

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

NEGOTIATED PROCUREMENT

**Project 2021-23: Supply and Delivery of Janitorial Supplies
for Both Campuses (Negotiated Procurement)**

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



Republic of the Philippines
NUEVA VIZCAYA STATE UNIVERSITY
Bayombong, Nueva Vizcaya

INVITATION FOR NEGOTIATED PROCUREMENT

2021-23A: Supply and Delivery of Janitorial Supplies for both Campuses

1. In view of two (2) failed public biddings, the Nueva Vizcaya State University-Bids and awards Committee (NVSU-BAC) invites interested bidders to participate in the negotiation for the Project 2021-23A: “**Supply and Delivery of Janitorial Supplies for both Campuses**,” in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.” The NVSU, through General Fund (GF); Special Trust Fund (STF); Trust Fund (TF); Auxiliary Fund (AF) for Fund FY 2021, intends to apply the sum of **Php668,288.83** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project for FY 2021.
2. The NVSU-BAC will hold a meeting with all interested bidders on January 10, 2022, 9:00 a.m. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via **Zoom App (Meeting ID: 525 793 2135 and Passcode: nvsu2022)** until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.
3. The Eligibility Documents, Technical Proposal, and Best and Final Offer stated in the checklist shall be submitted in one (1) original copy on or before January 24, 2022, 8:59 a.m., at the BAC Office, New Admin Building, NVSU Bayombong, Nueva Vizcaya.
4. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *January 24, 2022 at 8:59am or courier submission on the same address on or before January 21, 2022 at 5:00pm*. Late bids shall not be accepted.
5. The BAC shall conduct the meeting for the opening of the Eligibility Documents, Technical Proposal, and Best and Final Offer on January 24, 2022, 9:00 a.m., at the NVSU Function room and via **Zoom App (Meeting ID: 525 793 2135 and Passcode: nvsu2022)**
6. All interested bidders shall have their best and final offers opened. Best and final offers received in excess of the ABC shall be automatically rejected.
7. Within five (5) calendar days from notice, the bidder whose submission is determined as the Lowest Calculated Quotation shall submit its Latest Income Tax Return and its VAT returns (Forms 2550M and 2550Q) or Percentage Tax Return (Form 2551M), with proofs of payment filed and paid through the Electronic Filing and Payment System.
8. Interested bidders may obtain further information from the NVSU-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
9. The NVSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

MS. MARITNESS N. MORTERA

MS. JEANYBEE A. MARIANO

MS. FLORIDA P. URBANO

MR. RICHARD GUZMAN

UBAC Secretariat

3rd floor UBAC Office, New Administration

Building NVSU Bayombong Campus,

Bayombong, Nueva Vizcaya Tel. No. 078-

392-1605/078-321-2112

Email Address: ubac@nvsu.edu.ph

NVSU website: www.nvsu.edu.ph

MS. ICY B. PASI

MS. DIANNE MARGARETH B. TITO

MS. JULIET S. SANCHEZ

11. You may visit the website:

For downloading of Bidding Documents: www.nvsu.edu.ph on January 4, 2022.

ARACELI V. DOMAGAS, RCE, PhD
UBAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, Nueva Vizcaya State University, wishes to receive Bids for the *Project No. 2021-23: Supply and Delivery of Janitorial Services for both Campuses (Negotiated Procurement) [insert, if applicable:]* under a Framework Agreement}, with identification number *[indicate number]*.

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

The Procurement Project (referred to herein as “*Project No. 2021-23: Supply and Delivery of Janitorial Services for both Campuses (Negotiated Procurement)*”) is composed of one hundred five (105) item/s, 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 *General Fund (GF); Special Trust Fund (STF); Trust Fund (TF); Auxiliary Fund (AF) for Fund FY 2021 [indicate funding year]* in the amount of Six Hundred Sixty-Eight Thousand Two Hundred Eighty-Eight pesos & 83/100 only (*Php668,288.83*) *[indicate amount]*.

