

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

Government of the Republic of the  
Philippines

## **SUPPLY AND DELIVERY OF LEARNING TOOLS AND EQUIPMENT - SCIENCE AND MATHEMATICS EQUIPMENT (LTE-SME) FOR DEPED-CAR**

**DEPED-CAR RO – CB 2024-07-014**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

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

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

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

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





Republic of the Philippines  
**Department of Education**  
Cordillera administrative

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**INVITATION TO BID FOR  
SUPPLY AND DELIVERY OF LEARNING TOOLS AND  
EQUIPMENT - SCIENCE AND MATHEMATICS EQUIPMENT  
(LTE-SME) FOR DEPED-CAR**

1. The *Department of Education-Cordillera Administrative Region Regional Office (DepEd – CAR RO)*, through the *FY 2024 Government Appropriations Act (GAA) Fund* intends to apply the sum of *Three Million Three Hundred Seventeen Thousand Three Hundred Thirty Pesos Only (Php 3,317,330.00)* being the ABC to payments under the contract for *Supply and Delivery of Learning Tools and Equipment - Science and Mathematics Equipment (SME-LTE) for DepEd-CAR with an identification number DepEd-CAR RO CB 2024-07-014*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DepEd – CAR RO* now invites bids for the above Procurement Project. *Delivery of the Goods is required by within ninety (90) calendar days upon receipt of Notice to Proceed*. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. 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 *DepEd – CAR Regional Office* and inspect the Bidding Documents at the address given below during *8:00am to 5:00pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *July 19, 2024* from the *DepEd-CAR RO Procurement Unit (BAC Secretariat)* and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Three Thousand Five Hundred Pesos Only (Php 3,500.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.

*[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*

6. The **DepEd-CAR RO** will hold a **Pre-Bid Conference<sup>1</sup>** on **July 26, 2024 at 11:00 AM** at the **OARD, DepEd-CAR RO, Wangal, La Trinidad, Benguet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the **Office of the Assistant Regional Director of the DepEd-CAR RO**, address below, **on or before 9:00 AM of August 8, 2024. Late bids shall not be accepted.**

**RONALD B. CASTILLO, CESO V**  
BAC Chairperson  
Procurement Unit Office (BAC Secretariat Office)  
DepED-CAR Regional Office  
Wangal, La Trinidad, Benguet

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 August 8, 2024 at 9:01 AM at the OARD, DepEd- CAR, Wangal, La Trinidad, Benguet.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DepEd-CAR RO** 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:

*Atty. Edward C. Magalgalit, Jr./Randolph Flyn B. Daculog*  
*Chair, BAC Secretariat/Procurement Unit*  
*DepED-CAR Regional Office*  
*Wangal, La Trinidad, Benguet*  
*Email address: car.procurement@deped.gov.ph*  
*Tel. No. (074) 422-1318 Cp No. 09178218490/09207930509*  
*Website: www.depedcar.ph*

12. You may visit the following websites:  
For downloading of Bidding Documents: *depedcar.ph and philgeps.gov.ph*

**July 18, 2024**

  
**RONALD B. CASTILLO, CESO V**  
BAC Chairperson

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, *DepEd-CAR RO* wishes to receive Bids for the *Supply and Delivery of Learning Tools and Equipment - Science and Mathematics Equipment (SME-LTE) for DepEd-CAR* with identification number DepEd-CAR RO CB 2024-07-014

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2024 GAA* in the amount of *Three Million Three Hundred Seventeen Thousand Three Hundred Thirty Pesos Only (Php 3,317,330.00)*

2.2. The source of funding is:

a. **NGA, the General Appropriations Act or Special Appropriations.**

## 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 and either at its physical address *Office of the Assistant Regional Director, DepEd-CAR RO, Wangal, La Trinidad Benguet* as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

**IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **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:

- a. **Philippine Pesos.**

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> 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 ***Sixty (60) calendar days from the deadline of submission of bids.*** Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit **one (1) copy (labelled as original copy)** of the first and second components of its Bid.

The Procuring Entity requests **two (2) additional hard copies (labelled as Copy 1 and Copy 2)** 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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the



