



**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
ILOILO INTERNATIONAL AIRPORT**

**PHILIPPINE BIDDING DOCUMENTS**  
(As Harmonized with Development Partners)

**SUPPLY AND DELIVERY OF OFFICE,  
IT AND JANITORIAL SUPPLIES FOR  
THE MONTH OF MAY TO JULY 2021  
AT ILOILO INTERNATIONAL  
AIRPORT**

Government of the Republic of the Philippines

**Sixth Edition  
May 15, 2021**

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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***

# **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES ILOILO INTERNATIONAL AIRPORT**

## **INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE, IT AND JANITORIAL SUPPLIES FOR THE MONTH OF MAY TO JULY 2021 AT ILOILO INTERNATIONAL AIRPORT**

1. The *Civil Aviation Authority of the Philippines Iloilo International Airport*, through the *CAAP Corporate Operating Budget FY 2021* intends to apply the sum of **One Million Four Hundred Sixty Seven Thousand Three Hundred Seventy Pesos & 30/100 (P1,467,370.30)** being the ABC to payments under the contract for **CILO 2021-016 Supply and Delivery of Office, IT and Janitorial Supplies for the month of May to July 2021 at Iloilo International Airport**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Civil Aviation Authority of the Philippines Iloilo International Airport* now invites bids for the above Procurement Project. Delivery of the Goods is required by **Fifteen (15) Calendar day/s**. Bidders should have completed, within **5 years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from *Civil Aviation Authority of the Philippines Iloilo International Airport* and inspect the Bidding Documents at the address given below during office hours from **8:00 AM to 5:00 PM, Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders **on May 15, 2021 from 8:00 am to 5:00 pm until June 1, 2021 @ 9:00 AM** from the given address **and upon payment of the applicable fee for the Bidding Documents and the Letter of Intent, pursuant to the latest Guidelines issued by the GPPB**, in the amount of **Five Thousand Six Hundred Pesos (P5,600.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *submission of machine copy or thru electronic means*.
6. The *Civil Aviation Authority of the Philippines Iloilo International Airport* will hold a Pre-Bid Conference for the project **Supply and Delivery of Office, IT and Janitorial Supplies for the month of May to July 2021 at Iloilo International**

***Airport at Iloilo International Airport on May 24, 2021 at 10:00 AM at the BAC Office, Maintenance Building, CAAP Iloilo International Airport.***

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before ***June 1, 2021 @ 9:00 AM***. **Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on ***June 1, 2021 @ 9:00 AM*** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***Civil Aviation Authority of the Philippines Iloilo International Airport*** 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:

***FRANCES SHANELLE G. SALINAS***  
*BAC Chairperson*  
*Civil Aviation Authority of the Philippines*  
*Iloilo International Airport*  
*Cabatuan, Iloilo*  
*caapiloilobac@ymail.com*  
*(033)-3211950; (033)-3299500 loc. 3266*

*May 15, 2021*

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**(SGD.) FRANCES SHANELLE G. SALINAS**  
BAC Chairperson  
Civil Aviation Authority of the Philippines  
Iloilo International Airport



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

## **1. Scope of Bid**

The Procuring Entity, *Civil Aviation Authority of the Philippines Iloilo International Airport* wishes to receive Bids for the *Supply and Delivery of Office, IT and Janitorial Supplies for the month of May to July 2021 at Iloilo International Airport* , with identification number *CILO 2021-016*.

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

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *FY 2021* in the amount of *One Million Four Hundred Sixty Seven Thousand Three Hundred Seventy Pesos & 30/100 (P1,467,370.30)*.

2.2. The source of funding is 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 limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to, whichever is applicable:
  - 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.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

- 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project *Supply and Delivery of Office, IT and Janitorial Supplies for the month of May to July 2021 at Iloilo International Airport on May 24, 2021 at 10:00 AM at the BAC Office, Maintenance Building, CAAP Iloilo International Airport* as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

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

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.

