



Republic of the Philippines  
**CENTRAL MINDANAO UNIVERSITY**  
University Town, Musuan, Maramag, Bukidnon  
E-mail: bac@cmu.edu.ph

**Bids and Awards Committee – Goods and Services**

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# **BIDDING DOCUMENTS**

**FOR**

**SUPPLY, DELIVERY AND INSTALLATION OF OFFICE  
EQUIPMENT**

**ITB-72/STF-23  
Sixth Edition  
July 2020**

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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.



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## INVITATION TO BID FOR

### *Supply, Delivery & Installation of Office Equipment*

### *ITB-72/STF-23*

1. The *CENTRAL MINDANAO UNIVERSITY*, through the STF 2023 intends to apply the sum of One Million Eight Hundred Fifty-Nine Thousand Seven Hundred Twenty-Nine Pesos and Eighty-four Centavos Only (1,859,729.84) being the ABC to payments under the contract for *Supply, Delivery & Installation of Office Equipment (ITB No.-72/STF-23)*. **Bids received in excess of the ABC per item shall be automatically rejected at bid opening.**

The *CENTRAL MINDANAO UNIVERSITY* now invites bids for the above Supply, Delivery & Installation of Office Equipment. Delivery of the Goods is required within **45 days** upon *receipt of notice to proceed*. Bidders should have completed, within **two (2) years** prior 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).

2. 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.

3. Prospective Bidders may obtain further information from *CENTRAL MINDANAO UNIVERSITY* and inspect the Bidding Documents at the address given below during **7:00-11:00 AM and 1:00-5:00 PM**.
4. A complete set of Bidding Documents may be acquired by interested Bidders on October 26 to November 20, 2023 from the given address and website(s) below *and upon payment of a non-refundable fee in the amount of Five Thousand Pesos (5,000.00)*:

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity. However, the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

*[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.]*

5. The *CMU* will hold a Pre-Bid Conference<sup>1</sup> **November 7, 2023 @ 10:00 Am** at *BAC Conference Office, CMU, Musuan, Maramag, Bukidnon* and/or through video conferencing or webcasting, which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 20, 2023 at 10:00 am**. Late bids shall not be accepted.

6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
7. Bid opening shall be on **November 20, 2023 at 10:00 am** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
8. The *CENTRAL MINDANAO UNIVERSITY* 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.
9. For further information, please refer to:

*IRIS M. DAJAO-OPISO*  
Head, BAC-Secretariat  
CP# 0917-718-2368  
E-mail Add. [bac@cmu.edu.ph](mailto:bac@cmu.edu.ph)

10. You may visit the following websites:

For downloading of Bidding Documents: [cmu.edu.ph](http://cmu.edu.ph) & [philgeps.gov.ph](http://philgeps.gov.ph)

**HERMIE P. PAVA**  
BAC Chairperson for  
Goods and Services

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<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.



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## INSTRUCTION TO BIDDERS

1. All bids and eligibility requirements must be submitted to the BAC–Secretariat of Central Mindanao University – Bids and Awards Committee (BAC) on or before **10:00 o'clock in the morning, Central Mindanao University BAC Office time** on the day of the scheduled bidding. Bids submitted after the deadline shall not be accepted by the BAC;
2. All bids must be accompanied by a Bid Security in an amount equivalent to a percentage of the Approved Budget for the Contract to be bid (ABC) in an acceptable form of bonds as follows:  
  

<b>CASH, MANAGER'S CHECK, CASHIER'S CHECK, BANK DRAFT OR BANK GUARANTEE OF ABC</b>	<b>- 2%</b>
<b>SURETY BOND OF ABC</b>	<b>- 5%</b>