case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

19.4. The Project shall be awarded as follows:

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

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

## **20. Post-Qualification**

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***

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

ITB Clause															
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Contracts related to the <i>Supply and Delivery of Supplies/Tools/Apparatus/Equipment in Science and Mathematics</i></li> </ul>														
7.1	<b><i>Subcontracting is not allowed.</i></b>														
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.														
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Lot No.</th> <th style="width: 35%;">Item/Description/Project Title</th> <th style="width: 20%;">Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%)</th> <th style="width: 20%;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)</th> <th style="width: 15%;">Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Supply and Delivery of Science and Mathematics Learning Tools and Equipment for the DepEd-CAR</td> <td style="text-align: center;">66,346.60</td> <td style="text-align: center;">165,866.50</td> <td style="text-align: center;">Please see Section VIII</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>a. Note: The Bid Security in the form of Cashier's/manager's check shall be payable to <b>DepEd-CAR Regional Office – Cash Section</b></li> </ul>					Lot No.	Item/Description/Project Title	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)	1	Supply and Delivery of Science and Mathematics Learning Tools and Equipment for the DepEd-CAR	66,346.60	165,866.50	Please see Section VIII
Lot No.	Item/Description/Project Title	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)											
1	Supply and Delivery of Science and Mathematics Learning Tools and Equipment for the DepEd-CAR	66,346.60	165,866.50	Please see Section VIII											
19.3	The Project will be awarded by lot/s. The NFCC computation, if applicable, must be sufficient for all the lot/s or contract/s to be awarded to the Bidder: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 50%;">Item Description</th> <th style="width: 10%;">Unit</th> <th style="width: 10%;">Quantity</th> <th style="width: 15%;">ABC (Php)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Various Learning Tools and Equipment for Science and Mathematics</td> <td></td> <td style="text-align: center;">Please see Sections VI and VII</td> <td style="text-align: center;">3,317,330.00</td> </tr> </tbody> </table>					No.	Item Description	Unit	Quantity	ABC (Php)	1	Various Learning Tools and Equipment for Science and Mathematics		Please see Sections VI and VII	3,317,330.00
No.	Item Description	Unit	Quantity	ABC (Php)											
1	Various Learning Tools and Equipment for Science and Mathematics		Please see Sections VI and VII	3,317,330.00											
20.2	Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit copies of the following requirements: <ul style="list-style-type: none"> <li><b>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</b></li> </ul>														

	<p><b>2. Sample of the Science and Mathematics Equipment being offered shall be available for inspection during the Post Qualification and its Project Implementation Timeline</b></p> <p><i>NOTE: Failure to submit any of the post-qualification requirements on time, or finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</i></p>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p> <p><i>No Further Instructions</i></p>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

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

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

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

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

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

## 3. **Performance Security**

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

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section 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***

### **Notes on the Special Conditions of Contract**

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

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

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

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



## Special Conditions of Contract

GCC Clause																																					
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;"><i>Schools Division Office</i></th> <th style="text-align: center;"><i>Office Address</i></th> </tr> </thead> <tbody> <tr> <td>Abra</td> <td>Bangued, Abra</td> </tr> <tr> <td>Apayao</td> <td>Luna, Apayao</td> </tr> <tr> <td>Kalinga</td> <td>Tabuk City, Kalinga</td> </tr> <tr> <td>Tabuk City</td> <td>Tabuk City, Kalinga</td> </tr> <tr> <td>Baguio City</td> <td>Military Cut-Off, Baguio City</td> </tr> <tr> <td>Benguet</td> <td>Wangal, La Trinidad, Benguet</td> </tr> <tr> <td>Ifugao</td> <td>Lagawe, Ifugao</td> </tr> <tr> <td>Mt. Province</td> <td>Bontoc, Mt Province SDO</td> </tr> </tbody> </table> <p>In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="text-align: center;"><i>Schools Division Office</i></th> <th style="text-align: center;"><i>Office Address</i></th> </tr> </thead> <tbody> <tr> <td>Abra</td> <td>Bangued, Abra</td> </tr> <tr> <td>Apayao</td> <td>Luna, Apayao</td> </tr> <tr> <td>Kalinga</td> <td>Tabuk City, Kalinga</td> </tr> <tr> <td>Tabuk City</td> <td>Tabuk City, Kalinga</td> </tr> <tr> <td>Baguio City</td> <td>Military Cut-Off, Baguio City</td> </tr> <tr> <td>Benguet</td> <td>Wangal, La Trinidad, Benguet</td> </tr> <tr> <td>Ifugao</td> <td>Lagawe, Ifugao</td> </tr> <tr> <td>Mt. Province</td> <td>Bontoc, Mt Province SDO</td> </tr> </tbody> </table> <p>Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are <b><i>Asterio C. Madalla, Education Program Supervisor under CLMD and</i></b></p>	<i>Schools Division Office</i>	<i>Office Address</i>	Abra	Bangued, Abra	Apayao	Luna, Apayao	Kalinga	Tabuk City, Kalinga	Tabuk City	Tabuk City, Kalinga	Baguio City	Military Cut-Off, Baguio City	Benguet	Wangal, La Trinidad, Benguet	Ifugao	Lagawe, Ifugao	Mt. Province	Bontoc, Mt Province SDO	<i>Schools Division Office</i>	<i>Office Address</i>	Abra	Bangued, Abra	Apayao	Luna, Apayao	Kalinga	Tabuk City, Kalinga	Tabuk City	Tabuk City, Kalinga	Baguio City	Military Cut-Off, Baguio City	Benguet	Wangal, La Trinidad, Benguet	Ifugao	Lagawe, Ifugao	Mt. Province	Bontoc, Mt Province SDO
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	<p><i>Vandolph B. Flora, Administrative Officer V under ASD-Asset Management Section.</i></p>
	<p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> <li>1. 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</li> <li>2. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul>

