

PHILIPPINE BIDDING DOCUMENTS

Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines

Government of the Republic of the Philippines

Bid No. 22-013-06 BRAVO

**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



Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines

Bid No. 22-013-06 BRAVO

1. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP), through the CAAP Corporate Budget CY2022 intends to apply the sum of **FIVE MILLION TWO HUNDRED EIGHTY THOUSAND PESOS (Php5,280,000.00)** being the ABC to payments under the contract for the **Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CAAP now invites bids for the **Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines**. Delivery of the Goods is required within *Fifteen (15) Working Days from the receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *the last 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.
 - a. 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 CAAP and inspect the Bidding Documents at the address given below during *Office Hours from 8AM to 5PM Philippine Time*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 16 June 2022 until the deadline of submission of bids from the given address and website below *in the amount of Php11,200.00 (inclusive of 12% VAT)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by sending an email of the scanned copy of the Official Receipt or by showing the Official Receipt personally to CAAP-BAC Secretariat*.

6. The CAAP will hold a Pre-Bid Conference on **23 June 2022, 02:00PM** through video conferencing or webcasting via **Google Meet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through *manual* submission at the office address indicated below, on or before **7 July 2022, 2:00 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **7 July 2022, 2:00 PM** at the given address below and via *web conferencing through Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The CAAP 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:

ENGR. LEANDRO R. VARQUEZ

Head, BAC Secretariat
Civil Aviation Authority of the Philippines
Old MIA Road corner Ninoy Aquino Avenue
1300 Pasay City, Metro Manila
Telephone number – (02) 944-2358
www.caap.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://caap.gov.ph/invitation-to-bid-bravo-2022/>

16 June 2022

CAPTAIN DONALDO A. MENDOZA
Chairperson, Bids and Awards Committee - Bravo

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, CAAP wishes to receive Bids for the project *Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines*, with identification number, ***Bid No.22-013-22 BRAVO***.

The Procurement Project (referred to herein as “Project”) 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 CAAP COB 2022 in the amount of *P5,280,000.00*.

2.2. The source of funding is:

- a. GOCC and GFIs, the proposed Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project **08 June 2022, 02:00PM** at **CAAP Conference Room, 4th flr. Main Bldg., Civil Aviation Authority of the Philippines, MIA Road, Pasay City** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years 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.

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

14. Bid Security

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

14.2. The Bid and bid security shall be valid until *One Hundred Twenty (120) calendar days from the date of Opening of Bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

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

sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

20.1. Within a non-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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Lease/Rental of Multi-Functional Photocopier Machines, subject to service performance evaluation by the end-user b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
10.1	<p>The bidder shall submit all eligibility and technical documents as specified in Section VIII. Checklist of Technical and Financial Documents: Class “A” Documents</p> <p>Legal Documents:</p> <ul style="list-style-type: none"> a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and c. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and <p>In connection to GPPB Circular 07-2017 dated 31 July 2017, the bidder shall have the following options:</p> <ul style="list-style-type: none"> 1. Submit the Certificate of PhilGEPS Registration and Platinum Membership including its Annex “A” in lieu of the uploaded Class “A” Eligibility Documents identified in Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act 9184 (Revised IRR of RA 9184), provided that all Class “A” Eligibility Documents listed under the aforesaid Annex “A” are all uploaded and maintained current and updated in the PhilGEPS Registry. 2. Submit a combination of the PhilGEPS Registration and Platinum Membership including its Annex “A” and Class “A” Eligibility Documents identified in Section 8.5.2 of the Revised IRR of RA 9184. <p>In the event that aforesaid Class “A” Eligibility Document(s) listed in the Annex “A” of the PhilGEPS Registration and Platinum Membership</p>

