



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE
EDSA CORNER NIA NORTH ROAD, DILIMAN, QUEZON CITY

PHILIPPINE BIDDING DOCUMENTS

SUPPLY, DELIVERY, AND INSTALLATION OF ONE (1) LOT DIRECT EXPANSION LONG PIPE 4.0 TR CEILING MOUNTED INVERTER TYPE FAN COIL UNIT

[Identification No. NPO-BAC-019-24]

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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, 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 goods or services identified in the Framework Agreement List or not to 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.

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



**Republic of the Philippines
National Printing Office
Bids and Awards Committee**

INVITATION TO BID

FOR THE

**SUPPLY, DELIVERY, AND INSTALLATION OF ONE (1) LOT
DIRECT EXPANSION LONG PIPE 4.0 TR CEILING MOUNTED
INVERTER TYPE FAN COIL UNIT**

1. The **National Printing Office (NPO)**, through the **Revolving Fund 2024** intends to apply the sum of **Fifteen Million Pesos (₱15,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply, Delivery, and Installation of One (1) Lot Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit** broken down as follows:

Lot	Description	Approved Budget for the Contract (ABC) In Php
1	Supply, Delivery, and Installation of Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit 38 Units – Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type FCU	₱15,000,000.00

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

2. Delivery of the Goods is required as per *P.O./Contract*. Bidders should have completed, within **five [5] years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II.

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 **NPO BAC Secretariat at Landline No.: 8925-2194 / Mobile: 0917-8155170** and inspect the Bidding Documents at the address given below from **Monday to Friday, except on holidays, 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders from date of posting to **October 1, 2024**, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱25,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
6. The **NPO** will hold a Pre-Bid Conference on **September 17, 2024, 9:30 a.m.** at **John Sylvannus Leech Training Room, 3rd floor of NPO Building** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **October 1, 2024, 9:30 a.m.** at the **NATIONAL PRINTING OFFICE, EDSA corner NIA North Road, Diliman, Quezon City. 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 **October 1, 2024**, immediately after the deadline of the submission of bids at John Sylvannus Leech Training Room, 3rd Floor. Bids will be opened in the presence of the bidders and/or bidders’ representatives who choose to attend the activity.

Only **two (2) representatives** per bidder will be allowed to enter the venue.

10. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	September 9, 2024
Issuance and Availability of Bid Documents	September 9, 2024
Pre-Bid Conference	September 17, 2024 at 9:30 a.m.
Last Day of Submission of Written Clarification	September 21, 2024
Last Day of Issuance of Bid Bulletin	September 24, 2024
Deadline for Submission and Receipt of Bids	October 1, 2024 at 9:30 a.m.

Opening of Bids	Immediately after the deadline of submission of bids
Bid Evaluation	*Within 1-2 days after opening of bids (Sec. 32 of RA 9184)
Post-Qualification	*Within 1-2 days after receipt of the winning bidder's (LCB/SCB) post-qualification documents (Section 34.8 of RA 9184)

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

NPO BAC SECRETARIAT

3rd Flr. Administrative Division

NPO, EDSA, Quezon City

Landline: 8925-2194 / Mobile: 0917-8155170

Email Address: **npo.bacsecretariat@gmail.com**

You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.npo.gov.ph/>

Date of Issue: September 9, 2024

ATTY. ARJAY C. LIM
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **National Printing Office (NPO)**, wishes to receive Bids for the **Supply, Delivery, and Installation of One (1) Lot Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit**, with Identification No. NPO-BAC-019-24.

The Procurement Project is composed of **one (1) lot**, the details of which are described in **Section I (Invitation to Bid)**, **Section VI (Schedule of Requirements)**, and **Section VII (Technical Specifications)**.

2. Funding Information

The Revolving Fund is the source of funding as indicated in the BDS in the amount of **Fifteen Million Pesos (P15,000,000.00)**.

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 the Project, including other factors that may be affected the cost, duration and execution or implementation of the contract, project, or work 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 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 should have Single Largest Completed Contract (SLCC) **at least one (1)** contract similar to the project to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority's (PSA's) consumer price index (CPI), must be **at least fifty percent (50%)** of the ABC of the lot bid for.
- 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 Secretary Council taken under Chapter VII of the Charter if 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 and either 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, **or until September 21, 2024**.

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 **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be

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

11. Documents Comprising the Bid: Financial Component

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

12. Bid Prices

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

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

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be 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 following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

14.2. The Bid and bid security shall be valid for **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.

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.

