PHILIPPINE BIDDING DOCUMENTS

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE MIMAROPA

BIDDING DOCUMENTS FOR

SUPPLY AND DELIVERY OF FAMILY KIT FOR MIMAROPA PROVINCES THROUGH FRAMEWORK AGREEMENT

FOR CY 2022

PROJECT ID NO. DSWD4B-2022-012

Sixth Edition
July 2020

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means "delivered duty paid."

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE MIMAROPA
16680 F.T Benitez cor Malvar Sts. Malate, Manila

INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF FAMILY KIT FOR MIMAROPA PROVINCES THROUGH FRAMEWORK AGREEMENT

PROJECT ID NO. DSWD4B-2022-012

1. The *Department of Social Welfare and Development Field Office MIMAROPA*, using a single year Framework Agreement through the Disaster Response Management Division *intends* to apply the sum of ***Three Million Eight Hundred Thirty-Four Thousand Six Hundred Pesos Only (Php 3,834,600.00)*** being the ABC to payments under the contract for *Project, "Supply and Delivery of Family Kit for MIMAROPA Provinces through Framework Agreement with Project ID No. DSWD4B-2022*-012. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The DSWD Field Office MIMAROPA now invites bids for the above Procurement Project. Delivery of the Goods shall be in accordance with Section VI- Schedule of Requirement after issuance of a Call –Off or any date determined by the Procuring Entity (PE). Bidders should have completed, within *five (5 years)* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

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

4. Prospective Bidders may obtain further information from *DSWD Field Office MIMAROPA Bids and Awards Committee Secretariat* and inspect the Bidding

Documents at the address given below during office hours from 8:00 A.M to 5:00 P.M.

5. A complete set of Bidding Documents may be acquired by interested Bidders on *June 8, 2022 – June 28, 2022* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Three Thousand Pesos Only* ***(Php 3,000.00)*** .

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

   Payment for the purchase of Bid Documents may be deposited thru electronic fund transfer or over-the-counter (OTC)transaction to:

   Account Name: **DSWD IV-B MISCELLLANEOUS TRUST FUND**
   Type Account: **Land Bank (Main –Cash Dept) Current Account**
   Account Number: **3402-1021-51**

   Proof of payment of bid documents i.e photos/ screenshots/printouts of electronic fund transfer receipts, actual OTC deposit receipts should be submitted with or before the submission of bid documents.

7. The *DSWD Field Office MIMAROPA* will hold a Pre-Bid Conference[1] on *June 16, 2022 Thursday 1:30 P.M* at DSWD Admin Building and/or through video conferencing or webcasting *via google meet,* which shall be open to prospective bidders.

   Interested bidders who would like to join the Pre-Bid Conference through video teleconferencing (google meet) may send at procurement.fomimaropa@dswd.gov.ph not later than June 16, 2022 the following details so that the DSWD Field Office MIMAROPA BAC Secretariat may send the link and other instructions for the conduct of the video conference;

   a. Name of Company;
   b. Name of Authorized Representative/s;
   c. Contact Number;
   d. Email Address

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***June 28, 2022, Tuesday 1:30 P.M. at DSWD Field Office MIMAROPA , 1680 F.T Benitez cor Malvar Sts, Malate, Manila.*** **Late bids shall not be accepted.**

   Should there happen a fortuitous event, the Pre-Bid Conference and Submission/Opening of Bids shall be automatically conducted on the next

available working day, after the dates as above mentioned respectively for each of the afore-stated activities at the same time and place without need of further advertisement/posting.

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

7. Bid opening shall be on ***June 28, 2022, Tuesday, 2:00 P.M at DSWD Conference Room, 1680 F.T Benitez cor Malvar Sts, Malate, Manila and*/or via *Video Teleconferencing (VTC)thru google meet***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

8. The DSWD Field Office MIMAROPA 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.

9. For further information, please refer to:

   Harvy B. Calabio
   BAC Secretariat Head
   DSWD FO MIMAROPA Bids and Awards Committee
   DSWD FO MIMAROPA
   1680 F.T Benitez cor Malvar Sts, Malate, Manila
   Telephone Number: 5336-8107 Local 24052
   Cellphone Number : +63998-474-6898
   Email Address: procurement.fomimaropa@dswd.gov.ph
   Website: www.fo4b.dswd.gov.ph