	<p>is/are reflected to be outdated, the bidder shall submit such current and updated Class “A” Eligibility Document(s).</p> <p>2. Submit all the Class “A” Eligibility Documents only, provided that the PhilGEPS Registration and Platinum Membership shall be submitted as a Post-Qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.</p> <p>Technical Documents</p> <p>e. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Annex “A” Form 1); and</p> <p>f. <i>The statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid must have contracts completed within ten (10) years prior to the deadline for the submission and receipt of bids.</i></p> <p>The bidder’s SLCC must be completed within <i>the last five (5) years</i> from the date of submission and receipt of bids, a contract similar to the Project. (CAAP-BAC-SF Annex “A” Form 2)</p> <p>a. 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 (Annex “B” Form 2);and</p> <p>b. Project Requirements, which shall include the following:</p> <ol style="list-style-type: none"> 1. Conformity with the Technical Specifications (CAAP-BAC-SF Annex “B” Form 3); 2. Delivery Schedule; 3. List of Bidder’s major equipment (i.e. owned, leased or under purchase agreement) supported by proof of ownership and availability of equipment for the duration of the project; <p>c. Original duly signed Omnibus Sworn Statement (OSS) (Annex “B” Form 4); 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. The following documents shall be attached to the Omnibus Sworn Statement:</p> <ol style="list-style-type: none"> 1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revised Implementing Rules and Regulation (R-IRR) of RA No. 9184; and 2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; and
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	<p>3. Bid Bulletins (if applicable); and</p> <p>Financial Documents</p> <p>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; and</p> <p>e. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).</p> <p>Class “B” Documents</p> <p>f. If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.</p> <p>Applicable CAAP BAC Standard Forms included in this PBD shall be complied in accordance with the prescribed forms under Section IX Bidding Forms.</p> <p>Bids not complying with the above instruction shall be disqualified.</p>
10.4	<p>The CAAP-approved Technical Specifications (Terms of Reference) for the Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines shall be an integral and inseparable part of the contract.</p>
11.1	<p>The second bid envelope shall contain the financial documents for the Bid as specified in Section IX. Checklist of Technical and Financial Documents.</p> <p>This shall include the complete accomplishment of all of the following documents as stated and required under Section VIII of this PBD and shall form part of the bidder’s financial documents:</p> <p>a. Original of duly signed and accomplished Financial Bid Form (CAAP-BAC-SF Bid Form); and</p> <p>b. Original of duly signed and accomplished Price Schedule.</p> <p>Modifications and/or alterations on the stated requirements in the financial document forms shall not be allowed.</p> <p>Applicable CAAP BAC Standard Forms included in this PBD shall be complied in accordance with the prescribed forms under Section IX Bidding Forms. Bids not complying with the above instruction shall be disqualified.</p>
11.3	<p>Bids exceeding the ABC of the project shall be disqualified.</p>

12	The price of the Goods shall be quoted DDP, refer to <i>Delivery Site(s)</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.										
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Php105,600.00 (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php264,000.00 (5%) of ABC] if bid security is in Surety Bond.</p>										
15	<p>1. Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the Bidder.</p> <p>Submitted Eligibility, Technical and Financial documents shall be properly marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. "page 3 of 100". Page number of last page of the document (per envelope basis).</p> <p>Pagination should be sequential based on the entire span of the whole documents inside the envelope.</p> <p>Bids not complying with the above instructions shall be automatically disqualified.</p> <p>2. Each Bidder shall submit one copy of the first and second components of its bid.</p>										
19.1	<p><i>The Bidder must render its statement of Compliance/Conformity with Bidding Documents as enumerated and specified in Section VII. Technical Specifications (CAAP-BAC-SF Annex "B" Form 3).</i></p> <p>Bids not complying with the above instruction shall be disqualified.</p>										
19.2	Partial bid is not allowed. The project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.										
19.3	<p><i>The ABC is Five Million Two Hundred Eighty Thousand Pesos (Php5,280,000.00). Any bid with a financial component exceeding this amount shall not be accepted.</i></p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Description</th> <th>Qty.</th> <th>Unit</th> <th>Total ABC (PhP)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rental of Multi-Functional Photocopier Machine (Copy, Printer and Scanner) for various Offices at CAAP Head Office</td> <td>1</td> <td>lot</td> <td>5,280,000.00</td> </tr> </tbody> </table>	Lot No.	Description	Qty.	Unit	Total ABC (PhP)	1	Rental of Multi-Functional Photocopier Machine (Copy, Printer and Scanner) for various Offices at CAAP Head Office	1	lot	5,280,000.00
Lot No.	Description	Qty.	Unit	Total ABC (PhP)							
1	Rental of Multi-Functional Photocopier Machine (Copy, Printer and Scanner) for various Offices at CAAP Head Office	1	lot	5,280,000.00							
20.1	<i>The LCB shall submit three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory within a non-extendible period of five (5) calendar days from receipt of the notification arranged, numbered and</i>										