	<p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p><b>Regular and Recurring Services –</b></p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “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>
	<p><b>Liquidated Damages -</b> Under Section 68 of the 2016 Revised IRR of RA 9184.</p> <p>All contracts executed in accordance with the Act and this IRR shall contain a provision on liquidated damages which shall be payable by the contractor in case of breach thereof. For the procurement of Goods, Infrastructure Projects and Consulting Services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity</p>

	may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
2.2	<p><b>The terms of payment shall be as follows:</b></p> <p>Full payment shall be effected upon 100% delivery and installation. Three percent (3%) retention money shall be deducted and will be released one (1) year after acceptance by the Procuring Entity of the delivered and installed equipment or submission of surety bond equivalent to the retention money.</p>
4	<p><b>Delivery and Inspection:</b></p> <ol style="list-style-type: none"> <li>a. The DepED-CAR RO shall conduct pre-delivery inspection of goods before delivery to the School Division Offices.</li> <li>b. The supplier shall be responsible for the transport of the goods from the store to the SDOs.</li> <li>c. All goods to be delivered to the SDOs shall be free from defects, substandard material, imperfection and other analogous defects.</li> <li>d. Only goods with the best quality shall be acceptable to the Department.</li> <li>e. All goods found to be with defects, imperfections and poor quality shall be rejected by the Department at any stage of the contract implementation.</li> <li>f. Delivery shall be during office hours (8:00-5:00). The Supplier shall not deliver the goods on Saturday, Sunday or Holiday.</li> <li>g. Delivered goods at SDOs shall be inspected by the SDO Inspectorate Team and accepted by the Property and Supply Section.</li> <li>h. The Supplier shall be responsible in the preparation and completion of the Inspection and Acceptance Report (IAR)</li> <li>i. The Delivery Receipt (DR) shall be signed by the Property and Supply Section.</li> </ol>
5	<p><b>Warranty</b> - Under Section 62.1 of the 2016 revised IRR of RA No. 9184.</p> <p>For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.</p> <p>The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty</p>

	<p>period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.</p> <p>The Supplier shall supply and deliver only the best furniture for the learners and teachers</p> <p>The Supplier warrants that any damage or defect in the goods delivered, the supplier shall automatically and immediately replace the same with no question at no cost to the school, DepEd or Government within two weeks from the time of the defects become apparent and reported by the school or the Department</p> <p>The supplier shall replace or immediately compensate the school for replacement of damaged goods, unassembled furniture, or any other defects attributable to the delivery and factory defect of the items delivered within two years from delivery, excepts for damages caused while being used by the learners in the school</p> <p>Supplier must immediately replace defective furniture and deliver its replacement without any cost with one week from the reported presence of defects. Supplier cannot deny or refuse the immediate replacement of the reported patently defective goods delivered to the school reasoning the goods were accepted by the school who are not experts to determine the quality of the goods</p>
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## *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.

No.	Description	Unit	Quantity per Division								Delivered, Weeks/ Months
			Abra	Apayao	Baguio City	Benguet	Ifugao	Kalinga	Mt. Prov	Tabuk City	
1	<b>Beaker</b> 100ml, Borocilicate	pc	380	355	350	875	290	190	235	155	Within ninety (90) calendar days upon receipt of the Notice to Proceed
2	<b>Beaker</b> 500 ml., Plastic	pc	-	-	-	-	5	-	-	-	
3	<b>Beaker</b> 1,000 ml., Borocilicate	pc	-	110	60	90	30	50	-	20	
4	<b>Beaker</b> 500ml., Borocilicate	pc	375	335	325	775	265	175	200	150	
5	<b>Cork Borer</b>	pc	3	4	4	4	2	2	2	2	
6	<b>Flask, volumetric</b> 250ml., Borocilicate	pc	5	75	55	140	30	45	35	15	
7	<b>Glass cover slip</b> 100's Box	box	-	110	60	100	20	50	-	20	
8	<b>Glass Slides</b> 72's Box	box	-	100	60	90	30	50	-	20	
9	<b>Musical Instrument</b> Miniature Guitar	pc	5	50	50	100	15	40	25	15	
10	<b>Nichrome, wire</b> 0.4, 100 ft.	pc	1	15	11	29	8	9	7	8	
11	<b>Protractor, student type</b>	pc	2960	2120	2160	5000	1880	1040	1320	1080	
12	<b>Rubber stopper</b> #6 for Erlenmeyer flask 250 ml. 2 holes	pc	5	75	55	140	30	45	35	15	
13	<b>Rubber stopper</b> #6 for Erlenmeyer flask 250 ml. 1 hole	pc	5	75	55	140	30	45	35	15	
14	<b>Ruler Plastic</b> 12 inch, 30 cm.	pc	2960	2080	2160	4960	1920	1000	1346	1080	
15	<b>Set of Tools</b>	set	-	166	6	13	5	6	2	2	

