



Republic of the Philippines
CIVIL AVIATION AUTHORITY
OF THE PHILIPPINES



PROCUREMENT OF 1-UNIT TRACTOR MOWER AT LAGUINDINGAN A/P

Laguindingan Airport, Laguindingan, Misamis Oriental

Approved Budget for the Contract

Three Million Pesos

(Php 3,000,000.00)

Bid No. AX-2024-02

Sixth Edition

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



Invitation to Bid for Procurement of 1-Unit Tractor Mower at Laguindingan A/P

1. The **Civil Aviation Authority of the Philippines**, through the **CAAP Corporate Budget 2024** intends to apply the sum of **Three Million Pesos (Php 3,000,000.00)** being the ABC to payments under the contract for **PROCUREMENT OF 1-UNIT TRACTOR MOWER AT LAGUINDINGAN A/P (Bid No. AX-2024-02)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Civil Aviation Authority of the Philippines – LAGUINDINGAN AIRPORT, AREA CENTER X** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Ninety (90) Calendar Days**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **BAC Office, 2nd Floor, CFR Building, Civil Aviation Authority of the Philippines, Laguindingan Airport, Laguindingan, Misamis Oriental** and inspect the Bidding Documents at the address given below from 8:00am-5:00pm Monday – Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 18, 2024** and until the deadline of submission of bid from the given address and website(s) below: *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00) exclusive of 12% VAT per RA 10963 otherwise known as Tax Reform for Acceleration and Inclusion (TRAIN)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **Civil Aviation Authority of the Philippines – Laguindingan Airport** will hold a Pre-Bid Conference¹ on **April 29, 2024 , 10:00 AM** at *CAAP Laguindingan Airport Conference Room (PMO Building)* and/or through video conferencing via Google Meet

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

(Please coordinate with BAC Secretariat prior to the schedule of Pre-Bid for the Google Meet Link) which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before **May 10, 2024, 10:00 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 **May 10, 2024, 10:30 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 – Laguindingan 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:

YOGI J. SAMBAAN

Head, BAC Secretariat

Civil Aviation Authority of the Philippines –Laguindingan Airport

Laguindingan, Misamis Oriental

Contact #: (088) 555-1881 local 1404 or 09265681844

Email: bac_area10@caap.gov.ph

12. Bidding Documents may also be down free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
13. You may visit the following websites:

www.philgeps.gov.ph

www.caap.gov.ph

ATTY.FAITH THERESE GANDOLA-OBSIOMA
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity Civil Aviation Authority of the Philippines – Laguindingan Airport wishes to receive Bids for the **PROCUREMENT OF 1-UNIT TRACTOR MOWER AT LAGUINDINGAN A/P** with identification number **Bid. No. AX-2024-02**.

The Procurement Project **PROCUREMENT OF 1-UNIT TRACTOR MOWER AT LAGUINDINGAN A/P** is composed of **one (1) Unit**, 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 Corporate Budget 2023 in the amount of **Three Million Pesos (Php 3,000,000.00)**.

2.2. The source of funding is:

a. GOCC and GFIs, the 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:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **CAAP Conference Room (PMO Building), CAAP, Laguindingan Airport** and/or through videoconferencing/webcasting 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)**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
 - b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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.

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.

² 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.

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 may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (**eFPS**) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>Complete delivery of tractor mower and accredited training provider of the equipment.</i></p> <p style="margin-left: 40px;">b. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC under the contract or the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p>
7.1	Subcontracting is not allowed
10.1	<i>No further instruction</i>
11.1	<p>The discounts stated in the Financial Bid Form shall be computer written with the same font style and size as of the whole text of the said form.</p> <p>Discounts that are either handwritten, type written or computer written in other font style and size shall not be considered.</p>
12	The price of the Goods shall be quoted DDP <i>at Laguindingan Airport, Laguindingan, Misamis Oriental</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 Sixty Thousand Pesos (Php 60,000.00) two percent (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 One Hundred Fifty Pesos (Php 150,000.00) five (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 in BLUE or BLACK ink.</p> <p>Pagination should be sequential based on the entire span of the whole documents inside the envelope. Must be sequentially paginated in accurate order in the form of:</p> <p style="text-align: center;">e.g "1 of 100" or "1,2,3,4,5....100"</p> <p>Bids not complying with the above instructions shall be disqualified.</p> <p>Submitted Eligibility, Technical and Financial documents shall be properly</p>