Bidders shall submit the *first component* of its Bid in one sealed envelope marked **TECHNICAL COMPONENT** and the *second component* of its Bid in another sealed envelope marked **FINANCIAL COMPONENT**. Both envelopes shall then be enclosed in one single and/or mother envelope, with the inner envelopes (1st and 2nd components), properly labeled, sealed and signed by the bidder or its authorized representative.

*To facilitate the receipt and classification of bid envelopes, **mother envelope** shall be **Red**, the **inner envelope containing Technical Proposal** shall be **Blue**, the **inner envelope containing Financial Proposal** shall be **Green**.*

The markings on all envelopes must be typed or written in indelible ink and shall:

- a) Contain the Project Title or Name of the Contract to be Bid, and other essential details such as, but not limited to the following – reference number or solicitation number, date and time of bidding, etc.;
- b) Bear the complete name, address and contact details of the Bidder;
- c) Be addressed to the Procuring Entity's BAC.

Post-qualification documents may be submitted during the bidding, but this does not disqualify bidders who will not submit post-qualification documents during bid submission.

Unsealed or unmarked bid envelopes, shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

16. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time 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 Bidder's representatives who are present

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the following 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 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

- 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 manually or 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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts <i>similar</i> to the Project shall be:</p> <p>a. <i>Supply, Delivery, and Installation of Air Conditioning Unit.</i></p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids</p>
7.1	Subcontracting is not allowed.
9	<p>Request for clarifications for an interpretation must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids, or until September 21, 2024.</p> <p>The Procuring Entity's address is:</p> <p><i>Atty. Arjay C. Lim</i> <i>Chairperson</i> <i>Bids and Awards Committee</i> <i>National Printing Office</i> <i>Edsa corner NIA North Road, Diliman, Quezon City</i> <i>Landline: 8925-2194 / Mobile: 0917-8155170</i> <i>Email: npo.bacsecretariat@gmail.com</i></p> <p>Consistent with Section 22.5.3 of the revised IRR of RA 9184, posting on the PhilGEPS and the procuring entity's website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p>
12	The price of the Goods shall be quoted Delivered Duty Paid (DDP) 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 2% of the ABC or ₱300,000.00, 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 5% of the ABC or ₱750,000.00, if bid security is in Surety Bond</p>
14.2	<p>Bid securities, other than a Bid Securing Declaration, shall be turned over to the NPO Cashier Section for custody. The Bid Securing Declaration shall be under the custody of the BAC Secretariat.</p> <p>Bid Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, NPO may reject such security if any such intercalation, superimposition, or alteration affects any material information or feature of the document.</p>

	Lot	Description	Approved Budget for the Contract (ABC) In Php	
19.3	1	Supply, Delivery, and Installation of Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit 38 Units – Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type FCU	₱15,000,000.00	
20.1	<p>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 (LCB), said Bidder shall submit the following post-qualification documents:</p> <ol style="list-style-type: none"> 1. When applicable, copies of Contract/PO/NTP/NOA/Letter of Extension duly signed by the same individual whose name and signature appears on the original contract or his/her authorized representative, but with a corresponding letter of authority designating the sanctioned/endorsed signatory of project/s stated in the “Statement of All On-Going Projects, including those awarded but not yet started” 2. Valid SEC Registration or DTI Registration 3. By-Laws, <i>as applicable</i> 4. Articles of Incorporation/Amended Articles of Incorporation, <i>as applicable</i> 5. Updated General Information Sheet (GIS), <i>duly stamped received by the SEC or any proof of receipt of submission made thereto (as applicable)</i> 6. Valid Mayor’s Permit 7. Updated & renewed Tax Clearance 8. Latest Income & Business Tax Returns filed manually or with eFPS 9. Updated/latest Audited Financial Statement (AFS), stamped received by the BIR or its duly accredited and authorized institutions. <p>Bidders shall submit certified true copies of the aforementioned documents. During the inspection of the post-qualification team, bidders shall present the original copies of these documents for comparison.</p>			

Section IV. General Conditions of Contract

1. Scope of Contract

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

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing 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 the 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

- ii. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.
- iii. If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>The delivery terms applicable to the Contract are delivered to the National Printing Office.</p> <p>For the purposes of the Contract, “EXW”, “FOB”, “FCA”, “CIF”, “CIP”, “DDP” and other 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><i>For Goods supplied from abroad:</i> “The delivery terms applicable to the Contract are DDP delivered to National Printing Office. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i> “The delivery terms applicable to this Contract are delivered to National Printing Office. 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 purposes of this Clause the Procuring Entity’s Representative at Project Site is End-User/Inspectorate Team.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <ul style="list-style-type: none"> (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,