	Mechanical wire cutter and pliers 6.5 inch, 1 pair/ set										
16	<b>Triangular file</b> Fine, 6 inch, w/ plastic handle	pc	5	75	55	150	30	45	35	2	
17	<b>Universal Ph paper</b> h-0-14, 100 strips/pack 100 strips/pack	pc	5	10	10	15	10	10	10	10	
18	<b>Ph meter, hand held</b>	pc	5	75	55	150	30	135	200	115	

I hereby certify to comply with and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date



## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

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

Lot No.	Specification	unit	QTY	Statement of Compliance (State whether you comply or not comply)	state the brand and model of the specifying product offered with an attachment of official brochure or unamended sales literature
1	<p><b>Beaker, borosilicate, 100 mL</b></p> <p><b>Functional Specifications:</b> Used to contain/hold/prepare solids and liquids during chemical reaction and to heat them over a Bunsen burner's flame up to more than 150°C for normal, standard use service</p> <p><b>Performance Specifications:</b> Must be able to contain/hold/prepare solids and liquids during chemical reaction up to 100 mL capacity and heats them over a Bunsen burner's flame up to more than 150°C for normal, standard use service</p> <p>Design Specifications.</p> <ol style="list-style-type: none"> <li>1. Type : Griffin, low form</li> <li>2. Shape : Cylindrical container with straight sides, a flat bottom, and with a small spout (or "beak") to aid in pouring</li> <li>3. Material: Borosilicate, clear and transparent bubble-free glass with the following dimensions: <ol style="list-style-type: none"> <li>a) Outside diameter : 50 mm-52 mm</li> <li>b) Height: 70 mm-72 mm</li> <li>c) Thickness : 1.5 mm-2.0 mm</li> </ol> </li> <li>4. Capacity : 100 mL ± 5% etched onto the glass</li> <li>5. Graduation starts at :20 mL in 10 mL increments.</li> <li>6. Graduation range : 20 mL to 80 mL</li> <li>7. With permanent white enamel graduations of approximate volumes, inscriptions</li> <li>8. With large white marking spot</li> <li>9. Features an easy-pour spout</li> <li>10. With single graduated metric scale</li> <li>11. Can withstand heating up to 200-230°C for normal, standard use service</li> <li>12. Wrapped in paper, enclosed in bubble wrap, and packed in a compartmentalized box</li> <li>13. Must be free from breakage, cracks, chipped rims and other defects</li> <li>14. Comes with a brand, with five (5) years existence in the glass wares industry</li> </ol>	pc	2830		
2	<p><b>Beaker, Plastic 500 ML</b></p> <p><b>Functional Specifications:</b> Used to contain liquids and allow liquids to flow thru spout when overfilled;</p> <p><b>Performance Specifications:</b> Should be able to contain liquids and allow liquids to flow thru spout when overfilled</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Material: polypropylene plastic</li> <li>2. Capacity: 500 mL Increments: 10 mL</li> <li>3. Height: 12 cm</li> <li>4. Diameter: 8 cm</li> <li>5. Must have container box.</li> </ol> <p>Must be free from any toxic material.</p>	pc	5		

3	<p><b>Beaker, borosilicate, 1000 ml</b></p> <p><b>Functional Specifications:</b> Used to serve as container for mixing and for heating liquids.</p> <p><b>Performance Specifications:</b> Must be able to serve as container for mixing and for heating liquids.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1.Griffin type, borosilicate, transparent, bubble-tree glass</li> <li>2. Shape: a cylindrical container with flat bottom</li> <li>3.Thickness range: 1.5 mm to 2.0 mm</li> <li>4. Permanent white graduations, with white enamel marking spot</li> <li>5. Features an easy-pour spout</li> <li>6. Capacity: 1000 ml; t 10% enameled onto the glass</li> <li>7. Single graduated metric scale</li> <li>8. Graduation starts at 200 mL in 100 mL increments</li> <li>9. Height range: 140 mm to 160 mm</li> <li>10. Outside diameter: 100 mm to 110 mm</li> <li>11. There must be no cracks and sharp parts</li> <li>12. Safely packed in a compartmentalized box</li> </ol>	pc	360		
4	<p><b>Beaker, borosilicate, 500 mL</b></p> <p><b>Functional Specifications:</b> To measure the pH of a substance solution indicating its acidity , being neutral, or its basicity/alkalinity in 0.1 pH readability</p> <p><b>Performance Specifications:</b> Must be able to measure the pH of each substance/solution in 0.1 pH readability,</p> <ol style="list-style-type: none"> <li>a) For an acid: pH 0 pH 6.0</li> <li>b) For basic/alkaline : pH 8.0 to pH 14.0.</li> <li>c) For neutral (distilled water) : pH 7.0</li> </ol> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Portable hand held digital pen type</li> <li>2. Material : Plastic with the following dimensions : <ol style="list-style-type: none"> <li>a) Length : 6.2 in (155.45 mm) (min)</li> <li>b) Width : 1.5 in (38.1 mm) (min)</li> <li>c) Height : 1.3 in (33.02 mm) (min)</li> </ol> </li> <li>3. With retractable electrode</li> <li>4.Comes with one (1 ) pc protective cap</li> <li>5. Electrodes extend up to 3.15" (80.01 mm) (min)</li> <li>6. Waterproof</li> <li>7. pH range: pH 0 to pH 14</li> <li>8. Accuracy: <math>\pm 0.2</math> pH</li> <li>9.Features a bold LCD display of pH</li> <li>10. With automatic temperature compensation</li> <li>11. Supplied with accessories: <ol style="list-style-type: none"> <li>a) One (1) bottle pH 7.0 buffer solution Capacity of pH 7.0 buffer solution : 50 mL</li> <li>b) with one (1) pc calibration screwdriver</li> <li>c) One (1) pc 9V battery</li> <li>d) Packed in hard plastic carry case</li> </ol> </li> <li>12. Manufacturer should be accredited by NIST standards or its equivalent to the country of origin to certify that their items are calibrated.</li> <li>13. With User's Manual in English</li> <li>14. With Student Worksheets/Teacher's Manual in English</li> <li>15. For numbers 13-14. the following technical</li> </ol>	pc	2,600		