	<p>marked with index tabs (ear tab).</p> <p>2. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p>
19.3	<p>Partial Bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
20.2	<p>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).</p> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award.</p>
21.2	<p><i>No further instruction</i></p>

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

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 Civil Aviation Authority of the Philippines – Laguindingan, Misamis Oriental. 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 Civil Aviation Authority of the Philippines- Laguindingan, Misamis Oriental 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 Mr. Orlando U. Saberon (End-User) and Engr. Angelica A. Ang (Project-In-Charge)</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: <i>Select appropriate requirements and delete the rest.</i></p> <ol 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; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The contractor shall conduct an in-house training for the electrical personnel of Laguindingan Airport regarding the general information and its preventive maintenance of the fixtures installed prior to the turnover of the project.

- f. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- 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:
 - 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.

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.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **Ten (10) years**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **four (4) months** of placing the order.

	<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>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> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<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	In compliance to the instruction from the Transportation Secretary and per Memorandum dated July 23, 2018 from the CAAP Director General no advance payment or mobilization fees shall as a rule be extended or paid with respect to any projects of the Department in order to ensure that projects awarded to qualified bidders to eliminate corruption and to guarantee timely completion.
4	No further instruction
5	The product should have a minimum of One (1) Year Warranty.

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	Total	Delivered, Weeks/Months
	PROCUREMENT OF 1-UNIT TRACTOR MOWER AT LAGUINDINGAN A/P	1 UNIT	Php 3,000,000.00	<p>Ninety (90) Calendar Days upon receipt of Notice to Proceed.</p> <p>Project Site: CAAP, Laguindingan Airport, Laguindingan, Misamis Oriental</p>

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance																																																																																																																																																																																																																																																									
<p style="font-size: small;"> AGENCY: Republic of the Philippines NAME OF PROJECT: PROCUREMENT OF 3-UNIT TRACTOR POWER AT LAGUINGANAN A/P LOCATION: Laguinganan Airport BILL OF QUANTITY/DETAILED ESTIMATE </p> <hr/> <p style="text-align: center;">E. PROCUREMENT OF 3-UNIT TRACTOR POWER AT LAGUINGANAN A/P</p> <p style="text-align: center;">(3.00 LDT)</p> <p>A. DIRECT COST</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 5%;">I. 1.11</th> <th style="width: 45%;">PARTICULARS</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 10%;">UNIT COST</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1. Agricultural Tractor Model:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.1. Specifications:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.1.1. Engine:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.1.1.1. 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1.1.1. Value Added Tax, VAT (DCM + CONVECTION) (PSE) + PORT COST																																																																																																																																																																																																																																																											
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[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.]