  
**NOTARIZED BID SECURING DECLARATION**
3. The prospective bidder should have an experience in undertaking a similar project within the University or any other government agencies and private companies for the last two (2) years with an amount of at least fifty percent (50 %) of the Approved Budget for the Contract to be bid;
4. In case the Net Financial Contracting Capacity (NFCC) is not equal to the ABC prospective bidder must secure a commitment from a License bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate equivalent to at least ten percent (10 %) of the ABC, which is specific to the contract;
5. A single-stage, two-envelope system of bidding will be adopted by the BAC;
6. A prospective bidder should submit his/her bid documents in **two (2) separate sealed bid envelopes**, with **envelope no. 1 duly marked as Eligibility & Technical requirements**, **envelope no. 2 marked Financial envelope** containing the bid proposal. All envelopes must be sealed in an outer envelope which shall be marked with the name of the contract to be bid and the name of the bidder and addressed to the BAC;
7. Bid documents submitted must be in **three (3) copies**, with the original mark as **original copy** to facilitate evaluation of the documents by the BAC – TWG;
8. Eligibility checking of the prospective bidders shall be done using a non – discretionary **“pass / fail criteria”**;



9. Withdrawal or Modification of Bids after Bid Opening is NOT allowed; Submission of Waiver after Bid Opening will mean forfeiture of Bid Security and Subject to Administrative Sanction – Suspension of one year for 1<sup>st</sup> offense and Suspension of two years for the second offense.
10. All items are subject to inspection and tests prior to acceptance and payment.
11. All representatives shall be authorized by the Owner/ Proprietor through a Special Power of Attorney or a Secretary's Certificate in the case of Corporations.
12. All clarifications must be in the form of writing.
13. Attached to make part of this Instruction to Bidders are sample standard forms to be included in the bidding documents.

**(Sgd.) HERMIE P. PAVA**  
**BAC Chairman, GOODS AND SERVICES**

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

### **1. Scope of Bid**

The Procuring Entity, *CENTRAL MINDANAO UNIVERSITY* wishes to receive Bids for the *[Supply, Delivery & Installation of Office Equipment]*, with identification number *[ITB NO. 72 STF-23]*.

The Procurement Project (referred to herein as “Supply, Delivery & Installation of Office Equipment is composed of One 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 *[STF2023]* in the amount of *1,859,729.84)*

2.2. The source of funding is:

a. Special Trust Fund

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

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

## **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 e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
  - a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
  - b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The

price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
  
- 13.2. Payment of the contract price shall be made in:
  - 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 shall exceed one hundred twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

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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 copy of the first and second components of its Bid.

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

## 19. Detailed Evaluation and Comparison of Bids

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

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
Option 3 - One Project having several items, which shall be awarded as separate contracts per item.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially



compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 20.2. Within a non-extendable period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,*}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*}*

## 21. Signing of the Contract

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

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## *Section III. Bid Data Sheet*

<b>ITB Clause</b>					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Supply, Delivery &amp; Installation of Office Equipment</li> <li>b. completed within [2 YEARS] prior to the deadline for the submission and receipt of bids.</li> </ul>				
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: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>37,194.60</b> [<i>Indicate the amount equivalent to two percent (2%) of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>92,986.49</b> [<i>Indicate the amount equivalent to five percent (5%) of ABC</i>] if bid security is in Surety Bond.</li> </ul>				
19.3	<i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i>				
	ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST
	1	DIGITAL DUPLICATOR	unit	2	253,689.92
		Specifications			
		Configuration: Desktop			
		Print Speed: 80-130 sheets per minute			
		Duty Cycle: 300,000 prints per month			

	Resolution: Scanning - 600x600 dpi, 300x400 dpi (Fine Mode)			
	Original Type: Sheet, Book			
	Original Size: Exposure Glass Cover: 297x432mm			
	ARDF: 297x432mm			
	Image Position: Vertical: +/- 10mm			
	Horizontal: +/- 10mm			
	Reproduction Ratio: 141%, 122%, 115%, 100%, 93%,			
	87%, 82%, 71%			
	Enhanced Features: Combine, shift/erase/margin adjustment (Margin adjustment, Erase border			
	Colour printing (by replacing colour drum)			
	Image Mode: Letter, Photo, Letter/photo auto separation, pencil, Tint			
	Print Area: B4 drum: 250x355mm			
	Dimensions (WXDXH) Setup (Platen): 1,244x681x670mm			
	Setup (ARDF): 1,244x681x745mm			
	Weight: 69kgs			
	Power Source: 220-240 V, 50/60 Hz			
	Paper Handling: 1,000 sheets			
	Paper Delivery Table Capacity: 1,000 sheets			