10. You may visit the following websites:

    For downloading of Bidding Documents:

    https://fo4b.dswd.gov.ph/opportunities/invitation-to-bid-notices/bid-2022/

June 7, 2022

(ORIGINAL SIGNED)
GENELIZA Q. GABILAN
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *DSWD Field Office MIMAROPA* wishes to receive Bids for the ***Supply and Delivery of Family Kit for MIMAROPA Provinces through Framework Agreement*** *with* identification number *DSWD4B-2022-012*

The Procurement Project (referred to herein as "Project") is composed of a single 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 *Fiscal Year 2022* in the amount of *Three Million Eight Hundred Thirty-Four Thousand Six Hundred Pesos Only ([Php 3,834,600.00)*

2.2. The source of funding is NGA, National Expenditure Program

.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

7.1. The Procuring Entity has prescribed that **Sub Contracting** is not allowed

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5 years) prior* to the deadline for the submission and receipt of bids.

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

11. Documents comprising the Bid: Financial Component

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

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

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

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately.

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. **For Framework Agreement**, the following should also apply in addition to Clause 12.1:

a. For a single year Framework Agreement, the prices quoted by the Bidder shall be **fixed** during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in **Philippine Pesos**

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[2] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid **One Hundred Twenty Calendar Days** from the date of opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

14.3. **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.

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. ***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. ***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.

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. The Project shall be awarded as One Project having several items that shall be awarded as one contract.

19.3. 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. **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, 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**. 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**.

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	For this purpose, contracts similar to the Project shall be: a. *Supply and Delivery of General Merchandise* b. completed within five (5 years) prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed
12.1 . b	The price of the goods shall be quoted DDP places of destination are the Project Sites or Delivery Sites stated in Section VI- (Schedule of Requirements) or the applicable International Commercial Terms (INCOTERMS) for this project
14.1	The bid security shall be in the form of a **Bid Securing Declaration**, or any of the following forms and amounts: a. The amount of not less than **Seventy Six Thousand Six Hundred Ninety Two Pesos (Php 76,692.00)** (2% of ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than **One Hundred Ninety One Thousand Seven Hundred Thirty Pesos Only (Php 191,730.00)** (5% of the ABC) if bid security is in Surety Bond.
20. 2	*The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case maybe shall submit the following additional documents or samples during the Post Qualification Stage:* *1. Latest Income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of submission provided that such income and business tax returns is the most recent document that can be provided by the bidder without fault or delay on its part in filing the same with the BIR.* *Note : Only the latest income business tax returns filed and paid through the EFPS and printed thru the Tax Return Inquiry Facility shall be accepted.*

	2. Samples of the Product being Offered. *3. Any document that assures availability of the product to the bidder for a period of one (1) year.*
21.1	*No additional requirements*

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**.

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. ***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 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

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.1	*The Procuring Entity's Address for Notices is:* ***DSWD MIMAROPA Region*** *1680. F.T Benitez cor Malvar Sts., Malate, Manila* *Email: procurement.fomimaropa@dswd.gov.ph* *Telephone: 5336-8107 Local 24052* Additional requirements for the completion of this Contract shall be provided below. **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: The delivery terms applicable to the Contract are DDP delivered . In accordance with INCOTERMS. The delivery terms applicable to this Contract are delivered in **Puerto Princesa City, Palawan, San Jose, Occidental Mindoro, Calapan City , Oriental Mindoro, Odiongan, Romblon ,Boac, Marinduque and Batangas City.** 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 **Ms Irish Villarin .** **Incidental Services** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: **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. 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. 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. **Intellectual Property Rights –** 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.
2.2	Payment shall be made within thirty (30) days upon completion of delivery per Call-Off , subject to the submission and /or completion of the required documents for payments: i. Duly signed and approved a Call-offs and /or Purchase Order; ii. BIR Registered Sales Invoice issued to DSWD ; iii. Supplier's Delivery Receipt duly signed /received by DSWD Authorized Representative at the delivery sites/places; iv. Inspection and Acceptance Report ; and v. Other documents that maybe identified by DSWD.
4.	The DSWD Inspection Committee shall inspect the Goods upon delivery to any DSWD designated delivery sites /places. DSWD reserves the right to inspect or test the Goods and accept or reject any or all items delivered not in accordance with the specifications indicated in Section VII (Technical Specifications) and the Framework Agreement List

Section VI. Schedule of Requirements

(Framework Agreement List)