1. PROCUREMENT OF 1-UNIT TRACTOR MOWER AT LAGUINDINGAN A/P

A. DIRECT COST

NO.	PARTICULAR	QUANTITY	UNIT COST	AMOUNT
1.10	1. Agricultural Tractor Mowers Specifications: a. Engine Power: 30hp b. Rated Speed: 2000rpm c. No. of Cylinders: 4 d. Displacement: 3900ccm ³ e. Torque: 340Nm at 1250rpm f. Fuel Tank Capacity: 90L Transmission: a. Forward/Reverse Gear: 12x12 Synchronized Shuttle b. Steering Type: Power Steering c. PTO Speed (rpm): 540/1080 with Ground Speed PTO d. Engine Speed at 540 rpm of PTO: 2132rpm Hydraulics: a. Pump Type/Flow: Gear Pumps, 45L/min b. Standard PWC Lift Capacity: 2200kg c. 2 pt HITCH: Cat R d. Control: Push/Shift control, Reverse PTO (under clockwise rotation of PTO shaft) drop rate control, rear lock, sensitivity break, top roll, and LH-D Mode e. No. of Reverse valves: 2 sets Tires: a. Front: 12-4-24 b. Rear: 14-4-30 Tractor Color (unpainted): White with CAAP Logo Included upon purchase of tractor: a. 1 unit Rotary Discs (Front and Rear Rollers) with Mower Mower Width: 2300mm - 2500mm Mower Length: 1950mm - 2500mm B. Shipping/Delivery of the whole tractor from manufacturer to CAAP Area Center 10 office at Laguindingan Airport C. Operators Manual for Engine d. On-site Drivers/Operators Training on the proper equipment operation, maintenance and servicing of the tractor (whole provider signed certificate upon after the whole training session). Warranty: One (1) year against heavy-duty or 1200 hours, whichever comes first	1.00	unit	Unit
		MATERIAL COST		
1.20	EQUIPMENT	NO. OF DAYS	UNIT RATE	AMOUNT
		EQUIPMENT COST		
1.30	LABOR	NO. OF DAYS	UNIT RATE	AMOUNT
		LABOR COST		
		ESTIMATED DIRECT COST		
		TOTAL DIRECT COST		
		UNIT DIRECT COST /unit		
B. INDIRECT COST				
1.	Value Added Tax, VAT (OCH = Contractor's Profit + Direct Cost)	5.00%		
		TOTAL INDIRECT COST		
		TOTAL COST (DC + IC)		
		UNIT COST /unit		

TOTAL BID AMOUNT (in FIGURES)

TOTAL BID AMOUNT (in WORDS)

Signature: _____
 Printed Name: _____
 Position: _____
 Company Name: _____
 Date: _____



TERMS OF REFERENCE

Project Title: Procurement of 1-Unit Tractor Mower at Laguindingan A/P

Location of Project: Laguindingan Airport, Moog, Laguindingan, Misamis Oriental

A. GENERAL

These Terms of Reference (TOR) and Technical Specifications refer to one (1) unit Tractor Mower to be procured through a Public Bidding charge to Capital Outlay – Machinery and Equipment from the Annual Procurement Program for CY 2024.

B. BUDGET AND SPECIFICATIONS

The Civil Aviation Authority of the Philippines – Area 10 through its CY 2024 corporate funds intends the sum of Three Million Pesos (Php3,000,000.00), being the Approved Budget for the Contract (ABC), for the procurement of the following equipment:

Quantity	Unit	Item/Description	Unit Price	Approved Budget for the Contract (ABC), (Total Amount)
1	unit	Agricultural Tractor Mowers	Php 3,000,000.00	Php 3,000,000.00
		<i>Specifications:</i>		
		• <i>Engine:</i>		
		<i>a. Engine Power: 90hp</i>		
		<i>b. Rated Speed: 2000rpm</i>		
		<i>c. No. of Cylinder: 4</i>		
		<i>d. Displacement: 3908cm³</i>		
		<i>e. Torque: 340Nm at 1250rpm</i>		
		<i>f. Fuel Tank Capacity: 90L</i>		
		• <i>Transmission:</i>		
		<i>a. Forward/Reverse Gear: 12x12 Synchronized Shuttle</i>		
		<i>b. Steering Type: Power Steering</i>		
		<i>c. PTO Speed (rpm): 540/540E RPM with Ground Speed PTO</i>		
		<i>d. Engine Speed at 540 rpm of PTO: 2132rpm</i>		
		• <i>Hydraulics:</i>		
		<i>a. Pump Type/Flow: Gear Pump, 45L/min</i>		
		<i>b. Standard Hitch Lift Capacity: 2200kg</i>		
		<i>c. 3 pt Hitch: Cat. II</i>		
		<i>d. Controls: Position/Draft control, Reverse PTO (counterclockwise rotation of PTO shaft) drop rate control, mix control, sensitivity knob, tap off, and Lift-O-Matic</i>		
		<i>e. No. of Remote Valves: 2 sets</i>		
		• <i>Tires:</i>		
		<i>a. Front: 12.4-24</i>		
		<i>b. Rear: 18.4-30</i>		
		• <i>Tractor Color (customized): White with CAAP Logo</i>		