	Paper Weight: 47.1-209.3 g/m2			
	Consumables:Master: B4: 260 master/roll 500ml /cartridge			
	Inclusions: 22 crg ink black, and 10 rolls master			
	<b>include operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao</b>			
2	<b>Collator</b>	unit	1	440,000.00
	Specifications:			
	Friction Feed Vertical Collator			
	3 rings friction feeding			
	12 bins			
	52.3 to 128 gsm (Paper weight)			
	Feed Bin Capacity - 350 sheets			
	100 sets per minute or 4,200 sheets			
	straight stacking per hour			
	Paper feed Bin Detections			
	(Empty feed, double feed, paper jam)			
	Paper Size (min./Max)			
	140x160mm x 320x450mm			
	<b>AFTER SALES SERVICE</b>			
	Ø Free delivery, installation and			
	operator's training			
	Ø One (1) year warranty for spare parts			

	except for consumable parts.			
	Ø With qualified Engineers			
	for onsite repair			
	include operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao			
3	FULL COLOUR LASER MULTI-FUNCTION PRINTER	unit	2	426,175.00
	Specifications			
	Warm-up Time: 21 seconds			
	First Output Speed: B/W 5.1 seconds			
	First Output Speed: Full Color 7.4 seconds			
	Continuous Output Speed: 25 ppm			
	Memory: 4GB			
	HDD: 320GB			
	Document Feeder Type: ARDF 100 sheets			
	Control Planner: Android base 10.1 Smart operation Panel			
	Copier: Multiple Copying: up to 999 copies			
	Resolution: 600 DPI			
	Zoom: from 25% to 400% in 1% step			
	Printer:			
	CPU: Intel Atom Processor ApolloLake1.3GHz			

	Printer Resolution:1,200x1,200DPI			
	Network Standard: Ethernet 10 base-T/100-TX/100 base-T			
	USB Host I/F Type A, USB DeviceI/F Type B			
	Wwindows 10, Windows 11			
	Scanner: Scanning Speed:120ipm (Duplex)			
	Paper Handling: Rec. Paper Size: Tray 1: 8-1/2x11" (A4)			
	Tray 2: 5-1/2"x8, 12"x18" (SRA3, A3-A6, B4-B6, Envelopes			
	By pass tray: Up to 12"x18", envelopes, custom sizes			
	Paper input: 2,300 sheets capacity; Paper output 1,625 sheets Paper weight 60-300gsm			
	Paper types: Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss			
	Toner:black - 16,500 prints; Toner CMY: 10,500 prints			
	Inclusion:			
	3 crg Cyan, 3 crg Magenta, 3 Crg Yellow, 3 Crg Black			
	<b>include operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao</b>			

	4	<b>Photocopier</b>	unit	1	60,000.00
		<b>Digital B &amp;W Multi-Function printer, copier &amp; scanner</b> -printers up to 20 ppm -600 x00 dpi - duplex unit as standard <b>One year Warranty</b>			
20.2	<i>Additional Requirement</i> <i>operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao</i>				
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>				



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

### **1. Scope of Contract**

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

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

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

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

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

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

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

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

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

### 3. Performance Security

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

### 4. Inspection and Tests

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

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

### 5. Warranty

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

## **6. Liability of the Supplier**

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

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

# *Section V. Special Conditions of Contract*

## **Special Conditions of Contract**

<b>GCC Clause</b>	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><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 <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p><b>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</b></p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</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>

