



PHILIPPINE BIDDING DOCUMENTS

(Procurement of GOODS)

PROVISION OF JANITORIAL SERVICES ITB No. 2024-0013

Government of the Republic of the Philippine

**Sixth Edition
October 2024**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	11
1. Scope of Bid	12
2. Funding Information.....	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	13
5. Eligible Bidders.....	13
6. Origin of Goods	14
7. Subcontracts	14
8. Pre-Bid Conference	15
9. Clarification and Amendment of Bidding Documents	15
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	16
12. Bid Prices	16
13. Bid and Payment Currencies	17
14. Bid Security	17
15. Sealing and Marking of Bids	18
16. Deadline for Submission of Bids	18
17. Opening and Preliminary Examination of Bids	18
18. Domestic Preference	19
19. Detailed Evaluation and Comparison of Bids	19
20. Post-Qualification	20
21. Signing of the Contract	20
Section III. Bid Data Sheet	22
Section IV. General Conditions of Contract	24
1. Scope of Contract	25
2. Advance Payment and Terms of Payment	25
3. Performance Security	25
4. Inspection and Tests	26
5. Warranty	26
6. Liability of the Supplier	26
Section V. Special Conditions of Contract	27
Section VI. Schedule of Requirements	32
Section VII. Technical Specifications	34
Section VIII. Checklist of Technical and Financial Documents	37

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 Nation



Section I. Invitation to Bid

Provision of Janitorial Services

ITB No. 2024-0013

1. The *People's Television Network, Inc. (PTNI)*, through the **Corporate Budget** intends to apply the sum of **five million two hundred ninety thousand two hundred three pesos and 8/100 (PhP 5,290,203.08)** being the Approved Budget for the Contract (ABC) to payments under the contract for **ITB No. 2024-0013**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *People's Television Network, Inc. (PTNI)* now invites bids for the above Procurement Project. Delivery of the services required is **one (1) year contract commencing within fifteen (15) calendar days upon signing of Notice to Proceed (NTP)**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Open competitive bidding will be conducted with procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the *People's Television Network, Inc. (PTNI)* and inspect the Bidding Documents at the address given below during office hours from 9:00 am - 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **9 November 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **ten thousand pesos (PhP 10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

Interested bidders shall pay through any of the following means:

1. Cashier (In Person)
 - a. Kindly inform the Secretariat through this number/s 0938-935-3213 upon arrival.
 - b. Observe Minimum Health Protocols

2. PTNI's Bank Account (Land Bank of the Philippines).
 - a. Account Name: PTNI
 - b. Account Number: 3212100497
 - c. Kindly Email the proof of payment at the email address given below

6. The *People's Television Network, Inc. (PTNI)* will hold a Pre-Bid Conference on **19 November 2024, 10:00 AM** at **3rd Floor BAC Secretariat Office, PTNI Broadcast Complex, Visayas Avenue, Diliman, Quezon City** and/or through video conferencing or webcasting via **Google Meet**, which shall be open to prospective bidders.

Google Meet: meet.google.com/guh-nbfh-icb

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **3 December 2024, 10:00 AM**. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.

9. Bid opening shall be on **3 December 2024, 10:30 AM** at the given address below and/or via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Google Meet: meet.google.com/kdh-wxvf-fir

10. The *People's Television Network, Inc. (PTNI)* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:
BAC Secretariat
People's Television Network, Inc. (PTNI)
3rd Floor, PTNI Broadcast Complex,
Visayas Avenue, Diliman, Quezon City
bacsecretariat@ptni.gov.ph
0938-935-3213
www.ptni.gov.ph

12. You may visit the following websites:
For downloading of Bidding Documents: <https://ptni.gov.ph/procurement/> Procurement forms: <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> or <https://drive.google.com/drive/folders/1-Zxp5ms03u9GHWBp9YOUUgw05eWdzX0V0?usp=sharing>

9 November 2024

JASMINE B. BARRIOS
Chairperson, Bids and Awards Committee (BAC)

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *People's Television Network, Inc. (PTNI)* wishes to receive Bids for the ***Provision of Janitorial Services***, with identification number ***ITB No. 2024-0013***.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***2024*** in the amount of ***Five million two hundred ninety thousand two hundred three pesos and 8/100 (Php 5,290,203.08)***.