	<p><i>tabbed as enumerated below:</i></p> <p><i>(a) Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005);</i></p> <p><i>(b) Latest Business Tax Return filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns covering the previous six (6) months (per Revenue Regulations 3-2005);</i></p> <p><i>The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <p><i>(c) Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration as part of the Eligibility Documents, if applicable; and</i></p> <p><i>(d) Valid and current Certificate of PhilGEPS Registration and Membership-Platinum (In the event the bidder opted to submit only the Class “A” Eligibility Documents (Pursuant to GPPB Circular 07-2017 dated 31 July 2017).</i></p> <p><i>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for Award.</i></p> <p><i>NOTE:</i></p> <p><i>1) In case of JVA, each joint venture partners shall submit the above-cited Post qualification Documentary Requirements (GPPB NPM 006-2010 dated 04 February 2010).</i></p> <p><i>2) As the possible Single/Lowest Calculated Responsive Bidder (S/LCRB), please provide the CAAP-BAC-B, soft copy in “Word” and in PDF the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project.</i></p> <p><i>3) All submitted documents during the Submission of Opening of Bids (original and the two (2) copies) by the S/LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory.</i></p>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity:</p> <ol style="list-style-type: none"> 1. Certificate of After Sales Service and Parts; 2. After Sales Support within one (1) year/ Certification of availability of parts;

	<p>3. The bidder shall submit any of the following (if applicable);</p> <ul style="list-style-type: none">a. If the bidder is the manufacturer, a certificate stating that the bidder manufactures the products/items; orb. If the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items, a Certificate or Contract from the manufacturer stating that the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items; orc. If the bidder is an agent of the exclusive distributor or dealer the following shall be provided:<ul style="list-style-type: none">i. Certificate or Distributorship/Dealership Agreement by the Manufacturer with the Distributor/dealer; orii. Contract between the distributor/dealer and the bidder; <p>4. Product brochure and other manufacturer's un-amended sales literature, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification.</p>
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Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be addressed by the Supplier, 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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p style="padding-left: 40px;">MR. OSCAR B. DEMETILLO JR. Chief, Procurement Division 3rd Floor, General Services Bldg. CAAP, MIA Road Pasay City Tel No. 7994-2280 to 2282 Email Address: procurement@caap.gov.ph</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<p>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</p>
	<p>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.</p> <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>Spare Parts –</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"> 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: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</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 one (1) year.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.</p>

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Terms of Payment</p> <p>1. Rental charges shall not be more than Php10,000.00/per month per machine or total consumption of 15,000 mono pages 3,500 color pages per machine per month or total consumption of 585,000 mono pages and 17,500 color pages per month based on the number of copies shown on the meter reading cards/reports plus 2% allowance for spoilage. Offsetting will be allowed provided that it will not exceed the total annual consumption of 7,020,000 for mono pages and 210,000 for color pages plus the 2% allowance for spoilage.</p> <p>2. The service provider must bill the end-user on or before the 30th of the month with attached meter reading data for verification prior to acceptance.</p> <p>3.All payments made shall be subject to the usual government accounting and auditing rules and regulations.</p> <p>4. The cost indicated on the billing must be inclusive of all applicable government taxes.</p>
4	<p>The inspections and tests that will be conducted shall include but not limited to physical inspection and inventory, or whatever additional tests that the Technical Inspection Team may require.</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
1	Rental of Multi-Functional Photocopier Machine (Copier, Printer and Scanner) for various Offices at CAAP Head Office (39 units of Monochrome Photocopier and 5 units Colored Photocopier)	1	lot	Fifteen (15) Working days from the receipt of NTP
	<i>nothing follows</i>			

***Please include the attached Terms of Reference with signature of the duly authorized representative as part of the submission of the bid proposal.**

TERMS OF REFERENCE

Project Title: Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines
Type of Service: General Services
End-User/Client: Procurement Division- Administrative Department
Funding Source: COB
ABC: PpP5,280,0000.00

I. RATIONALE

The Civil Aviation Authority of the Philippines, in its thrust to improve overall internal operations and processes, requires reliable printing, scanning, and copying services. With multiple programs and projects currently being handled and managed by the Authority, these critical documentary functions need to be carried out efficiently, cost-effectively, and reliably by the various Offices under CAAP-Central Office.

