

PHILIPPINE BIDDING DOCUMENTS

SUPPLY AND INSTALLATION OF TWENTY-FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING

Bid No.24-053-08 BRAVO

Government of the Republic of the Philippines

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Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders	11
1. Scope of Bid	12
2. Funding Information	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders	13
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	15
12. Bid Prices	15
13. Bid and Payment Currencies	16
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	17
17. Opening and Preliminary Examination of Bids	17
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	18
Section III. Bid Data Sheet	19
Section IV. General Conditions of Contract	23
1. Scope of Contract	24
2. Advance Payment and Terms of Payment	24
3. Performance Security	24
4. Inspection and Tests	24
5. Warranty	25
6. Liability of the Supplier	25
Section V. Special Conditions of Contract	26
Section VI. Schedule of Requirements	30
Section VII. Technical Specifications	32

Section VIII. Checklist of Technical and Financial Documents	41
Section IX. Bidding Forms	44
Bid Form for the Procurement of Goods	45
BID FORM	45
Annex "E"	47
CAAP-BAC-SF Annex "A" Form 1	48
CAAP-BAC-SF Annex "A" Form 2	49
CAAP-BAC-SF Annex "E" Form 3	50
Annex "F"	53
CAAP-BAC-SF Annex "F" Form 1	54
CAAP-BAC-SF Annex "F" Form 2	56
CAAP-BAC-SF Annex "F" Form 3	57
Annex "G"	60
CAAP-BAC-SF Annex "G" Form 1	61
Price Schedule for Goods Offered from Abroad	61
For Goods Offered from Abroad	61
CAAP-BAC-SF Annex "G" Form 2	62

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 SUPPLY AND INSTALLATION OF TWENTY-FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING

BID NO. 24-053-08 BRAVO

1. The Civil Aviation Authority of the Philippines (CAAP), through the CAAP APP CY 2024 intends to apply the sum of **THREE MILLION SIX HUNDRED THIRTY-EIGHT THOUSAND ONE HUNDRED EIGHTY-NINE AND 23/100 (PHP3,638,189.23)** being the ABC to payments under the contract for **SUPPLY AND INSTALLATION OF TWENTY-FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING (Bid No. 24-053-08 BRAVO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Civil Aviation Authority of the Philippines now invites bids for the above Procurement Project. Delivery of the Goods is required by **Forty-Five (45) calendar days**. Bidders should have completed 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 and inspect the Bidding Documents at the address given below during working days at 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **07 August 2024 until the deadline of submission of bids** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 5,600.00 (inclusive of 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
6. Upon payment of the bid documents, bidders must provide their respective email addresses to the BAC Secretariat. All communications, including but not limited to Notices, Resolutions, and Replies, among others, will be sent to the email address provided by the bidder/s. The date when such email was sent shall be considered the date of receipt of the bidder/s for purposes of complying with the requirements under RA 9184.



7. Bidders must also check the PhilGEPS website, CAAP website, and BAC Secretariat for any bid bulletins and announcements related to the bidding.
8. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference¹ on **16 August 2024 @ 9:30 AM** through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through manual submission at CAAP-BAC Office, CAAP Compound, MIA Road corner Ninoy Aquino Avenue, 1300 Pasay City, Metro Manila on or before **28 August 2024 @ 9:30 AM**. Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
11. Bid opening shall be on **28 August 2024 @ 9:30 AM** at the given address below and/or via Jitsi/Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The Civil Aviation Authority of the Philippines 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.
13. For further information, please refer to:

ENGR. LEANDRO R. VARQUEZ
Head, BAC Secretariat
3rd Floor Supply, Procurement Building
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue
1300 Pasay City, Metro Manila
Telephone number – (02) 8246-4988 loc. 2236
Email: bac@caap.gov.ph
www.caap.gov.ph
14. Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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.

ATTY. DANJUN G. LUCAS

Chairperson, Bids and Awards Committee - Bravo

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Civil Aviation Authority of the Philippines wishes to receive Bids for the **SUPPLY AND INSTALLATION OF TWENTY-FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING (Bid No. 24-053-08 BRAVO)**.