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

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid **ONE HUNDRED TWENTY (120) Calendar days after 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.

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

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

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

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

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

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows one Project having several items that shall be awarded as one contract.

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

## **20. Post-Qualification**

- 20.1. Within a non-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	For this purpose, contracts similar to the Project shall be completed within <b>5 years</b> prior to the deadline for the submission and receipt of bids.			
7.1	<i>Sub-contracting is not allowed.</i>			
12	The price of the Goods shall be quoted DDP <i>Civil Aviation Authority of the Philippines Iloilo International Airport</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 style="margin-left: 40px;">a. The amount of not less than <b><u>29,347.41</u></b> [(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 style="margin-left: 40px;">b. The amount of not less than <b><u>73,368.52</u></b> [(5%) of ABC] if bid security is in Surety Bond.</p>			
19.3	Unit of Issue	Item Description	Quantity	
	canister	Air Freshener, car gel 70g (Freshen and enhance the ambiance of your car; contains natural fragrance oil that allow you to enjoy the freshest, most authentic fragrances; it's adjustable cap lets you regualte the scent to suit your preference.	65	
	gallons	Alcohol 3785.41ml with moisturizer Isopropyl 70% solution; Hypoallergenic with Moisturizer (PATENTED and TRUSTED BRAND)	110	
	Bottles	Alcohol 500ml with moisturizer Isopropyl 70% solution; Hypoallergenic with Moisturizer (PATENTED and TRUSTED BRAND)	70	
	Tubes	Furniture Polisher 330 ml (262 g) BRANDED with cleansing conditioners (scented; lemon scent anti dust formula with Allergen Trappers) (original packed by manufacturer: NOT REFILL OR REPACKED BY THE BIDDER/SUPPLIER) (PATENTED and TRUSTED BRAND undergone and passed Quality Control)	50	
	Pcs	Garbage bag Large ;thick black w/ label size	2000	
	pcs	Garbage bag Large ;thick green w/	2000	

		label size		
	Pcs	Garbage bag XL ;thick black w/ label size	1500	
	Pcs	Garbage bag XL ;thick green w/ label size	1500	
	Pcs	Garbage bag XL ;thick yellow w/ label size	500	
	Pcs	Garbage bag XXL ;thick black w/ label size	2500	
	Pcs	Garbage bag XXL ;thick green w/ label size	2000	
	gallons	Dishwashing Liquid; an all-purpose dishwashing formula with antibacterial and grease-cutting power for faster and more efficient removal of grease, fats and oils from dishes, pots, and other kitchen utensils.	20	
	boxes	Interfolded Paper Towels 175 Pulls/ 30 packs/box	25	
	bottles	Glass Cleaner 500ml bottle spray; anti dust additives that keep glass free from dust accumulation longer, has anti-mist additives for that fog free clarity.	24	
	Pcs	Glass Wiper with adjustable handle, metal, heavy duty	30	
	gallons	Liquid Hand Soap liquid hand cleaner with moisturizer for hospitals, kitchens, clinic,etc. (Floral, apple and lemon scents)	30	
	tubes	Disinfectant Spray, 510g, Kills 99.9% of Viruses and Bacteria, Spray on hard and soft surfaces throughout your home. Kills 99.9% of viruses, bacteria and fungi. Kills cold & flu viruses** and COVID-19 virus*** Helps to control and prevent mold and mildew*	100	
	Pcs	Mop Head yellow, refill round head 100% rayon; Unique 3-layer heavy duty strip; Made of highly absorbent material,cleans thoroughly without scratching; Easy to rinse Durable, long-lasting; Ultra light weight, High water absorption	50	
	Pcs	Mop Head yellow, mop head 100% rayon; Unique 3-layer heavy duty strip; Made of highly absorbent material,cleans thoroughly without scratching; Easy to rinse Durable, long-lasting; Ultra light weight, High water absorption	36	
	boxes	Tissue (jumbo roll,250m/roll,individually wrapped)	15	
	Pcs	Plastic Pump Container (empty) 750ml	36	
	Pcs	Plastic Sprayer (empty) 500ml	24	
	pcs	Polishing Pad 20" (white); for any smooth hard floor, for low speed	12	

