

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **PROCUREMENT OF GASOLINE, DIESEL FUELS AND LUBRICANTS FOR THE USE OF CAAP-BICOL INTERNATIONAL AIRPORT CY- 2025**

Government of the Republic of the Philippines

**Sixth Edition  
04 February 2024**

# 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.

# Table of Contents

|  |           |
|--|-----------|
| <b>Glossary of Acronyms, Terms, and Abbreviations .....</b>                  | <b>4</b>  |
| <b>Section I. Invitation to Bid.....</b>                                     | <b>7</b>  |
| <b>Section II. Instructions to Bidders.....</b>                              | <b>11</b> |
| 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 .....   | 14        |
| 7. Subcontracts .....  | 14        |
| 8. Pre-Bid Conference .....  | 15        |
| 9. Clarification and Amendment of Bidding Documents .....                    | 15        |
| 10. Documents comprising the Bid: Eligibility and Technical Components ..... | 15        |
| 11. Documents comprising the Bid: Financial Component .....                  | 15        |
| 12. Bid Prices .....   | 16        |
| 13. Bid and Payment Currencies .....   | 17        |
| 14. Bid Security .....   | 17        |
| 15. Sealing and Marking of Bids .....  | 17        |
| 16. Deadline for Submission of Bids .....                                    | 18        |
| 17. Opening and Preliminary Examination of Bids .....                        | 18        |
| 18. Domestic Preference .....  | 18        |
| 19. Detailed Evaluation and Comparison of Bids .....                         | 18        |
| 20. Post-Qualification .....   | 19        |
| 21. Signing of the Contract .....  | 20        |
| <b>Section III. Bid Data Sheet .....</b>                                     | <b>22</b> |
| <b>Section IV. General Conditions of Contract.....</b>                       | <b>30</b> |
| 1. Scope of Contract .....   | 31        |
| 2. Advance Payment and Terms of Payment .....                                | 31        |
| 3. Performance Security .....  | 31        |
| 4. Inspection and Tests .....  | 32        |
| 5. Warranty .....  | 32        |
| 6. Liability of the Supplier .....   | 32        |
| <b>Section V. Special Conditions of Contract .....</b>                       | <b>33</b> |
| <b>Section VI. Schedule of Requirements .....</b>                            | <b>38</b> |
| <b>Section VII. Technical Specifications .....</b>                           | <b>39</b> |
| <b>Section VIII. Checklist of Technical and Financial Documents .....</b>    | <b>40</b> |

# ***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***





Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**INVITATION TO BID**

**For The**

**Procurement Of Gasoline, Diesel Fuels And Lubricants For The use Of CAAP-Bicol International Airport CY- 2025**

1. The Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport through the CAAP Corporate Budget for CY 2025 intends to apply the sum of Ten Million Five Hundred Sixty-three Thousand Two Hundred Pesos (Php 10,563,200.00) being the ABC to payments under the contract for Procurement Of Gasoline, Diesel Fuels And Lubricants For The use Of CAAP-Bicol International Airport CY- 2025 / CAAP BICOL INTERNATIONAL AIRPORT BAC CONTRACT NO. 2025-001. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport now invites bids for the Procurement Of Gasoline, Diesel Fuels And Lubricants For The use Of CAAP-Bicol International Airport CY- 2025. Delivery of Goods is required within One (1) Year Contract Supply And Delivery Of POL Product. Bidders should have completed, within three (3) years from the date of submission and receipts of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction 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.
4. 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.





Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

5. Prospective Bidders may obtain further information from **Civil Aviation Authority of the Philippines, Area Center V**, at its physical address at the **BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay**, and inspect the Bidding Documents from **8:00AM to 5:00PM, Monday to Friday**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. A complete set of Bidding Documents may be acquired by interested Bidders on **15 January 2025 to 04 February 2025** from the given physical address 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 Six Hundred Pesos (Php 5,600.00), including 12% VAT**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through his authorized representative.
7. The **Civil Aviation Authority of the Philippines, Area Center V** will hold a Pre-Bid Conference on **23 January 2025 at 2:00 p.m. onwards** at its physical address at the **BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at its physical address, **BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay**, not later than **2:00 p.m. of 04 February 2025**. **Online submission is not allowed and late submission shall not be accepted.**
9. 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 **04 February 2025 at 2:00 p.m. onwards** at the physical address of the **Civil Aviation Authority of the Philippines, Area Center V** at the **BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.






Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

12. **The Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport** shall resolve cases involving a tie, after post-qualification, among bidders determined and declared as the Lowest Calculated Responsive Bidder (LCRB), by drawing lots.
13. **The Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
14. For further information, please refer to:

**THE BAC SECRETARIAT**  
*BAC Office, G/F Admin Building  
Civil Aviation Authority of the Philippines  
Area Center V, Bicol International Airport  
Daraga, Albay  
Telephone Nos. 0906-410-2901  
Email Ad.: [legazpiairport.bac@gmail.com](mailto:legazpiairport.bac@gmail.com)*

  
\_\_\_\_\_  
**ROLANDO N. BOCITO**  
Chairperson



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

## 1. Scope of Bid

The Procuring Entity, *Civil Aviation Authority of the Philippines, Area Center V* wishes to receive Bids for the **PROCUREMENT OF GASOLINE, DIESEL FUELS AND LUBRICANTS FOR THE USE OF CAAP-BICOL INTERNATIONAL AIRPORT CY- 2025**, with identification number **CAAP BICOL INTERNATIONAL AIRPORT BAC CONTRACT NO. 2025-001**.

The Procurement Project (referred to herein as **PROCUREMENT OF GASOLINE, DIESEL FUELS AND LUBRICANTS FOR THE USE OF CAAP-BICOL INTERNATIONAL AIRPORT CY- 2025**), is composed of several items 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 **CY 2025** in the amount of **Ten Million Five Hundred Sixty-three Thousand Two Hundred Pesos (Php 10,563,200.00)**.

2.2. The source of funding is: the **CAAP Corporate Budget for CY 2025**.

## 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. *[Select one, delete other/s]*

a. 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.

b. 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:

*[Select one, delete the other/s]*

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:  
*[Select either failure or monopoly of bidding based on market research conducted]*

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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:

*[Select one, delete other/s]*

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
  - b. 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 at the **BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay** 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not

subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **120 days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

### 15. Sealing and Marking of Bids

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

---

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

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**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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

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

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

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

## **18. Domestic Preference**

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

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

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

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

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project with various items which shall be awarded as one contract.

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

## **20. Post-Qualification**

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The

determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

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

## 21. Signing of the Contract

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

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

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

| ITB Clause |   |
|------------|---|
| 5.3        | <p>Bidders should have completed, <b>within Three (3) years</b> from the date of submission and receipt of bids, a contract similar to the Project. For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;"><i><b>Sale/supply and delivery of fuel (Diesel &amp; Gasoline), Oil and Lubricants;</b></i></p> <ul style="list-style-type: none"> <li>i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least <i>fifty percent (50%)</i> of the ABC for this Project; and</li> <li>ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</li> </ul> |
| 7.1        | <i>Subcontracting is not allowed.</i>   |
| 8          | <p>The Civil Aviation Authority of the Philippines Area Center V will hold a Pre-bid conference for this Project on <b>23 January 2025 at 2:00PM onwards at its physical address at the BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay.</b></p>   |
| 9          | <p>The Procuring Entity's physical address is:</p> <p style="text-align: center;"><b>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES<br/>AREA CENTER V<br/>BICOL INTERNATIONAL AIRPORT<br/>DARAGA, ALBAY</b></p> <p style="text-align: center;"><b>ROLAND N. BOCITO</b><br/>BAC CHAIRPERSON<br/>BAC OFFICE, G/F ADMIN BUILDING<br/><b>Thru the BAC Secretariat</b><br/>Tel: 0906-410-2901<br/><a href="mailto:legazpiairport.bac@gmail.com">legazpiairport.bac@gmail.com</a></p>  |
| 10         | <p><b>Bidders must submit the following:</b></p> <ul style="list-style-type: none"> <li><b>a.)</b> Proof that the Bidder has an Authorized Supplier of the Petroleum Fuel, Oil and Lubricants;</li> <li><b>b.)</b> Proof that the Bidder's fuel station is located 10-kilometers from Bicol International Airport, Brgy. Alobo, Daraga, Albay and;</li> <li><b>c.)</b> Brochure/Pictures with Brand Name and Specifications of the Petroleum Fuel, Oil and Lubricants.</li> </ul>   |