	<i>Select appropriate requirements and delete the rest.</i>
	a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
	b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i>  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.  <b>Spare Parts –</b>  The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:  <i>Select appropriate requirements and delete the rest.</i>  a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and  b. in the event of termination of production of the spare parts:

	<p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p>
	<p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<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>

	Name of the Procuring Entity
	Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>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</p>

	for shipment and the actual date of shipment the period of delay will be considered force majeure.
	<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>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>



## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Unit Cost	Delivered, Weeks/Months
1	DIGITAL DUPLICATOR	2		
	Specifications			
	Configuration: Desktop			
	Print Speed: 80-130 sheets per minute			
	Duty Cycle: 300,000 prints per month			
	Resolution: Scanning - 600x600 dpi, 300x400 dpi (Fine Mode)			
	Original Type: Sheet, Book			
	Original Size: Exposure Glass Cover: 297x432mm			
	ARDF: 297x432mm			
	Image Position: Vertical: +/- 10mm			
	Horizontal: +/- 10mm			
	Reproduction Ratio: 141%, 122%, 115%, 100%, 93%,			
	87%, 82%, 71%			
	Enhanced Features: Combine, shift/erase/margin adjustment (Margin adjustment, Erase border			
	Colour printing (by replacing colour drum)			
	Image Mode: Letter, Photo, Letter/photo auto separation, pencil, Tint			

	Print Area: B4 drum: 250x355mm			
	Dimensions (WXDXH) Setup (Platen):1,244x681x670mm			
	Etup (ARDF):1,244x681x745mm			
	Weight: 69kgs			
	Power Source: 220-240 V, 50/60 Hz			
	Paper Handling: 1,000 sheets			
	Paper Delivery Table Capacity: 1,000 sheets			
	Paper Weight: 47.1-209.3 g/m2			
	Consumables:Master: B4: 260 master/roll 500ml /cartridge			
	Inclusions: 22 crg ink black, and 10 rolls master			
	operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao			
2	<b>Collator</b>	1		
	Specifications:			
	Friction Feed Vertical Collator			
	3 rings friction feeding			
	12 bins			
	52.3 to 128 gsm (Paper weight)			
	Feed Bin Capacity - 350 sheets			
	100 sets per minute or 4,200 sheets			
	straight stacking per hour			
	Paper feed Bin Detections			
	(Empty feed, double feed, paper jam)			
	Paper Size (min./Max)			
	140x160mm x 320x450mm			

	AFTER SALES SERVICE			
	Ø Free delivery, installation and			
	operator's training			
	Ø One (1) year warranty for spare parts			
	except for consumable parts.			
	Ø With qualified Engineers			
	for onsite repair			
	operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao			
3	FULL COLOUR LASER MULTI-FUNCTION PRINTER	2		
	Specifications			
	Warm-up Time: 21 seconds			
	First Output Speed: B/W 5.1 seconds			
	First Output Speed: Full Color 7.4 seconds			
	Continuous Output Speed: 25 ppm			
	Memory: 4GB			
	HDD: 320GB			
	Document Feeder Type: ARDF 100 sheets			
	Control Planner: Android base 10.1 Smart operation Panel			
	Copier: Multiple Copying: up to 999 copies			
	Resolution: 600 DPI			
	Zoom: from 25% to 400% in 1% step			

	Printer:			
	CPU: Intel Atom Processor ApolloLake1.3GHz			
	Printer Resolution:1,200x1,200DPI			
	Network Standard: Ethernet 10 base-T/100-TX/100 base-T			
	USB Host I/F Type A, USB DeviceI/F Type B			
	Windows 10, Windows 11			
	Scanner: Scanning Speed:120ipm (Duplex)			
	Paper Handling: Rec. Paper Size: Tray 1: 8-1/2x11" (A4)			
	Tray 2: 5-1/2"x8, 12"x18" (SRA3, A3-A6, B4-B6, Envelopes			
	By pass tray: Up to 12"x18", envelopes, custom sizes			
	Paper input: 2,300 sheets capacity; Paper output 1,625 sheets Paper weight 60-300gsm			
	Paper types: Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss			
	Toner:black - 16,500 prints; Toner CMY: 10,500 prints			
	Inclusion:			
	3 crg Cyan, 3 crg Magenta, 3 Crg Yellow, 3 Crg Black			
	operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao			
4	<b>Photocopier</b>	<b>1</b>		

