PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

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Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo

PROJECT REFERENCE NO.: ITB NO. 2026-09-0076

Local Government Unit-Cabatuan, Iloilo

Sixth Edition
July 2020

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
Province of Iloilo
MUNICIPALITY OF CABATUAN
Bids and Awards Committee
Telefax (033) 333-3310 local 105; email address: baclgucabatuan@gmail.com

INVITATION TO BID NO. 2026-09-0076 GOODS

Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo

1. The **Local Government Unit of Cabatuan, Iloilo**, through the **RHU- Office Supplies Expenses** intends to apply the sum of **Ninety-Three Thousand Seven Hundred Seventy-One Pesos (₱93,771.00)** being the ABC to payments under the contract for **Supply and Delivery of Various Consumable Office Supplies** with **PR No. 2026-08-1000.** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Local Government Unit of Cabatuan, Iloilo** now invites bids for the above Procurement Project. Delivery of the Goods is **Ten (10) days upon receipt of approved Notice to Proceed (NTP).** Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from LGU-Cabatuan, Iloilo Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below.

5. A complete set of Bidding Documents may be inspected and acquired by interested Bidders from the BAC Secretariat in the address below, starting on **September 16, 2026** *(during office hour)*, from **9:00 A.M. to 5:00 P.M**. and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **Two Hundred Pesos (P 200.00)**.

6. Bids must be duly received by the BAC Secretariat through manual submission at the **BAC office, 2nd Floor, Municipal Bldg., Cabatuan, Iloilo,** on or before **September 28, 2026 at 2:00 P.M**. Late bids shall not be accepted.

7 All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

8. Bid opening shall be on **September 28, 2026 at 2:10 P.M**. at the **BAC Office, 2nd Floor, Municipal Bldg., Cabatuan, Iloilo.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

9. If the day set as deadline for the dropping and opening of bids is declared a non-working day or there is work suspension, the deadline for the dropping and opening of bids shall be on the next working day.

10. The **Local Government Unit of Cabatuan, Iloilo** reserves the right to accept or reject any bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Bids and Awards Committee Secretariat
LGU-Cabatuan, Iloilo
2nd Floor, Municipal Bldg., Rizal St., Cabatuan, Iloilo
Tel No. 333-3310 local 105
Email address: **baclgucabatuan@gmail.com**

12. You may visit the LGU Website:
For downloading of Bidding Documents:
www.cabatuan.gov.ph

Original Signed
FRANCISCO A. GONZAGA III
BAC Chairperson

Section II- Instruction to Bidders

1. Scope of Bid

The Procuring Entity, *LGU-Cabatuan, Iloilo* wishes to receive Bids for the

Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo

with identification number:

ITB NO. 2026-09-0076 GOODS
(PR NO. 2026-08-1000)

The Procurement Project (referred to herein as "Project") is composed of One (1) Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2026 Budget** in the amount of **Ninety-Three Thousand Seven Hundred Seventy-One Pesos (₱93,771.00)**

2.2 The source of funding is:
RHU-Office Supplies Expenses

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.

A. 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 {*[insert if applicable]* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent

office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

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:

[Select one, delete the other/s]

a. Philippine Pesos.

b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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.

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

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

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:

[Select one, delete the other/s]

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

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

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

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. Supply and delivery of supplies b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed
12.	The price of the Goods shall be quoted Deliver Duty Paid (DDP) for various supplies at **RHU, LGU-Cabatuan, Iloilo**
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than **Php 1,875.42** *[2% of ABC]* if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than **Php 4,688.55** *[5% of ABC]* if bid security is in Surety Bond. If a surety bond will be used, the following are the requirements: a. *Must have the original receipt;* b. *Must be callable on demand;* c. *Certified by the Insurance commission that the surety company is authorized to issue such security.*
19.3	*No further instructions.*
20.2	*The Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).*
21.2	*Other appropriate licenses and permits required:* 1. BIR Registration Certification, which contains the Taxpayer's Identification Number. 2. Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any.