The Procurement Project (referred to herein as "Project") is composed of **Supply and Installation of Twenty-Four (24) Sets Inverter Air-Conditioning Units**, 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 APP CY 2024 in the amount of **THREE MILLION SIX HUNDRED THIRTY-EIGHT THOUSAND ONE HUNDRED EIGHTY-NINE AND 23/100 (PHP3,638,189.23)**.

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 exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. 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.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 *{[Civil Aviation Authority of the Philippines, Old MIA Road corner Ninoy Aquino Avenue, Pasay City, Metro Manila]}* 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 *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing 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 *[indicate date]*. 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.

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.

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:

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Supply and Installation of Inverter Air-Conditioning Unit</p>
7.1	Subcontracting is not allowed.
10 & 11	<p>Bidder shall submit all eligibility and technical documents as specified in Section VIII. Checklist of Technical and Financial Documents:</p> <p>I. TECHNICAL COMPONENT ENVELOPE</p> <p style="text-align: center;"><i>Class "A" Documents</i></p> <p><u>Legal Documents</u></p> <p><input type="checkbox"/> (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p><input type="checkbox"/> (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Annex "E" Form 1); and</p> <p><input type="checkbox"/> (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 (Annex "E" Form 2); and</p> <p><input type="checkbox"/> (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 (Annex "F" Form 1); and</p> <p><input type="checkbox"/> (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (Annex "F" Form 2); and</p> <p><input type="checkbox"/> (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. (Annex "F" – Form 3)</p> <p><input type="checkbox"/> (g) Original Brochure or downloaded from the internet of the offered Air-Conditioning Unit complete with detailed technical specifications as appropriate for cross-referencing statement of compliance to the technical specification. <i>(Note: Please highlight the specific model and cooling capacity of the offered units.)</i></p>

	<p><u>Financial Documents</u></p> <p><input type="checkbox"/> (h) 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.</p> <p style="text-align: center;">Class "B" Documents</p> <p><input type="checkbox"/> (i) 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. (Annex "E" – Form 3)</p> <p>II. FINANCIAL COMPONENT ENVELOPE</p> <p><input type="checkbox"/> (j) Original of duly signed and accomplished Financial Bid Form (Section IX – Bidding Forms); and</p> <p><input type="checkbox"/> (k) Original of duly signed and accomplished Price Schedule(s) (Annex "G" – Forms 1 and 2).</p> <p><u>Other documentary requirements under RA No. 9184 (as applicable)</u></p> <p><input type="checkbox"/> (l) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.</p> <p><input type="checkbox"/> (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p> <p>Bids not complying with the above instruction shall be disqualified.</p>
12	The price of the Goods shall be quoted DDP (designated airport/office) or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Php72,763.78 or 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>b. The amount of not less than Php181,909.46 or five percent (5%) of ABC, if bid security is in Surety Bond.</p>

14.2	The bid security in the form of surety bond shall be valid until 120 calendar days from the date of Opening of Bids and shall be callable on demand.
19.3	THREE MILLION SIX HUNDRED THIRTY-EIGHT THOUSAND ONE HUNDRED EIGHTY-NINE AND 23/100 (PHP3,638,189.23 being the ABC to payments under the contract for SUPPLY AND INSTALLATION OF TWENTY-FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING.
20.2	No further instruction.
21.1	See Terms of Reference, if applicable.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

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>The delivery terms applicable to the Contract are DDP delivered at CAAP Head Office (See Section VI. Schedule of Requirements). In accordance with INCOTERMS.</p> <p>The delivery terms applicable to this Contract are delivered at CAAP Head Office (See Section VI. Schedule of Requirements). 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 Engr. Eva E. Lazatin.</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> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>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	Partial payment is not allowed. Terms of payment shall be 100% after complete delivery of goods.
4	See Terms of Reference, if applicable