II. SCOPE OF WORK

To deliver photocopying machines particularly described hereunder, to the following offices of the Civil Aviation Authority of the Philippines and provide for its maintenance:

Office	Office Address	Monochrome	Colored
1. Central Records and Archives Division	2 nd flr., CAAP Main Bldg.	2	
2. Business Development Division	Ground flr., CAAP Main Bldg.	1	
3. Office of the Corporate Board Secretary	Ground flr., CAAP Main Bldg.	1	
4. Civil Aviation Training Center (CATC)	Merville, Pasay City	1	
5. Regulatory Standards Department/Aviation Records Management Division	2 nd flr., Annex Bldg.	2	
6. Regulatory Standards Department/Regulatory Standards Development Division	2 nd flr., Annex Bldg.	1	
7. Enforcement and Legal Service (ELS)	ELS Bdg.	1	
8. Procurement Division	3 rd flr.	2	
9. ODG-ICACS	Ground flr., CAAP Main Bldg.	1	
10. Air Traffic Service	ATS Office (Open Court)	8	2
11. Civil Security and Intelligence Service (CSIS)	CAAP Canteen Bldg.	4	
12. Hearing and Adjudication Board (HAB)	Basement, CAAP Main Bldg.	1	
13. Air Navigation Service (ANS)	Tech Cen Bldg	1	

14. Finance Department/ Accounting Division	3 rd flr.	4	
15. Cashiering Division	2 nd flr., CAAP Main Bldg.	1	
16. Budget Division	3 rd flr. CAAP Main Bldg.	1	
17. AANSOO	Ground floor, CAAP Main Bldg.	4	
18. ADMS	Roof top, CAAP Main Bldg.	3	3
TOTAL		39	5

The machine specifications are as follows:

A. Multifunction Printer (Copy/Print/Scan) COPY TYPE Monochrome: 39 units
COPY SPEED 30 copies per minute (minimum)
Continuous copy: 1 to 999 sheets
RESOLUTION 600 x 600 dpi (minimum)
SCAN TYPE Full color scan
Scanning speed: minimum 60 images per minute (ipm)
Paper Supply: Four (4) paper trays
With PC connectivity/USB capable
With network scanning and printing capability
Paper Size: A4size Max-A3 (11"x17") Min-A5R (5 1/2"x 8 1/2")
Automatic Document Feeder Reversing
Auto Sorting
Password protection
Magnification: 25%-400% reduction/enlargement
Must comply with the latest version of the International Energy Star requirements (currently version 20 for Imaging Equipment)
With User instructions for green performance management
Capable of using recycled content paper without voiding the manufacturer's warranty

B. Multifunction Printer (Copy/Print/Scan) COPY TYPE Colored: 5 units
COPY SPEED 30 copies per minute (minimum)
Continuous copy: 1 to 999 sheets
RESOLUTION 600 x 600 dpi (minimum)
SCAN TYPE Full color scan
Scanning speed: minimum 60 images per minute (ipm)
Paper Supply: Four (4) paper trays
With PC connectivity/USB capable
With network scanning and printing capability
Paper Size: A4size Max-A3 (11"x17") Min-A5R (5 1/2"x 8 1/2")
Automatic Document Feeder Reversing
Auto Sorting
Password protection
Magnification: 25%-400% reduction/enlargement
Must comply with the latest version of the International Energy Star requirements

(currently version 20 for Imaging Equipment
With User instructions for green performance management
Capable of using recycled content paper without voiding the manufacturer's warranty

IV DELIVERABLES/OUTPUTS

To provide and make available the following goods and services to the Civil Aviation Authority of the Philippines at no extra cost:

1. Maintenance and repair services, inclusive of spare parts;
2. In case of urgent repairs, the supplier's technician should respond to the information sent not later than four (4) hours from the determination of the defect/damage;
3. Monthly provision of consumables such as toner, developer, drum, inclusive of the necessary replacement thereof to ensure the normal operation of the machine;
4. In case of shortage of the consumables mentioned under item 3, the supplier shall be able to replenish the items within 5 working days from receipt of request for additional items;
5. One (1) on-call Technician for the repair of the machines. Response time shall be within four (4) hours from notification. Machines that cannot be repaired must be replaced within 48 hours in case unit becomes unserviceable;
6. No guarantee deposit will be required by the supplier upon delivery and installation of machines;
7. All cost for the installation and delivery of the machines shall be included in the cost of the contract;
8. A spoilage allowance of two (2%) percent will be deducted from the gross copies.
9. The service provider shall conduct Technical Training to CAAP personnel for the administration, operation, maintenance and handling of the products to be supplied.
10. The service provider must capable of online and remote technical support for photocopier machine.
11. The service provider must provide contacts of personnel for technical and billing concerns.
12. The service provider shall deploy technicians who shall conduct monthly unit inspection and calibration to keep the machines in good working condition.
13. The service provider shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment.