		buffing & polishing (compatible to wilson floor polisher)		
	pcs	Polishing Pad 20" (Black); have an open weave thar "cuts" and removes emulsified finish without "clogging" (compatible to wilson floor polisher)	12	
	boxes	Disposable Surgical Gloves; Ultra Soft to minimize stress, 100% Latex Free, Powder Free. Non-sterile, Stronger, 100 pcs/box	120	
	pcs	Dustpan with handle (plastic)	24	
	gallons	Floor Cleaner;concentrated, general purpose cleaner containing a blend of nanionic and anionic surfactants for effective cleaning, No-Rinse, Non-Dulling General Purpose Cleaner For Floor Care 5L, lemon scent	45	
	gallons	Go Getter; Commercial Grade Disinfectant, Removes scale and rust build-up,Clings to vertical surfaces for extended contact, Safe on stainless steel, tiles surfaces and septic tanks.	15	
	boxes	Hand Roll Towel Tissue 6 pcs/box; compatible with Hand roll towel dispencer ( 297mm x 192mm x 324mm)	15	
	pcs	Push Brush (plastic)	24	
	packs	Scour Pad (Scour Pad without foam)	36	
	pcs	Soft Broom	36	
	pcs	Toilet Brush	12	
	pcs	Arch File, 2 hole, Black, landscape, long size	40	
	pcs	Arch File, 2 hole, Navyl blue, landscape, long size	6	
	pcs	Ballpen (Stick on Stand) Black	36	
	pcs	Ballpen 0.5 mm Blue (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)) BP-1 RT PILOT BALLPEN	24	
	pcs	Ballpen 0.5 mm Black (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)) BP-1 RT PILOT BALLPEN	48	
	pcs	Ballpen 0.5 mm Black (semi gel; water reistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out	48	
	pcs	Ballpen 0.5 mm Blue (semi gel; water reistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3	24	

		kilometers before the ink runs out		
	reams	Bond Paper A4 20gsm 500 sheets per ream	150	
	reams	Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	24	
	reams	Bond Paper Long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY	50	
	boxes	Binder Clips 1 inch(12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	24	
	boxes	Binder Clips 1 5/8 inch(12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	24	
	boxes	Binder Clips 3/4 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight	24	
	packs	Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm	36	
	pcs	Brown Envelope long	100	
	pcs	Correction Tape	100	
	tubes	Cutter Blade Refill 10pcs/box	10	
	pcs	Document Filing Box (Royal Blue) single, w/o cover	7	
	pcs	Document Filing Box (Maroon) double w/o cover	15	
	Pcs	Document Filing Box (Navy Blue) double w/o cover	10	
	Pcs	Filing Square Box, Royal Blue with movable cover	15	
	rolls	Double Sided Tape (ordinary)	24	
	rolls	Double Sided Tape (foam type)	24	
	rolls	Duct Tape 2"x 25 meters	10	
	Pcs	Expanded Envelope (long) Royal Blue	50	
	Pcs	Filing Folder white long	300	
	Pcs	Filing Folder white short	100	
	packs	Index Card 1/2 crosswise	100	
	Pcs	Mailing Envelope long	200	
	rolls	Masking Tape 1"	24	
	Pcs	Permanent Marker Fine Black	24	
	Pcs	Permanent Marker Broad Black	24	
	rolls	Packing Tape (Brown) 2" x 100m	24	
	packs	Photopaper, A4, glossy	50	