|      |   |
|------|---|
|      | <p>Furthermore, Per CAAP Memorandum dated 17 September 2018, re: Disqualification Of Prospective Bidders With Pending Cases Against the Government In The Procurement Activities of the CAAP, all prospective bidders shall be required to submit the following:</p> <p>1. A <b>certification, under oath</b> attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements for bidders as prescribed under the 2016 Revised Implementing Rules and Regulations (R-IRR) of RA No. 9184.; and</p> <p>2. <b>Legal Clearance</b> to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against this Authority.</p> <p><i>These documents can be submitted either during the Opening of Bids or the Post-qualification stage.</i></p> |
| 11   | Note: Samples forms of some documentary requirements are attached to Section VIII. Checklist of Technical and Financial Documents.  |
| 12   | The price of the Goods shall be quoted DDP at the <b>Bicol International Airport, Daraga, Albay</b> .   |
| 12.1 | <p><b><u>To be BOTH submitted using the REQUIRED formats (samples attached to the bidding documents), viz:</u></b></p> <p>Prices indicated on the Price Schedule shall be entered separately in the following manner:</p> <ul style="list-style-type: none"> <li>a. For Goods offered from within the Procuring Entity's country: <ul style="list-style-type: none"> <li>v. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);</li> <li>vi. The cost of all customs duties and sales and other taxes already paid or payable;</li> </ul> </li> </ul>   |

|      |  |
|------|--|
|      | <p>vii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and</p> <p>viii. The price of other (incidental) services, if any, listed in e.</p> <p>b. For Goods offered from abroad:</p> <p>iii. Unless otherwise stated in the <b>BDS</b>, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the <b>BDS</b>. 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.</p> <p>iv. The price of other (incidental) services, if any, as listed in <b>Section VII (Technical Specifications)</b>.</p> <p><b><u>NOTES:</u></b></p> <p><b><u>1. FAILURE TO ATTACH THE TWO (2) REQUIRED AFOREMENTIONED DOCUMENTS USING THE EXACT FORMATS, SAMPLES OF WHICH ARE ATTACHED TO THE BIDDING DOCUMENTS, SHALL BE A GROUND FOR DISQUALIFICATION. BIDDER SHOULD INDICATE “NOT APPLICABLE” IN EITHER DOCUMENTS AS THE CASE MAY BE.</u></b></p> <p><b><u>2. FINANCIAL DOCUMENTS TO BE SUBMITTED MUST INCLUDE BID SCHEDULE AND PROPOSAL – PLEASE SEE FORMAT ATTACHED TO THE BIDDING DOCUMENTS.</u></b></p> |
| 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 <b>two percent (2%) of ABC</b>, 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 <b>five percent (5%) of ABC</b> if bid security is in Surety Bond.</p>  |
| 14.2 | <p>The Bid and bid security shall be valid for <b><u>120 days or upon request by the PE in writing for an extension before the expiration date therefor.</u></b></p>   |

15

Each bidder shall submit **one (1) original and three (3) copies of the first and second components of their bids.**

All envelopes shall:

- Contain the name of the contract to be bid in capital letters, and Lot Number and Description if applicable
- Bear the name and address of the bidder in capital letters
- Be addressed to the Procuring Entity's BAC Chairperson
- Bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids
- Must be sealed and signed by the bidder or authorized representative.
- Pls. refer to Section 25 of The 2016 Revised IRR of RA 9184- Submission and Receipt Of Bids.