Framework Agreement List

FRAMEWORK AGREEMENT LIST DSWD MIMAROPA REGON			
Item	***Description***	***Maximum Quantity***	***Minimum Order per Call Off***
1	***Family Kit***	***1, 200 kits***	***200 kits***
TOTAL (Approved Budget for the Contract)	***Three Million Eight Hundred Thirty-Four Thousand Six Hundred Pesos Only (Php 3,834,600.00)***		
Expected delivery timeframe after receipt of a Call-Off.	*Within a maximum of thirty (30) calendar days upon issuance of Call-off .In case the Procuring Entity requires the maximum quantity , a different delivery time will be provided in the call-offs.*		
Period of remedy for defects	*Supplier should replace those Goods found damaged and other unacceptable appearances identified within six (6) months upon completion of delivery*		
Delivery Sites	*San Jose, Occidental Mindoro, Calapan City, Oriental Mindoro Puerto Princesa City, Palawan Boac, Marinduque Odiongan, Romblon Batangas City*		
Contract Duration	*The contract is a Single- Year Framework Agreement commencing from the receipt of Notice to Proceed until December 31, 2022 or upon consumption of the total quantity whichever comes first*		
Flexibility Clause	*This framework agreement permits flexibility at the outset of the agreement for the winning suppliers who are not able to commit to a fixed level of supplying a particular brand presented during the post qualification. Provided , the nature of modification is due to fortuitous events and the modified brand is responsive to the technical specifications set by the division. Notwithstanding , variations to the provisions of this agreement between the DSWD MIMAROPA Region and the winning supplier are permitted subject to Division's recommendation and Head of the Procuring Entity 'S (HOPE's) approval.*		

Name: _____

Legal capacity: _____

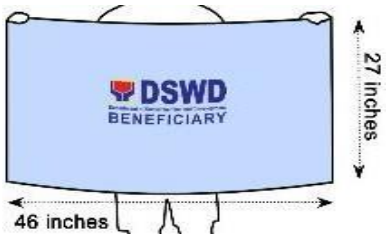
Signature: _____

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

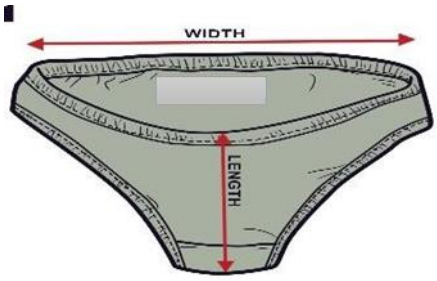
Date: _____

Technical Specifications

*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.]*

Item	**Specification**	Bidder's Statement of Compliance
1.	Supply and Delivery of Family Clothing Kit composed of the following items: Family Clothing Kit 5 PCS Bath Towel 2 PCS Ladies Panty 3 PCS Girls Panty 2 PCS Men's Brief 3 PCS Boy's Brief 2 PCS Sando Bra , Adults 3 PCS Sando Bra , Girls 4 PCS T-shirt Adults 6 PCS T-shirt Children 4 PCS Short , Adults 6 PCS Short, Children 2 PCS Slipper , Adults 3 PCS Slipper, Children 1 PC Plastic Box Container (which serves as the packaging of the item)	
2.	**Bath Towel:** 	

	 W: 3.9 L: 10 inches **Type:** Bath Towel **Quantity :** Five (5) pieces **Material:** Cotton Blend **Size :** At least 27 " x 46" inches **Print:** With DSWD Logo and Print Department of Social Welfare and Development Beneficiary " at the center of the Bath Towel as shown in Print Area/Size : 10' L X 3.9 W **Other Description** : All side edges sewn ; assorted color and design except white; soft texture ; strong absorbency	
3.	**Ladies' Panty** **Type :** Lady's Panty **Quantity** : Two (2) pieces **Size:** Medium (9" L X 9 " W) unstretched (+/-) 5% variance **Material :** Cotton Blend **Print :** No Print **Other Descriptions:** Washable, gartered , assorted color except white	
4.	**Girls Panty** **Type :**Girl's Panty **Quantity** : Three (3) pieces	

	Size: Medium (8” L X 8 “ W) unstretched (+/-) 5% variance **Material :** Cotton Blend **Print :** No Print **Other Descriptions:** Washable, gartered , assorted color except white	
5.	**Men’s Brief** **Type :** Men’s Brief **Quantity** : Two (2) pieces **Size:** Large (10” W X 10.5 “ L) unstretched (+/-) 5% variance **Material :** Cotton Blend **Print :** No Print **Other Descriptions:** Washable, gartered , assorted color except white	
6.	**Boy’s Brief**  **Type :** Boy’s Brief **Quantity** : Three (3) pieces **Size:** Large (6.5” L X 6 “ W) unstretched (+/-) 5% variance **Material :** Cotton Blend **Print :** No Print **Other Descriptions:** Washable, gartered , assorted color except white	

