

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **Procurement of GOODS**

Government of the Republic of the Philippines

**PURCHASE OF OTHER SUPPLIES AND MATERIALS FOR  
USE OF DIFFERENT OFFICES**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*City Government of Batac*” and “*Bids and Awards Committee*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.



Republic of the Philippines  
Province of Ilocos Norte  
**City Government of Batac**

## **SECTION I**

### **INVITATION TO BID FOR THE PURCHASE OF OTHER SUPPLIES AND MATERIALS FOR USE OF DIFFERENT OFFICES**

1. The **City Government of Batac**, through the **GENERAL FUND- MAINTENANCE AND OTHER OPERATING EXPENSES-OTHER SUPPLIES AND MATERIALS EXPENSES-** intends to apply the sum of **Four Million Eighty-Five Thousand Five Hundred Fifteen & 40/100 Pesos (Php 4,085,515.40)** being the ABC to payments under the contract for the **Purchase of Other Supplies and Materials for use of Different Offices**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The City Government of Batac now invites bids for the above Procurement Project. Delivery of the Goods is required 30 days upon receipt of Notice to Proceed. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from City Government of Batac and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 10, 2024 (8:00 AM to 5:00 PM) to June 03, 2024 (8:00 AM to 3:30PM)** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents in the amount of **Five Thousand Pesos (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The City Government of Batac will hold a Pre-Bid Conference on **May 22, 2024 at 3:30** in the afternoon at the BAC Office 3<sup>rd</sup> Floor City Hall Building, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **June 03, 2024 at 3:30 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **June 03, 2024, 3:30 PM at BAC Office 3<sup>rd</sup> Floor City Hall Building**. Bids will be opened in the presence of the bidder or its authorized representatives (with his/her authorization) who choose to attend the activity.
10. The City Government of Batac reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**MARK ANGELO V. SABAS**  
BAC Office 3<sup>rd</sup> Floor, City Hall Building  
City Government of Batac  
Washington St. Barangay 1-S Valdez,  
City of Batac, Ilocos Norte  
Tel. No. (077) 670-6433

12. You may visit the following websites:

For downloading of Bidding Documents: you may visit [www.batac.gov.ph](http://www.batac.gov.ph)

*[Date of Issue]*

**MARLON F. SORIA**  
***BAC Chairman***

## ***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 named in the BDS wishes to receive Bids for the **Purchase of Other Supplies and Materials for use of Different Offices** with identification number **CGB-2024-PB-05-006**

The Procurement Project (“**Purchase of Other Supplies and Materials for use of Different Offices**”) is composed one hundred seventy-nine (179) items, the details of which is described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for Calendar Year 2024 in the amount of **Four Million Eighty-Five Thousand Five Hundred Fifteen & 40/100 Pesos (Php 4,085,515.40)**

2.2. The source of funding is:

- a. **GENERAL FUND-MAINTENANCE AND OTHER OPERATING EXPENSES- OTHER SUPPLIES AND MATERIALS 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.

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a Pre-Bid Conference on **May 22, 2024 at 3:30 in the afternoon** at the BAC Office 3rd Floor City Hall Building, which shall be open to prospective bidders.



## 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 three (3) years *prior* to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid within 120 days from the date of opening of bid. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one original copy of the first and second components of its Bid and additional two certified copies to be labelled as COPY 1 and COPY 2.

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 as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

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

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

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

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the

committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

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

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause											
5.3	<p>For this purpose, contracts similar in nature to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Projects similar in nature to be bid out.</li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>										
7.1	Not applicable										
12	Not applicable										
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than Eighty-One Thousand Seven Hundred Ten &amp; 31/100 Pesos (Php 81,710.31), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Two Hundred Four Thousand Two Hundred Seventy-Five &amp; 77/100 Pesos (Php 204,275.77), if bid security is in Surety Bond.</li> </ul>										
19.3	<p>In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item No.</th> <th style="text-align: left;">Project Title</th> <th style="text-align: left;">Unit</th> <th style="text-align: left;">Quantity</th> <th style="text-align: left;">Approved Budget of the Contract</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><b>Purchase of Other Supplies and Materials for use of Different Offices</b></td> <td style="text-align: center;">LOT</td> <td style="text-align: center;">1</td> <td style="text-align: right;">Php 4,085,515.40</td> </tr> </tbody> </table>	Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract	1	<b>Purchase of Other Supplies and Materials for use of Different Offices</b>	LOT	1	Php 4,085,515.40
Item No.	Project Title	Unit	Quantity	Approved Budget of the Contract							
1	<b>Purchase of Other Supplies and Materials for use of Different Offices</b>	LOT	1	Php 4,085,515.40							
20.2	All documents/Supporting Documents that may be required under RA 9184 and its Latest IRR and Documentary Requirement as per COA- Circular No. 2012-001.										
21.2	No further instructions.										