Name of Project

Name of Bidder & Address

Addressed to BAC-Chairperson

Lot No./Contract No. \_\_\_\_\_

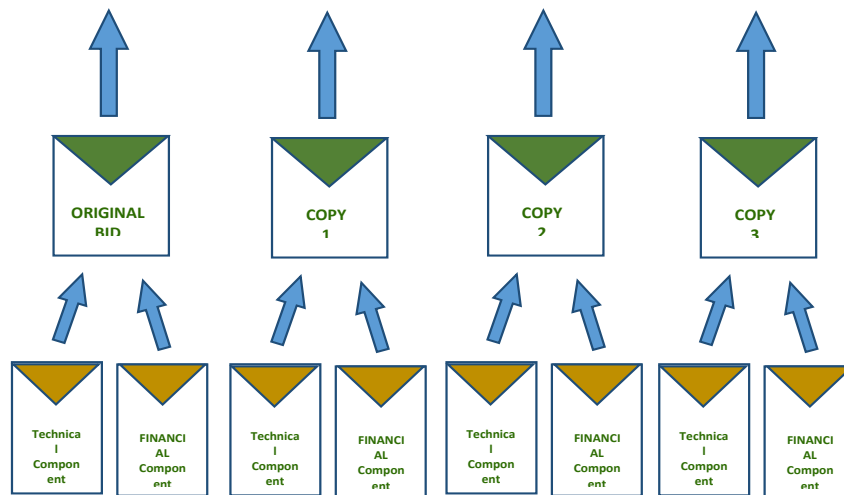
Lot Description: \_\_\_\_\_

~~Original, Copy 1, Copy 2 & Copy 3~~

"Eligibility-Technical & Financial"

**"DO NOT OPEN BEFORE"**

**Date & time of opening of bids**



The original and the number of copies of the Bid (3 copies: Copy 1, Copy 2, and Copy 3) shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

**Please refer to the above guide in the preparation/marking of Bid Envelope and sample illustration included in the bidding documents.**

#### **OTHER INSTRUCTIONS**

- ☐ Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ ORIGINAL – FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ ORIGINAL BID”
  
- ☐ Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_\_ - FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

|      |  |
|------|--|
|      | <ul style="list-style-type: none"> <li><input type="checkbox"/> The original and the number of copies of the Bid (3 copies: Copy 1, Copy 2, and Copy 3) shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.</li> <li><input type="checkbox"/> Each document must be consecutively paged. (e.g. 2 of 100, 3 of 100). Pagination should be sequential based on the entire span of the whole documents inside the envelope.</li> <li><input type="checkbox"/> The documents must be bounded.</li> </ul> |
| 17   | <p>The address for submission of bids is:</p> <p><b>ROLAND N. BOCITO<br/>BAC CHAIRPERSON<br/>BAC OFFICE, G/F ADMIN BUILDING<br/>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES<br/>AREA CENTER V<br/>BICOL INTERNATIONAL AIRPORT<br/>DARAGA, ALBAY</b></p> <p>The deadline for submission of bids is <b>NOT LATER THAN 2:00PM OF 04 February 2025.</b></p> <p><b><u>NOTE: ONLINE SUBMISSION IS NOT ALLOWED.</u></b></p>   |
| 18   | <p>The place of bid opening is at the physical address:</p> <p><b>BAC OFFICE<br/>G/F ADMIN BUILDING<br/>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES<br/>AREA CENTER V<br/>BICOL INTERNATIONAL AIRPORT<br/>DARAGA, ALBAY</b></p> <p>The date and time of bid opening is on <b>04 February 2025 AT 2:00PM ONWARDS.</b></p>   |
| 19.3 | <p><b>Partial bids are not allowed.</b></p>  |

|  |   |
|--|---|
|  | <p>The <b>PERFORMANCE SECURITY</b> shall be in the form of any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of Php[<i>10% of total contract price</i>], if in the form of cash, cashier's/manager's check issued by Universal or Commercial bank; or</li> <li>2. The amount of Php[<i>10% of total contract price</i>], if in the form of bank draft/guarantee or irrevocable letter of credit issued by Universal or Commercial Bank Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or</li> <li>3. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount of Php(<i>30% of total contract price</i>).</li> </ol> |
|--|---|