	<p>specifications from a-e must be followed:</p> <p>a) For Contents List of materials. In table form</p> <p>b) For User's Manual, Teacher's Guide, Student worksheets. Instruction Sheets/Assembly Guides, In sentences format</p> <p>i) With sentences grammatically correct and</p> <p>ii) With correct spelling and terminologies, punctuations and others</p> <p>c) In original print, not photocopied</p> <p>d) In colored pictures, drawings/illustrations</p> <p>e) in ten (10) mil laminated keycard that shall contain the actual colored picture of the model including the name: labeled with the required parts with details as follows</p> <p>i) Paper Size: A4 size , 80 gsm</p> <p>ii) Font: Times New Roman</p> <p>iii) Font size: 12</p> <p>iv) Orientation: Portrait</p> <p>v) Margins on all sides with 2 point width border line</p> <p>vi) Line with arrow head of 1.25 point with width snail point to the specific part being labeled</p> <p>16. Must be free from sharp edges</p> <p>17. Must have a brand</p>				
5	<p><b>Cork borer</b></p> <p><b>Functional Specifications:</b> Used to bore or to cut a round hole of six different diameters in a cork/rubber stopper with a steel ramrod/ eject rod pushing the removed cork out of the borer</p> <p><b>Performance Specifications:</b> Must be able to bore or to cut a round hole of six different diameters in a cork or rubber stopper and remove cork out of the borer by pushing it with a steel ramrod/eject rod</p> <p><b>Design Specifications:</b></p> <p>1. Shape of cork borer: Long hollow round rod/tube with sharpened ends</p> <p>2. Material of tube/rod: Nickel-plotted steel borer</p> <p>3. A set of six (6) different diameter sizes:(4 mm, 4.5 mm, 6 mm, 8 mm, 9.5 mm, 11 mm)</p> <p>4. Comes with a handles which are individually and permanently numbered (1-6) for easy identification handle</p> <p>a) Shape of handle: T-shaped</p> <p>b) Material of handle: Hard plastic</p> <p>c) Finish: Smooth</p> <p>d) Color of handle: Red</p> <p>5. Includes a ramrod/eject rod pushing the removed cork out of the borer Material of ramrod/eject rod: Steel</p> <p>6. Packaging: Resealable plastic pouch</p> <p>7. Comes with a brand</p>	pc	23		
6	<p><b>Flask. Volumetric, borosilicate 250 mL</b></p> <p><b>Functional Specifications:</b> Used to measure/prepare/contain a precise volume of standard solutions at a certain temperature and precise dilution of solutions up to 250 mL</p> <p><b>Performance Specifications:</b> Must be able to</p>	pc	400		