	<p>provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>(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.</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 is required to provide all the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>Such spare parts as the Procuring Entity may elect to purchase from the supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</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 five (5) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, one (1) week of placing the order.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements,</p>
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	<p>if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</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> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period</p>
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	<p>from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <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>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p>Workmanship and Other Standards –</p> <ul style="list-style-type: none"> ➤ The work throughout shall be executed in the best and most thorough manner, under the direction of, and to the satisfaction of the End-User or the End-User’s duly authorized representative and based on strict conformance with the contract plans and documents. ➤ The Contractor shall be responsible for his work until its completion and final acceptance and shall replace any of the same which may be damaged, lost or stolen without additional cost to the NPO. He shall guard the building and its contents against damage by him, his employees and shall make good any damage free of charge. This Contractor shall indemnify and save harmless the NPO from and against all liabilities for damage arising from injuries or disabilities to persons or damage to property occasioned by any act or omission of this Contractor including any and all expenses, legal or otherwise, which may be incurred by the NPO in the defense of any claim, action or suit. ➤ The Contractor shall put his work in place as fast as reasonably possible. He shall at all times keep a competent foreman in charge of the work, and shall facilitate its inspection by the End-User and Inspectorate. He shall also remove any rubbish caused by his work as expeditiously as possible. ➤ The Contractor shall guarantee all work performed and materials installed by him to be free from inherent defects, and shall keep same in repair and replace any defective materials or workmanship, free of cost to the NPO, for period of one (1) year, from date of acceptance. ➤ The Contractor shall guarantee that the equipment, materials, accessories, methods of installation and workmanship supplied
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	<p>under these Specifications will be of the best class, that it will be erected in a practical and first-class manner, that it will be complete in operation, nothing omitted in the way of labor and shown or mentioned herein, and that it will be delivered in good working order, complete and perfect in every respect.</p> <ul style="list-style-type: none"> ➤ The Contractor shall supervise the installation of his apparatus and equipment, test or adjust them in repair for a stated period or render other similar services. This Contractor will be held responsible for the performance of the specified services under the actual conditions of installation. The same shall apply to cases where special adjustment or other services are necessary to insure the proper and efficient functioning of apparatus even though not specifically hereinafter called for. It is intended that the entire project, when finally delivered, shall be ready in every respect for satisfactory and efficient operation. ➤ The scope of work includes the installation of the indoor and outdoor units, including mechanical piping and drain lines. ➤ All pipes, fitting and cables shall be embedded into the walls or to be concealed. ➤ Refrigerant Pipes must be Type L Hard Drawn Copper Tube and Rubber Pipe Insulation thickness should be at least 1 in. ➤ Rubber pipe insulation shall be closed cell elastomeric thermal insulation with -570C to 1250C service temperature limit. Must be low smoke density and non-flammable. ➤ All FCU's and their components must be original branded products, not replicas or assemblies. They should be new and the brand should have a minimum of Seventy-Five (75) years of presence in the market. ➤ All pipes shall be supported from the building structure in a neat and workmanlike manner and wherever possible, parallel runs of horizontal piping shall be supported at floor line with steel pipes clamps. The use of wire or perforated metal to support pipes will not be permitted. Hanging pipes from other pipes will not also be permitted. Spacing of pipe supports shall not exceed 2.4 m for pipes up to 32 mm and 3.0 m on all other piping. All piping shall be installed parallel or perpendicular to the building construction. ➤ All work activities for the installation of FCU shall conform to the National Building Code, Philippine Mechanical Code, Philippine Electrical Code, and other applicable installation standards. ➤ The contractor shall maintain cleanliness of the work area such that the scraps/parts and other materials no longer needed in the work area should be immediately removed from the workplace and should be turnover to the End-User. All excess materials and consumables should be turned-over to the End-User. ➤ The contractor shall provide the necessary uniform, identification tags and safety gears to its personnel while working.
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	<ul style="list-style-type: none"> ➤ Conduct of installation works shall be performed 24/7 for both indoor and outdoor units. ➤ The contractor shall submit catalog cuts/brochures of the equipment. ➤ Shop Drawings shall be submitted when there are deviations from the Bidding Documents. Shop Drawings shall be submitted as scaled drawing in a minimum A3 size paper. Not To Scale or A4 size Shop Drawings are not acceptable. ➤ The Contractor shall include in its Contract the preparation of As-Built Plans in Soft Copy in Cad File to be stored in a USB and in Hard Bounded 20 x 30 size paper in 2 Copies. ➤ Pipe Sleeves shall be provided for all mechanical piping passing thru concrete floor slabs and concrete, masonry, tile and gypsum wall construction. Sleeves shall not be provided for piping running embedded in concrete or insulating concrete slabs on grade. ➤ Contractor shall furnish all necessary sleeves, caulking and flashing required making openings absolutely watertight. ➤ All wires shall be THHN / THW in IMC / EMT Electrical Pipe unless otherwise specified. Conduit shall be hot dipped galvanized standard weight pipes, made of mild steel with smooth circular bore and shall conform to US and local specifications, the standard length of the conduit shall be 3.0 meters. All EMT pipe fittings shall be compression type. ➤ The Contractor shall install complete Condensate Drain System using a 1 in. thick Rubber Insulation and Blue PVC. All FCU Drain Line must have a P-Trap and Gate Valve every unit. All Drain Lines from FCU going to Waste Water Line must have at least a 2% slope. ➤ The Contractor shall provide ACCU Steel Platform and should be painted with Epoxy Primer and Enamel Finish. All ACCU must be installed with a Rubber Pad to lessen vibration in Platform. Installation of Air Deflector with Bird Screen for ACCU should be as needed. ➤ The Contractor should provide proper tagging / label for the Circuit Breakers, FCU and ACCU. ➤ The Contractor shall assume full responsibility and shall provide the services of a qualified and duly licensed Mechanical Engineer to supervise the complete installation of equipment and systems and who shall be available for conducting the final acceptance test. ➤ The Contractor must comply with the diagram (Annex "A") for FCU layout and Mechanical piping.
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	<p>Responsibilities of the Contractor –</p> <ul style="list-style-type: none"> ➤ The Contractor shall be responsible for all required material, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of good quality and performed in a skillful manner as determined by the NPO Inspection Acceptance Committee (IAC). ➤ The Contractor is responsible for the workplace safeness and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. ➤ Prior to start of installation, NPO authorized representative/s will conduct inspection on the Air-conditioning Units and accessories delivered to ensure items delivered are in order (new, labeled, tested and approved by appropriate authorities). ➤ The Contractor shall conduct training to NPO's authorized personnel on the proper operation and maintenance which is free of charge.
2.1	<i>No further instructions</i>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of the delivery to the National Printing Office.

