



SOUTHERN LEYTE
STATE UNIVERSITY

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Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

REPAIR AND REHABILITATION OF VARIOUS BUILDINGS AND STRUCTURES OF SLSU- BONTOC CAMPUS (LOT 3- Supply, Delivery and Installation of Office Furniture and Fixtures for Library and BioProTeC)

ABC ₱1,727,000.00

Government of the Republic of the Philippines

Pre-Bid Conference: **April 16, 2024, 9:30 AM**

Submission of Bids: **April 29, 2024, 9:00 AM**

Opening of Bids: **April 29, 2024, 10:30 AM**

PB2024-Goods-02

**Sixth Edition
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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

INVITATION TO BID
REPAIR AND REHABILITATION OF VARIOUS BUILDINGS AND
STRUCTURES OF SLSU-BONTOC CAMPUS
(LOT 3-SUPPLY, DELIVERY AND INSTALLATION OF OFFICE
FURNITURE AND FIXTURES FOR LIBRARY AND BioProTeC)

1. The Southern Leyte State University, through the Government of the Philippines (GOP) under its Trust Receipts Fund (TRF) intends to apply the sum of **One Million Seven Hundred Twenty Seven Thousand Pesos Only (₱1,727,000.00)** inclusive of VAT and all other applicable government taxes, being the Approved Budget for the Contract (ABC) for the project **Repair and Rehabilitation of Various Buildings and Structures of SLSU-Bontoc Campus (Lot 3-Supply, Delivery and Installation of Office Furniture and Fixtures for Library and BioProTeC)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Southern Leyte State University-Bontoc Campus** now invites bids for the above Procurement Project. Delivery of the Goods is required within **ninety (90) calendar days** upon receipt 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. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **Southern Leyte State University-Bontoc Campus** and inspect the Bidding Documents at the address given below from **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from the given address below upon payment of a non-refundable fee in the amount of **One Thousand Eight Hundred Pesos Only (₱ 1,800.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that the Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The schedule of the bidding activities is herein stated below:

Activities	Schedule	Venue
1. Issuance and availability of Bidding Documents	April 8, 2024	Conference Room, Administration Building, SLSU-Bontoc Campus
2. Pre-Bidding Conference	April 16, 2024, 9:30am	
3. Deadline for the Submission of Bidding Documents (Proposals)- Manual Submission	April 29, 2024, 9:00am	
4. Opening of Bidding Documents (Proposals)	April 29, 2024, 10:30am	

7. Bids must be submitted in **sealed envelopes** with the title of the procurement project name, name of Bidder, address of the Bidder, and contact details of the Bidder, addressed to the BAC Chairperson, SLSU – Bontoc Campus, San Ramon, Bontoc, Southern Leyte and must be duly received by the BAC Secretariat at the address below on or before the deadline for the submission of Bidding documents. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause.
8. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. The **Southern Leyte State University-Bontoc Campus** 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.
10. For further information, please refer to:

JOVIE MARIE P. ALFANTE

BAC Secretariat

Southern Leyte State University – Bontoc Campus

San Ramon, Bontoc, Southern Leyte 6604

Mobile No.: 09989791809

Email: cd_bt@southernleytestateu.edu.ph

SGD.

PETER JUNE D. DADIOS

BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Southern Leyte State University-Bontoc Campus** wishes to receive Bids for the project **Repair and Rehabilitation of various Buildings and Structures of SLSU-Bontoc Campus (Lot 3-Supply, Delivery and Installation of Office Furniture and Fixtures for Library and BioProTeC)** with project identification number **PB2024-Goods-02**.

The Procurement Project (referred to herein as “Project”), the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The **GOP** through the source of funding as indicated below for FY 2024 in the amount of **One Million Seven Hundred Twenty Seven Thousand Pesos Only (₱1,727,000.00)**.

2.2. The source of funding is Trust Receipts Fund (TRF)

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:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at **SLSU-Bontoc Campus, San Ramon, Bontoc, Southern Leyte**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) 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 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)**.

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 twenty (120) days** from the opening of bids.

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**.