	Pcs	Puncher (2-hole)	6	
	Pcs	Record Book 300pages with number page	12	
	Pcs	Record Book 500pages with number page	24	
	Pcs	Scissor (stainless, heavy duty)	10	
	rolls	Scotch Tape 1"x 100m	48	
	rolls	Scotch Tape 2"x 100m	24	
	Pcs	Scotch Tape Dispenser (for 1" adhesive tape)	6	
	packs	Signature Post It (Sign Here Colored)	50	
	Pcs	Stamp Pad	10	
	packs	sticker Paper A4, matte	100	
	Pcs	Sign pen Black 0.4 Fine Tech Blue	24	
	Pcs	Sign pen Black 0.4 Fine Tech Black	24	
	Pcs	Sign pen Blue 0.5 gel ink My Gel Dong A	24	
	Pcs	Sign pen Black 0.5 gel ink My Gel Dong A	24	
	Pcs	Steel tray (3layer,fix)	2	
	Pcs	Whiteboard Marker Black	12	
	Pcs	Whiteboard Marker Blue	12	
	Pcs	Brother LC 3617 black	10	
	Pcs	Brother LC 3617 Cyan	10	
	Pcs	Brother LC 3617 Magenta	10	
	Pcs	Brother LC 3617 Yellow	10	
	Pcs	Canon 810 Black	36	
	Pcs	Canon 811 Colored	36	
	Pcs	Epson T6641 Black	12	
	Pcs	Epson T6642 cyan	12	
	Pcs	Epson T6643 magenta	12	
	Pcs	HP 678 Black	36	
	Pcs	HP 678 colored	36	
	Pcs	HP 704 Black	24	
	Pcs	HP 704 Colored	24	
		<b>Total</b>		<b>P1,467,370.30</b>
20.2	<i>Not Available</i>			
21.2	<i>Not Available</i>			

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

2.1. No advance payment on mobilization fees shall be extended or paid to any project as per DOTr Memorandum dated 10 July 2018 and Area CAAP Memorandum dated July 23, 2018.

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**

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

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

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

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



## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <b><i>Civil Aviation Authority of the Philippines Iloilo International Airport</i></b>. 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 <b><i>Civil Aviation Authority of the Philippines Iloilo International Airport</i></b>. 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><b>Efren N. Nagrama</b> Civil Aviation Area Manager Area Center VI</p>
	<p><b>Spare Parts –</b></p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof is 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 <b><i>three (3) times</i></b>.</p>

	<p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <b>one (1) months</b> of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.1	No mobilization fees or advance payments shall be extended or paid to any project as per DOTr Memorandum dated 10 July 2018 and Area CAAP Memorandum dated July 23, 2018
2.2	Partial payment shall be allowed as per CAAP Memorandum Circular No.: 11-2021
4	The inspections and tests that will be conducted are: <i>Inspection Test to be conducted by CAAP Personnel Inspectors.</i>



**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
ILOILO INTERNATIONAL AIRPORT**

Project : *Supply and Delivery of Office, IT and Janitorial Supplies for the month of May to July 2021 at Iloilo International Airport*

Location : Iloilo International Airport  
Subject : Itemized Bill of Quantities

**ITEMIZED BILL OF QUANTITIES**

<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Brand (indicate brand)</b>
1	65	canister	Air Freshener, car gel 70g (Freshen and enhance the ambiance of your car; contains natural fragrance oil that allow you to enjoy the freshest, most authentic fragrances; it's adjustable cap lets you regualte the scent to suit your preference.			
2	110	gallons	Alcohol 3785.41ml with moisturizer Isopropyl 70% solution; Hypoallergenic with Moisturizer (PATENTED and TRUSTED BRAND)			
3	70	bottles	Alcohol 500ml with moisturizer Isopropyl 70% solution; Hypoallergenic with Moisturizer (PATENTED and TRUSTED BRAND)			
4	50	tubes	Furniture Polisher 330 ml (262 g) BRANDED with cleansing conditioners (scented; lemon scent anti dust formula with Allergen Trappers) (original packed by manufacturer: NOT REFILL OR REPACKED BY THE BIDDER/SUPPLIER) (PATENTED and TRUSTED BRAND undergone and passed Quality Control)			
5	2000	pcs	Garbage bag Large ;thick black w/ label size			
6	2000	pcs	Garbage bag Large ;thick green w/ label size			
7	1500	pcs	Garbage bag XL ;thick black w/ label size			
8	1500	pcs	Garbage bag XL ;thick green w/ label size			
9	500	pcs	Garbage bag XL ;thick yellow w/ label size			
10	2500	pcs	Garbage bag XXL ;thick black w/ label size			
11	2000	pcs	Garbage bag XXL ;thick green w/ label size			
12	20	gallons	Dishwashing Liquid; an all-purpose dishwashing formula with antibacterial and			