V. PROPOSED TERMS OF PAYMENT AND EXPECTED OUTPUTS TO SUPPORT PAYMENT

1. Rental charges shall not be more than P10,000.00/per month per machine or total consumption of 15,000 mono pages and 3,500 colored pages per machine per month or total consumption of 585,000 mono pages and 17,500 color pages per month based on the number of copies shown on the meter reading cards/reports plus 2% allowance for spoilage. Offsetting will be allowed provided that it will not exceed the total annual consumption of 7,020,000 for mono pages and 210,000 for color pages plus the 2% allowance for spoilage.
2. The service provider must bill the end user on or before the 30th of the month with attached meter reading data for verification prior to acceptance.
3. The billing cost shall be inclusive of all applicable government taxes.

VI. SERVICE STANDARD REQUIREMENT

CAAP shall conduct an assessment or evaluation of the Service Provider/Contractor before the end of each month before the end of the annual contract.

1. The Service Provider/Contractor shall maintain a satisfactory level of performance throughout the term of Contract based on the criteria prescribed as follows.
2. Performance Criteria and weight:

No.	Criteria	Weight
a.	Quality of service delivered/provided -on call technician to repair defective machines. All corrective maintenance form must be conformed by respective end-user to validate the findings and corrective action that have been made to the machine.	40
b.	Time Management -Response time shall be within four (4) hours from verbal or written notification.	30
c.	Management & Suitability of the Machine -All machines that cannot be repaired within 24 hours shall be replaced with a working unit	30
	TOTAL	100%

3.The Service Provider/Contractor shall obtain at least 85%, the minimum score for satisfactory rating based on the following rating standards:

Adjectival Rating	Numerical Rating
Very Satisfactory	90%-100%
Satisfactory	80%-89%
Needs Improvement	70%-79%
Poor	69%-below

4. Based on the assessment, the CAAP may pre-terminate the contract for failure by the Service Provider/Contractor to perform its obligation thereon following the procedure prescribed under the Guidelines on termination of Contracts under Resolution No. 018-2004 dated 22, December 2004 issued by the Government Procurement policy (GPPB).

VII. PROJECT SITE

Civil Aviation Authority of the Philippines, MIA Road, Pasay City

Office	Office Address	Monochrome	Colored
1. Central Records and Archives Division	2 nd flr., CAAP Main Bldg.	2	
2.Business Development Division	Ground flr., CAAP Main Bldg.	1	

3. Office of the Corporate Board Secretary	Ground flr., CAAP Main Bldg.	1	
4. Civil Aviation Training Center (CATC)	Merville, Pasay City	1	
5. Regulatory Standards Department/Aviation Records Management Division	2 nd flr., Annex Bldg.	2	
6. Regulatory Standards Department/Regulatory Standards Development Division	2 nd flr., Annex Bldg.	1	
7. Enforcement and Legal Service (ELS)	ELS Bdg.	1	
8. Procurement Division	3 rd flr.	2	
9. ODG-ICACS	Ground flr., CAAP Main Bldg.	1	
10. Air Traffic Service	ATS Office (Open Court)	8	2
11. Civil Security and Intelligence Service (CSIS)	CAAP Canteen Bldg.	4	
12. Hearing and Adjudication Board (HAB)	Basement, CAAP Main Bldg.	1	
13. Air Navigation Service (ANS)	Tech Cen Bldg	1	
14. Finance Department/Accounting Division	3 rd flr.	4	
15. Cashiering Division	2 nd flr., CAAP Main Bldg.	1	
16. Budget Division	3 rd flr. CAAP Main Bldg.	1	
17. AANSOO	Ground floor, CAAP Main Bldg.	4	
18. ADMS	Roof top, CAAP Main Bldg.	3	3
TOTAL		39	5

VIII. PROJECT DURATION/ SCHEDULE OF REQUIREMENTS

The delivery shall be within fifteen (15) working days from receipt of approved Notice to Proceed (NTP). The contract of service shall commence immediately upon receipt of approved Notice to Proceed and valid within twelve (12) months.

IX. IMPLEMENTATION AND ARRANGEMENTS

A. Contacts:

MR. OSCAR B. DEMETILLO JR.

Chief, Procurement Division
3rd flr, General Services Bldg.
CAAP, MIA Road, Pasay City

Tel No. 7944-2281
procurement@caap.gov.ph

MR. MICHAEL ANGELO OLONDRIZ
Head, Contract Management Unit
Procurement Division
3rd flr., General Services Bldg.
CAAP MIA Road, Pasay City
Tel No. 7944-2282
procurement@caap.gov.ph

B. Project Management of Contract Administration Arrangement:

1. The service provider shall provide a complete inventory of machine serial numbers to the Chief, Supply Division prior to installation and commissioning of photocopier machine.
2. All and service reports shall be directly submitted to the end user for validation, prior to acceptance.
3. A service request forms will be distributed to the subject offices of CAAP by the Procurement Division. These forms will be collated by the Procurement Division and will be used to evaluate the service provider's compliance to CAAP's requirements.