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
	SUPPLY AND INSTALLATION OF TWENTY-FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING			
1.00	AIR-CONDITIONING WORKS			
1.01	Air Conditioning Unit, Pipings and Support	24.00	sets	
2.00	ELECTRICAL WORKS			
2.01	Wires, Conduits, Fittings and Support	2,790.00	lm	

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
1.00 1.01 A.	AIR-CONDITIONING WORKS Air Conditioning Unit, Pipings, and Support Materials 4.0 HP / 3.0 TR Inverter Floor Standing Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings) Power Supply: 220-230 V, 1Ph, 60 Hz Refrigerant Type: R-410a/R-32 3.0 HP Inverter Wall Mounted Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings) Power Supply: 220-230 V, 1Ph, 60 Hz Refrigerant Type: R-32 2.0 HP Inverter Wall Mounted Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings) Power Supply: 220-230 V, 1Ph, 60 Hz Refrigerant Type: R-32 Copper Tube Soft Drawn 5/8" OD. 0.028 thickness x 15m Copper Tube Soft Drawn 1/2" OD. 0.028 thickness x 15m Copper Tube Soft Drawn 3/8" OD. 0.028 thickness x 15m Copper Tube Soft Drawn 1/4" OD. 0.028 thickness x 15m Copper Tube Coupling 5/8" Copper Tube Coupling 1/2" Copper Tube Coupling 3/8" Copper Tube Coupling 1/4" Rubber Insulation 5/8" I.D. 3/4" thickness x 1.8 m Rubber Insulation 1/2" I.D. 3/4" thickness x 1.8 m Rubber Insulation 3/8" I.D. 3/4" thickness x 1.8 m Rubber Insulation 1/4" I.D. 3/4" thickness x 1.8 m Polyethylene tape (White) 25mm diameter PVC Pipe x 3m (drain pipe) 25mm diameter PVC Elbow 25mm diameter PVC Coupling Refrigerant 32, 9.5 kgs./tank Refrigerant R-410A, 11.3 kgs./tank 4" Clevis Hanger w/ bolt & nut 1/4" x 3m. Threaded hanger rod 1/4" Expansion shield	
B.	Labor Construction Foreman Skilled Laborer Common Laborer	

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name Company: _____

Date: _____

Item	Specification	Statement of Compliance
2.00 2.01 A.	ELECTRICAL WORKS Wires, Conduits, Fittings, and Support Materials 15mm diameter x 3m Electrical Metallic Tubing, UL Listed 15mm diameter EMT Coupling 15mm diameter EMT Connector with locknut and bushing 20mm diameter x 3m Electrical Metallic Tubing, UL Listed 20mm diameter Flexible Metal Conduit x 30m 20mm diameter Flexible Conduit x 100m 20mm diameter EMT Coupling 20mm diameter EMT Connector with locknut and bushing G.I. Tie Wire 1/4" x 3m. Threaded hanger rod 1/4" Expansion shield Hanger Clamp with bolt Emt Clamp with screw 3.5 mm ² THHN/THWN-2 Copper Wire x 150m (UL listed) 5.5 mm ² THHN/THWN-2 Copper Wire x 150m (UL listed) 8.0 mm ² THHN/THWN-2 Copper Wire x 150m (UL listed) B. Labor Construction Foreman Skilled Laborer Common Laborer	

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name Company: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

BILL OF QUANTITIES

PROJECT: **Supply and Installation of Twenty Four (24) sets Inverter Air-Conditioning Units at FSIS Building**
LOCATION: **CAAP Head Office, NAIA Road, Pasay City**

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE (Pesos)	AMOUNT (Pesos)
1.00	AIR-CONDITIONING WORKS				
1.01	Air Conditioning Unit, Pipings and Support	24.00	sets		
	Pesos_____				
	Amount in Words_____				
	_____and				
	_____centavos				
2.00	ELECTRICAL WORKS				
2.01	Wires, Conduits, Fittings and Support	2,790.00	lm		
	Pesos_____				
	Amount in Words_____				
	_____and				
	_____centavos				