	<p>measure/prepare/contain a precise volume of standard solutions at a certain temperature and precise dilution of solutions up to 250 mL</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Class A</li> <li>2. Shape : A round or pear-shaped bulb, a long thin neck topped by a snap cap and with flat bottom</li> <li>3. Material of body: Borosilicate, clear, transparent and bubble-free glass with the following dimensions: <ol style="list-style-type: none"> <li>a) Height: 225 mm</li> <li>b) Outside diameter : 78 mm (approx. )</li> <li>c) Size: 250 mL</li> <li>d) Tolerance: <math>\pm 0.12</math> mL</li> </ol> </li> <li>4. With heavy duty rim</li> <li>5. Comes with snap cap <ol style="list-style-type: none"> <li>a) Material of snap cap .-High density plastic (polyethylene)</li> <li>b) With octagonal grip</li> <li>c) Snap-cap : No. 250</li> <li>d) Color of snap cap: Blue</li> </ol> </li> <li>6. Must meet ASTM E- 694 for volumetric ware, ASTM E-542 for calibration of volumetric ware and ASTM E-288 for volumetric flasks.</li> <li>7. Calibrated "to contain" (marked TC" or "IN")</li> <li>8. Manufacturer should be accredited by NIST standards or its equivalent to the country of origin to certify that their items are calibrated.</li> <li>9. Must be free from breakage, cracks, sharp rims and other defects</li> <li>10. Packaging : Roll up glassware in newspaper and secure with a piece of masking tape and placed in a bubble pouch and individually packed in a sturdy box</li> <li>11. Comes with a brand, with five (5) years existence in the glasswares industry</li> </ol>				
7	<p><b>Glass Cover Slips. 100's/box</b></p> <p><b>Functional Specifications:</b> Used to secure the wet mount sample specimen.</p> <p><b>Performance Specifications:</b> Must be able to secure the wet mounted sample specimen.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Pre-cleaned cover glasses and not sticking from each other</li> <li>2. Material: Transparent glass</li> <li>3. Quantity: 100's/small plastic box</li> <li>4. Dimension: 22 mm x 22 mm square</li> <li>5. Thickness: 0.13 mm - 0.17 mm</li> <li>6. There shall be no chipped edges</li> <li>7. Safely packed in a plastic box</li> </ol>	box	360		
8	<p><b>Glass Slides 72's/box</b></p> <p><b>Functional Specifications:</b> Used to contain tire specimen for examination under the microscope.</p> <p><b>Performance Specifications:</b> Must be able to accommodate the specimen subject for examination under</p>	box	350		

	<p>the microscope.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Clear, flat glass: free from moisture, dirt, and film;</li> <li>2. No color, no frost and no chipped edges</li> <li>3. Dimension: 75 mm (<math>\pm 1</math> mm) x 25 mm (<math>\pm 1</math> mm);</li> <li>4. Thickness: 1.1 mm (<math>\pm 0.1</math> mm)</li> <li>5. No sharp edges and pointed corners</li> <li>6. Packed in a box containing 72 slides with thin paper sheets in between them</li> </ol>				
9	<p><b>Musical Instrument (Miniature Guitar)</b></p> <p><b>Functional Specifications:</b> Used to demonstrate musical application of standing waves</p> <p><b>Performance Specifications:</b> Should be able to demonstrate musical application of standing waves</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Mini acoustic type, half-size guitar, any color, surface finish: varnish</li> <li>2. Made of good quality wood without sign of warp</li> <li>3. Minimum dimensions: Overall length: 33 inches. Width: 12 inches. Depth: 3 1/2 inches</li> <li>4. Standard guitar steel strings (Nos. 1-6), 18 fret minimum</li> </ol>	pc	300		
10	<p><b>Nichrome wire. 0.4, 100 ft</b></p> <p><b>Functional Specifications:</b> Used as a wire loop and heating element on which a metal salt or solid ionic compound is made to adhere into it and is heated to emit a characteristic color on the Bunsen flame to identify the particular metal present in the compound</p> <p><b>Performance Specifications:</b> Must be used as a wire loop on which a metal salt or solid ionic compound is made to adhere to and is heated to emit a characteristic color on the Bunsen flame to identify the particular metal present in the compound in a laboratory activity (Flame test).</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Shape: Round wire</li> <li>2. Material of wire: Nichrome-Alloy of nickel and chromium. Ni80 Cr20 with the following dimensions: <ol style="list-style-type: none"> <li>a) AWG size: 26</li> <li>b) Diameter: 0.4 mm</li> <li>c) Length : 100 ft</li> </ol> </li> <li>3. Form: Soft, rust-free wire</li> <li>4. Color: Silvery grey</li> <li>5. Resistance : 2.57 ohms/foot</li> <li>6. Annealed soft</li> <li>7. Perfectly tensioned. Zero elongation, scratches, or other flaws.</li> <li>8. Comes in a spool</li> <li>9. Packed in a resealable plastic pouch</li> <li>10. Comes with a brand</li> </ol>	pc	88		
11	<p><b>Protractor, student type</b></p> <p><b>Functional Specifications:</b> Used to measure angles in degrees.</p> <p><b>Performance Specifications:</b> Must be able to draw/construct and measure angles and arcs up to 180°.</p>	pc	17560		