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 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 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:

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. Within a non-extendable 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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: - referred to the Repair and Rehabilitation of Various Buildings and Structures of SLSU-Bontoc Campus (Lot 3-Supply, Delivery and Installation of Office Furniture and Fixtures for Library and BioProTeC) - completed within a period of five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
10.1	Notarization of the required documents shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following: - identification documents issued by an official agency bearing the photograph and signature of the individual (i.e., passport, driver's license, SSS ID, GSIS e-card, etc.); and - the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification. In the interest of safeguarding the public's health in view of the COVID-19 pandemic, notarization of the required documents is allowed through videoconferencing in cases where the notary public holds office in an area under community quarantine in accordance with the Supreme Court issuance on interim rules on notarization of documents, SC A.M. No. 20-07-04-SC (2020 Interim Rules on Remote Notarization of Paper Documents). In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.
12	The price of the Goods shall be quoted DDP Southern Leyte or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: The amount of not less than <u>P 34,540.00</u> <i>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

	b. The amount of not less than <u>P 86,350.00</u> <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	No further instructions.
20.2	The Lowest Calculated Bid shall submit ALL of the following post-qualification requirements: 1. Photocopy of Single Largest Completed Contract or Purchase Order, which should be signed by both parties 2. The corresponding proof of completion, which could either be: i. Certificate of Final Acceptance/Completion from the bidder's client; or ii. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract 3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: i. Income Tax Return with proof of payment; and ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment ➤ <i>Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder.</i> ➤ <i>In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</i> ➤ <i>In case the valid Mayor's Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</i>

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 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.

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. 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

- 6.1. 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.
- 6.2. 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

Special Conditions of Contract

GCC Clause	
1	Delivery and Documents – 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: The delivery terms applicable to the Contract are DDP delivered Bontoc, Southern Leyte. In accordance with INCOTERMS.” The delivery terms applicable to this Contract are delivered in Bontoc, Southern Leyte. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.” Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Rosuell C. Tablada, Supply Officer. Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: 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. 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: 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 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. Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.
	Packaging – 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. 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. The outer packaging must be clearly marked on at least four (4) sides as follows: - 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
	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.

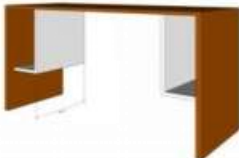
	Transportation – Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. 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.
	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. 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. Intellectual Property Rights – 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.
2.2	In order to proceed with the payment process, the bidder must submit the following documents in case they were not submitted during the deadline for the submission of bidding documents/post-qualification stage/contract signing stage, as applicable: a. Renewed Mayor's/Business Permit in lieu of the submitted expired permit;

	b. Notarized Omnibus Sworn Statement in lieu of the submitted unnotarized Omnibus Sworn Statement; and c. Notarized Performance Securing Declaration (PSD) or any form of Performance Security, as stated in Clause 33.2 of Section II. Instructions to Bidders of the Bidding Documents, in lieu of the unnotarized PSD.
4	The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

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.	Item Description	Picture	Quantity	Total Cost	Delivered, Weeks/Months
	Repair and Rehabilitation of Various Buildings and Structures of SLSU-Bontoc Campus (Lot 3-Supply, Delivery and Installation of Office Furniture and Fixtures for Library and BioProTeC)		1 Lot	1,727,000.00	Within 90 calendar days upon receipt of Notice to Proceed
	<i>Inclusive of the following:</i>				
1	Book Shelves		4 pcs		
	✓ Full Height, Double-Sided Low (1170Lx1000 Hx600D) at 5 layered shelves with book ends, Steel type				
2	Book Shelves		4 pcs		
	✓ Full Height, One-Sided Low (1400Lx1500 Hx350D) at 4 layered shelves with book ends, Steel type				
3	One (1) Reading Table with Four (4) Reading Chairs		8 sets		
	✓ Square table, tabletop dimension:600 mmx750mm, melamine finish with metal stand and PVC edging ✓ Reading Chair,				

	Polypropelene seating, stackable (Color: 10 black; 10 white)				
4	OPAC kiosk		2 pcs		
	✓ Powder-coated metal computer compartment ✓ Blue color				
5	Study Carrel		4 sets		
	✓ Dimension: 52dia, 49h, 19sh ✓ Curved Upholstered surround (fabric must be railroaded) ✓ Upholstered Hampton seating ✓ Standard plastic laminate work surface and side shelf with PVC edgeband ✓ Clear anodized aluminum legs	 			
6	One (1) Low Computer Table with Two (2) Chairs		5 sets		
	✓ Table Dimension : L 1400mm x W 500mm				

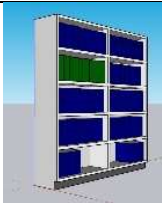
	x H 750mm ✓ Marine plyboard in semi-gloss ducco finish with build sturdy solid steel stand frame and thick tabletop, 2 pcs grommet ✓ Chair: Swivel Chair, mid back in cushioned seat with mesh backrest. Aluminum swivel legs w/ gaslift				
7	One (1) High Tablet Table with Two (2) High Chairs		2 sets		
	✓ Table Dimension: L 1400mm x W 500mm x H 1100mm ✓ Marine plyboard in semi-gloss ducco finish with metal stand ; with multi-direction Ipad Stand ✓ With built-in electrical outlets ✓ High Chair: Dimension: L 460mm x W 440mm x H860 mm x SH 750mm				
8	White Board (Conference Room) with installation		1 pc		