2.2. The source of funding is: **Corporate Operating Budget**.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - 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.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

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

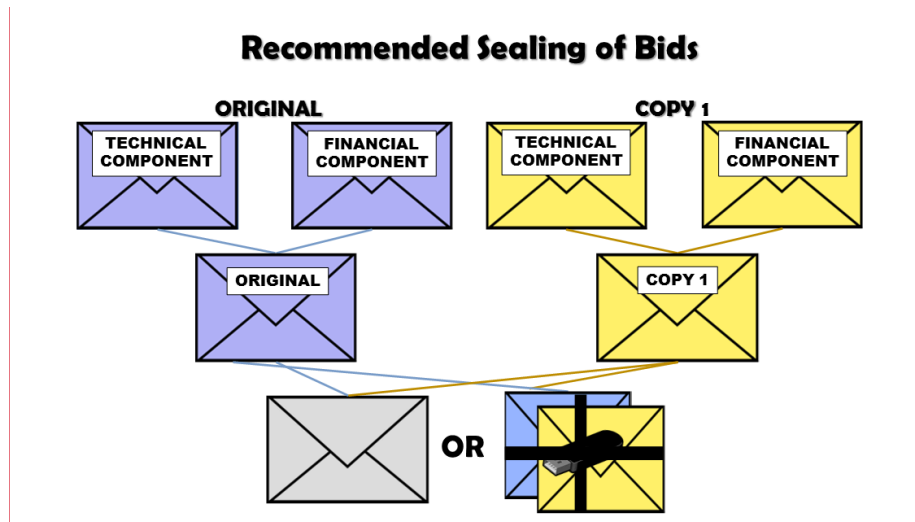
15. Sealing and Marking of Bids

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

As additional requirements, the bidder shall also submit (Copy 1) and an electronic copy in USB Flash Drive (Real PDF, Doc or Docx format) of the first and second components of its Bid. The "Copy 1" shall be stamped "Certified True Copy of the Original" per page with printed name and signature.

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.



JASMINE B. BARRIOS
 Chairperson
 Bids and Awards Committee
 PTNI Broadcast Complex,
 Visayas Avenue, Diliman, Quezon City

Bid for:
 ITB No.: _____
 Project Title: _____

Submitted by:
 Bidder's Company Name: _____
 Bidder's Contact Details: _____

"DO NOT OPEN BEFORE (the date and time of opening of bids)"

A bidder may, through a letter, withdraw its bid before the deadline for the receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in this IRR. A bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped received by the BAC before the deadline for the receipt of bids. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

20.1.

- 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, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Provision of Janitorial Services.</i> b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>Quezon City</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> <ul style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond. b. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.
19.3	<i>Not Applicable</i>
20.2	<p><i>Before the post-qualification, the bidder with the lowest calculated bid shall submit:</i></p> <p><i>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</i></p>
21.2	

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
	<p>Procuring Entity's Representative at the Project Site is <i>Ronaldo N. Yjares - Head, General Services</i></p> <p>Delivery and Documents – No further instructions.</p> <p>Incidental Services – No further instructions.</p> <p>Packaging – No further instructions.</p> <p>Transportation – No further instructions.</p> <p>Intellectual Property Rights – No further instructions.</p> <p>Regular and Recurring Services – The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.2	<p>The terms of payment shall be as follows: <i>The Contractor shall submit a monthly billing statement.</i></p> <p><i>Payment shall only be made within thirty (30) calendar days after the appropriate documents and procedures or the like have been complied with as mandated by existing government rules and regulations</i></p>
4	<p>The inspections and tests that will be conducted are: <i>None</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.	Description	Quantity	Delivered, Weeks/Months
1	Provision of Janitorial Services for the People's Television Network, Inc	15 pax	One (1) year contract commencing within fifteen (15) calendar days upon signing of Notice to Proceed (NTP)
	Cleaning tools and equipment	lot	

Section VII. Technical Specifications

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

Item	Specification	Statement of Compliance
1	Provision of Janitorial Services for the People’s Television Network, Inc. Compliance with the following provisions below: <ul style="list-style-type: none"> - Additional Requirements - General Requirements - Cleaning tools and equipment - Duties and Responsibilities of Janitors and Supervisor - Winning Bidder’s Responsibilities 	
	Cleaning tools and equipment	

PROJECT REQUIREMENTS

Additional Requirements:

1. Department of Labor and Employment (DOLE) Certificate of Registration
2. At least three (3) Client Satisfaction Rating/Certification with at least “Very Satisfactory” rating from government agencies or private agencies with which the contractor has a past or ongoing contract within the last three (3) years prior to the submission of bids
3. National Labor Relations Commission (NLRC) NCR Certificate stating that there is no pending case issued within the last (3) months prior to the submissions of bid
4. List of contracts on Janitorial Services completed for the past five (5) years including company name, company address, and contact number.
5. Company Profile which includes the following:
 - a. list of key officials, incorporators or stockholders
 - b. office address in Metro Manila with sketch/map going to PTNI
 - c. number of janitors and supervisor
6. List of owned cleaning equipment
7. Company policy on recruitment/ selection criteria of supervisor and janitors
8. Certification under oath that the bidder
 - a. can provide the required janitorial supplies indicated below (Table C)
 - b. will provide personnel who possess the minimum qualifications required
 - c. pays and complies with all obligations under the provisions of the SSS, Employees Compensation and other related statutory employee benefits.
 - d. complies with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9148
9. Housekeeping Plan