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 (20) 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 o*f 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

GCC Clause	
1	*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:* **Delivery and Documents –** 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: *For Goods Supplied from Within the Philippines, state "*The delivery terms applicable to this Contract are delivered *at* ***RHU, LGU-Cabatuan, Iloilo***. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI, Schedule of Requirements For purposes of this Clause the Procuring Entity's Representative at the Project Site is **Marilou Caguing, Admin Aide IV.** **Packaging –** 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. 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. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions

	Any relevant HAZCHEM classifications 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. **Transportation –** 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. 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. 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* in accordance with **GCC** Clause 22. 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.
2.2	Partial payment I not allowed.
4	The inspections and tests that will be conducted by **Mr. Joefel Guidoriagao.** as **Per Item** The Goods shall be accepted only by the end user after passing the inspection. The inspections and tests that will be conducted include, but not limited to physical characteristics, quantity and quality, against the Technical Specifications.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity		Total	Delivered, Weeks/Months
PR no. 2026-08-1000					Delivery Schedule of 10 Calendar days during weekdays (Monday-Friday) and office hours (8:00a.m-5:00p.m.), excluding holidays upon receipt of Approved Notice to Proceed
1	Bond Paper Short subs 20, 70 gsm	30	reams		
2	Bond Paper, long subs 20, 70 gsm	30	reams		
3	Bond Paper, A4 subs 20, 70 gsm	5	reams		
4	Mimeo, long Whitewove	30	reams		
5	Mimeo, Short Whitewove	30	reams		
6	Vellum Board, long	25	packs		
7	Vellum Board, Short	25	packs		
8	Colored Paper short (yellow)	5	reams		
9	Colored Paper short, (blue)	5	reams		
10	Colored Paper long (pink)	10	reams		
11	Colored Paper long (green)	10	reams		
12	Folder, long	500	pcs.		
13	Folder, Short	200	pcs.		
14	Plastic Fastener (50's)	20	boxes		
15	Ballpen 12's (black-6 boxes, red-2boxes, blue-2 boxes)	10	boxes		
16	Ballpen,	5	pcs.		
17	Pencil #2 12's	5	boxes		
18	Pentel Pen, Black 12's	2	boxes		
19	Whiteboard Marker, black 12's	1	box		
20	Logbook, 500 sheets	15	pcs.		
21	Tape Dispenser	2	pcs.		
22	Correction Tape, Big	40	pcs.		
23	Scissor, Big	5	pcs.		

24	Pencil Sharpener, Big	2	pcs.		
25	Packing Tape, Big	5	pcs.		
26	Scotch Tape 1"	24	pcs.		
27	Double Sided Tape, Big	5	pcs		
28	Paper Clips (Vinyl coated jumbo clip)	15	boxes		
29	Stapel Wire no. 35	15	boxes		
30	Stapler w/staple wire remover, big	5	pcs.		
31	Staple Wire remover	5	pcs.		
32	Stamp Pad (medium)	3	pcs.		
33	Stamp Pad Ink	3	pcs.		
34	Epson L664 ink, Black	5	bottles		
35	Epson 003 ink, Black	5	bottles		
36	Printer Ink BTD60BK	5	pcs.		
37	Printer Ink BTD100BK	5	pcs.		
38	Epson Ribbon Cartridge LX-310	6	pcs.		
39	Paper Cutter Wood B4 (12x15)	1	pc.		
40	Binder Clips (1-5/8" x 41mm) 12's	3	boxes		
41	Puncher, Big	2	pcs.		
42	Multi-Purpose Glue 240gms.	10	pcs.		
43	Plastic Envelope long	50	pcs.		
44	Plastic Envelope short	50	pcs.		
45	Plastic Envelope with holder long	50	pcs.		
46	Trash Bin w/ Swing Cover (11-15 ltrs) plastic	5	pcs.		
47	Detergent Powder (double pack, 74grams)	10	dozens		
48	Bath Soap (60grams)	5	dozens		
49	Fabric conditioner 25ml.	5	dozens		
50	Disinfectant concentrate (lemon)	4	gals.		
51	Disinfectant spray 500ml.	10	bots.		