			grease-cutting power for faster and more efficient removal of grease, fats and oils from dishes, pots, and other kitchen utensils.			
13	25	boxes	Interfolded Paper Towels 175 Pulls/ 30 packs/box			
14	24	bottles	Glass Cleaner 500ml bottle spray; anti dust additives that keep glass free from dust accumulation longer, has anti-mist additives for that fog free clarity.			
15	30	pcs	Glass Wiper with adjustable handle, metal, heavy duty			
16	30	gallons	Liquid Hand Soap liquid hand cleaner with moisturizer for hospitals, kitchens, clinic,etc. (Floral, apple and lemon scents)			
17	100	tubes	Disinfectant Spray, 510g, Kills 99.9% of Viruses and Bacteria, Spray on hard and soft surfaces throughout your home. Kills 99.9% of viruses, bacteria and fungi. Kills cold & flu viruses** and COVID-19 virus*** Helps to control and prevent mold and mildew*			
18	50	pcs	Mop Head yellow, refill round head 100% rayon; Unique 3-layer heavy duty strip; Made of highly absorbent material,cleans thoroughly without scratching; Easy to rinse Durable, long-lasting; Ultra light weight, High water absorption			
19	36	pcs	Mop Head yellow, mop head 100% rayon; Unique 3-layer heavy duty strip; Made of highly absorbent material,cleans thoroughly without scratching; Easy to rinse Durable, long-lasting; Ultra light weight, High water absorption			
20	15	boxes	Tissue (jumbo roll,250m/roll,individually wrapped)			
21	36	pcs	Plastic Pump Container (empty) 750ml			
22	24	pcs	Plastic Sprayer (empty) 500ml			
23	12	pcs	Polishing Pad 20" (white); for any smooth hard floor, for low speed buffing & polishing (compatible to wilson floor polisher)			
24	12	pcs	Polishing Pad 20" (Black); have an open weave thar "cuts" and removes emulsified finish without "clogging" (compatible to wilson floor polisher)			
25	120	boxes	Disposable Surgical Gloves; Ultra Soft to minimize stress, 100% Latex Free, Powder Free. Non-sterile, Stronger, 100 pcs/box			
26	24	pcs	Dustpan with handle (plastic)			
27	45	gallons	Floor Cleaner;concentrated, general purpose cleaner containing a blend of nanionic and anionic surfactants for effective cleaning, No-Rinse, Non-Dulling General Purpose Cleaner For Floor Care 5L, lemon scent			
28	15	gallons	Go Getter; Commercial Grade Disinfectant, Removes scale and rust build-up,Clings to vertical surfaces for extended contact, Safe on stainless steel, tiles surfaces and septic tanks.			