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

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.



## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>to</i> <b>BATAC CITY HALL, WASHINGTON ST., BRGY # 1-S VALDEZ, CITY OF BATAC</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>ADMINISTRATIVE OFFICER IV WENDELINA C. ROSARIO</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.</li> </ol>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

	<p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of one (1) year.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) year of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p>

	<p>Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Not applicable
4	The inspection and tests that will be conducted are: goods delivered shall be in conformity with the specifications indicated under Section VII of the BD.

## *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.

	Description	Quantity	Total	Unit of Measure	Delivered weeks/months
1	Absorber microfiber synthetic chamois towel	48	48	pcs	
2	Air freshener, 275 ml, lemon	27	27	pcs	
3	Air freshener, 320ml, lemon	235	235	pcs	
4	Air freshener, gel, lemon 180g	207	207	pcs	
5	Air Humidifier and fogging disinfectant oil (water based)	30	30	pcs	
6	Alcogel, 250ml	41	41	bot	
7	Alcohol, 70%, 250ml, Isopropyl	43	43	bot	
8	Alcohol, 70%, 500ml, Isopropyl	535	535	bot	
9	Alcohol, 70%, Isopropyl	435	435	gal	
10	All purpose cleaner, 1L	72	72	bot	
11	Basin, plastic, med. Size #20	3	3	pcs	
12	Basin, plastic, small, size # 16	3	3	pcs	
13	Bleaching liquid, colored, 900 ml	147	147	bot	
14	Bleaching liquid, original	83	83	gal	
15	Broomsticks, "silag"	290	290	pcs	
16	Broomstick WITH HANDLE, "silag"	25	25	pcs	
17	Brush w/ handle (long)	46	46	pcs	
18	Brush w/ handle (long) 3M	1	1	pcs	
19	Bug spray, 250 - 300 ml	46	46	pcs	
20	Car Shampoo, 20ml/ sachet	12	12	dozen	
21	Ceiling broom, plastic	33	33	pcs	
22	Chain. Steel, 1.5m	5	5	pcs	
23	Chlorine	11	11	drum	
24	Cleaning gloves, rubber	139	139	pair	
25	Cup and saucer, 8 pcs	16	16	sets	
26	Crowbar, 24 inches	3	3	pcs	
27	Deodorant cake, 100g	183	183	pcs	
28	Detergent powder, 1 kg	372	372	packs	
29	Detergent powder, 2.5kg	50	50	packs	
30	Dishwashing liquid, 500ml	85	85	bot	
31	Dishwashing liquid, 1L	23	23	bot	