7.	**Sando Bra, Adults** **Type :** Sando Bra, Adults **Quantity** : Two (2) pieces **Size:** Large (20”LX 16 “ W) unstretched (+/-) 5% variance **Material :** Cotton Blend **Print :** No Print **Other Description** : Washable , Color White	
8.	**Sando Bra , Girls** **Type :** Sando Bra, Adults **Quantity** : Three(3) pieces **Size:**Medium (16”L X 12“ W) unstretched (+/-) 5% variance **Material :** Cotton Blend **Print :** No Print **Other Description** : Washable , Color White	
9.	Adults T-shirt 	

	SIZE MEASUREMENTS - ROUNDNECK SHIRT (INCHES) M L Body width 20 21 Body length 27 28 Details of Print: L: 3 “ W: 1 “ **Type :** Adult’s T-shirt **Quantity** : Four (4) pieces **Size: Two (2) pcs** Medium **Two (2) pcs Large** See measurement as shown (+/-) 5% variance **Material :** Cotton Blend **Print :** With DSWD Logo and Print Department of Social Welfare and Development Beneficiary as shown Print Area /Size 7.5 cm “L X 2.5 cm” W **Other Description** : Unisex, round neck , assorted color except white	
10	Children’s T-shirt SIZE MEASUREMENTS - ROUNDNECK SHIRT (INCHES) M L Body width 12 13 Body length 16 17 Details of Print L : 3” W : 1” **Type :** Children’s T-shirt **Quantity** : Six (6) pieces	

	Size: Three (3) pcs Medium **Three (3) pcs Large** See measurement as shown (+/-) 5% variance **Material :** Cotton Blend **Print :** With DSWD Logo and Print Department of Social Welfare and Development Beneficiary as shown Print Area /Size 7.5cm "L X 2.5 cm" W **Other Description** : Unisex, round neck , assorted color except white	
11	**Adult's Short Pants** SIZE SPECS SIZE | WAIST | RISE | HIPS | THIGH | SIDE SEAM | IN SEAM MEDIUM | 11" | 10" | 18" | 11" | 17.5" | 7.5" LARGE | 12" | 12" | 21" | 12" | 20" | 8" L: 3" DSWD BENEFICIARY W: 1" **Type :** Adult's Short Pants **Quantity** : Four(4) pieces **Size: Two (2) pcs** Medium Two **(2) pcs Large** See measurement as shown (+/-) 5% variance	

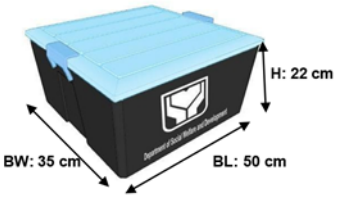
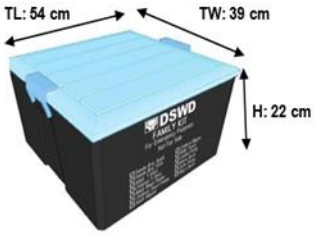
<table>
<tr><td></td><td>Material : Cotton Blend
Print : With DSWD Logo and Print Department of Social Welfare and Development Beneficiary as shown
Print Area /Size 2.5 c “L X 1” W
Other Description : Unisex , gartered assorted color except white</td><td></td></tr>
<tr><td>12</td><td>Children’s Short Pants

<table>
<tr><th colspan="7">SIZE SPECS</th></tr>
<tr><th>SIZE</th><th>WAIST</th><th>RISE</th><th>HIPS</th><th>THIGH</th><th>SIDE SEAM</th><th>IN SEAM</th></tr>
<tr><td>MEDIUM</td><td>7”</td><td>7.5”</td><td>12.5”</td><td>7.5”</td><td>10”</td><td>3”</td></tr>
<tr><td>LARGE</td><td>8”</td><td>8.5”</td><td>15”</td><td>8.5”</td><td>12”</td><td>4”</td></tr>
</table>
L: 3”

W: 1”

Type : Adult’s Short Pants
Quantity : Six (6) pieces
Size: Three (3) pcs Medium
Three (3) pcs Large
See measurement as shown (+/-) 5% variance
Material : Cotton Blend
Print : With DSWD Logo and Print Department of Social Welfare and Development Beneficiary as shown
Print Area /Size 7.5 cm“L X 2.5 cm” W
Other Description : Unisex , gartered assorted color</td><td></td></tr>
<tr><td>13</td><td>Adult’s Slipper</td><td></td></tr>
</table>