52	Dishwashing paste, Big	10	pcs.		

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Section VII: Technical Specifications

Item	Specification			Statement of Compliance (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 Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.)
1	30	reams	Bond Paper Short subs 20, 70 gsm	
2	30	reams	Bond Paper, long subs 20, 70 gsm	
3	5	reams	Bond Paper, A4 subs 20, 70 gsm	
4	30	reams	Mimeo, long Whitewove	
5	30	reams	Mimeo, Short Whitewove	
6	25	packs	Vellum Board, long	
7	25	packs	Vellum Board, Short	
8	5	reams	Colored Paper short (yellow)	
9	5	reams	Colored Paper short, (blue)	
10	10	reams	Colored Paper long (pink)	
11	10	reams	Colored Paper long (green)	
12	500	pcs.	Folder, long	
13	200	pcs.	Folder, Short	
14	20	boxes	Plastic Fastener (50's)	
15	10	boxes	Ballpen 12's (black-6 boxes, red-2boxes, blue-2 boxes)	
16	5	pcs.	Ballpen	
17	5	boxes	Pencil #2 12's	
18	2	boxes	Pentel Pen, Black 12's	
19	1	box	Whiteboard Marker, black 12's	
20	15	pcs.	Logbook, 500 sheets	
21	2	pcs.	Tape Dispenser	
22	40	pcs.	Correction Tape, Big	
23	5	pcs.	Scissor, Big	
24	2	pcs.	Pencil Sharpener, Big	

25	5	pcs.	Packing Tape, Big	
26	24	pcs.	Scotch Tape 1"	
27	5	pcss	Double Sided Tape, Big	
28	15	boxes	Paper Clips (Vinyl coated jumbo clip)	
29	15	boxes	Staple Wire no. 35	
30	5	pcs.	Stapler w/staple wire remover, big	
31	5	pcs.	Staple Wire remover	
32	3	pcs.	Stamp Pad (medium)	
33	3	pcs.	Stamp Pad Ink	
34	5	bottles	Epson L664 ink, Black	
35	5	bottles	Epson 003 ink, Black	
36	5	pcs.	Printer Ink BTD60BK	
37	5	pcs.	Printer Ink BTD100BK	
38	6	pcs.	Epson Ribbon Cartridge LX-310	
39	1	pc.	Paper Cutter Wood B4 (12x15)	
40	3	boxes	Binder Clips (1-5/8" x 41mm) 12's	
41	2	pcs.	Puncher, Big	
42	10	pcs.	Multi-Purpose Glue 240gms.	
43	50	pcs.	Plastic Envelope long	
44	50	pcs.	Plastic Envelope short	
45	50	pcs.	Plastic Envelope with holder long	
46	5	pcs.	Trash Bin w/ Swing Cover (11-15 ltrs) plastic	
47	10	dozens	Detergent Powder (double pack, 74grams)	
48	5	dozens	Bath Soap (60grams)	
49	5	dozens	Fabric conditioner 25ml.	
50	4	gals.	Disinfectant concentrate (lemon)	
51	10	bots.	Disinfectant spray 500ml.	
52	10	pcs.	Dishwashing paste, Big	

Bidders are required to stipulate Brand Name offered in the Technical Specification and Bill of Quantities in applicable items.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Terms of Reference