32	Dishwashing liquid, gal	32	32	gal
33	Disinfectant concentrate	5	5	gal
34	Disinfectant liquid, 350ml	9	9	bot
35	Disinfectant spray, small, 170ml	18	18	bot
36	Disinfectant Spray, big, 510g	263	263	pcs
37	Disposable gloves, Large, 100s	26	26	box
38	Double Sided Dishwashing sponges, small	98	98	pcs
39	Double Sided Dishwashing sponges, big	102	102	pcs
40	Doormat, cloth	87	87	pcs
41	Floormat, high quality, loop, black, gray, 4 X 8 ft	1	1	pcs
42	Doormat, rubber, CARPET TYPE, 40 x 70 cm	6	6	pcs
43	Doormat, rubberize, 40 x 60 cm	24	24	pcs
44	Drums (blue), 30 gal	11	11	pcs
45	Dust bin, 9.75 L	16	16	pcs
46	Dust pan. Big, plastic	43	43	pcs
47	Dust pan. galvanized, big	8	8	pcs
48	Eco bag, medium	108	108	pcs
49	Fabric conditioner, 20-24ml	1152	1152	sachet
50	Face mask, KF94, 10S black/white	100	100	packs
51	Facial Tissue 140 pulls	279	279	box
52	Feather Duster	20	20	pcs
53	Flashlight, rechargeable, LED, long range	24	24	pcs
54	Floor wax, white, liquid	47	47	gal
55	Floor wax, RED, liquid	1	1	gal
56	Floor mat, LINOLEUM, waterproof, rubberized	10	10	meters
57	Floor wax paste type, red,900g	52	52	can
58	Floor Signage (WET FLOOR)	6	6	pcs
59	Furniture polish, big, 330ml	102	102	pcs
60	Gallon Round for water dispenser with non-spill cap	8	8	pcs
61	Garbage Bag, small, 10's	52	52	pack
62	Garbage Bag medium, 10's	225	225	pack
63	Garbage Bag large, 10's	251	251	pack
64	Garbage Bag XL, 10's	130	130	pack
65	Garbage Bag XXL, 10's	102	102	pack
66	Garbage Bag XL, 100's	21	21	pack
67	Garbage Bag XXL, 100's	5	5	pack
68	Garbage Bag XXXL, 100's	85	85	pack
69	Garbage bag, M, 100's	78	78	pack
70	Garbage bag, L, 100's	50	50	pack
71	Garden hand gloves	40	40	pairs
72	Garden hose 1", 100mtr	2	2	meters

73	Glass cleaner, spray, big, 500ml	103	103	bot
74	Glass cleaner, spray, small, 250ml	20	20	bot
75	Hand Sanitizer, 500ml	39	39	bot
76	Hand soap bar, 60g	4	4	pcs
77	Hand soap, bar, 135g	479	479	pcs
78	Hand Soap, liquid, 1 gal	14	14	gal
79	Hand Soap, liquid, 500ml	54	54	bot
80	Hand Towel, absorbent 30 x 50 cm	147	147	pcs
81	Household gloves, reusable	2	2	pairs
82	Insect spray water based, big, 600ml	235	235	bot
83	Interfolded paper towel, 200mm x 200mm	166	166	packs
84	Interfolded paper towel, 200mm x 200mm	40	40	boxes
85	Kerosene Gas	5	5	Liters
86	Knife, stainless	6	6	pcs
87	Machete, bolo	15	15	pcs
88	Mega box, 120L	4	4	pcs
89	Mega box, 155L	4	4	pcs
90	Mini water jug, 1L	40	40	pcs
91	MOP - Dust mop, aluminum, 1 MT, industrial cotton mop	3	3	pcs
92	MOP - Floor Mop, with cotton string mop	6	6	pcs
93	Mop squeezer	3	3	pcs
94	Mop Handle, Aluminum, 5 ft.	12	12	pcs
95	Mop head, COTTON REFILL	25	25	pcs
96	Mop head. Heavy duty, cotton, for industrial	23	23	pcs
97	MOP - Revolving mop, big, high quality, med.	2	2	pcs
98	MOP - Revolving mop, big, high quality, big	19	19	pcs
99	MOP -Head Refill for Revolving mop	24	24	pcs
100	Muriatic acid, 1 gal	31	31	gal
101	Muriatic acid, 1 L	272	272	bot
102	Nylon rope, no. 10	25	25	meters
103	Padlock, 30mm	21	21	pcs
104	Pail (high quality), big, 16ltr	12	12	pcs
105	Pail (high quality), medium, 10ltrs	22	22	pcs
106	Paper cups 50s, 8 oz	163	163	packs
107	Paper plate, 9" round	199	199	packs
108	Paper towel, 200x200mm	83	83	packs
109	Plant scissor trimmer	2	2	pcs
110	Plastic bag, 3" X 4"	20	20	packs
111	Plastic bag, 4x12 100's	12	12	packs
112	Plastic canister, medium with cover, 48ltrs	12	12	pcs
113	Plastic canister, small, 36L	12	12	pcs