	 Details of Print **L: 3”** DSWD Department of Social Welfare and Development BENEFICIARY **W: 1”** **Type :** Adult’s Slipper **Quantity :** Two (2) pairs **Size: 8” to 11”** **Material :** Rubber **Print :** With DSWD Logo and Print Department of Social Welfare and Development Beneficiary as shown **Print Area /Size 7.5 cm“L X 2.5 cm” W** **Other Description :** Unisex , assorted color	
14	**Children’s Slipper** **Details of Print** **L: 3”** DSWD Department of Social Welfare and Development BENEFICIARY **W: 1”** **Type :** Children’s Slipper ’ **Quantity :** Three (3) pairs **Size: 5” to 7”** **Material :** Rubber **Print :** With DSWD Logo and Print Department of Social Welfare and Development Beneficiary as shown **Print Area /Size 7.5 cm “L X 2.5 cm” W** **Other Description :** Unisex , assorted color	

15	**Plastic Box Container** **Plastic Box Container** (Packaging Materials)  **Type**: Plastic Box Container **Quantity**: One (1) piece **Dimension**: **Body Measurement:** Bottom Length (BL): 50 cm Bottom Width (BW): 35 cm Height (H): 22 cm (+/-5% variance) **Cover Measurement:** Top Length (TL): 54 cm Top Width (TW): 39 cm (+/-5% variance) **Materials**: Polypropylene (PP) Plastic **Color**: **Plastic Container Body:** Black **Plastic Container Cover:** Baby Blue  **Enlarged view of the Print** **Front** **Back** **Label/Marking**: • With "DSWD Logo" print at the front. • With print DSWD Logo, Family Kit, For Emergency Purposes, Not For Sale, and list of the items, at the back as shown • Print Color: White • Print: Using silk-screen printing[2] **Other Descriptions**: • Should be stackable • Should have lock • Supplier to submit prototype of Family Kit (complete component and packaging)	

I hereby certify to comply and deliver all the above requirements.

_____ _____ _____

Name of Company/Bidder **Signature Over Printed Name of Representative**

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 Section VI and Section VII-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).

BID FORM

(shall be submitted with the Bid)

To : Chairperson
Bids and Awards Committee
DSWD Field Office MIMAROPA
1680 F.T Benitez cor Malvar Sts, Malate ,Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the **Supply and Delivery of Family Kits for MIMAROPA Provinces through Framework Agreement** in conformity with the said PBDs for the sum of:

_____

(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: (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.

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 that we comply with the eligibility requirements pursuant to the PBDs. The undersigned is authorized to submit the bid on behalf of [***name of the bidder]***
as evidenced by the attached [***state the written authority].***

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Proposal Form
(shall be submitted with the Bid)

Name of Bidder _____

Project Identification: DSWD4B-2022-012

Particulars	Quantity	Unit Cost (in Phil. Peso)	Total Cost (in Phil Peso)
Supply and Delivery of Family Kit for MIMAROPA Provinces through Framework Agreement	1, 200 kits		
Total			

Note: In case of discrepancy between unit price and total price , the unit price will prevail. Contract Price per item is inclusive of all applicable taxes.

Amount in Words:

_____

_____

Submitted by :

Name:_____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of_____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

(shall be submitted with the Bid if bidder is offering goods from within the Philippines)

For Goods Offered from Within the Philippines

Name of Bidder _____Project ID No. ___Page ____of _____

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

Name:_____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of_____

Date: _____

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	10
Item	Description	Country of Origin	Quantity	Unit Price CIF port of entry (specify port) or CIF name place specify border point or place of destination	Total CIF or CIP price per item (col 4 x 5)	Unit Price Delivered Duty UnPaid (DDU)	Unit Price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x col 8)

Name:_____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of_____

Date: _____

Statement of all Ongoing Government and Private Contracts including Contracts Awarded but not yet Started
(shall be submitted with the Bid)

Business Name : _____

Business Address: _____

Name of Client/Contact Person/Contact Number /Contact Email Address	Date of the Contract	Title of the Contract/Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
Government						
Private						

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

a. State ALL ongoing contracts including those awarded but not yet started (government including the DSWD) and private contracts which may be similar or not similar to the project being bidded prior to June 28, 2022;

b.If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.

c.The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Statement of Single Largest Completed Contract which is Similar in Nature
(shall be submitted with the Bid)

Business Name: _____

Business Address : _____

Name of Client/Contact Person/Contact Number /Contact Email Address	Date of the Contract	Title of the Contract/Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt (s) Issued for the Contract

Submitted by: _____
(Printed Name and Signature)

Designation : _____

Date : _____

a. The SLCC should have been completed (i.e accepted) wthin the period of June 28, 2017 to June 28, 2022.

b. Similar contract shall refer to the supply and delivery of general merchandise

c.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 and whose value, adjusted ton current prices using the PSA 's, CPI must be at least equivalent to at least twenty five (25%) of the ABC to be bid.

