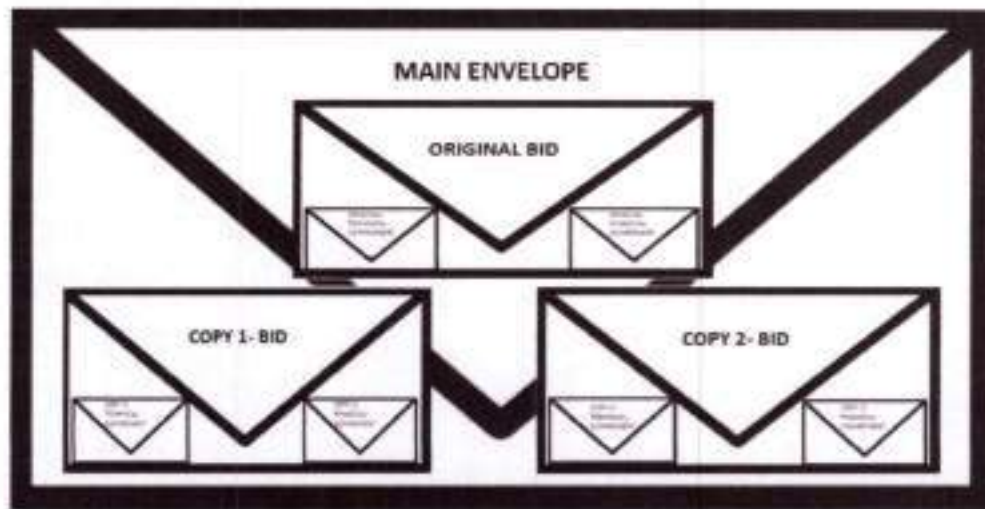
[Jurat]

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

JMP



SKELETAL PERSPECTIVE OF A BIDDER'S ENVELOPE



MP



BIDS AND AWARDS COMMITTEE GOODS AND SERVICES

gmp