114	Plastic cups 50s, 8 oz	31	31	packs
115	Plastic drum, medium, 170ltrs	5	5	pcs
116	Plastic fork 100s	88	88	packs
117	Plastic spoons 100s	90	90	packs
118	Pruner	3	3	pcs
119	Push brush, high quality	29	29	pcs
120	Rag, round, 10s	71	71	pcs
121	Rake, strong metal, garden	16	16	pcs
122	Rat killer, 200g	58	58	packs
123	Sack, 50 kls	825	825	pcs
124	Scouring pad with handle	22	22	pcs
125	Scrubbing pad	30	30	pcs
126	Serving tray	18	18	pcs
127	Shampoo, 350ml	3	3	bot
128	Shovel	6	6	pcs
129	Sickle Panadas wooden handle	10	10	pcs
130	Sink Declogger, liquid	68	68	bot
131	Soft broom	78	78	pcs
132	Steel brush, wooden handle	19	19	pcs
133	Tiles & toilet bowl cleaner 1L	182	182	bot
134	Tiles & toilet bowl cleaner 500 ml	16	16	bot
135	Tissue paper (Twin ply) by 10's	157	157	packs
136	Tissue paper, 3 ply, 180g, 10's	383	383	packs
137	Tissue paper, single (10/pack)	14	14	packs
138	Toilet bowl brush	7	7	pcs
139	Toilet bowl brush with holder	44	44	pcs
140	Toilet pump	30	30	pcs
141	Trash bin, medium, plastic	22	22	pcs
142	Trash bin, medium, plastic, heavy duty, blue, green, yellow	4	4	sets
143	Tumbler, 500 ml	55	55	pcs
144	Umbrella Rack, 6 holes	5	5	pcs
145	Water Dipper	38	38	pcs
146	Wheel Barrow	1	1	pcs
147	Yellow Plastic bag, medium	1	1	packs
148	Zapper Mosquito killer, electric	5	5	pcs
149	Apron, White, rubberized	32	32	pc
150	Clog Sandals	15	15	pair
151	Combat Shoes	1	1	pair
152	Farmers hat, native	15	15	pc
153	Gloves Cloth with coated rubber palm	260	260	pair
154	Gloves Cloth with latex nylon palm	30	30	pair



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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

## Technical Specifications

	Description	Quantity	Total	Unit of Measure	State of Compliance
1	Absorber microfiber synthetic chamois towel	48	48	pcs	
2	Air freshener, 275 ml, lemon	27	27	pcs	
3	Air freshener, 320ml, lemon	235	235	pcs	
4	Air freshener, gel, lemon 180g	207	207	pcs	
5	Air Humidifier and fogging disinfectant oil (water based)	30	30	pcs	
6	Alcogel, 250ml	41	41	bot	
7	Alcohol, 70%, 250ml, Isopropyl	43	43	bot	
8	Alcohol, 70%, 500ml, Isopropyl	535	535	bot	
9	Alcohol, 70%, Isopropyl	435	435	gal	
10	All purpose cleaner, 1L	72	72	bot	
11	Basin, plastic, med. Size #20	3	3	pcs	
12	Basin, plastic, small, size # 16	3	3	pcs	
13	Bleaching liquid, colored, 900 ml	147	147	bot	
14	Bleaching liquid, original	83	83	gal	
15	Broomsticks, "silag"	290	290	pcs	
16	Broomstick WITH HANDLE, "silag"	25	25	pcs	
17	Brush w/ handle (long)	46	46	pcs	
18	Brush w/ handle (long) 3M	1	1	pcs	
19	Bug spray, 250 - 300 ml	46	46	pcs	
20	Car Shampoo, 20ml/ sachet	12	12	dozen	
21	Ceiling broom, plastic	33	33	pcs	
22	Chain. Steel, 1.5m	5	5	pcs	
23	Chlorine	11	11	drum	
24	Cleaning gloves, rubber	139	139	pair	
25	Cup and saucer, 8 pcs	16	16	sets	
26	Crowbar, 24 inches	3	3	pcs	
27	Deodorant cake, 100g	183	183	pcs	
28	Detergent powder, 1 kg	372	372	packs	
29	Detergent powder, 2.5kg	50	50	packs	
30	Dishwashing liquid, 500ml	85	85	bot	
31	Dishwashing liquid, 1L	23	23	bot	
32	Dishwashing liquid, gal	32	32	gal	
33	Disinfectant concentrate	5	5	gal	
34	Disinfectant liquid, 350ml	9	9	bot	
35	Disinfectant spray, small, 170ml	18	18	bot	
36	Disinfectant Spray, big, 510g	263	263	pcs	
37	Disposable gloves, Large, 100s	26	26	box	