2.2. The source of funding is:

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

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

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

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

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

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

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

[Select one, delete the other/s]

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

[Select one, delete other/s]

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

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the

Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

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

the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

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

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

13. Bid and Payment Currencies

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

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

[Select one, delete the other/s]

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

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

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

[Select one, delete the other/s]

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

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

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

21. Signing of the Contract

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

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
 - a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>[provide the definition or description of similar contracts].</i></p> <p style="margin-left: 40px;">b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<p><i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i></p> <p>Not applicable</p>
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> 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 style="margin-left: 40px;">a. The amount of not less than <i>Thirteen Thousand Three Hundred Sixty-Five pesos & 78/100 only</i> (Php13,365.78) <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <i>Thirty-Three Thousand Four Hundred Fourteen pesos & 44/100 only</i> (Php33,414.44) <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

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

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

4. Inspection and Tests

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

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

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. 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 the Project Site is <i>Ms. Divina DC. Pinaroc</i>.</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: <i>Select appropriate requirements and delete the rest.</i></p> <ol 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, 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.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<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, 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 Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions 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 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>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p> <p>Not applicable</p>
4	<p>The inspections and tests that will be conducted are: <i>good condition and ready to use.</i></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 No.	Unit	Description	Qty	Total	Delivered, Weeks/Months
1	Can	AIR FRESHENER, aerosol, 280ml/150g min	230		30 calendar days
2	Bottle	AIR FRESHENER, Scented Gel 180g	19		
3	Piece	BROOM, soft broom (makapal)	190		
4	Pieces	BROOM, Stick Broom	265		
5	Piece	BRUSH, Hand Brush, small for lavatory	22		
6	Piece	BRUSH, Long wood handle, floor brush with hard bristles for CR floor tile	18		
7	Piece	BRUSH, Multipurpose plastic laundry brush	12		
8	Piece	BRUSH, Toilet Brush (long handle)	5		
9	Piece	BRUSH, Toilet brush with container, plastic	76		
10	Kg	CLEANER, Cleaner sink powder, big	23		
11	Ser	CLEANER, Double-sided Magnetic Window Cleaner	1		
12	Bottle	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	13		
13	Bottle	CLEANER, Glass cleaner,250mL	9		
14	Liter	CLEANER, Liquid Bathroom and Tiles Cleaner	22		
15	Bottle	CLEANER, Multi-Surface Cleaner 500ml regular	3		
16	Bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	225		
17	Set	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	3		
18	Liter	CONDITIONER, fabric conditioner,1L	15		
19	Piece	CONTAINER, plastic pail without cover, 24L capacity with comfort grip handle	2		
20	Piece	CONTAINER, Plastic Pail, 4 liter	6		
21	Piece	DEODORANT CAKE, 100g	27		
22	Piece	DETERGENT BAR, 140 grams as packed	111		
23	Pack	DETERGENT POWDER, 2 kilos, for general use, scented	2		
24	Pack	DETERGENT POWDER, 2 kilos, for general use, scented	41		
25	Unit	DETERGENT POWDER, 25kg	2		
26	Pack	DETERGENT POWDER, all purpose, 1kg	267		
27	Piece	DIPPER, Tabo	5		
28	Bottle	DISHWASHING LIQUID, 1.0L	2		
29	Bottle	DISHWASHING LIQUID, 250 ml, antibac	28		
30	Bottle	DISHWASHING LIQUID, 790 ml	16		
31	Piece	DISHWASHING PASTE, At least 200g	1		
32	Can	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550 grams	280		
33	Bottle	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	34		
34	Liter	DISINFECTANT SPRAY, Insect Spray, water base	1		
35	Liter	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	3		