	<p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Protractor, student-type, plastic, transparent, semi-circular, 180°;</li> <li>2. ø150mm (or 75mm radius), 1mm thick (minimum);</li> <li>3. Angular graduations are in degrees, from 0° to 180°. With two (2) sets of numerals, one reading clockwise and the other reading counterclockwise;</li> <li>4. Linear graduations are in millimeters, from 0 to 100mm;</li> <li>5. With a hole at vertex point enough for a fine string to pass through it;</li> <li>6. Plastic Surface Finish: Smooth, clear, and free from scratches;</li> <li>7. It must be horizontally level when laid flat on a table - no warping;</li> <li>8. Comes with a plastic case; and</li> </ol>				
12	<p><b>Rubber Stopper # 6 for Erlenmeyer Flask (narrow-mouth) 250 mL , 2 holes</b></p> <p><b>Functional Specifications:</b> Used to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with two (2) holes opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.</p> <p><b>Performance Specifications:</b> Must be able to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with two (2) holes opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Shape: Cylindrical with a tapered bottom end</li> <li>2. Material : Premium grade SBR black rubber compound with the following dimensions: <ol style="list-style-type: none"> <li>a) Height: 25 mm</li> <li>b) Top Ø: 32 mm</li> <li>c) Bottom Ø : 26 mm</li> <li>d) Hole Ø: 5 mm</li> </ol> </li> <li>3. Number of holes : Two (2) holes</li> <li>4. Dimension tolerance on height, top and bottom diameter : ± 0.5 mm</li> <li>5. Hardness: 40 ± 5 Duro</li> <li>6. Packed in resealable plastic bag</li> <li>7. Comes with a brand</li> </ol>	pc	400		
13	<p><b>Rubber Stopper # 6 for Erlenmeyer Flask (narrow-mouth) 250 ml , 1 hole</b></p> <p><b>Functional Specifications:</b> Used to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one (1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and</p>	pc	400		

	<p>contamination.</p> <p><b>Performance Specifications:</b> Must be able to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one (1) hole opening for insertion of a thermometer glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Shape: Cylindrical with a tapered bottom end</li> <li>2. Material : Premium grade SBR black rubber compound with the following dimensions: <ol style="list-style-type: none"> <li>a) Height: 25 mm</li> <li>b) Top Ø: 32 mm</li> <li>c) Bottom Ø : 26 mm</li> <li>d) Hole Ø: 5 mm</li> </ol> </li> <li>3. Number of holes: With one ( 1 ) hole</li> <li>4. Dimension tolerance on height, top and bottom diameter : ± 0.5 mm</li> <li>5. Hardness: 40 t 5 Duro</li> <li>6. Packed in resealable plastic bag</li> <li>7. Comes with a brand</li> </ol>				
14	<p><b>Ruler, Plastic, 12 inches/30 cm</b></p> <p><b>Functional Specifications:</b> Used to measure length and draw straight lines</p> <p><b>Performance Specifications:</b> Must be able to measure length of objects in flat surfaces up to 30cm in Metric and 12" in English standards of measurement.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Ruler, plastic, transparent, smooth surface, and 1 mm thick (minimum);</li> <li>2. Approximate Width x Length: 28 mm x 314 mm;</li> <li>3. Graduations: Metric graduations on one side while English graduations on the other side: <ol style="list-style-type: none"> <li>*Metric graduations are in centimeters, from 0 cm to 30 cm, with every cm subdivided by 10</li> <li>*English graduations are in inches, from 0 inches to 12 inches, with every inch subdivided by 16.</li> </ol> </li> <li>4. Clear, readable black, non-groove permanent prints (will not fade and cannot be scratched off):</li> <li>5. Bendable up to U shape when held at both ends; and</li> <li>6. The item shall be free from toxic materials</li> </ol>	pc	17,506		
15	<p><b>Set of Tools: Mechanical Wire Cutter and Pliers. 6.5", 1 pair/set</b></p> <p><b>Functional Specifications:</b> Used to bend large wires</p> <p><b>Performance Specifications:</b> Should be able to bend large wires</p> <p><b>Design Specifications:</b> Mechanical-Wire Cutter and Pliers, 6 1/2 inches. chrome vanadium material, 1 pair/set</p>	set	200		
16	<p><b>Triangular file Fine, 6 inch, w/ plastic handle</b></p> <p><b>Functional Specification:</b> Used to cut the glass tubing</p>	pc	397		