	<b>Digital B &amp;W Multi Function printer, copier &amp; scanner</b> -printers up to 20 ppm -600 x00 dpi - duplex unit as standard <b>One year Warranty</b>			
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## *Section VII. Technical Specifications*

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	DIGITAL DUPLICATOR	
	Specifications	
	Configuration: Desktop	
	Print Speed: 80-130 sheets per minute	
	Duty Cycle: 300,000 prints per month	
	Resolution: Scanning - 600x600 dpi, 300x400 dpi (Fine Mode)	
	Original Type: Sheet, Book	
	Original Size: Exposure Glass Cover: 297x432mm	
	ARDF: 297x432mm	
	Image Position: Vertical: +/- 10mm	
	Horizontal: +/- 10mm	
	Reproduction Ratio: 141%, 122%, 115%, 100%, 93%,	
	87%, 82%, 71%	

	Enhanced Features: Combine, shift/erase/margin adjustment (Margin adjustment, Erase border)	
	Colour printing (by replacing colour drum)	
	Image Mode: Letter, Photo, Letter/photo auto separation, pencil, Tint	
	Print Area: B4 drum: 250x355mm	
	Dimensions (WXDXH) Setup (Platen):1,244x681x670mm	
	Setup (ARDF):1,244x681x745mm	
	Weight: 69kgs	
	Power Source: 220-240 V, 50/60 Hz	
	Paper Handling: 1,000 sheets	
	Paper Delivery Table Capacity: 1,000 sheets	
	Paper Weight: 47.1-209.3 g/m <sup>2</sup>	
	Consumables:Master: B4: 260 master/roll 500ml /cartridge	
	Inclusions: 22 crg ink black, and 10 rolls master	
	<b>operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao</b>	
2	<b>Collator</b>	
	Specifications:	
	Friction Feed Vertical Collator	
	3 rings friction feeding	
	12 bins	
	52.3 to 128 gsm (Paper weight)	

	Feed Bin Capacity - 350 sheets	
	100 sets per minute or 4,200 sheets	
	straight stacking per hour	
	Paper feed Bin Detections	
	(Empty feed, double feed, paper jam)	
	Paper Size (min./Max)	
	140x160mm x 320x450mm	
	AFTER SALES SERVICE	
	Ø Free delivery, installation and	
	operator's training	
	Ø One (1) year warranty for spare parts	
	except for consumable parts.	
	Ø With qualified Engineers	
	for onsite repair	
	operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao	
3	FULL COLOUR LASER MULTI-FUNCTION PRINTER	
	Specifications	
	Warm-up Time: 21 seconds	
	First Output Speed: B/W 5.1 seconds	
	First Output Speed: Full Color 7.4 seconds	
	Continuous Output Speed: 25 ppm	
	Memory: 4GB	
	HDD: 320GB	



	Document Feeder Type: ARDF 100 sheets	
	Control Planner: Android base 10.1 Smart operation Panel	
	Copier: Multiple Copying: up to 999 copies	
	Resolution: 600 DPI	
	Zoom: from 25% to 400% in 1% step	
	Printer:	
	CPU: Intel Atom Processor ApolloLake1.3GHz	
	Printer Resolution:1,200x1,200DPI	
	Network Standard: Ethernet 10 base-T/100-TX/100 base-T	
	USB Host I/F Type A, USB DeviceI/F Type B	
	Windows 10, Windows 11	
	Scanner: Scanning Speed:120ipm (Duplex)	
	Paper Handling: Rec. Paper Size: Tray 1: 8-1/2x11" (A4)	
	Tray 2: 5-1/2"x8, 12"x18" (SRA3, A3-A6, B4-B6, Envelopes)	
	By pass tray: Up to 12"x18", envelopes, custom sizes	
	Paper input: 2,300 sheets capacity; Paper output 1,625 sheets Paper weight 60-300gsm	
	Paper types: Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss	
	Toner:black - 16,500 prints; Toner CMY: 10,500 prints	