		• <i>Included upon purchase of tractor:</i>		
		a. <i>1 unit Rotary Slasher (Front and Rear Roller) with Mower</i> - <i>Mower Width: 230cm – 250cm</i> - <i>Mower Length: 195cm – 250cm</i>		
		b. <i>Shipping/Delivery of the whole tractor from manufacturer to CAAP Area Center 10 office at Laguindingan Airport</i>		
		c. <i>Operators Manual (in English)</i>		
		d. <i>On-site Drivers'/Operators' Training on the proper equipment operation, maintenance and servicing of the tractor (please provide signed certificate right after the whole training session)</i>		
		• <i>Warranty:</i>		
		<i>One (1) year against factory defects or 1200 hours, whichever comes first.</i>		
		SUB-TOTAL		Php 3,000,000.00
		TOTAL		Php 3,000,000.00

C. DELIVERABLES

C1. WARRANTY

The Equipment shall be covered by warranty on all parts, components, and after-sales services for a period of one (1) year after its inspection and acceptance by the Procuring Entity.

C2. DOCUMENTATION

1. Brochure of the equipment showing the specifications of the product
2. Warranty Certificate
3. Operators Manual (in English)
4. Signed Training Certificates for personnel to be trained for the operation of the equipment

C3. EQUIPMENT DELIVERY

The Equipment shall be shipped/delivered from the manufacturer/supplier to CAAP Area Center 10 at Laguindingan Airport. Any delivery/shipping fees shall be covered by the supplier/contractor. The contractor shall make the delivery/shipping in accordance with the schedule, quantity, and specifications of the award and purchase order (PO).

Supplier/contractor shall guarantee the equipment to be free from defects. Any defect(s) on the equipment that may be discovered by the procuring entity within seven (7) working days after the acceptance of the same shall be replaced by the supplier/contractor within seven (7) working days or until stock(s) is available upon receipt of a written notice. Beyond the said time frame, defective equipment must be picked up by the supplier/contractor for assessment.

C4. EQUIPMENT TRAINING

The supplier/contractor shall conduct verbal, walk-around, actual operation, and basic maintenance training for the equipment supplied for seven (7) calendar days (1 week) upon acceptance of the equipment. The supplier/contractor is expected to do the following:

- Coordinate with the CAAP Area 10 Project in-Charge for the training schedule, and location of the training.
- Prepare and conduct a visual, verbal, and walk-around training design setting out the theoretical learning outcomes that must be learned by the CAAP Area 10 in-house operators/technicians, end-user, and the project in-charge.

- Prepare and conduct an actual operation training design setting out the actual learning outcomes that must be learned by the CAAP Area 10 in-house operators/technicians, end-user, and the project in-charge.
- Prepare and conduct a basic maintenance training setting out the actual learning outcomes that must be learned by the CAAP Area 10 in-house operators/technicians, end-user, and the project in-charge.
- Incorporate actual basic maintenance activities such as, but not limited to, maintenance schedule planning, step by step dismantling, cleaning/greasing of parts needed to be greased, etc.
- Provide digital copies of training and reading materials
- Issue signed original/hard copies of the certificates to participants upon completion of the training to certify them to operate the equipment. Each participant must have their certificate indicating their name and must be signed by the accredited training provider of the equipment.

D. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor/supplier shall provide their highly technical personnel to service the equipment including its components/peripherals whenever hardware breakdown and/or any related problem should occur.
- On-call support shall be available 24 hours a day, 7 days a week. A one (1) hour response from the time of the call (through telephone call) shall be provided.
- On-site support must have a response time of not more than 4 hours from the time of the call in cases when the phone support could not solve the problem.
- On hardware repair, testing shall be done on-site to know the extent of the problem. All components beyond repair shall be replaced at no cost during the warranty period. Service units should be available for the system and peripherals a day after testing and diagnosis for replacement of the defective unit(s).
- The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site.
- The winning bidder must provide pro-active maintenance support that automatically generate reports and sends notifications to the manufacturer's 24 x 7 call support centers in cases of system abnormality so that component(s) will be replaced and errors will be fixed before failure occurs.
- Hardware components that cannot be repaired must be provided with a service unit. Service unit and/or replacement parts must be available at all times. The component(s) that has been replaced must be operational.