X. FIRM/SERVICE PROVIDER'S CAPABILITY/EXPERTISE

Service provider should be an authorized distributor of photocopying machines in the Philippines and must be certified by the manufacturer or main distributor in the country.

XI. ADDITIONAL DOCUMENTARY REQUIREMENTS

1. Certificate of After Sales Service and Parts;
2. After Sales Support within one (1) year/ Certification of availability of parts;
3. The bidder shall submit any of the following whichever is applicable;
 - a. if the bidder is the manufacturer, certify that the bidder manufactures the products/items; or
 - b. If the bidder is an exclusive /Authorized Distributor or Dealer of the products/items, Certificate or Contract from the manufacturer must be provided as proof that the bidder is an Exclusive distributor or dealer of the products/items; or
 - c. If the bidder is an agent of the exclusive distributor or dealer the following must be provided:
 - i. Certificate or Distributorship/Dealership Agreement by the Manufacturer with the distributor/dealer; or
 - ii. Contract between the distributor/dealer and the bidder
4. Product Brochure of all proposed equipments

Section VII. Technical Specifications

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>

Technical Specifications

Lot No.1 Rental of Multi-Functional Photocopier Machine (Copier, Printer and Scanner)	Qty/Unit: 1 lot
Brand:	Model:
Total ABC:	Country of Origin:
PURCHASER'S SPECIFICATIONS	STATEMENT OF COMPLIANCE
<p>A. To provide and maintain photocopying machines, particularly described hereunder to various offices at CAAP Central Office:</p> <p>1. Multifunction Printer (Copy/Print/Scan) COPY TYPE Monochrome: 39 units</p> <p>a. COPY SPEED 30 copies per minute (minimum)</p> <p>b. Continuous copy: 1 to 999 sheets</p> <p>c. RESOLUTION 600 x 600 dpi (minimum)</p> <p>d. Scanning speed: minimum 60 images per minute (ipm)</p> <p>e. Paper Supply: Four (4) paper trays</p> <p>f. With PC connectivity/USB capable</p> <p>g. With network scanning and printing capability</p> <p>h. Paper Size: A4size Max-A3 (11"x17") Min-A5R (5 1/2"x 8 1/2")</p> <p>i. Automatic Document Feeder Reversing</p> <p>j. Auto Sorting</p> <p>k. Password protection</p> <p>l. Magnification: 25%-400% reduction/enlargement</p> <p>m. Must comply with the latest version of the International Energy Star requirements (currently version 20 for Imaging Equipment)</p> <p>n. With User instructions for green performance management</p> <p>o. Capable of using recycled content paper without voiding the manufacturer's warranty</p>	

<p>2. Multifunction Printer (Copy/Print/Scan) COPY TYPE Colored: 5 units</p> <p>a. COPY SPEED 30 copies per minute (minimum)</p> <p>b. Continuous copy:1 to 999 sheets</p> <p>c. RESOLUTION 600 x 600 dpi (minimum)</p> <p>d. Scanning speed: minimum 60 images per minute (ipm)</p> <p>e. Paper Supply: Four (4) paper trays</p> <p>f. With PC connectivity/USB capable</p> <p>g. With network scanning and printing capability</p> <p>h. Paper Size: A4size Max-A3 (11"x17") Min-A5R (5 ½"x 8 ½")</p> <p>i. Automatic Document Feeder Reversing</p> <p>j. Auto Sorting</p> <p>k. Password protection</p> <p>l.Magnification:25% -400% reduction/enlargement</p> <p>m. Must comply with the latest version of the International Energy Star requirements (currently version 20 for Imaging Equipment)</p> <p>n. With User instructions for green performance management</p> <p>o. Capable of using recycled content paper without voiding the manufacturer's warranty</p>	
<p>To provide and make available the following goods and services to the Civil Aviation Authority of the Philippines at no extra cost:</p> <ol style="list-style-type: none"> 1. Maintenance and repair services, inclusive of spare parts; 2. In case of urgent repairs, the supplier's technician should respond to the information sent not later than four (4) hours from the determination of the defect/damage; 3. Monthly provision of consumables such as toner, developer, drum, inclusive of the necessary replacement thereof to ensure the normal operation of the machine; 4. In case of shortage of the consumables mentioned under item 3, the supplier 	