	Inclusion:	
	3 crg Cyan, 3 crg Magenta, 3 Crg Yellow, 3 Crg Black	
	operator's training, at least one year warranty and availability of after-sales services for repairs and maintenance (on-site); preferably with service offices within Mindanao	
4	<b>Photocopier</b>	
	<b>Digital B &amp;W Multi Function printer, copier &amp; scanner</b> -printers up to 20 ppm -600 x00 dpi - duplex unit as standard <b>One year Warranty</b>	

# Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Eligibility Requirements.

<i>Class “A” Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(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; within the relevant period in the bidding documents. The Statement shall include all information required in the PBDs prescribed by the GPPB. ( <b>Sample form-Form No. 3</b> ). The duly signed form shall still be submitted even if the bidder has no on-going contract.
<input type="checkbox"/>	(c) Statement of the prospective bidder identifying its <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user’s acceptance of officials receipt(s) issued for the contract, within the relevant periods provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. ( <b>sample form-Form No. 4</b> )
	(d) The prospective bidder’s audited financial statements, showing, among others, the prospective bidder’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized

	institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
<input type="checkbox"/>	<p>(e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;</p> <p><b><u>or</u></b></p> <p>Original copy of Notarized Bid Securing Declaration;</p> <p>(f) Scheduled VI- Schedule of Requirements with signature of Bidder's authorized representative.</p>
<input type="checkbox"/>	<p>(g) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b><u>and</u></b></p> <p>Original duly signed Omnibus Sworn Statement (OSS);</p> <p>(h) <b>and</b> 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. (<b>sample Form- Form No. 7</b>)</p>
<i><u>Financial Documents</u></i>	
<input type="checkbox"/>	<p>(i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); (<b>sample form-Form No.5</b>)</p> <p><b><u>or</u></b></p> <p>A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p>
<i><b>Class "B" Documents</b></i>	
<input type="checkbox"/>	<p>(j) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;</p> <p><b><u>or</u></b></p> <p>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.</p>

**FINANCIAL COMPONENT (SECOND ENVELOPE)**

<input type="checkbox"/>	(a) Original of duly signed and accomplished Financial Bid Form; ( <b>sample form-Form No. 1</b> )
<input type="checkbox"/>	(b) Original of duly signed and accomplished Price Schedule(s). ( <b>sample form-Form No. 2</b> )

# FORMS



# 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]*

## **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]*

# 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 Amount and Purpose of agent Currency 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: \_\_\_\_\_

## Price Schedule for Goods Offered from Within the Philippines

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

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x  (col 4)

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

Legal Capacity: \_\_\_\_\_

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

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

Statement of Single Largest Completed Contract (SLCC) Similar

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Supplier's Name and Address	Kinds of Goods	Date of Delivery	Contract Amount

Note: This statement shall be supported with NOA, Contract, NTP, O.R or Sales Invoice &. other docs, if necessary

Submitted by: \_\_\_\_\_

(Printed Name & Signature)

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

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

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

**Statement of all Ongoing Government & Private Contracts Including Contracts Awarded But Not Yet Started,**

						Amount	
Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Contract Amount	Value of Outstanding Contract
Government							
Private							
						TOTAL	

Note: This statement shall be supported with NOA, Contract, NTP and other docs, if necessary

Submitted by: \_\_\_\_\_

(Printed Name & Signature)

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

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

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