36	Bottle	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	3		
37	Gallon	DISINFECTANT, Bleach, 3785 ml	20		
38	Gallon	DISINFECTANT, BLEACHING SOLUTION	266		
39	Bottle	DISINFECTANT, Bleaching Solution 1 Liter	51		
40	Gallon	DISINFECTANT, Multi Purpose cleaning disinfecting and fogging solution, 4LITERS	10		
41	Liter	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	3		
42	Set	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbonated Tray, Size: 17 x 30 inch	2		
43	Set	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	24		
44	Piece	DOOR MAT, Cotton, rectangular, 14"x20"	50		
45	Piece	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	9		
46	Piece	DUST PAN, Dust Pan, heavy duty, made of can and wood	32		
47	Piece	DUST PAN, non-rigid plastic, with detachable handle	30		
48	Pack	FLOOR WAX, Floor wax, paste, white (450g) odorless	20		
49	Liter	FLOOR WAX, Liquid Wax Natural	8		
50	Can	FLOOR WAX, paste red	20		
51	Can	FURNITURE CLEANER, aerosol type, 300ml min per can	32		
52	Piece	GLASS WIPER, at least 12" with handle	12		
53	Bundle	HAIR NET, Black hairnet, Thick & Thin invisible pony net, 12piece per bundle	3		
54	Bottle	HAND SANITIZER, 500ml	173		
55	Bottle	HAND SANITIZER, 70% Solution Isopropyl Alcohol Gel hand sanitizer, 250ml	22		
56	Bottle	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	106		
57	Piece	HAND SOAP, Antibacterial soap	4		
58	Bottle	HAND SOAP, Liquid, 500ml	127		
59	Can	INSECTICIDE, aerosol type, net content: 600ml min	224		
60	Can	INSECTICIDE, water base, Multi-insect spray, 300 ml	45		
61	Unit	LADDER, Fiberglass Extension 14/25 ft STURDY AND STRONG: 300-Pound capacity SAFE AND STABLE with Steel Swivel Safety Shoe with Metal Shield D-Shaped Rungs with Mar-Resistant Rail End Caps	1		
62	Unit	LADDER, Fiberglass Step A-Type Size: 6ft Reach height: 10ft load capacity 300lbs size product: 54L x 14W x 183H cm Original Full set	1		
63	Piece	LADDER, Foldable Aluminum Ladder, 8ft	1		
64	Pieces	LAWN SCISSOR, Grass Hedge garden lawn scissor	1		
65	Set	MOP, Magic spin mop 2 heads 360 rotating	8		

66	Unit	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	1		
67	Set	MOP, Mop with handle	10		
68	Set	MOP, Tornado with bucket	11		
69	Piece	MOPHEAD, made of rayon, weight: 400 grams min	27		
70	Liter	MURIATIC ACID	40		
71	Gallon	MURIATIC ACID, Muriatic Acid ,4 liters	4		
72	Piece	PADLOCK, Padlock, 40mm, Brass	2		
73	Piece	PADLOCK, PADLOCK, 50mm	2		
74	Bundle	RAGS, all cotton, 32 pieces per kilogram min	71		
75	Piece	RAGS, Door Rags	5		
76	Roll	ROLL BAG, Roll Bag, 46 X 63 cm	20		
77	Pack	SCOURING PAD, 5 pieces per pack	29		
78	Piece	SHARPENING STONE, Sharpening Stone 8"	5		
79	Gallon	SODIUM HYPOCHLORITE, 3.785 liters	12		
80	Piece	SPONGE, Dishwashing Sponge, Big	5		
81	Piece	SPONGE, Heavy Duty Scrub Sponge Mini	17		
82	Pack	TAPE, Teflon Tape, 1/2, 12 rolls per pack	10		
83	Pack	TISSUE, Facial, Travelers Pack, at least 60 pulls	10		
84	Pack	TISSUE, interfolded paper towel	33		
85	Pack	TISSUE, Kitchen tissue, 6/pack	7		
86	Pack	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	10		
87	Box	TISSUE, Tissue paper(Multi-fold)16pack/box	1		
88	Pack	TOILET TISSUE PAPER, 2ply Roll Tissue paper 300 sheets/pull, 12rolls/pack	364		
89	Pack	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls 8 roll/pack	20		
90	Bag	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	6		
91	Pack	TOWEL, hand towel, cotton, assorted color, 12 pcs per pack	6		
92	Piece	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	4		
93	Piece	TRASH BIN, Garbage bin	2		
94	Piece	TRASH BIN, Rectangular Pedal Trash Bin at least 16L	15		
95	Piece	TRASH BIN, Trash Bin medium, with cover at least 16L	5		
96	Bundle	TRASHBAG, Black, XL, 100pcs/bundle	38		
97	Pack	TRASHBAG, Black-large (100's)	15		
98	Pack	TRASHBAG, GPP specs, black, 940mmx1016mm	73		
99	Pack	TRASHBAG, plastic, black, medium, 25 pulls per pack	29		
100	Roll	TRASHBAG, TRASHBAG, plastic, transparent	5		
101	Roll	TWINE, plastic, one (1) kilo per roll	8		
102	Piece	WASTEBASKET, non-rigid plastic	13		
103	Piece	WASTEBASKET, Trash bin medium w/ cover	1		
104	Unit	ZIP TIE, Nylon 4.8 mm black @ 100pcs	2		
105	Pack	ZIP TIE, Nylon Cable Ties, 3x200mm, 100pcs	22		