	<p><b>Performance Specifications:</b> Must be able to cut the glass tube</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type of file: Triangular</li> <li>2. Shape: Triangular</li> <li>3. Material: High Carbon Steel</li> <li>4. Kind of file: Fine, smooth</li> <li>5. Length of file: 6” (150-152.4 mm) long</li> <li>6. Material of handle: plastic</li> <li>7. Packed in a resealable pouch</li> <li>8. Comes with a brand</li> </ol>				
17	<p><b>Universal pH Paper. pH 0-14. 100 strips/pack</b></p> <p><b>Functional Specifications:</b> Used as an indicator to determine/measure the pH of substances, whether it is an acid, neutral or a base</p> <p><b>Performance Specifications:</b> Must be used as an indicator to effect a color change when it is dipped into the different substances to determine/measure the pH of each, through comparison with the pH color chart provided, which corresponds to:</p> <ol style="list-style-type: none"> <li>a) For an acid : pH 0-pH 6</li> <li>b) For a base :pH8-pH14</li> <li>c) For distilled water: pH 7</li> </ol> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Test strips</li> <li>2. Shape: Rectangle</li> <li>3. Material: Cellulose/Paper based</li> <li>4. Dimension of pH strip : <ol style="list-style-type: none"> <li>a) Length: 69 mm x 6 mm</li> </ol> </li> <li>5. Number of colors in indicator test strip: In four colors to test pH values</li> <li>6. Number of test strips : 100 pc strips</li> <li>7. Packaging: Clear, transparent box</li> <li>8. Shape of box: Square</li> <li>9. With complete color chart for comparison with the color change to get the pH reading of the sample being tested</li> <li>10. No sharp edges on box</li> <li>11. Measures pH 0-pH 14</li> <li>12. Comes with a brand</li> </ol>	pc	80		
18	<p><b>pH Meter, hand held</b></p> <p><b>Functional Specifications:</b> To measure the pH of a substance solution indicating its acidity , being neutral, or its basicity/alkalinity in 0.1 pH readability</p> <p><b>Performance Specifications:</b> Must be able to measure the pH of each substance/solution in 0.1 pH readability,</p> <ol style="list-style-type: none"> <li>a) For an acid: pH 0 pH 6.0</li> <li>b) For basic/alkaline : pH 8.0 to pH 14.0.</li> <li>c) For neutral (distilled water) : pH 7.0</li> </ol> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Portable hand held digital pen type</li> <li>2. Material : Plastic with the following dimensions : <ol style="list-style-type: none"> <li>a) Length : 6.2 in (155.45 mm) (min)</li> <li>b) Width : 1.5 in (38.1 mm) (min)</li> </ol> </li> </ol>	pc	765		

<p>c) Height : 1.3 in (33.02 mm) (min)</p> <p>3. With retractable electrode</p> <p>4. Comes with one (1 ) pc protective cap</p> <p>5. Electrodes extend up to 3.15" (80.01 mm) (min)</p> <p>6. Waterproof</p> <p>7. pH range: pH 0 to pH 14</p> <p>8. Accuracy: ± 0.2 pH</p> <p>9. Features a bold LCD display of pH</p> <p>10. With automatic temperature compensation</p> <p>11. Supplied with accessories:</p> <p>a) One (1) bottle pH 7.0 buffer solution Capacity of pH 7.0 buffer solution : 50 mL</p> <p>b) with one (1) pc calibration screwdriver</p> <p>c) One (1) pc 9V battery</p> <p>d) Packed in hard plastic carry case</p> <p>12. Manufacturer should be accredited by NIST standards or its equivalent to the country of origin to certify that their items are calibrated.</p> <p>13. With User's Manual in English</p> <p>14. With Student Worksheets/Teacher's Manual in English</p> <p>15. For numbers 13-14. the following technical specifications from a-e must be followed:</p> <p>a) For Contents List of materials. In table form</p> <p>b) For User's Manual, Teacher's Guide, Student worksheets. Instruction Sheets/Assembly Guides, In sentences format</p> <p>i) With sentences grammatically correct and</p> <p>ii) With correct spelling and terminologies, punctuations and others</p> <p>c) In original print, not photocopied</p> <p>d) In colored pictures, drawings/illustrations</p> <p>e) in ten (10) mil laminated keycard that shall contain the actual colored picture of the model including the name: labeled with the required parts with details as follows</p> <p>i) Paper Size: A4 size , 80 gsm</p> <p>ii) Font: Times New Roman</p> <p>iii) Font size: 12</p> <p>iv) Orientation: Portrait</p> <p>v) Margins on all sides with 2 point width border line</p> <p>vi) Line with arrow head of 1.25 point with width snail point to the specific part being labeled</p> <p>16. Must be free from sharp edges</p> <p>17. Must have a brand</p>				
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I hereby certify to comply with and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class “A” Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **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, **with an attachment of official brochure or unamended sales literature of the brand and model offered**, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

**Class “B” Documents**

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

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

**List of all Ongoing Government & Private Contracts including contracts awarded but not yet started**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	Date of Contract	a. Owner’s Name b. Address c. Telephone Nos.	Contract Duration	Date of Delivery	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts
<b>GOVERNMENT</b>							
<b>PRIVATE</b>							


Note:

State all ongoing 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. Statement must be supported by a copy of the following:

1. Notice of Award or Contract
2. Notice to Proceed issued by the owner (*in the absence of Notice to Proceed (NTP), execute an affidavit that the bidder asserted all efforts in requesting the NTP. Indicate the circumstances and state the reasons. Attach letter of request as supporting documents*).

Submitted by: \_\_\_\_\_  
 (Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

*NOTE: Use another sheet if necessary*

### Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	Date of Contract	a. Owner's Name b. Address c. TelephoneNos.	Contract Duration	Date of Delivery	Kinds of Goods	Amount of Completed Contract

Note: This statement shall be supported with:



1. Certificate of End-users Acceptance or Official Receipt/s or Sales Invoice.

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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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]*

APPENDIX "1"

## **Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

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### **BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin 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
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(if none, state "None") ]

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

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

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

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Bid Securing Declaration Form**

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

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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]*

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

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**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: \_\_\_\_\_

# *Price Schedule for Goods Offered from Abroad*

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

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## *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: \_\_\_\_\_