<p>shall be able to replenish the items within 5 working days from receipt of request for additional items;</p> <ol style="list-style-type: none">5. One (1) on-call Technician for the repair of the machines. Response time shall be within four (4) hours from notification. Machines that cannot be repaired must be replaced within 48 hours in case unit becomes unserviceable;6. No guarantee deposit will be required by the supplier upon delivery and installation of machines;7. All cost for the installation and delivery of the machines shall be included in the cost of the contract;8. A spoilage allowance of two (2%) percent will be deducted from the gross copies.9. The service provider shall conduct Technical Training to CAAP personnel for the administration, operation, maintenance and handling of the products to be supplied.10. The service provider must capable of online and remote technical support for photocopier machine.11. The service provider must provide contacts of personnel for technical and billing concerns.12. The service provider shall deploy technicians who shall conduct monthly unit inspection and calibration to keep the machines in good working condition.13. The service provider shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment.	
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***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable **CAAP-BAC-SF Annex "B" Form 3**; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS) Annex "B" Form 4;
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.
and
- (j) Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against the Authority. **and**
- (k) A Certification under oath attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements for

bidders as prescribed under the Revised Implementing Rules and Regulations (Revised IRR) of RA 9184.

- (l) Certificate of After Sales Service and Parts;
- (m) After Sales Support within one (1) year /Certification of availability of parts
- (n) The bidder shall submit any of the following whichever is applicable:
 - a. if the bidder is the manufacturer, certify that the bidder manufactures the products/items; or
 - b. If the bidder is an exclusive /Authorized Distributor or Dealer of the products/items, Certificate or Contract from the manufacturer must be provided as proof that the bidder is an Exclusive distributor or dealer of the products/items; or
 - c. If the bidder is an agent of the exclusive distributor or dealer the following must be provided:
 - i. Certificate or Distributorship/Dealership Agreement by the Manufacturer with the distributor/dealer; or
 - ii. Contract between the distributor/dealer and the bidder
- (o) Original Brochure or downloaded from the internet and other manufacturer's unamended sales literature, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification; and
- (p) Notarized Certificate of Satisfactory Performance from at least Three (3) previous clients for the last Five (5) years.

Financial Documents

- (q) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
and
- (r) 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

- (s) 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

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

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

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

Section IX. Bidding Forms

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{ ATTACH COMPANY LETTERHEAD/LOGO }

Bid Form

Date: _____

IB² N^o: _____

To: *[name and address of PROCURING ENTITY]*

Address: *[insert address]*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

² If ADB, JICA and WB funded projects, use IFB.

- (j) We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].
- (k) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

In the capacity of: _____

Signed: _____

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

Date: _____

Other Bidding Forms

(ANNEX “A”)

<u>Annex “A” Form 1</u>	<u>Statement of all On-going Contracts</u>
<u>Annex “A” Form 2</u>	<u>Statement of Single Largest Completed Contract</u>
<u>Annex “A” Form 3</u>	<u>Joint Resolution Form for JVA</u>

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of single largest COMPLETED contract similar to the contract to be bid

Name of Project: _____
 Location of Project: _____
 Name of Company : _____
 Address of Company: _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

Submitted by: _____
 (Print Name & Signature)
 Designation: _____
 Date: _____

JOINT RESOLUTION

Whereas, _____ (Bidder / Name of Particular JV Partner), duly organized and existing under the Laws of the _____, with office address at _____, represented herein by its _____, _____, and _____ (Name of Particular JV Partner), duly organized and existing under the Laws of the _____, with main office address at _____, represented by herein by its _____, have entered into a Joint Venture (JV) Agreement to undertake the following project / contract:

(Name of Project / Contract)

Whereas, in order to facilitate the orderly execution and conduct of the contract that was entered into by the joint venture in the name of the joint venture, it is hereby resolved by the parties in the Joint Venture as follows:

- a. To appoint _____ as the Authorized Managing Officer and Official Representative, to represent, to manage the Joint Venture and is empowered to enter in contract in the name of the Joint Venture, or to sign for any document in the name of the Joint Venture required by the (Procurement Agency) or any entities pursuant to the terms of the Joint Venture Agreement:
- b. That, the parties agreed to make _____(Name of Particular Lead Partner) _____ as the Lead Partner of the Joint Venture and (Name of Authorized Officer) _____ as the Official Representative & Managing Partner of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract in the name of the Joint Venture, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation. _____ is fully authorized and empowered to sign any or all documents pertaining to the above stated project / contract in the name of the Joint Venture.
- c. That the parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.
- d. That the terms of the JV Agreement entered into the parties shall be valid and is co-terminus with the final completion and turnover of the Name of Contract / Project to the agency of the government, which in this case, the (Name of Procurement Entity);

IN WITNESS THEREFORE, We hereby sign jointly this Joint Resolution this _____ day of _____, 20 ____ in _____.