Item	Specification			Preferred Brand
1	30	reams	Bond Paper Short subs 20, 70 gsm	**Smartist, Cactus or its equivalent**
2	30	reams	Bond Paper, long subs 20, 70 gsm	**Smartist, Cactus or its equivalent**
3	5	reams	Bond Paper, A4 subs 20, 70 gsm	**Smartist, Cactus or its equivalent**
4	30	reams	Mimeo, long Whitewove	**Advance**
5	30	reams	Mimeo, Short Whitewove	**Advance**
6	25	packs	Vellum Board, long	
7	25	packs	Vellum Board, Short	
8	5	reams	Colored Paper short (yellow)	
9	5	reams	Colored Paper short, (blue)	
10	10	reams	Colored Paper long (pink)	
11	10	reams	Colored Paper long (green)	
12	500	pcs.	Folder, long	
13	200	pcs.	Folder, Short	
14	20	boxes	Plastic Fastener (50's)	
15	10	boxes	Ballpen 12's (black-6 boxes, red-2boxes, blue-2 boxes)	**Flexestick**
16	5	pcs.	Ballpen	**G-tech**
17	5	boxes	Pencil #2 12's	**Mongol**
18	2	boxes	Pentel Pen, Black 12's	**Pilot**
19	1	box	Whiteboard Marker, black 12's	**Pilot**
20	15	pcs.	Logbook, 500 sheets	
21	2	pcs.	Tape Dispenser	
22	40	pcs.	Correction Tape, Big	
23	5	pcs.	Scissor, Big	
24	2	pcs.	Pencil Sharpener, Big	
25	5	pcs.	Packing Tape, Big	
26	24	pcs.	Scotch Tape 1"	
27	5	pcss	Double Sided Tape, Big	
28	15	boxes	Paper Clips (Vinyl coated jumbo clip)	
29	15	boxes	Staple Wire no. 35	
30	5	pcs.	Stapler w/staple wire remover, big	**Joy**
31	5	pcs.	Staple Wire remover	
32	3	pcs.	Stamp Pad (medium)	
33	3	pcs.	Stamp Pad Ink	
34	5	bottles	Epson L664 ink, Black	
35	5	bottles	Epson 003 ink, Black	
36	5	pcs.	Printer Ink BTD60BK	
37	5	pcs.	Printer Ink BTD100BK	
38	6	pcs.	Epson Ribbon Cartridge LX-310	
39	1	pc.	Paper Cutter Wood B4 (12x15)	
40	3	boxes	Binder Clips (1-5/8" x 41mm) 12's	

41	2	pcs.	Puncher, Big	
42	10	pcs.	Multi-Purpose Glue 240gms.	**Elmers Glue**
43	50	pcs.	Plastic Envelope long	
44	50	pcs.	Plastic Envelope short	
45	50	pcs.	Plastic Envelope with holder long	
46	5	pcs.	Trash Bin w/ Swing Cover (11-15 ltrs) plastic	
47	10	dozens	Detergent Powder (double pack, 74grams)	**Tide**
48	5	dozens	Bath Soap (60grams)	**Bioderm**
49	5	dozens	Fabric conditioner 25ml.	**Downy**
50	4	gals.	Disinfectant concentrate (lemon)	**Mr. Muscle**
51	10	bots.	Disinfectant spray 500ml.	**Lysol**
52	10	pcs.	Dishwashing paste, Big	**Smart**

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**

☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the

BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

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

Class "B" Documents

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

or

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

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

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

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

25 FINANCIAL COMPONENT ENVELOPE

☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (b) Original of duly signed and accomplished Price Schedule(s).

Bidding Forms

1. List of All On-going contracts
2. Statement of SLCC
3. Bid Securing Declaration
4. Omnibus Sworn Statement
5. NFCC
6. Bid Form

BID SECURING DECLARATION FORM

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

x----------x

BID SECURING DECLARATION
Project Identification No:
[*ITB NO. 2026-09-0076 GOODS*]

Procurement of Consumable Supplies for the official sue of RHU, LGU-Cabatuan, Iloilo

To: Local Government Unit of Cabatuan
Cabatuan, Iloilo

I/We[2], the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of 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 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

   (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

   (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

   (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

---

[2] *Select one and delete the other. Adopt the same instruction for similar terms throughout the document.*

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

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

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

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued], [place issued]*
IBP No. _____ *[date issued], [place issued]*

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

Omnibus Sworn Statement (Revised)

Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo

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

A F F I D A V I T

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 following responsibilities as a Bidder in compliance with the Philippine Bidding documents, which includes:

   a) Carefully examine all of the Bidding Documents;
   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
   d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the

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 undertaking 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 user 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.

_____
Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued], [place issued]*
IBP No. _____ *[date issued], [place issued]*

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

Bid Form for the Procurement of Goods

Date: _____
Project Identification No.: **ITB NO. 2026-09-0076 GOODS**

Local Government Unit of Cabatuan
Cabatuan, Iloilo

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including Supplemental or Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Supply and Delivery of Consumable Office Supplies for the official use of RHU, LGU-Cabatuan, Iloilo** 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 Schedule 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 specified in the PBDs;

d. to abide by the Bid Validity Period specified in Philippine Bidding Documents it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

(if none, state "None"]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Bill of Quantities