[Use this form for Framework Agreement:]

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<i>FRAMEWORK AGREEMENT LIST (AGENCY)</i>			
<i>Item / Service Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
<i>TOTAL (Approved Budget for the Contract)</i>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</i>	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	AIR FRESHENER, aerosol, 280ml/150g min	
2	AIR FRESHENER, Scented Gel 180g	
3	BROOM, soft broom (makapal)	
4	BROOM, Stick Broom	
5	BRUSH, Hand Brush, small for lavatory	
6	BRUSH, Long wood handle, floor brush with hard bristles for CR floor tile	
7	BRUSH, Multipurpose plastic laundry brush	
8	BRUSH, Toilet Brush (long handle)	
9	BRUSH, Toilet brush with container, plastic	
10	CLEANER, Cleaner sink powder, big	
11	CLEANER, Double-sided Magnetic Window Cleaner	

12	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	
13	CLEANER, Glass cleaner,250mL	
14	CLEANER, Liquid Bathroom and Tiles Cleaner	
15	CLEANER, Multi-Surface Cleaner 500ml regular	
16	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	
17	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	
18	CONDITIONER, fabric conditioner,1L	
19	CONTAINER, plastic pail without cover, 24L capacity with comfort grip handle	
20	CONTAINER, Plastic Pail, 4 liter	
21	DEODORANT CAKE, 100g	
22	DETERGENT BAR, 140 grams as packed	
23	DETERGENT POWDER, 2 kilos, for general use, scented	
24	DETERGENT POWDER, 2 kilos, for general use, scented	
25	DETERGENT POWDER, 25kg	
26	DETERGENT POWDER, all purpose, 1kg	
27	DIPPER, Tabo	
28	DISHWASHING LIQUID, 1.0L	
29	DISHWASHING LIQUID, 250 ml, antibac	
30	DISHWASHING LIQUID, 790 ml	
31	DISHWASHING PASTE, At least 200g	
32	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550 grams	
33	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	
34	DISINFECTANT SPRAY, Insect Spray, water base	
35	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	
36	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	
37	DISINFECTANT, Bleach, 3785 ml	
38	DISINFECTANT, BLEACHING SOLUTION	
39	DISINFECTANT, Bleaching Solution 1 Liter	
40	DISINFECTANT, Multi Purpose cleaning disinfecting and fogging solution, 4LITERS	
41	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	

42	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbonated Tray, Size: 17 x 30 inch	
43	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	
44	DOOR MAT, Cotton, rectangular, 14"x20"	
45	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	
46	DUST PAN, Dust Pan, heavy duty, made of can and wood	
47	DUST PAN, non-rigid plastic, with detachable handle	
48	FLOOR WAX, Floor wax, paste, white (450g) odorless	
49	FLOOR WAX, Liquid Wax Natural	
50	FLOOR WAX, paste red	
51	FURNITURE CLEANER, aerosol type, 300ml min per can	
52	GLASS WIPER, at least 12" with handle	
53	HAIR NET, Black hairnet, Thick & Thin invisible pony net, 12piece per bundle	
54	HAND SANITIZER, 500ml	
55	HAND SANITIZER, 70% Solution Isopropyl Alcohol Gel hand sanitizer, 250ml	
56	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	
57	HAND SOAP, Antibacterial soap	
58	HAND SOAP, Liquid, 500ml	
59	INSECTICIDE, aerosol type, net content: 600ml min	
60	INSECTICIDE, water base, Multi-insect spray, 300 ml	
61	LADDER, Fiberglass Extension 14/25 ft STURDY AND STRONG: 300-Pound capacity SAFE AND STABLE with Steel Swivel Safety Shoe with Metal Shield D-Shaped Rungs with Mar-Resistant Rail End Caps	
62	LADDER, Fiberglass Step A-Type Size: 6ft Reach height: 10ft load capacity 300lbs size product: 54L x 14W x 183H cm Original Full set	
63	LADDER, Foldable Aluminum Ladder, 8ft	
64	LAWN SCISSOR, Grass Hedge garden lawn scissor	
65	MOP, Magic spin mop 2 heads 360 rotating	
66	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	
67	MOP, Mop with handle	