Submitted by:

Signature: _____

Printed Name: _____

Position: _____

Name Company: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

SUMMARY OF BID PROPOSAL

PROJECT: Supply and Installation of Twenty Four (24) sets Inverter Air-Conditioning Units at FSIS Building
LOCATION: CAAP Head Office, NAIA Road, Pasay City

ITEM NO.	QTY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		V.A.T.	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
				OCM	PROFIT	%	VALUE				
[1]	[3]	[4]	[5]	[6]	[7]	[8]	[9] [5] x [8]	[10] 5%([5] + [9])	[11] [9] + [10]	[12] [5] + [11]	[13] [12] / [3]
1.00	AIR-CONDITIONING WORKS										
1.01	Air Conditioning Unit, Pipings and Support										
2.00	ELECTRICAL WORKS										
2.01	Wires, Conduits, Fittings and Support										

Submitted by:

Signature:

Printed Name:

Position:

Name Company:

Date:

NAME OF PROJECT :		Supply and Installation of Twenty Four (24) sets Inverter Air-Conditioning Units at FSIS Building			
LOCATION :		CAAP Head Office, NAIA Road, Pasay City			QTY. UNIT
SUBJECT :		Bill of Materials and Cost Estimate			24.00 sets

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT (P)
1.00	AIR-CONDITIONING WORKS				
1.01	Air Conditioning Unit, Pipings and Support				
A	Materials				
	4.0 HP / 3.0 TR Inverter Floor Standing Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings) Power Supply: 220-230 V, 1Ph, 60 Hz Refrigerant Type: R-410a/R-32	7.00	sets		
	3.0 HP Inverter Wall Mounted Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings) Power Supply: 220-230 V, 1Ph, 60 Hz Refrigerant Type: R-32	9.00	sets		
	2.0 HP Inverter Wall Mounted Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings) Power Supply: 220-230 V, 1Ph, 60 Hz Refrigerant Type: R-32	8.00	sets		
	Copper Tube Soft Drawn 5/8" OD. 0.028 thickness x 15m		pcs		
	Copper Tube Soft Drawn 1/2" OD. 0.028 thickness x 15m		pcs		
	Copper Tube Soft Drawn 3/8" OD. 0.028 thickness x 15m		pcs		
	Copper Tube Soft Drawn 1/4" OD. 0.028 thickness x 15m		pcs		
	Copper Tube Coupling 5/8"		pcs		
	Copper Tube Coupling 1/2"		pc		
	Copper Tube Coupling 3/8"		pcs		
	Copper Tube Coupling 1/4"		pc		
	Rubber Insulation 5/8" I.D. 3/4" thickness x 1.8 m		pcs		
	Rubber Insulation 1/2" I.D. 3/4" thickness x 1.8 m		pcs		
	Rubber Insulation 3/8" I.D. 3/4" thickness x 1.8 m		pcs		
	Rubber Insulation 1/4" I.D. 3/4" thickness x 1.8 m		pcs		
	Polyethylene tape (White)		rolls		
	25mm diameter PVC Pipe x 3m (drain pipe)		pcs		
	25mm diameter PVC Elbow		pcs		
	25mm diameter PVC Coupling		pcs		
	Refrigerant 32, 9.5 kgs./tank		tanks		
	Refrigerant R-410A, 11.3 kgs./tank		tanks		
	4" Clevis Hanger w/ bolt & nut		sets		
	1/4" x 3m. Threaded hanger rod		pcs		
	1/4" Expansion shield		pcs		
		Material Cost			
B	Labor	No.	Duration (Day)	Rate/Day	
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
		Labor Cost			
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. Contractor's Profit (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL MARK-UPS		of D			
F. VALUE ADDED TAX, (VAT)		5.0%		of (D + E)	
G. TOTAL ESTIMATED INDIRECT COST (E + F), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit					
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name Company: _____