Name of Bidder (Lead Partner)

Name of Bidder (Member Partner)

By: _____
Signature & Name of
Managing Officer

By: _____
Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

Name of Bidder (Member Partner)

Name of Bidder (Member Partner)

By: _____
Signature & Name of
Managing Officer

By: _____
Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

SIGNED IN THE PRESENCE OF:

A C K N O W L E D G E M E N T

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

BEFORE ME, a Notary Public, for and in the City of _____,
Philippines, this _____ day of _____, 20____ personally appeared the following
persons:

NAME	Community Cert. No.	Date / Place of Issue
-------------	----------------------------	------------------------------

Representing to be the _____ of
_____ and _____ of
_____ respectively, known to me and
to me known to be the same persons who executed the foregoing instrument for and in
behalf of said corporations and who acknowledge to me that same is their free and
voluntary act and deed as well as of the corporations which they represent, for the uses,
purposes, and considerations therein set forth and that they are duly authorized to sign the
same.

This Instrument consists of **THREE (3)** pages including this page wherein this
Acknowledgement is written and signed by the parties and their instrumental witnesses on
each and every page thereon.

WITNESS MY HAND AND NOTARIAL SEAL at the place and date hereinafter first
above written.

NOTARY PUBLIC

Doc. No. _____
Book No. _____
Page No. _____
Series of _____

Other Bidding Forms

(ANNEX “B”)

<u>Annex “B” Form 1</u>	<u>Bid Securing Declaration</u>
<u>Annex “B” Form 2</u>	<u>Schedule of Requirements</u>
<u>Annex “B” Form 3</u>	<u>Conformity to Technical Specifications</u>
<u>Annex “B” Form 4</u>	<u>Omnibus Sworn Statement</u>

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

Invitation to Bid *[Insert reference 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 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 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 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;
 - c. I am/we are declared as 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'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]
Doc. No. ____
Page No. ____
Book No. ____
Series of _____.

{ ATTACH COMPANY LETTERHEAD/LOGO }

Schedule of Requirements

Item No.	Description	Quantity	Unit	Delivered, Weeks/ Months

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

Technical Specifications

Item	Specification	Statement of Compliance

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

Omnibus Sworn Statement

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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;

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 following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

Other Bidding Forms

(ANNEX “C”)

Annex “C” Form 1 Authority of Signatory (Secretary’s Certificate)

**AUTHORITY OF SIGNATORY
(SECRETARY'S CERTIFICATE)**

I, a duly elected and qualified Corporate Secretary of (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on at which meeting a quorum was present and acting throughout, the following resolutions were approve, and the same have been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that(Name of Bidder)be, as it hereby is, authorized to participate in the bidding of(Name of the Project)by the(Name of the Procuring Entity); and in that if awarded the project shall enter into a contract with the(Name of the Procuring Entity)and in connection therewith hereby appoints(Name of Representative), acting as duly authorized and designated representatives of(Name of the Bidder), and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent(Name of the Bidder)in the bidding as fully and effectively as the(Name of the Bidder)might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FERTHER THAT, the Board hereby authorized its President to:

- a. execute a waiver of jurisdiction whereby the (Name of the Bidder) hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine court;
- b. execute a waiver that the (Name of the Bidder) shall not seek and obtain writ of injunctions or prohibition or restraining order against the CAAP or any other agency in connection with this Project to prevent and restrain the bidding procedures related thereto, the negotiating and award of a contract to a successful bidder, and the carrying out of the awarded project.

WITNESS the signature of the undersigned as such officer of the said this.

—

(Corporate Secretary)

SUBSCRIBED AND SWORN to before me this day of, 20affiant exhibited to me
his/her Community Tax Certificate No. _____ issued on _____
_____ at, Philippines.

Notary Public

Until 31 December 20_____

Doc. No. _____
Page No.: _____
Book No.: _____
Series of _____

PRT No.: _____
Issued at: _____
Issued on: _____
TIN No.: _____