Item No.	Specifications	Quantity	Delivered Weeks/ Months
1	Supply, Delivery, and Installation of Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit 38 Units – Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type FCU	1 Lot	To be delivered within <i>Thirty (30) calendar days</i> from issuance of Purchase Order (PO) / Notice to Proceed (NTP).

Terms of Payment:

- Payment shall be made after the complete inspection of the Inspectorate Committee and acceptance of delivery by NPO (End-User).

Name of Company/Bidder

Signature Over Printed Name

Date

Section VII. 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	Technical Specifications	Statement of Compliance (COMPLY/NOT COMPLY)	Bidders Proof of Offer
1	<p>Specify the following:</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p>(of the units offered for this procurement project)</p> <ul style="list-style-type: none"> • Quantity - 38 Units Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit • Warranty - The supplier guaranteed the materials supplied against factory defects under normal operating conditions for the following: <ul style="list-style-type: none"> - For Fan Coil Unit (1) Year - For Compressor Five (5) Years - For Installation One (1) Year - Quarterly Preventive Maintenance and Cleaning for 1 Year <p><i>This is a lump sump contract and is not limited to the cost breakdown stated in the offer but shall include all other works and materials to complete the project. All other works and details not explicitly shown in the plans/ specification but are needed for the completion of the project are</i></p>		

	<p><i>deemed part of the scope of work.</i></p> <p><i>Any item not indicated or included on this Bid Document does not mean it is not part of the system. Please include in your offer any item necessary to complete the system. Furthermore, items missed out on your offer will not be considered as an additional works upon award and during construction stage.</i></p> <p><i>The Contractor shall purchase all necessary consumables and materials needed to complete the system. Any shortage in the quantity shall be for the account of the Contractor. Excess materials including scraps shall be turned-over to the End-User.</i></p>		
2	Technology: Inverter Technology		
	Maximum Cooling Capacity: Not Less Than 47,800 BTU per hour		
	Energy Efficiency: Cooling Seasonal Performance Factor (CSPF) of at least 4 Stars as indicated by the Energy Label issued by the PELP or Coefficient of Performance (COP) of Not lower than 2W/W		
	Max. Rated Cooling Power Consumption: Not more than 6,000 W		
	Max. Sound Level: Not more than 54 dB(A)		
	Refrigerant: R - 32		
	Electrical Characteristic: 220 V / 1 Ph / 60 Hz		
	Max. Piping Length: 50 m.		
	BRAND SHOULD BE AVAILABLE AND WELL ESTABLISHED AT THE MARKET FOR AT LEAST SEVENTY-FIVE (75) YEARS		
	<i>Other Features:</i> <ul style="list-style-type: none"> ➤ Auto-Restart after Power Failure ➤ Self-Diagnosis 		