General Requirements

1. The Winning Bidder shall provide fourteen (14) janitorial personnel and one (1) supervisor with the following minimum qualifications:

The Winning Bidder shall submit within three (3) calendar days from signing of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, and medical certificate.

Minimum Qualifications	
a. Janitor	<ol style="list-style-type: none"> i. With at least one (1) yr. janitorial/housekeeping experience. ii. With good moral character and without criminal or police records iii. Has skills in the operation of various janitorial/ housekeeping tools and equipment as certified by the winning bidder. iv. Physically fit to work and be able to assist in hauling of office furniture, equipment, supplies and materials v. Must be able to read and write vi. At least elementary graduate vii. A least two (2) janitors deployed can operate fogging machines and the like

- b. Supervisor
- i. With at least three (3) yrs. janitorial/housekeeping experience
 - ii. With good moral character and without criminal or police records
 - iii. Has skills in the operation of various janitorial/ housekeeping tools and equipment as certified by the winning bidder.
 - iv. With at least one (1) year of relevant supervisory experience as certified by the winning bidder.
 - v. Must be physically fit and be able to assist in hauling of office furniture, equipment, supplies and materials.
 - vi. Must have completed a vocational course or 2 years in college.

2. The Winning Bidder shall deploy janitorial personnel which shall maintain the cleanliness and orderliness of the office premises in accordance with the “Duties and Responsibilities of Janitors and Supervisor”

3. The Contractor shall provide, at the minimum, the following cleaning tools and equipment which are brand new or in good condition:

TABLE A

Equipment/tools	Qty.
Heavy Duty Floor Polisher 16” or 18” with accessories	3
Wet and Dry Vacuum	3
Mop Squeezer w/ Bucket	6
Caution Sign with Accessories	20pcs
Aluminum Ladder 8 ft.	1pc
Heavy Duty Extension Cord at least 10m.	3
Extension Wire at least 30ft.	3
Guard Hose at least 5/8” x 50 meters (for watering of plants)	2
High Pressure Portable Washer	1
Pressure Washer and Hose	1
Extendable Pole at least 8ft.	3
Garbage Hauler	4
Push Cart/ Utility Cart (Heavy Duty)	4
Marble Buffing Equipment (Reg. Size)	2

TABLE B

Tools	Description	Qty.
Toilet Bowl Pump	Standard Size	54pcs
Toilet Bowl Brush	Plastic Handle – Standard Size	54pcs
Steel Brush	Standard Size	36pcs
Soft Broom	Standard Size	36pcs
Stick Broom	Standard Size	28pcs
Ceiling Broom	Standard Size	6pcs

Mop Handle	Aluminum Handle	28pcs
Mop Head	Nylon Thread	28pcs
Dustpan	Plastic- Standard Size	28pcs
Push Brush	Standard Size	6pcs
Spray Bottle	500ml	28pcs
Pail	10 liters	18pcs
Plastic Dipper/Tabo	Standard Size	14pcs
Glass Squeegee	Large w/handle	12
Spatula	Metal w/rubber handle	14
Feather Duster	Standard Size	14
Hand Sanitizer Dispenser	1000ml	30

4. The Contractor shall provide, at the minimum, the following janitorial supplies:

TABLE C

Consumables and Supplies	Description	Qty.
Sponge	Combination of Scrubbing pad and foam – regular size	100pcs/month
Round Cloth Rags	Regular Size– in Kilograms	10 kilos/month
Flannel Rags	Rectangular – 12”x18”	36 packs (set of 6)
All Purpose Cleaner	Gallon (concentrated)	20gallons/month
Powder Soap	1 Kilo/Bag	20 bags/month
Bleaching Solution	Gallon	96gallons/annum
Furniture Polish	Gallon	8/annum
Fabric Conditioner	Gallon	3/annum
Complete Wax	Gallon	3/annum
Dishwashing Liquid	Gallon	96gallons/annum
Hand Gloves	Heavy Duty	42pairs/annum
Garbage Bags	Transparent (Small)	5000pcs/annum
Garbage Bags	Extra Large	1000pcs/annum
Tissue for Comfort Rooms	White Color, Unscented. 2-ply at least 300 sheets/roll	720 rolls/month
Toilet Bowl Cleaner	Gallon	12 gallons/month
Glass Cleaner Liquid	Gallon	10 gallons/ annum
Deodorant Cake	Pcs	144 pcs/month
Metal Polish	150g/can	5 cans/ quarterly
Disinfectant	Gallon	96gallons/annum
Hand Pad	Green Rectangular Scrubbing Pad	864pads/annum
Polishing Pad	White 16” diameter round	10/annum
Scrubbing Pad	Green 16”	24pads/annum
Liquid Hand Soap	Gallon	96gallons/annum
Air Freshener	170ml/Can	50cans/annum