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

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

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

## 3. Performance Security

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



#### **4. Inspection and Tests**

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

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

#### **5. Warranty**

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

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

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

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

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

## Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 1          | <p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered at the Bicol International Airport. 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 at the Bicol International Airport. 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 at the <b>Bicol International Airport</b>.</p> <p>The Supplier is required to provide all the goods and incidental services as specified in Section VI. Schedule of Requirements and the Terms of Reference in accordance with the following requirements, to wit:</p> <ol style="list-style-type: none"> <li>1. The Supplier shall load/fuel only the official vehicles and fuel feed machineries and equipment of CAAP-Bicol International Airport upon presentation of approved Purchase Order Slip from CAAP-BIA.</li> <li>2. The Supplier shall be responsible in dispensing fuel and making available at all times for a period of one (1) year for the following estimated volume or quantity of the following goods:</li> </ol> |

| QUANTITY | UNIT  | PARTICULARS                                |
|----------|-------|--|
| 120,000  | Ltrs. | Automotive Diesel Fuel (Diesel Plus)       |
| 19,800   | Ltrs. | Unleaded Gasoline (Research Octane No. 91) |
| 900      | Ltrs. | Diesel Motor Oil                           |
| 50       | Ltrs. | Gasoline Motor Oil                         |
| 100      | Ltrs. | Brake Fluid                                |
| 100      | Ltrs. | Automatic Transmission Fluid (ATF)         |
| 100      | Ltrs. | Coolant                                    |
| 300      | Ltrs. | 2T Premium Oil                             |
| 600      | Ltrs. | Hydraulic Oil                              |
|          |       | ADD: Handling Fee                          |

3. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn;

4. The statement of account should be accurate with the receipt/invoice issued by the Supplier;

5. The Supplier shall deliver to CAAP-Bicol International Airport whenever necessary without delivery charge; and

6. CAAP-Bicol International Airport shall provide an approved Withdrawal/Purchase Order Slip upon refueling of the vehicle with approved Trip Ticket from CAAP.

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:

|  |  |
|--|--|
|  | <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>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</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of two (2) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing order for goods offered from within the Philippines, and within two (2) months of placing order for goods offered from abroad.</p> |
|  | <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity<br/>Name of the Supplier</p>   |

|  |   |
|--|---|
|  | <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>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><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>  |
|  | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |

|     |   |
|-----|---|
| 2.2 | In compliance to the instructions from the Transportation Secretary and per memorandum dated July 23, 2018 from the CAAP Director General, no advance payments 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 are awarded to qualified bidders, to eliminate corruption, and to guarantee timely completion. |
| 4   | The inspections and tests that will be conducted are: Inspection as to quantity and technical specifications as enumerated in the Contract and Bid offer.   |

## ***Section VI. Schedule of Requirements***



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

| Item Number | Description                          | Quantity | Unit  | Delivered, Weeks/Months  |
|-------------|--------------------------------------|----------|-------|--|
| 1.          | Automotive Diesel Fuel (Diesel Plus) | 120,000  | Ltrs. | Upon receipt of Notice to Proceed with one-year contract validity. |
| 2.          | Unleaded Gasoline (RON 91)           | 19,000   | Ltrs. |  |
| 3.          | Diesel Motor Oil                     | 900      | Ltrs. |  |
| 4.          | Gasoline Motor Oil                   | 50       | Ltrs. |  |
| 5.          | Brake Fluid                          | 100      | Ltrs. |  |
| 6.          | Automatic Transmission Fluid (ATF)   | 100      | Ltrs. |  |
| 7.          | Coolant                              | 100      | Ltrs. |  |
| 8.          | 2T Premium Oil                       | 400      | Ltrs. |  |
| 9.          | Hydraulic Oil                        | 600      | Ltrs. |  |
|             | ADD: Handling Fee                    |          |       |  |
|             | ‘-x-x- Nothing Follows -x-x-         |          |       |  |
|             |                                      |          |       |  |

**Note:**

*The Quantity/Number of liters of Fuel (Diesel and Gasoline) are estimated for the year 2025 and for bidding purposes only. In the actual implementation of the contract, the quantity may increase or decrease as the need arises.*