38	Double Sided Dishwashing sponges, small	98	98	pcs
39	Double Sided Dishwashing sponges, big	102	102	pcs
40	Doormat, cloth	87	87	pcs
41	Floormat, high quality, loop, black, gray, 4 X 8 ft	1	1	pcs
42	Doormat, rubber, CARPET TYPE, 40 x 70 cm	6	6	pcs
43	Doormat, rubberize, 40 x 60 cm	24	24	pcs
44	Drums (blue), 30 gal	11	11	pcs
45	Dust bin, 9.75 L	16	16	pcs
46	Dust pan. Big, plastic	43	43	pcs
47	Dust pan. galvanized, big	8	8	pcs
48	Eco bag, medium	108	108	pcs
49	Fabric conditioner, 20-24ml	1152	1152	sachet
50	Face mask, KF94, 10S black/white	100	100	packs
51	Facial Tissue 140 pulls	279	279	box
52	Feather Duster	20	20	pcs
53	Flashlight, rechargeable, LED, long range	24	24	pcs
54	Floor wax, white, liquid	47	47	gal
55	Floor wax, RED, liquid	1	1	gal
56	Floor mat, LINOLEUM, waterproof, rubberized	10	10	meters
57	Floor wax paste type, red,900g	52	52	can
58	Floor Signage (WET FLOOR)	6	6	pcs
59	Furniture polish, big, 330ml	102	102	pcs
60	Gallon Round for water dispenser with non-spill cap	8	8	pcs
61	Garbage Bag, small, 10's	52	52	pack
62	Garbage Bag medium, 10's	225	225	pack
63	Garbage Bag large, 10's	251	251	pack
64	Garbage Bag XL, 10's	130	130	pack
65	Garbage Bag XXL, 10's	102	102	pack
66	Garbage Bag XL, 100's	21	21	pack
67	Garbage Bag XXL, 100's	5	5	pack
68	Garbage Bag XXXL, 100's	85	85	pack
69	Garbage bag, M, 100's	78	78	pack
70	Garbage bag, L, 100's	50	50	pack
71	Garden hand gloves	40	40	pairs
72	Garden hose 1", 100mtr	2	2	meters
73	Glass cleaner, spray, big, 500ml	103	103	bot
74	Glass cleaner, spray, small, 250ml	20	20	bot
75	Hand Sanitizer, 500ml	39	39	bot
76	Hand soap bar, 60g	4	4	pcs
77	Hand soap, bar, 135g	479	479	pcs
78	Hand Soap, liquid, 1 gal	14	14	gal



79	Hand Soap, liquid, 500ml	54	54	bot
80	Hand Towel, absorbent 30 x 50 cm	147	147	pcs
81	Household gloves, reusable	2	2	pairs
82	Insect spray water based, big, 600ml	235	235	bot
83	Interfolded paper towel, 200mm x 200mm	166	166	packs
84	Interfolded paper towel, 200mm x 200mm	40	40	boxes
85	Kerosene Gas	5	5	liters
86	Knife, stainless	6	6	pcs
87	Machete, bolo	15	15	pcs
88	Mega box, 120L	4	4	pcs
89	Mega box, 155L	4	4	pcs
90	Mini water jug, 1 Lit	40	40	pcs
91	MOP - Dust mop, aluminum, 1 MT, industrial cotton mop	3	3	pcs
92	MOP - Floor Mop, with cotton string mop	6	6	pcs
93	Mop squeezer	3	3	pcs
94	Mop Handle, Aluminum, 5 ft.	12	12	pcs
95	Mop head, COTTON REFILL	25	25	pcs
96	Mop head. Heavy duty, cotton, for industrial	23	23	pcs
97	MOP - Revolving mop, big, high quality, med.	2	2	pcs
98	MOP - Revolving mop, big, high quality, big	19	19	pcs
99	MOP -Head Refill for Revolving mop	24	24	pcs
100	Muriatic acid, 1 gal	31	31	gal
101	Muriatic acid, 1 L	272	272	bot
102	Nylon rope, no. 10	25	25	meters
103	Padlock, 30mm	21	21	pcs
104	Pail (high quality), big, 16ltr	12	12	pcs
105	Pail (high quality), medium, 10ltrs	22	22	pcs
106	Paper cups 50s, 8 oz	163	163	packs
107	Paper plate, 9" round	199	199	packs
108	Paper towel, 200x200mm	83	83	packs
109	Plant scissor trimmer	2	2	pcs
110	Plastic bag, 3" X 4"	20	20	packs
111	Plastic bag, 4x12 100's	12	12	packs
112	Plastic canister, medium with cover, 48ltrs	12	12	pcs
113	Plastic canister, small, 36L	12	12	pcs
114	Plastic cups 50s, 8 oz	31	31	packs
115	Plastic drum, medium, 170ltrs	5	5	pcs
116	Plastic fork 100s	88	88	packs
117	Plastic spoons 100s	90	90	packs
118	Pruner	3	3	pcs
119	Push brush, high quality	29	29	pcs