Doormat	Rectangular shape standard size 20" x 12"	150pcs/annum
Insecticide	Regular Size (Spray Can)	50cans/annum
Hand Sanitizer	200 mL Bottles	120bottles/annum
Steel Wool	Boxes	10boxes/annum

5. Duties and Responsibilities of Janitors and Supervisor

a. Supervisor

- i. Supervises and monitors personnel in the performance of their duties in their designated areas as to cleanliness, sanitation and safety;
- ii. Conduct inspection to check cleanliness and orderliness of the premises and inform his/her subordinates of corrections if necessary;
- iii. Schedules work assignment, sets priorities and directs the work of janitorial personnel in coordination with the Head of General Services;
- iv. Ensures submission of the following to the Head of General Services:
 - Weekly Work Activity Plan to be submitted every Monday
 - Work Program for General Cleaning and other related janitorial services to be submitted every Friday
 - Accomplishment Report of the General Cleaning Work to be submitted on the following Monday
 - Monthly supplies shall be turned over to the Property Section
 - Monthly Inventory Report of Janitorial tools, equipment and supplies to be submitted every first week of the succeeding month

All data indicated in the required forms are subject for the approval of PTNI.
- v. Evaluates and certifies janitorial personnel performance through the review of completed work assignments and techniques
- vi. Ensures that the occupational health and safety of janitorial personnel is in accordance with the existing labor laws and relations and;
- vii. Ensures that all janitorial personnel are in proper uniform and in personal protective gear at all times;
- viii. Trains janitorial personnel on proper cleaning, methods, use of equipment, safety practices and work regulations;
- ix. Conducts investigation and submit report on complaints;
- x. Performs other services necessary or desirable for the cleanliness, Sanitation, maintenance and safety of the office premises of PTNI Officers, Employees, and visitors.

b. Janitorial Personnel

- i. Cleans all horizontal and vertical surfaces such as floors, ramp walls, window ledges, window panel, blinds , doors, ceiling etc;
- ii. Sweeps, mops, sanitizes (dry and wet) all horizontal surfaces;
- iii. Sweeps, mops, sanitizes (dry and wet) all stairways, hallways, lobbies and corridors;
- iv. Cleans, wipes, disinfects, dusts-off and/or polishes furniture, office tables, glass tops, fixtures, equipment, appliances, diffusers, window ledges, counters, glass partitions, and doors/door knobs;
- v. Cleans, sanitizes and disinfects all comfort rooms, toilet bowls, urinals,

- commodes, kitchen, wash rooms and wash basins with detergents/cleanser/disinfection solutions;
- vi. Replenishes tissue paper, liquid soaps in comfort rooms and ensures its continuous supplies at all times;
- vii. Empties, collects and cleans trash receptacles and waste containers and disposes trash to Materials Recovery Facility area and ensures compliance with RA 9003 when dumping garbage and waste;
- viii. Keeps stairways and entrances from obstructions;
- ix. Maintains PTNI's planter box in front of the main lobby.
- x. Waters indoor and outdoor plants, damp-wiping of artificial plants and flowers;
- xi. Wipes window sills, window panes, glass mirrors, door and door frames;
- xii. Cleans, removes spots of carpeted room using vacuum cleaner ;
- xiii. Washes dishes, glasses, utensils, table cloths, seat cover and office fabric as necessary especially during meetings and special events;
- xiv. Informs Head of General Services of any building defects such as busted bulbs, leaking faucets/cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings
- xv. Assists in movement of furniture, equipment, supplies and materials as may be necessary and only upon the instruction of the Head of General Services Unit;
- xvi. Performs other services necessary or desirable for the maintenance of office premises, safety of PTNI employees and visitors