Date: _____

NAME OF PROJECT :		Supply and Installation of Twenty Four (24) sets Inverter Air-Conditioning Units at FSIS Building			
LOCATION :		CAAP Head Office, NAIA Road, Pasay City			QTY. UNIT
SUBJECT :		Bill of Materials and Cost Estimate			2790.00 Im
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT (P)
2.00	ELECTRICAL WORKS				
2.01	Wires, Conduits, Fittings and Support				
A	Materials				
	15mm diameter x 3m Electrical Metallic Tubing, UL Listed		pcs		
	15mm diameter EMT Coupling		pcs		
	15mm diameter EMT Connector with locknut and bushing		pcs		
	20mm diameter x 3m Electrical Metallic Tubing, UL Listed		pcs		
	20mm diameter Flexible Metal Conduit x 30m		roll		
	20mm diameter Flexible Conduit x 100m		rolls		
	20mm diameter EMT Coupling		pcs		
	20mm diameter EMT Connector with locknut and bushing		pcs		
	G.I. Tie Wire		kgs		
	1/4" x 3m. Threaded hanger rod		pcs		
	1/4" Expansion shield		pcs		
	Hanger Clamp with bolt		pcs		
	Emt Clamp with screw		pcs		
	3.5 mm² THHN/THWN-2 Copper Wire x 150m (UL listed)		rolls		
	5.5 mm² THHN/THWN-2 Copper Wire x 150m (UL listed)		rolls		
	8.0 mm² THHN/THWN-2 Copper Wire x 150m (UL listed)		roll		
		Material Cost			
B	Labor	No.	Duration (Day)	Rate/Day	
	Construction Foreman (Master Electrician)				
	Skilled Laborer				
	Common Laborer				
		Labor Cost			
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. Contractor's Profit (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL MARK-UPS		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST (E + F), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST (G / Quantity), P/Unit					
TOTAL ESTIMATED COST (D + G), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity). P/Unit					

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name Company: _____

Date: _____

SCOPE OF WORK

Name of Project : **SUPPLY AND INSTALLATION OF TWENTY FOUR (24) SETS
INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING**

Location : CAAP Head Office, NAIA Road, Pasay City

Duration : Forty-five (45) Calendar Days

The details of work are at best enumerated below, but be noted that the Contract includes all works and services although not specifically mentioned herein, but are needed to fully complete the Project:

The project covers the supply of labor, materials, tools/equipment's, and construction related permits necessary for **SUPPLY AND INSTALLATION OF TWENTY FOUR (24) SETS INVERTER AIR-CONDITIONING UNITS AT FSIS BUILDING** with the following scope of works which shall be done in accordance with the approved plans, specifications, and provision of contract.

1.00 AIR-CONDITIONING WORKS

1.01 Air Conditioning Unit, Pippings and Support

The work includes supply of materials, labor, and equipment/tools necessary for the installation of 24 sets Invert Air-Conditioning Units as indicated on the approved plans. The work includes the installation of Air-Conditioning Units (indoor and outdoor units), ACCU bracket, copper tubing, rubber insulations, condensate drain piping and other accessories to complete the system. Air-Conditioning Works should be tested and commissioned.

(Note : Warranty - 1 year on parts & services and at least 5 years on compressor after acceptance of the project)

7 sets – 4.0 HP / 3.0 TR Inverter Floor Standing Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings)

Power Supply: 220-230 V, 1Ph, 60 Hz

Refrigerant: R-410a/R-32

9 sets – 3.0 HP Inverter Wall Mounted Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings)

Power Supply: 220-230 V, 1Ph, 60 Hz

Refrigerant: R-32

8 sets – 2.0 HP Inverter Wall Mounted Type Air-Conditioning Unit with complete standard accessories (indoor unit, outdoor unit, remote control, circuit breaker in NEMA-3R Enclosure, ACCU bracket and other standard fittings)

Power Supply: 220-230 V, 1Ph, 60 Hz

Refrigerant: R-32

2.00 ELECTRICAL WORKS

2.01 Wires, Conduits, Fittings and Support

The work includes all materials, labor, and equipment/tools for the installation of 2790.00 linear meters of Air-Conditioning Units Wires and Conduits including fittings, support and other hardware to complete the installation. Routing of conduits shall be for approval of the CAAP Project In-Charge. All wires, conduits and fittings shall be Underwriters Laboratories (UL) Listed.