E. LIQUIDATED DAMAGE(S)

- A penalty of one-tenth of one percent (0.001) of the cost shall be imposed for every day of delay.
- The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier/Contractor of any of its obligation(s) under the contract.
- The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the procuring entity before the scheduled delivery date. Any request for an extension not acted upon before the delivery date shall be considered denied.

Prepared by:


ENGR. ANGELICA C. ANG
 Mechanical Engineer, ADMD

***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) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

1. Agricultural Tractor Mowers

- Specification:
 - Engine:
 - a. Engine Power: 90hp
 - b. Rated Speed: 2000rpm
 - c. No. of Cylinder: 4
 - d. Displacement: 3908cm³
 - e. Torque: 340Nm at 1250rpm
 - f. Fuel tank Capacity: 90L
 - Transmission:
 - a. Forward/Reverse Gear: 12x12 Synchronized Shuttle
 - b. Steering Type: Power Steering
 - c. PTO Speed (rpm):540/540E RPM with Ground Speed PTO
 - d. Engine Speed at 540rpm of PTO: 2132rpm
 - Hydraulics:
 - a. Pump Type/Flow: Gear Pump, 45L/min
 - b. Standard Hitch Lift Capacity: 2200kg
 - c. 3 pt Hitch: Cat. II
 - d. Controls: Position/Draft control, Reverse PTO (counter clockwise rotation of PTO shaft) drop rate control, mix control, sensitivity knob, tap off, and Lift-O- Matic
 - e. No. of Remote Valves: 2 sets

- Tires:
 - a. Front: 12.4-24
 - b. Rear: 18.4-30
 - Tractor Color (customized): White with CAAP Logo
 - Included upon purchase of tractor:
 - a. 1-unit rotary Slasher (Front and Rear Roller) with Mower
 - Mower width: 230cm-250cm
 - Mower Length: 195cm-250cm
 - b. Shipping/Delivery of the whole tractor from the manufacturer to CAAP Area Center 10 office of Laguindingan Airport
 - c. Operators Manual (in English)
 - d. On-site Drivers’/Operators’ Training on the proper equipment operation, maintenance, and servicing of the tractor (please provide signed certificate right after the whole training session)
 - Warranty:
 - One (1) year against factory defects Or 1200 hours, whichever comes first.
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class “B” Documents

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

II.FINANCIAL COMPONENT ENVELOPE

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

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

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

- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

{ ATTACH COMPANY LETTERHEAD/LOGO }

Statement of all its ON-GOING 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.

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	Accomplishment		Values of Outstanding Works
			Description	%			Planned	Actual	
Government									
Private									
								Total value of outstanding works	

Submitted by: _____

(Print Name & Signature)

Designation: _____

Date: _____

{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: _____

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

NFCC

A. Summary of the Applicant-Company’s assets and liabilities on the basis of the attached Income Tax Return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2- 4)	

B. The Net Financial Contracting capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets – current liabilities) (k)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this project

NFCC = P _____

Where: K = 15

OR

Commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this project (CLC). The CLC must be at least equal to ten percent (10%) of the ABC for this Project.

Name of Bank: _____ Amount _____

Submitted by:

Name of Company / Firm

By:

Name and Signature of the Authorized Signing Official

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.

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: _____

By: _____

Signature & Name of
Managing Officer

Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

Name of Bidder (Member Partner)

Name of Bidder (Member Partner)

By: _____

By: _____

Signature & Name of Managing Officer

Signature & Name of Managing Officer

Designation / Position

Designation/Position

SIGNED IN THE PRESENCE OF:

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

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 _____

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of ***[total Bid amount in words and figures]*** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
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_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Abroad

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

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