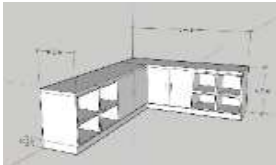
	✓ Dimension: L 183cm; H 100cm back painted glass				
9	Long Table (Technical Room)		1 pc		
	✓ Dimension: L 220cm, W 65cm H 75cm, metal leg frame, melamine finish with pvc edging				
10	One (1) Staff Table with Two (2) Chairs (Librarian and Staff)		1 set		
	✓ 2-tone office table in melamine laminated finish with side drawers and pvc edging 100Lx 60Wx 76H with metal stand ✓ Chair: Durable/Heavy duty Swivel Chair, mid back in cushioned seat with mesh backrest and armrest. Aluminum swivel legs w/ gaslift	 			
11	Sofa Set		1 set		

	✓ Dimension: L 3045 mm x W 835 mm x SH 450 mm x H 775 mm . ✓ Cushion seat and backrest on fabric and leatherette finish. Powder-coated tubular metal legs with side and center table				
12	Book Truck		1 pc		
	✓ 3 layers steel book truck ✓ Blue color				
13	Magazine/Periodical Rack		1 pc		
	✓ 4 layered with 5 glass shelves ✓ With storage mechanism				
14	Circulation Counter		1 pc		

	✓ L - shape, with signage (see photo) ✓ Customized dimensions ✓ With drawers, dividers, and strip lights in front	 			
15	Catalog Cabinet		1 pc		
	✓ Steel ✓ 24 drawers ✓ Dark gray color ✓ With roller				
16	Locker Cabinet		1 pc		

	✓ Brand New & High Quality ✓ 12 doors steel locker ✓ Light Gray Color ✓ Pure Steel ✓ Rust proof ✓ Powder coated Paint				
17	Podium		1 pc		
	✓ Podium for floor ✓ 47''h x 23.5'' w x 19''d ✓ built-in shelf ✓ curved ✓ aluminum and steel ✓ silver				
18	Book Stand		20 pcs		

19	Laboratory Table Central Bench with built-in faucet and granite top at sink, electrical outlet Phenolic Resin Top,1" PVC Edging and shelves in metal stand with 20 pcs stools per set L 3000mm x W1000mm x H870mm		2 units		
20	L-shape Fabric Lounge Sofa with center table W210cm x D60cm x H80 cm W170cm x D60cm x H80 cm		1unit		
21	Filing Cabinet, 3/4" marine plywood frame and 1/4" backing in wood stain finish atleast 5 layers and 2 column compartment, open shelves dimension W120cm x H200cm x D40cm		4 units		
22	Office Chair, Low Back, Mesh Breathable, adjustable height, 360 degree rotation		3 units		

23	Office Chair, High Back, Mesh Breathable, adjustable height, 360 degree rotation		12 units		
24	Office Desk , dimension W130cm x D50cm x H75cm 15mm thick particle board laminated, 12" metal drawer slide and lock, 96mm plastic handle		4 units		
25	Conference Table , dimension W4200 x D1500 x H750 mm, Material: MFC Board and adjustable glider		1unit		
26	Laboratory Counter Table , 3/4" Marine Plywood frame in wood stain finish, 1 set open shelf and 1 set cabinet door with handle dimension L 2400mm x D600mm x H750mm		2 units		

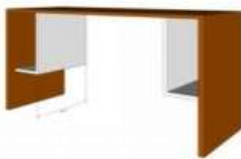
Section VII. Technical Specifications

Technical Specifications

Technical Specifications

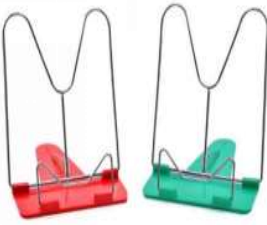
Listed below are the minimum standard specifications for the project Repair and Rehabilitation of Various Buildings and Structures of SLSU-Bontoc Campus (Lot 3-Supply, Delivery and Installation of Office Furniture and Fixtures for Library and BioProTeC);