Name of Contract:			Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo		
Contract Location			RHU, LGU-Cabatuan, Iloilo		
Approved Budget for the Contract (ABC)			₱ 93,771.00		
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
PR no. 2026-08-1000					
1	30	reams	Bond Paper Short subs 20, 70 gsm		
2	30	reams	Bond Paper, long subs 20, 70 gsm		
3	5	reams	Bond Paper, A4 subs 20, 70 gsm		
4	30	reams	Mimeo, long Whitewove		
5	30	reams	Mimeo, Short Whitewove		
6	25	packs	Vellum Board, long		
7	25	packs	Vellum Board, Short		
8	5	reams	Colored Paper short (yellow)		
9	5	reams	Colored Paper short, (blue)		
10	10	reams	Colored Paper long (pink)		
11	10	reams	Colored Paper long (green)		
12	500	pcs.	Folder, long		
13	200	pcs.	Folder, Short		
14	20	boxes	Plastic Fastener (50's)		
15	10	boxes	Ballpen 12's (black-6 boxes, red-2boxes, blue-2 boxes)		
16	5	pcs.	Ballpen		
17	5	boxes	Pencil #2 12's		
18	2	boxes	Pentel Pen, Black 12's		
19	1	box	Whiteboard Marker, black 12's		
20	15	pcs.	Logbook, 500 sheets		
21	2	pcs.	Tape Dispenser		
22	40	pcs.	Correction Tape, Big		
23	5	pcs.	Scissor, Big		
24	2	pcs.	Pencil Sharpener, Big		
25	5	pcs.	Packing Tape, Big		

26	24	pcs.	Scotch Tape 1"		
27	5	pcs	Double Sided Tape, Big		
28	15	boxes	Paper Clips (Vinyl coated jumbo clip)		
29	15	boxes	Staple Wire no. 35		
30	5	pcs.	Stapler w/staple wire remover, big		
31	5	pcs.	Staple Wire remover		
32	3	pcs.	Stamp Pad (medium)		
33	3	pcs.	Stamp Pad Ink		
34	5	bottles	Epson L664 ink, Black		
35	5	bottles	Epson 003 ink, Black		
36	5	pcs.	Printer Ink BTD60BK		
37	5	pcs.	Printer Ink BTD100BK		
38	6	pcs.	Epson Ribbon Cartridge LX-310		
39	1	pc.	Paper Cutter Wood B4 (12x15)		
40	3	boxes	Binder Clips (1-5/8" x 41mm) 12's		
41	2	pcs.	Puncher, Big		
42	10	pcs.	Multi-Purpose Glue 240gms.		
43	50	pcs.	Plastic Envelope long		
44	50	pcs.	Plastic Envelope short		
45	50	pcs.	Plastic Envelope with holder long		
46	5	pcs.	Trash Bin w/ Swing Cover (11-15 ltrs) plastic		
47	10	dozens	Detergent Powder (double pack, 74grams)		
48	5	dozens	Bath Soap (60grams)		
49	5	dozens	Fabric conditioner 25ml.		
50	4	gals.	Disinfectant concentrate (lemon)		
51	10	bots.	Disinfectant spray 500ml.		
52	10	pcs.	Dishwashing paste, Big		
			Total Bid Amount		

Submitted by:

Name: _____

Legal capacity: _____

Signature:_____

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

Date:_____

PRICE SCHEDULE FOR GOODS FROM WITHIN THE PHILIPPINES

Name of Contract: **Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo**

Name of Bidder _____. Project ID No.: ITB 2026-09-0076 Goods Page__ of ____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price EXW per Item	Transportation and all other costs incidental to delivery, per item)	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, If applicable, per item	Total Price per unit (col 5+6+7+8)
PR no. 2026-08-1000								
1	Bond Paper Short subs 20, 70 gsm		30					
2	Bond Paper, long subs 20, 70 gsm		30					
3	Bond Paper, A4 subs 20, 70 gsm		5					
4	Mimeo, long Whitewove		30					
5	Mimeo, Short Whitewove		30					
6	Vellum Board, long		25					
7	Vellum Board, Short		25					
8	Colored Paper short (yellow)		5					
9	Colored Paper short, (blue)		5					
10	Colored Paper long (pink)		10					
11	Colored Paper long (green)		10					
12	Folder, long		500					
13	Folder, Short		200					
14	Plastic Fastener (50's)		20					
15	Ballpen 12's (black-6 boxes, red-2boxes, blue-2 boxes)		10					
16	Ballpen		5					
17	Pencil #2 12's		5					
18	Pentel Pen, Black 12's		2					