All scopes of work for this item must be in accordance with the approved plans and specifications. Quality and types of materials must conform to specifications and must be approved by the project in-charge of the CAAP prior to installation.

The contractor shall be responsible in providing personal protective equipment (PPE) for staffs and workers, and Safety Inspectors or Safety Engineers on site while construction is ongoing. Regular safety and weather reports should be accomplished.

The contractor shall be responsible for all laboratory, material testing, building and safety permits and survey instruments necessary in the project implementation. All expenses shall be incorporated in the contractor's overhead cost and shall not be considered as pay item.

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 (Annex "E" Form 1); **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 (Annex "E" Form 2); **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 (Annex "F" Form 1); **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (Annex "F" Form 2); **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (Annex "F" – Form 3)
- ☐ (g) Original Brochure or downloaded from the internet of the offered Air-Conditioning Unit complete with detailed technical specifications as appropriate for cross-referencing statement of compliance to the technical specification. *(Note: Please highlight the specific model and cooling capacity of the offered units.)*

Financial Documents

- ☐ (h) 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

- ☐ (i) 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. (Annex "E" – Form 3)

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (j) Original of duly signed and accomplished Financial Bid Form (Section IX – Bidding Forms); **and**
- ☐ (k) Original of duly signed and accomplished Price Schedule(s) (Annex "G" – Forms 1 and 2).

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

- ☐ (l) *[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.
- ☐ (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Section IX. Bidding Forms

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
---------------------------	--------	-----------------------------------

(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: _____

Annex "E"

Annex "E" Form 1.....	Statement of all Ongoing Contracts
Annex "E" Form 2.....	Statement of Single Largest Completed Contract
Annex "E" Form 3.....	Joint Resolution for JVA

CAAP-BAC-SF Annex " E" Form 1

{ ATTACH COMPANY LETTERHEAD/LOGO }

Statement of all ON-GOING government and private contracts within ten (10) years from the submission of bids, including contracts awarded but not yet started

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: _____

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:

1. 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:
2. 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.
3. That the parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.
4. That the terms of the JV Agreement entered into the parties shall be valid and is co-terminus with the final completion and turnover of the Name of Contract / Project to the agency of the government, which in this case, the (Name of Procurement Entity);

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

Name of Bidder (Lead Partner)

Name of Bidder (Member Partner)

By: _____
Signature & Name of
Managing Officer

By: _____
Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

Name of Bidder (Member Partner)

Name of Bidder (Member Partner)

By: _____
Signature & Name of
Managing Officer

By: _____
Signature & Name of Authorized
Authorized Representative

Designation / Position

Designation / Position

SIGNED IN THE PRESENCE OF:

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 _____

Annex "F"

Annex "F" Form 1.....	Bid Securing Declaration
Annex "F" Form 2.....	Conformity with Technical Specifications as stated in Section VII
Annex "F" Form 3.....	Omnibus Sworn Statement
Annex "F" Form 4.....	Certification that the ARFF vehicles offered are compliant with CAAP's technical requirements under the project's TOR

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]

{ATTACH COMPANY LETTERHEAD/LOGO}

Technical Specifications

Item	Specification	Statement of Compliance

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]

Annex "G"

Annex "G" Form 1	Goods Offered From Abroad
Annex "G" Form 2	Goods Offered From Within Philippines

CAAP-BAC-SF Annex "G" Form 1

{ATTACH COMPANY LETTERHEAD/LOGO}

Price Schedule for Goods Offered 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: _____

CAAP-BAC-SF Annex "G" Form 2

{ATTACH COMPANY LETTERHEAD/LOGO}

Price Schedule for Goods Offered 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: _____