	<ul style="list-style-type: none"> ➤ Wiring Error Check Function ➤ Anti-Corrosion Treat of OD Hex Fin ➤ With Saranet Filters (Pre-Filter) ➤ Air Swing Mode ➤ Temperature Setting Features ➤ LED / LCD Display ➤ With Remote Control 		
	Must bear either CE Mark, ICC Sticker or PS Mark		
	<p>Other Works to be done :</p> <ul style="list-style-type: none"> ➤ Includes demolition and repair works on floor, walls and ceilings affected by the installation ➤ Labor, materials, fabrication of mounting/brackets, feeder line, mechanical piping, drain lines, tools and equipment needed to complete the installation, with or without dismantling service. ➤ Installation of new wiring electrical system and control device (circuit breaker) for the ACUs. ➤ System vacuuming test as per Manufacturer's Standard ➤ Testing and Commissioning ➤ Other necessary works to complete and put the system in operation including electrical, carpentry and masonry works. 		

Note: The following additional requirements should be attached:

- Brochure (with detailed specifications) of the product/s being offered.
- Manufacturer's Certification that the bidder is an Authorized Partner/Reseller and Service Provider of the product/s being offered.
- Certification or an undertaking for the availability of spare parts in the local market by local distributor within the next (5) years.
- Employment Certification (minimum of 2 years' relevant work experience), and TESDA Refrigeration and Air-conditioning (RAC) or RAC Servicing (DomRAC) National Certificate II of at least two (2) air-conditioning technicians to be assigned on-site during the installation.

Name of Company/Bidder

Signature Over Printed Name

Section VIII.
Checklist of Technical and Financial Document

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 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.

NOTE:

Notarized documents (as indicated/stipulated in herein Checklist) ***must bear the complete details of the Notary Public***, such as, but not limited to the following: (a) Name of Notary Public; (b) Office Address and Regular Place of Work/Business; (c) Validity of Notarial Commission; (d) IBP O.R. No.; (e) Roll No.; (f) PTR No.; (g) At least MCLE Compliance No. VII or VIII, as applicable.

Section IX. Bidding Forms

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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 Number/s [insert numbers]***, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to ***Supply, Delivery, and Installation of One (1) Lot Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit.***

Lot	Description	Bid Price	Total
1	Supply, Delivery, and Installation of Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type Fan Coil Unit 38 Units – Direct Expansion Long Pipe 4.0 TR Ceiling Mounted Inverter Type FCU		

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

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

(if none, state "None") /

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

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

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

The undersigned is authorized to submit the bid on behalf of *[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: _____

**Statement of All On-Going Government and Private Contracts Including
Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name of Client	Date of Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government:</u>				
<u>Private:</u>				

Total Amount: ₱ _____

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

1. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to **October 1, 2024**.
2. If there is no ongoing contract including awarded but not yet stated as of the aforementioned period, state none or equivalent term.
3. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Statement of Single Largest Completed Contract which is Similar in Nature
(indicate only one)

Business Name: _____

Business Address: _____

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End-User's Acceptance with a rating of at least Satisfactory or Official Receipt(s) or Sales Invoice Issued for the Contract

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

1. Cut-off date is **October 1, 2024**.
2. Similar contract shall refer to *Supply, Delivery, and Installation of Air Conditioning Unit*.

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

The Net Financial Contracting Capacity (NFCC) is computed as follows:

$NFCC = K (\text{current asset} - \text{current liabilities})$ minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

Where $K = 15$

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by value of K	
Sub-Total	
Minus: Value of Outstanding Contracts	
NFCC	

Submitted by:

Name of the Supplier/Bidder

Name and Signature of Authorized Representative

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if the 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 CIF 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: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if the 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: _____

Omnibus Sworn Statement

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

AFFIDAVIT

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

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

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

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

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

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

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

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

4. Each of the documents submitted in satisfaction of the bidding requirements is an

authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

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

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

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

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

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION Invitation to Bid: *[Insert Reference 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 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;
 - (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'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

JURAT

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