68	MOP, Tornado with bucket	
69	MOPHEAD, made of rayon, weight: 400 grams min	
70	MURIATIC ACID	
71	MURIATIC ACID, Muriatic Acid ,4 liters	
72	PADLOCK, Padlock, 40mm, Brass	
73	PADLOCK, PADLOCK, 50mm	
74	RAGS, all cotton, 32 pieces per kilogram min	
75	RAGS, Door Rags	
76	ROLL BAG, Roll Bag, 46 X 63 cm	
77	SCOURING PAD, 5 pieces per pack	
78	SHARPENING STONE, Sharpening Stone 8"	
79	SODIUM HYPOCHLORITE, 3.785 liters	
80	SPONGE, Dishwashing Sponge, Big	
81	SPONGE, Heavy Duty Scrub Sponge Mini	
82	TAPE, Teflon Tape, 1/2, 12 rolls per pack	
83	TISSUE, Facial, Travelers Pack, at least 60 pulls	
84	TISSUE, interfolded paper towel	
85	TISSUE, Kitchen tissue, 6/pack	
86	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	
87	TISSUE, Tissue paper (Multi-fold)16pack/box	
88	TOILET TISSUE PAPER, 2ply Roll Tissue paper 300 sheets/pull, 12rolls/pack	
89	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls 8 roll/pack	
90	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	
91	TOWEL, hand towel, cotton, assorted color, 12 pcs per pack	
92	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	
93	TRASH BIN, Garbage bin	
94	TRASH BIN, Rectangular Pedal Trash Bin at least 16L	
95	TRASH BIN, Trash Bin medium, with cover at least 16L	
96	TRASHBAG, Black, XL, 100pcs/bundle	
97	TRASHBAG, Black-large (100's)	
98	TRASHBAG, GPP specs, black, 940mmx1016mm	
99	TRASHBAG, plastic, black, medium, 25 pulls per pack	
100	TRASHBAG, TRASHBAG, plastic, transparent	
101	TWINE, plastic, one (1) kilo per roll	
102	WASTEBASKET, non-rigid plastic	

103	WASTEBASKET, Trash bin medium w/ cover	
104	ZIP TIE, Nylon 4.8 mm black @ 100pcs	
105	ZIP TIE, Nylon Cable Ties, 3x200mm, 100pcs	

BILL OF QUANTITIES

Name of Project: **Supply and Delivery of Janitorial Supplies for Both Campuses (2nd Advertisement)**

Location: **NVSU, Bayombong Campus**

Mode of Implementation: **Public Bidding**

Source of Fund: **General Fund, Special Trust Fund, Auxiliary Fund, Trust Fund FY 2021**