*The term of the contract shall be for a period of one (1) year or after the total contract amount has been fully consumed, whichever comes first, commencing from the date of receipt of the Notice to Proceed. As such, the Procuring Entity may issue a supplemental agreement/contract, as the case maybe.*

*Inclusive of Delivery Cost to Bicol International Airport-Electro Mechanic Powerplant.*

*Start of delivery shall be upon receipt of Notice to Proceed (NTP) and only upon presentation of approved Purchase Order Slip from CAAP-BIA on a per transaction basis.*

## ***Section VII. Technical Specifications***

# Technical Specifications

## PROCUREMENT OF GASOLINE, DIESEL FUELS AND LUBRICANTS FOR THE USE OF CAAP-BICOL INTERNATIONAL AIRPORT CY- 2025

| Item | Description                          | Quantity      | Statement of Compliance  |
|------|--------------------------------------|---------------|--|
|      |                                      |               | <i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i> |
| 1.   | Automotive Diesel Fuel (Diesel Plus) | 120,000 ltrs. |  |
| 2.   | Unleaded Gasoline (RON 91)           | 19,000 ltrs.  |  |
| 3.   | Diesel Motor Oil                     | 900 ltrs.     |  |

|    |                                    |           |  |
|----|------------------------------------|-----------|--|
| 4. | Gasoline Motor Oil                 | 50 ltrs.  |  |
| 5. | Brake Fluid                        | 100 ltrs. |  |
| 6. | Automatic Transmission Fluid (ATF) | 100 ltrs. |  |
| 7. | Coolant                            | 100 ltrs. |  |
| 8. | 2T Premium Oil                     | 400 ltrs. |  |
| 9. | Hydraulic Oil                      | 600 ltrs. |  |
|    | ADD: Handling Fee                  |           |  |

**Note:**

*Estimated number of liters only (it may increase or decrease in actual implementation of the contract)*

1. The Supplier shall fuel/load only the official vehicles and fuel feed machineries and equipment of CAAP-Bicol International Airport upon presentation of approved Purchase Order Slip from CAAP-BIA.
2. The Supplier shall be responsible in the dispensing of fuel and making it available at all times for period of one (1) year.
3. A transaction slip/receipt/ invoice shall be issued every time fuel is withdrawn.
4. The Statement of Account should be accurate with the receipt/invoice issued by the Supplier.
5. The Supplier shall deliver to CAAP-Bicol International Airport whenever necessary without delivery charge.
6. CAAP-Bicol International Airport shall provide an approved Withdrawal Slip/Purchase Order Slip upon refueling of the vehicle with approved TRIP TICKET from CAAP.

# BID SCHEDULE AND PROPOSAL

*(Contractor's Logo On Main Page)*

PROJECT: **PROCUREMENT OF GASOLINE, DIESEL FUELS AND LUBRICANTS FOR THE USE OF CAAP-BICOL INTERNATIONAL AIRPORT CY- 2025**

DESCRIPTION: **SUPPLY & DELIVERY OF PETROLEUM FUEL, OIL AND LUBRICANT**

LOCATION: **BICOL INTERNATIONAL AIRPORT, DARAGA, ALBAY**

| ITEM | DESCRIPTION                                 | QTY     | UNIT OF ISSUE | UNIT BID PRICE<br><i>(Inclusive of 12% VAT)</i> | TOTAL PRICE<br><i>(Inclusive of 12% VAT)</i> |
|------|---|---------|---------------|---|--|
| 1.   | <b>Automotive Diesel Fuel (Diesel Plus)</b> | 120,000 | Ltrs.         |   |  |
| 2.   | <b>Unleaded Gasoline (RON 91)</b>           | 19,000  | Ltrs.         |   |  |
| 3.   | <b>Diesel Motor Oil</b>                     | 900     | Ltrs.         |   |  |
| 4.   | <b>Gasoline Motor Oil</b>                   | 50      | Ltrs.         |   |  |
| 5.   | <b>Brake Fluid</b>                          | 100     | Ltrs.         |   |  |
| 6.   | <b>Automatic Transmission Fluid (ATF)</b>   | 100     | Ltrs.         |   |  |
| 7.   | <b>Coolant</b>                              | 100     | Ltrs.         |   |  |
| 8.   | <b>2T Premium Oil</b>                       | 400     | Ltrs.         |   |  |
| 9.   | <b>Hydraulic Oil</b>                        | 600     | Ltrs.         |   |  |