19	Whiteboard Marker, black 12's		1					
20	Logbook, 500 sheets		15					
21	Tape Dispenser		2					
22	Correction Tape, Big		40					
23	Scissor, Big		5					
24	Pencil Sharpener, Big		2					
25	Packing Tape, Big		5					
26	Scotch Tape 1"		24					
27	Double Sided Tape, Big		5					
28	Paper Clips (Vinyl coated jumbo clip)		15					
29	Staple Wire no. 35		15					
30	Stapler w/staple wire remover, big		5					
31	Staple Wire remover		5					
32	Stamp Pad (medium)		3					
33	Stamp Pad Ink		3					
34	Epson L664 ink, Black		5					
35	Epson 003 ink, Black		5					
36	Printer Ink BTD60BK		5					
37	Printer Ink BTD100BK		5					
38	Epson Ribbon Cartridge LX-310		6					
39	Paper Cutter Wood B4 (12x15)		1					
40	Binder Clips (1-5/8" x 41mm) 12's		3					
41	Puncher, Big		2					
42	Multi-Purpose Glue 240gms.		10					
43	Plastic Envelope long		50					
44	Plastic Envelope short		50					
45	Plastic Envelope with holder long		50					

46	Trash Bin w/ Swing Cover (11-15 ltrs) plastic		5					
47	Detergent Powder (double pack, 74grams)		10					
48	Bath Soap (60grams)		5					
49	Fabric conditioner 25ml.		5					
50	Disinfectant concentrate (lemon)		4					
51	Disinfectant spray 500ml.		10					
52	Dishwashing paste, Big		10					

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Procuring Entity: **LOCAL GOVERNMENT UNIT OF CABATUAN, ILOILO**
Name of Project: **Procurement of Consumable Supplies for the official use of RHU, LGU-Cabatuan, Iloilo**
Project Ref. No. **ITB 2026-09-0076 Goods**
Location of the Projects: **RHU, LGU-Cabatuan, Iloilo**
ABC - **P 93,771.00**

FINANCIAL DOCUMENT FOR ELIGIBILITY CHECK

A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 2025
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

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

NFCC = [Current Asset – Current Liabilities] (15) minus value of all outstanding works or uncompleted portions of the project under ongoing contracts including, awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (CY 2025) submitted to the BIR

NFCC = _____

Submitted by:

_____
Name of firm / Contractor

_____
Signature of Authorized Representative

Date: _____

Statement of Single Largest Completed Contract Similar to the Contract to be Bid within the last 2 years

Business Name : _____

Business Address : _____

Name of Contract	a:	Owner's Name	Nature of Work	Bidder's Role		a.	Amount at Award	a.	Date of Awarded
	b:	Address		Description	%	b.	Amount of Completion	b.	Contract Effectivity
	c:	Telephone Nos.				c.	Duration	c.	Date Completed
Government									
Private									

Note: This statement shall be supported with:

1. Contract/PO
2. Delivery receipt, Charge Invoice & Official Receipt
3. Certificate of Acceptance

Submitted by : _____
(Printed Name &Signature)

Designation : _____

Date : _____

STATEMENT OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name : _____

Business Address : _____

Name of Contract/Location **Project Cost**	**a. Owner Name** b. Address c. Telephone Nos.	Nature of Work	**Contractor's Role**		**a. Date Awarded** b. Date Started c. Date of d. Completion	% of Accomplishment		Value of Outstanding Works/Uncompleted Portion
			Description	%		**Planned**	**Actual**	
						Total Cost		

***Continue in a separate sheet if necessary.**

Note: This statement shall be supported with**:**

1. Notice of Award and/or Contract
2. Notice to Proceed issued by the owner
3. Certificate of Accomplishments signed by the owner or Project Engineer

Submitted by:

_____
Printed Name & Signature

Designation: _____

Date: _____