Number of Calendar Days to Complete: **30 calendar days**

Approved Budget for the Contract: **Php668,288.83**

NOTE: Line Item

Item No.	Particulars	Qty	Unit of Measurement	ABC		Unit Cost	Total Cost
				Unit Cost	Total Cost		
1	AIR FRESHENER, aerosol, 280ml/150g min	230	Can	93.47	21,498.10		
2	AIR FRESHENER, Scented Gel 180g	19	Bottle	147.40	2,800.60		
3	BROOM, soft broom (makapal)	190	Piece	144.40	27,436.00		
4	BROOM, Stick Broom	265	Pieces	18.26	4,838.90		
5	BRUSH, Hand Brush, small for lavatory	22	Piece	24.20	532.40		
6	BRUSH, Long wood handle, floor brush with hard bristles for CR floor tile	18	Piece	151.25	2,722.50		
7	BRUSH, Multipurpose plastic laundry brush	12	Piece	55.00	660.00		
8	BRUSH, Toilet Brush (long handle)	5	Piece	165.00	825.00		
9	BRUSH, Toilet brush with container, plastic	76	Piece	109.69	8,336.44		
10	CLEANER, Cleaner sink powder, big	23	Kg	165.00	3,795.00		
11	CLEANER, Double-sided Magnetic Window Cleaner	1	Ser	660.00	660.00		
12	CLEANER, Glass & Multi - Surface Cleaner 500ml regular	13	Bottle	160.94	2,092.22		
13	CLEANER, Glass cleaner,250mL	9	Bottle	165.00	1,485.00		
14	CLEANER, Liquid Bathroom and Tiles Cleaner	22	Liter	302.50	6,655.00		
15	CLEANER, Multi-Surface Cleaner 500ml regular	3	Bottle	147.40	442.20		
16	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	225	Bottle	41.60	9,360.00		
17	CLEANER, Toilet Bowl Cleaner 709ml Set of 2	3	Set	550.00	1,650.00		
18	CONDITIONER, fabric conditioner,1L	15	Liter	165.00	2,475.00		
19	CONTAINER, plastic pail without cover, 24L capacity with comfort grip handle	2	Piece	385.00	770.00		
20	CONTAINER, Plastic Pail, 4 liters	6	Piece	165.00	990.00		
21	DEODORANT CAKE, 100g	27	Piece	66.00	1,782.00		

22	DETERGENT BAR, 140 grams as packed	111	Piece	9.03	1,002.33		
23	DETERGENT POWDER, 2 kilos, for general use, scented	2	Pack	220.00	440.00		
24	DETERGENT POWDER, 2 kilos, for general use, scented	41	Pack	220.00	9,020.00		
25	DETERGENT POWDER, 25kg	2	Unit	825.00	1,650.00		
26	DETERGENT POWDER, all purpose, 1kg	267	Pack	37.43	9,993.81		
27	DIPPER, Tabo	5	Piece	38.50	192.50		
28	DISHWASHING LIQUID, 1.0L	2	Bottle	495.00	990.00		
29	DISHWASHING LIQUID, 250 ml, antibac	28	Bottle	84.86	2,376.08		
30	DISHWASHING LIQUID, 790 ml	16	Bottle	209.00	3,344.00		
31	DISHWASHING PASTE, at least 200g	1	Piece	55.00	55.00		
32	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550 grams	280	Can	132.91	37,214.80		
33	DISINFECTANT SPRAY, Disinfectant Multi-purpose cleaner, liquid, lemon, 1000ml	34	Bottle	189.20	6,432.80		
34	DISINFECTANT SPRAY, Insect Spray, water base	1	Liter	236.50	236.50		
35	DISINFECTANT, alcohol based rapid disinfectant for dental hand piece, rotary instruments, ready to use, aldehyde free, spray type	3	Liter	3,300.00	9,900.00		
36	DISINFECTANT, alcohol-based product with integrated skin care components, 1 liter	3	Bottle	3,300.00	9,900.00		
37	DISINFECTANT, Bleach, 3785 ml	20	Gallon	165.00	3,300.00		
38	DISINFECTANT, BLEACHING SOLUTION	266	Gallon	242.74	64,568.84		
39	DISINFECTANT, Bleaching Solution 1 Liter	51	Bottle	85.05	4,337.55		
40	DISINFECTANT, Multi-Purpose cleaning disinfecting and fogging solution, 4LITERS	10	Gallon	2,530.00	25,300.00		
41	DISINFECTANT, soaking bath for decontamination of medical/dental equipment, alkaline, liquid concentrate	3	Liter	3,300.00	9,900.00		
42	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Polycarbinated Tray, Size: 17 x 30 inch	2	Set	1,650.00	3,300.00		
43	DISINFECTING FOOT MAT AND ANTI SLIP TRAY, Tray Size: 16x22 in (1 High Quality Anti Slip PVC TRAY, 1 Carpet Type Matting 5-7mm thick with Chlorine Granules)	24	Set	44.00	1,056.00		
44	DOOR MAT, Cotton, rectangular, 14"x20"	50	Piece	50.59	2,529.50		
45	DOOR MAT, Outdoor main entrance rubber anti-slip door mat	9	Piece	220.00	1,980.00		