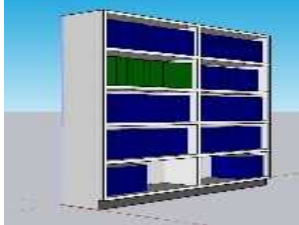
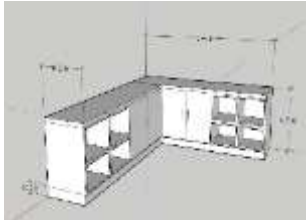
Qty	Type	Detailed Specifications	Picture	Cost
4	pieces	Book Shelves		
		✓ Full Height, Double-Sided Low (1170Lx1000Hx600D) at 5 layered shelves with book ends, Steel type		
11	pieces	Book Shelves		
		✓ Full Height, One-Sided Low (1400Lx1500Hx350D) at 4 layered shelves with book ends, Steel type		
8	sets	One (1) Reading Table with Four (4) Reading Chairs		
		✓ Square table, tabletop dimension:600mmx750mm, melamine finish with metal stand and PVC edging ✓ Reading Chair, Polypropelene seating, stackable (Color: 10 black; 10 white)		
2	pieces	OPAC kiosk		
		✓ Powder-coated metal computer compartment ✓ Blue color		
4	sets	Study Carrel		

		✓ Dimension: 52dia, 49h, 19sh ✓ Curved Upholstered surround (fabric must be railroaded) ✓ Upholstered Hampton seating ✓ Standard plastic laminate work surface and side shelf with PVC edgeband ✓ Clear anodized aluminum legs	 	
5	sets	One (1) Low Computer Table with Two (2) Chairs	 	
2	sets	One (1) High Tablet Table with Two (2) High Chairs		
1	piece	White Board (Conference Room) with installation		
1	piece	Long Table (Technical Room)		
		✓ Dimension: L 220cm, W 65cm H 75cm, metal leg frame,		

		melamine finish with pvc edging		
1	set	One (1) Staff Table with Two (2) Chairs (Librarian and Staff)		
		✓ 2-tone office table in melamine laminated finish with side drawers and pvc edging 100Lx 60Wx 76H with metal stand ✓ Chair: Durable/Heavy duty Swivel Chair, mid back in cushioned seat with mesh backrest and armrest. Aluminum swivel legs w/ gaslift	 	
1	set	Sofa Set		
		✓ Dimension: L 3045 mm x W 835 mm x SH 450 mm x H 775 mm . ✓ Cushion seat and backrest on fabric and leatherette finish. Powder-coated tubular metal legs with side and center table		
1	piece	Book Truck		
		✓ 3 layers steel book truck ✓ Blue color		
1	piece	Magazine/Periodical Rack		
		✓ 4 layered with 5 glass shelves ✓ With storage mechanism		

				
1	piece	Circulation Counter ✓ L - shape, with signage (see photo) ✓ Customized dimensions ✓ With drawers, dividers, and strip lights in front	 	
1	piece	Catalog Card Cabinet ✓ Steel ✓ 24 drawers ✓ Dark gray color ✓ With roller		
1	piece	Locker Cabinet		

		✓ Brand New & High Quality ✓ 12 doors steel locker ✓ Light Gray Color ✓ Pure Steel ✓ Rust proof ✓ Powder coated paint		
1	piece	Podium		
		✓ Podium for floor ✓ 47"h x 23.5" w x 19"d ✓ built-in shelf ✓ curved ✓ aluminum and steel ✓ silver		
20	pieces	Book Stand		
2	sets	Laboratory Table Central Bench with built-in faucet and granite top at sink, electrical outlet, Phenolic Resin Top, 1" PVC Edging and shelves in metal stand with 20 pcs stools per set L 3000mm x W1000mm x H870mm		
1	set	L-shape Fabric Lounge Sofa with center table W210cm x D60cm x H80 cm W170cm x D60cm x H80 cm		
4	units	Filing Cabinet , 3/4" marine plywood frame and 1/4" backing in wood stain finish atleast 5 layers and 2 column		

		compartment, open shelves dimension W120cm x H200cm x D40cm		
3	units	Office Chair , Low-Back, Mesh Breathable, adjustable height, 360 degree rotation		
12	units	Office Chair , High-Back, Mesh Breathable, adjustable height, 360 degree rotation		
4	units	Office Desk , dimension W130cm x D50cm x H75cm 15mm thick particle board laminated, 12" metal drawer slide and lock, 96mm plastic handle		
1	unit	Conference Table , dimension W4200 x D1500 x H750 mm, Material: MFC Board and adjustable glider		
2	sets	Laboratory Counter Table , 3/4" Marine Plywood frame in wood stain finish, 1 set open shelf and 1 set cabinet door with handle dimension L 2400mm x D600mm x H750mm		

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **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

- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) 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**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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

- ☐ (k) 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**
- ☐ (l) 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

- ☐ (m) 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.

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

- ☐ (n) *[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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