6. Winning Bidder's Responsibilities

- a. Shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services;
- b. Shall pay its personnel not less than the minimum wage and other benefits mandated by the Law;
- c. Shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippines Health Insurance Fund, and Home Development Mutual Fund;
- d. Shall ensure that all personnel take necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;
- e. Shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;
- f. Shall ensure that safety is the first priority in the performance of its function, and avoid safety hazards in the course of their work;
- g. Shall bear the cost of repair and maintenance of all tools, devices and equipment required by PTNI;
- h. Shall ensure that its personnel abide by PTNI's performance and security requirements in general and in the divisions/office where they are assigned at all times; and comply with the directives, instructions and existing rules and regulations of PTNI.
- i. Shall deal exclusively and directly with PTNI or its duly authorized

- representative in all matters regarding the contract;
- j. Shall immediately, upon receipt of request and verification, replace any service personnel who may be found and considered undesirable and incompetent.
 - k. Shall provide the required janitorial services in accordance with the scope of service/work, standards, methodology, approved janitorial plan and manpower complement and deployment;
 - l. Shall submit to the Head of General Services not later than 4:00pm each day the Daily Toilet Cleaning Checklist signed by the Winning Bidder's authorized personnel and end-user's respective supervisors;
 - m. Shall assume full responsibility on any claim for any compensation on injuries from accidents of the service personnel it assigned to PTNI in connection with the performance of their duties and shall free the PTNI of any legal suit or liabilities in connection therewith
 - n. Shall provide a skeletal force during special holidays and fortuitous events.
 - o. Shall bill the payment of work rendered beyond the 8-hour work shift required and authorized by PTNI
 - p. Shall ensure the performance of other janitorial activities and related services that may be assigned from time to time by the PTNI officials and employees upon approval from the Head of General Services unit.

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Additional Documents

- (g) Department of Labor and Employment (DOLE) Certificate of Registration
- (h) At least three (3) Client Satisfaction Rating/Certification with at least “Very Satisfactory” rating from government agencies or private agencies with which the contractor has a past or ongoing contract within the last three (3) years prior to the submission of bids
- (i) National Labor Relations Commission (NLRC) NCR Certificate stating that there is no pending case issued within the last (3) months prior to the submissions of bid
- (j) List of contracts on Janitorial Services completed for the past five (5) years including company name, company address, and contact number.
- (k) Company Profile which includes the following:
 - a. list of key officials, incorporators or stockholders
 - b. office address in Metro Manila with sketch/map going to PTNI
 - c. number of janitors and supervisor
- (l) List of owned cleaning equipment
- (m) Company policy on recruitment/ selection criteria of supervisor and janitors

- (n) Certification under oath that the bidder
 - a. can provide the required janitorial supplies indicated in (Table C)
 - b. will provide personnel who possess the minimum qualifications required
 - c. pays and complies with all obligations under the provisions of the SSS, Employees Compensation and other related statutory employee benefits.
 - d. complies with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9148
- (o) Housekeeping Plan

Financial Documents

- (p) 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

- (q) 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

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

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

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

Forms

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]

[Letterhead of the Bidder]

***Statement of ALL ongoing government and private contracts
(Including contracts awarded but not yet started)***

NAME OF THE PROJECT :

BIDDER's COMPANY NAME :

COMPANY ADDRESS :

Item No.	Name of Contract Date of Contract Contract Duration	Owner's Name and Address/ Party Contracting with Bidder	Kinds of Goods	a) Amount of Contract b) Value of Outstanding Contracts	Date of Delivery
GOVERNMENT					
	a) b) c)			a) b)	
PRIVATE					
	a) b) c)			a) b) c)	

Instructions:

1. Indicate the correct and complete information required for each contract.
2. Date of Delivery indicates the projected date/s provided in their respective contracts.
3. In case there are no ongoing contracts, put N/A or None.

Submitted by: _____

Designation: _____

Date: _____

(Printed Name and Signature)

[Letterhead of the Bidder]

***Statement of the bidder's
Single Largest Completed Contract (SLCC)***

NAME OF THE PROJECT :
 BIDDER's COMPANY NAME :
 COMPANY ADDRESS :

Name of Contract Date of Contract Contract Duration	Owner's Name and Address/ Party Contracting with Bidder	Definition or description of the similar project or major categories of work	Amount of Completed Contract	Date of Delivery

Instructions:

1. Indicate the correct and complete information required for each contract
2. **Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the contract.**

Submitted by: _____

Designation: _____

Date: _____
 (Printed Name and Signature)

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

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____	_____
_____	_____	_____

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

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: _____

NOTE: under Sec 32.2.1 (a) of RA9184 “Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. **Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or dash (-) for the said item would mean that it is being offered for free to the Government** “

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

For Goods Offered from Abroad

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

NOTE: under Sec 32.2.1 (a) of RA9184 “Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or dash (-) for the said item would mean that it is being offered for free to the Government“