46	DUST PAN, Dust Pan, heavy duty, made of can and wood	32	Piece	99.00	3,168.00		
47	DUST PAN, non-rigid plastic, with detachable handle	30	Piece	24.83	744.90		
48	FLOOR WAX, Floor wax, paste, white (450g) odorless	20	Pack	137.50	2,750.00		
49	FLOOR WAX, Liquid Wax Natural	8	Liter	550.00	4,400.00		
50	FLOOR WAX, paste red	20	Can	309.76	6,195.20		
51	FURNITURE CLEANER, aerosol type, 300ml min per can	32	Can	119.82	3,834.24		
52	GLASS WIPER, at least 12" with handle	12	Piece	330.00	3,960.00		
53	HAIR NET, Black hairnet, Thick & Thin invisible pony net, 12piece per bundle	3	Bundle	41.80	125.40		
54	HAND SANITIZER, 500ml	173	Bottle	151.43	26,197.39		
55	HAND SANITIZER, 70% Solution Isopropyl Alcohol Gel hand sanitizer, 250ml	22	Bottle	165.00	3,630.00		
56	HAND SOAP, ANTIBACTERIAL LIQUID HAND SOAP, 500ML	106	Bottle	110.00	11,660.00		
57	HAND SOAP, Antibacterial soap	4	Piece	31.90	127.60		
58	HAND SOAP, Liquid, 500ml	127	Bottle	102.96	13,075.92		
59	INSECTICIDE, aerosol type, net content: 600ml min	224	Can	139.36	31,216.64		
60	INSECTICIDE, water base, multi-insect spray, 300 ml	45	Can	216.28	9,732.60		
61	LADDER, Fiberglass Extension 14/25 ft STURDY AND STRONG: 300-Pound capacity SAFE AND STABLE with Steel Swivel Safety Shoe with Metal Shield D-Shaped Rungs with Mar-Resistant Rail End Caps	1	Unit	29,986.00	29,986.00		
62	LADDER, Fiberglass Step A-Type Size: 6ft Reach height: 10ft load capacity 300lbs size product: 54L x 14W x 183H cm Original Full set	1	Unit	17,050.00	17,050.00		
63	LADDER, Foldable Aluminum Ladder, 8ft	1	Piece	5,445.00	5,445.00		
64	LAWN SCISSOR, Grass Hedge garden lawn scissor	1	Pieces	660.00	660.00		
65	MOP, Magic spin mop 2 heads 360 rotating	8	Set	770.00	6,160.00		
66	MOP, Mop Tool Kit 360 2in1 Self-Wash Squeeze Dry Flat Mop Bucket	1	Unit	1,100.00	1,100.00		
67	MOP, Mop with handle	10	Set	165.00	1,650.00		
68	MOP, Tornado with bucket	11	Set	1,100.00	12,100.00		
69	MOPHEAD, made of rayon, weight: 400 grams min	27	Piece	123.76	3,341.52		
70	MURIATIC ACID	40	Liter	132.00	5,280.00		