|   |                          |  |  |  |  |
|---|--------------------------|--|--|--|--|
|   | <b>ADD: Handling Fee</b> |  |  |  |  |
| The Approved Budget for the Contract (ABC), is <b><u>Ten Million Five Hundred Sixty-Three Thousand Two Hundred Pesos (Php 10,563,200.00).</u></b> |                          |  |  |  |  |
| <b>TOTAL AMOUNT OF BID</b>  |                          |  |  |  |  |
| <b>---nothing follows---</b>  |                          |  |  |  |  |

**Total ABC for the project is Ten Million Five Hundred Sixty-Three Thousand Two Hundred Pesos (Php 10,563,200.00). Partial bids are not allowed.**

This Bid Schedule And Proposal consists of Two (2) pages, with several line items grouped into one (1), if there is/are missing page, please notify this Office prior to the schedule date opening of the bid otherwise non-compliant thereto will be considered after the bid has been opened.

WARRANTY: I/WE warrant that I/WE have not given or perished to give any gift to any official or employee to secure a contract and that any violation of this shall be a sufficient ground for the government to revoke or cancel the contract that maybe awarded to us/me.

BIDDER: \_\_\_\_\_  
 (Printed Name & Signature)

\_\_\_\_\_  
 (Position)

\_\_\_\_\_  
 (Name of Company)

\_\_\_\_\_  
 (Address of Company)

\_\_\_\_\_  
 (Telephone Nos./ E-mail Address)

## ***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;

**Note: Please refer to GPPB Resolution No. 15-2021, dated 14 October 2021 page 7 of 29**

#### Technical Documents

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



### **Additional Required Documents**

#### **1. Bidders must submit the following:**

- a.) *Proof that the Bidder has an Authorized Supplier of the Petroleum Fuel, Oil and Lubricants;*
- b.) *Proof that the Bidder's fuel station is located 10-kilometers from Bicol International Airport, Brgy. Alobo, Daraga, Albay; and*
- c.) *Brochure/Pictures with Brand Name and Specifications of the Petroleum Fuel, Oil and Lubricants.*

2. Per CAAP Memorandum dated 17 September 2018, re: Disqualification Of Prospective Bidders With Pending Cases Against the Government In The Procurement Activities of the CAAP, all prospective bidders shall be required to submit the following:

☐ A **certification, under oath** attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements for bidders as prescribed under the 2016 Revised Implementing Rules and Regulations (R-IRR) of RA No. 9184.; and

☐ **Legal Clearance** to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against this Authority.

*Note: A prospective bidder's failure to comply with the submission of said requirements together with their bid and/or submission of a false certification shall constitute a ground for automatic disqualification.*

### **Financial Documents**

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

***Class “B” Documents***

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

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

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

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished **FINANCIAL BID FORM**;
- (b) Original of duly signed and accomplished:

- (1) PRICE SCHEDULE FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES;**

**and**

- (2) PRICE SCHEDULE FOR GOODS OFFERED FROM ABROAD.**

*Failure to attach the two (2) required aforementioned documents using the exact formats, samples of which are attached to the bidding documents, shall be a ground for disqualification. Bidder should indicate “not applicable” in either document as the case may be.*

**PLEASE REFER TO BID DATA SHEET (BDS), ITB Clause 12.1; and**

- (c) Original of duly signed **BID SCHEDULE AND PROPOSAL**  
**PLEASE ALSO REFER TO BDS, ITB CLAUSE 12.1.**

## ***Bidding Forms Sample***

## **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 | Amount   | Purpose of             |
|------------------|----------|------------------------|
| Of agent         | Currency | 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: \_\_\_\_\_