29	15	boxes	Hand Roll Towel Tissue 6 pcs/box; compatible with Hand roll towel dispenser ( 297mm x 192mm x 324mm)			
30	24	pcs	Push Brush (plastic)			
31	36	packs	Scour Pad (Scour Pad without foam)			
32	36	pcs	Soft Broom			
33	12	pcs	Toilet Brush			
34	40	pcs	Arch File, 2 hole, Black, landscape, long size			
35	6	pcs	Arch File, 2 hole, Navy blue, landscape, long size			
36	36	pcs	Ballpen (Stick on Stand) Black			
37	24	pcs	Ballpen 0.5 mm Blue (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)) BP-1 RT PILOT BALLPEN			
38	48	pcs	Ballpen 0.5 mm Black (super fine, ball point pen, retractable; hard plastic cover; an write 2 to 3 kilometers before the ink runs out)) BP-1 RT PILOT BALLPEN			
39	48	pcs	Ballpen 0.5 mm Black (semi gel; water reistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out			
40	24	pcs	Ballpen 0.5 mm Blue (semi gel; water reistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out			
41	150	reams	Bond Paper A4 20gsm 500 sheets per ream			
42	24	reams	Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY			
43	50	reams	Bond Paper Long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY			
44	24	boxes	Binder Clips 1 inch(12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight			
45	24	boxes	Binder Clips 1 5/8 inch(12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight			
46	24	boxes	Binder Clips 3/4 inches (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight			
47	36	packs	Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm			
48	100	pcs	Brown Envelope long			
49	100	pcs	Correction Tape			



50	10	tubes	Cutter Blade Refill 10pcs/box			
51	7	pcs	Document Filing Box (Royal Blue) single, w/o cover			
52	15	pcs	Document Filing Box (Maroon) double w/o cover			
53	10	pcs	Document Filing Box (Navy Blue) double w/o cover			
54	15	pcs	Filing Square Box, Royal Blue with movable cover			
55	24	rolls	Double Sided Tape (ordinary)			
56	24	rolls	Double Sided Tape (foam type)			
57	10	rolls	Duct Tape 2"x 25 meters			
58	50	pcs	Expanded Envelope (long) Royal Blue			
59	300	pcs	Filing Folder white long			
60	100	pcs	Filing Folder white short			
61	100	packs	Index Card 1/2 crosswise			
62	200	pcs	Mailing Envelope long			
63	24	rolls	Masking Tape 1"			
64	24	pcs	Permanent Marker Fine Black			
65	24	PCS	Permanent Marker Broad Black			
66	24	rolls	Packing Tape (Brown) 2" x 100m			
67	50	packs	Photopaper, A4, glossy			
68	6	pcs	Puncher (2-hole)			
69	12	pcs	Record Book 300pages with number page			
70	24	pcs	Record Book 500pages with number page			
71	10	pcs	Scissor (stainless, heavy duty)			
72	48	rolls	Scotch Tape 1"x 100m			
73	24	rolls	Scotch Tape 2"x 100m			
74	6	pcs	Scotch Tape Dispenser (for 1" adhesive tape)			
75	50	packs	Signature Post It (Sign Here Colored)			
76	10	pcs	Stamp Pad			
77	100	packs	sticker Paper A4, matte			
78	24	pcs	Sign pen Black 0.4 Fine Tech Blue			
79	24	pcs	Sign pen Black 0.4 Fine Tech Black			

80	24	pcs	Sign pen Blue 0.5 gel ink My Gel Dong A			
81	24	pcs	Sign pen Black 0.5 gel ink My Gel Dong A			
82	2	pcs	Steel tray (3layer,fix)			
83	12	pcs	Whiteboard Marker Black			
84	12	pcs	Whiteboard Marker Blue			
85	10	pcs	Brother LC 3617 black			
86	10	pcs	Brother LC 3617 Cyan			
87	10	pcs	Brother LC 3617 Magenta			
88	10	pcs	Brother LC 3617 Yellow			
89	36	pcs	Canon 810 Black			
90	36	pcs	Canon 811 Colored			
91	12	pcs	Epson T6641 Black			
92	12	pcs	Epson T6642 cyan			
93	12	pcs	Epson T6643 magenta			
94	36	pcs	HP 678 Black			
95	36	pcs	HP 678 colored			
96	24	pcs	HP 704 Black			
97	24	pcs	HP 704 Colored			

**TOTAL** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

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

## ***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>

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

Note: The Technical Specification Envelope and the Financial Envelope shall be placed inside a sealed expanded envelope, duly marked, sealed and signed.