71	MURIATIC ACID, Muriatic Acid ,4 liters	4	Gallon	605.00	2,420.00		
72	PADLOCK, Padlock, 40mm, Brass	2	Piece	330.00	660.00		
73	PADLOCK, PADLOCK, 50mm	2	Piece	363.00	726.00		
74	RAGS, all cotton, 32 pieces per kilogram min	71	Bundle	60.44	4,291.24		
75	RAGS, Door Rags	5	Piece	38.50	192.50		
76	ROLL BAG, Roll Bag, 46 X 63 cm	20	Roll	44.00	880.00		
77	SCOURING PAD, 5 pieces per pack	29	Pack	107.12	3,106.48		
78	SHARPENING STONE, Sharpening Stone 8"	5	Piece	110.00	550.00		
79	SODIUM HYPOCHLORITE, 3.785 liters	12	Gallon	131.25	1,575.00		
80	SPONGE, Dishwashing Sponge, Big	5	Piece	33.00	165.00		
81	SPONGE, Heavy Duty Scrub Sponge Mini	17	Piece	33.91	576.47		
82	TAPE, Teflon Tape, 1/2, 12 rolls per pack	10	Pack	27.50	275.00		
83	TISSUE, Facial, Travelers Pack, at least 60 pulls	10	Pack	38.50	385.00		
84	TISSUE, interfolded paper towel	33	Pack	34.84	1,149.72		
85	TISSUE, Kitchen tissue, 6/pack	7	Pack	242.00	1,694.00		
86	TISSUE, Paper towel interfolded, 150 pulls 6 per pack	10	Pack	330.00	3,300.00		
87	TISSUE, Tissue paper (multi-fold)16pack/box	1	Box	3,520.00	3,520.00		
88	TOILET TISSUE PAPER, 2ply Roll Tissue paper 300 sheets/pull, 12rolls/pack	364	Pack	160.00	58,240.00		
89	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls 8 roll/pack	20	Pack	78.65	1,573.00		
90	TOILET TISSUE PAPER, Paper towel Inter Folded Towel, 100% virgin pulp. 150 pulls, 8 packs/bag	6	Bag	550.00	3,300.00		
91	TOWEL, hand towel, cotton, assorted color, 12 pcs per pack	6	Pack	143.00	858.00		
92	TRASH BIN, 100L Plastic Wheeled Recycle Waste Outdoor Dustbin with Lid	4	Piece	4,386.80	17,547.20		
93	TRASH BIN, Garbage bin	2	Piece	330.00	660.00		
94	TRASH BIN, Rectangular Pedal Trash Bin at least 16L	15	Piece	297.00	4,455.00		
95	TRASH BIN, Trash Bin medium, with cover at least 16L	5	Piece	363.00	1,815.00		
96	TRASHBAG, Black, XL, 100pcs/bundle	38	Bundle	440.00	16,720.00		
97	TRASHBAG, Black-large (100's)	15	Pack	308.00	4,620.00		

98	TRASHBAG, GPP specs, black, 940mmx1016mm	73	Pack	134.68	9,831.64		
99	TRASHBAG, plastic, black, medium, 25 pulls per pack	29	Pack	176.00	5,104.00		
100	TRASHBAG, TRASHBAG, plastic, transparent	5	Roll	148.14	740.70		
101	TWINE, plastic, one (1) kilo per roll	8	Roll	58.24	465.92		
102	WASTEBASKET, non-rigid plastic	13	Piece	27.96	363.48		
103	WASTEBASKET, Trash bin medium w/ cover	1	Piece	198.00	198.00		
104	ZIP TIE, Nylon 4.8 mm black @ 100pcs	2	Unit	110.00	220.00		
105	ZIP TIE, Nylon Cable Ties, 3x200mm, 100pcs	22	Pack	77.00	1,694.00		
	GRAND TOTAL						

Name of Supplier : _____
Address : _____
Contact Number : _____

[Use this form for Framework Agreement:]

Technical Specifications

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

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

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

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

ANNEX I – BIDDING FORMS

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

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]* for 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
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(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: _____

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ (company) _____ has the following completed contracts for the period CY 2019-2021. *(Note: covering 2 years up to the opening of bids)*

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is	
							A) Manufactu	B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

*Instructions:

- a) Cut-off date as of:
 - (i) **Up to the day before the deadline of** submission of bids.
- b) **In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.**
- c) **"Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the procurement at hand. Example: "Supply and Delivery of Generator Set"**

Statement of: (i) Ongoing Contracts and; (ii) Awarded But Not Yet Started Contracts

This is to certify that _____ (company) _____ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

***Instructions:**

- a) 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 called for bidding) as of:
 - i. **The day before the deadline of** submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) 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) in case an NFCC is submitted as an eligibility document.
- d) **“Name of Contract”**. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. *Example: “Supply and Delivery of Generator Set”*

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]