**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, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

*[Insert signatory's legal capacity]*  
Affiant

***[Jurat]***

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



## **Bid Securing Declaration Form**

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

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]*

**AUTHORITY OF SIGNATORY  
(SPECIAL POWER OF ATTORNEY)**

I, \_\_\_\_\_, President of \_\_\_\_\_ (Name of the Bidder), a corporation incorporated under the laws of the Republic of the Philippines with its registered office at \_\_\_\_\_, by virtue of Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, has made, constituted and appointed \_\_\_\_\_ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent \_\_\_\_\_ in the bidding of \_\_\_\_\_ (Name of the Project) as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

Signed in the Presence of:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

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

**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<br><br>(specify border point or place of destination) | Total CIF or CIP price per item<br><br>(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: \_\_\_\_\_

**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<br>(col 5+6+7+8) | Total Price delivered Final Destination<br>(col 9) x (col 4) |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |
|      |             |                   |          |                         |   |  |  |  |  |

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

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

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

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



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Control No. \_\_\_\_\_

**INSTRUCTIONS**

1. To filled in triplicate by the person requesting for the use of office vehicle.
2. Original Trip Ticket to driver be returned to the Administrative Department upon completion.
3. Duplicate to the Motorpool Section.
4. Triplicate to the Physical Security Force. (Gate Pass)

To be filled only by the person requesting use of the office vehicle.

Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Arrival \_\_\_\_\_  
Driver's Name: \_\_\_\_\_ Plate No. \_\_\_\_\_  
Authorized Passenger \_\_\_\_\_  
Destination/s: \_\_\_\_\_  
Purpose/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
**CYNTHIA M. TUMANUT**  
Area Manager  
Area V, Bicol International Airport

To be filled by the Driver after the end of trip completed.

Trip No. \_\_\_\_\_ Signature \_\_\_\_\_ Arrival \_\_\_\_\_ Odo. Reading \_\_\_\_\_  
Time \_\_\_\_\_ Place/s \_\_\_\_\_ Time \_\_\_\_\_ Place/s \_\_\_\_\_

| (continue at the back) Total Distance Traveled |       | Time         |
|--|-------|--------------|
| Balance in tank before trip                    | _____ | _____ Liters |
| Issued from stock                              | _____ | _____ Liters |
| Purchase Outside                               | _____ | _____ Liters |
| Total Capacity in Tank                         | _____ | _____ Liters |
| Fuel used for the travel                       | _____ | _____ Liters |
| Balance in tank after travel                   | _____ | _____ Liters |
| Motor Oil put in                               | _____ | _____ Liters |
| Gear Oil put in                                | _____ | _____ Liters |
| Brake Fluid                                    | _____ | _____ Liters |
| Grease   | _____ | _____ Liters |
| Others   | _____ | _____ Liters |
| Remarks  | _____ | _____ Liters |

We/ I hereby certify that the vehicle was used as official business as stated above.

|                    |                    |                    |
|--------------------|--------------------|--------------------|
| _____<br>Passenger | _____<br>Passenger | _____<br>Passenger |
| _____<br>Passenger | _____<br>Passenger | _____<br>Passenger |

Republic of the Philippines  
**CIVIL AVIATION AUTHORITY of the PHILIPPINES**  
Bicol International Airport, Aloba, Daraga, Albay

**FUEL/OIL ORDER SLIP**

Control No. \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

Supplier: \_\_\_\_\_

Received by: \_\_\_\_\_

End-User: \_\_\_\_\_

| Qty. | Products         | Unit Price | Amount |
|------|------------------|------------|--------|
|      | Unleaded         |            |        |
|      | Diesel           |            |        |
|      | 2T Premium Oil   |            |        |
|      | Brake Fluid      |            |        |
|      | Motor Oil        |            |        |
|      | Oil Filter       |            |        |
|      | Radiator Coolant |            |        |
|      | ATF              |            |        |
|      |                  |            |        |
|      |                  |            |        |

Approved by: \_\_\_\_\_

Charged to: \_\_\_\_\_

Body/Plate No. \_\_\_\_\_

\_\_\_\_\_  
AUTH. SIGNATORY

\_\_\_\_\_  
ACCT. NAME