**Date of Acceptance shall mean the date when the items delivered have satisfactorily met the requirements of the procuring entity as evidenced by either a Certificate of Final*

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]

]

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1. his/her/its Bid.

Framework Agreement

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between [name of PROCURING ENTITY], of the Philippines with office address at _____, represented herein by _____, _____ and hereinafter referred to as the "THE PROCURING ENTITY".

and

[name of SUPPLIER], a duly registered entity existing under the laws of the Philippines, with postal address at _____, represented by its _____, _____, hereinafter referred to as the "THE SUPPLIER",

WITNESSETH, that:

WHEREAS, THE PROCURING ENTITY decided to use Framework Agreement on its procurement project _____;

WHEREAS, this Agreement is for the option to purchase of goods determined to be necessary and desirable to address and satisfy the needs of THE PROCURING ENTITY but by its nature, use or characteristic, the quantity and/or exact time of need cannot be accurately pre-determined;

WHEREAS, THE PROCURING ENTITY has the option to purchase the items provided in the Framework Agreement List, attached and made an integral part of this Agreement as provided in Article I, on a date and time to be determined in the Call-Off to be issued for such purpose by THE PROCURING ENTITY; and

WHEREAS, THE SUPPLIER which passed the eligibility screening conducted by THE PROCURING ENTITY, shall maintain and update the eligibility requirements during period of this Agreement and shall honor all obligations under this Framework Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

Article I
GENERAL CONSIDERATIONS

1. This Framework Agreement is an option contract. THE PROCURING ENTITY is given the option to either purchase the identified items in the Framework Agreement or not to purchase at all. The discretion to exercise the option falls solely with THE PROCURING ENTITY. THE SUPPLIER may not require or demand for the latter to purchase the items in the Framework Agreement List.

2. In this Framework Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract which is attached thereto and made and integral part thereof.

3. The following documents shall be deemed to form and be read and construed as part of this Agreement:

   (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;

   (b) the Schedule of Requirements (Framework Agreement List) and the Technical Specifications;

   (c) the General Conditions of Contract;

   (d) the Special Conditions of Contract;

   (e) the Performance Security or Performance Securing Declaration;

   (f) the Procuring Entity's Notice to Execute Framework Agreement; and

   (g) Call-Offs and/or Purchase Orders

Article II
DURATION

The term of this Agreement is a Single-Year Framework Agreement which shall commence from the receipt of Notice to Proceed (NTP) until 31 December 2021 or upon consumption of the total quantity for each item, whichever comes first or unless sooner revoked by both parties.

Article III
CONSIDERATION

For the consideration of one peso (Php1.00), THE PROCURING ENTITY have the option to purchase any or all of the items in the Framework Agreement List through the issuance of Call-off and THE SUPPLIER commits to deliver the goods and perform the services subject to the conditions of the Call-off.

Article IV
PERFECTION OF PROCUREMENT CONTRACT

The Framework Agreement being an option contract, a procurement contract is perfected only when THE PROCURING ENTITY exercises the option to procure any item from the Framework Agreement List through the issuance of a Call-off.

Article V
OBLIGATION TO ANSWER A CALL-OFF

Once THE PROCURING ENTITY issues a Call-off, THE SUPPLIER is bound to deliver the goods or perform the services identified at the time and date specified in the Call-off.

Failure on the part of THE SUPPLIER to deliver goods or perform the services shall warrant forfeiture of performance security or performance securing declaration and imposition of liquidated damages as provided for in the Guidelines on use of Framework Agreement by all Procuring Entities without prejudice to all other applicable sanctions.

Article VI
TERMS AND CONDITIONS

The terms and conditions of this Framework Agreement shall be governed by Guidelines on the Use of Framework Agreement by all Procuring Entity and all relevant issuance of the GPPB.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines, on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring Entity)

Signed, sealed, delivered by _____ the _____ (for the Suuplier)

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

Republic of the Philippines

gppb

Government Procurement Policy Board