120	Rag, round, 10s	71	71	pcs
121	Rake, strong metal, garden	16	16	pcs
122	Rat killer, 200g	58	58	packs
123	Sack, 50 kls	825	825	pcs
124	Scouring pad with handle	22	22	pcs
125	Scrubbing pad	30	30	pcs
126	Serving tray	18	18	pcs
127	Shampoo, 350ml	3	3	bot
128	Shovel	6	6	pcs
129	Sickle Panadas wooden handle	10	10	pcs
130	Sink Declogger, liquid	68	68	bot
131	Soft broom	78	78	pcs
132	Steel brush, wooden handle	19	19	pcs
133	Tiles & toilet bowl cleaner 1L	182	182	bot
134	Tiles & toilet bowl cleaner 500 ml	16	16	bot
135	Tissue paper (Twin ply) by 10's	157	157	packs
136	Tissue paper, 3 ply, 180g, 10's	383	383	packs
137	Tissue paper, single (10/pack)	14	14	packs
138	Toilet bowl brush	7	7	pcs
139	Toilet bowl brush with holder	44	44	pcs
140	Toilet pump	30	30	pcs
141	Trash bin, medium, plastic	22	22	pcs
142	Trash bin, medium, plastic, heavy duty, blue, green, yellow	4	4	sets
143	Tumbler, 500 ml	55	55	pcs
144	Umbrella Rack, 6 holes	5	5	pcs
145	Water Dipper	38	38	pcs
146	Wheel Barrow	1	1	pcs
147	Yellow Plastic bag, medium	1	1	packs
148	Zapper Mosquito killer, electric	5	5	pcs
149	Apron, White, rubberized	32	32	pc
150	Clog Sandals	15	15	pair
151	Combat Shoes	1	1	pair
152	Farmers hat, native	15	15	pc
153	Gloves Cloth with coated rubber palm	260	260	pair
154	Gloves Cloth with latex nylon palm	30	30	pair
155	Hair net, white	16	16	pc
156	Hand soap, liquid, 500ml	15	15	bot
157	Hat with Face cover	40	40	pc
158	Hat/Cap	40	40	pc
159	Household gloves, reusable	5	5	pair
160	Laboratory Gown, white	5	5	pc

161	Long Arm Sleeve	40	40	pair
162	Pant uniform, blue and green	20	20	pc
163	Rain Boots, knee high tube	40	40	pair
164	Rain boots, low cut	15	15	pair
165	Rain coat, free size (jacket and pants, rain suit)	76	76	set
166	Rain coat, free size, Jacket and pant, high quality	151	151	set
167	Rubber boots, regular, white	16	16	pair
168	Rubber boots, regular, black	20	20	pair
169	Rubber boots, regular, heavy duty	136	136	pair
170	Safety Gloves, black, rubber with polycotton liner, pockets	15	15	pair
171	Safety Over-All suit, adjustable clasp	15	15	pc
172	Safety Shoes, steel toe	36	36	pair
173	Safety Working T-Shirt, long sleeve, sublimation, thin fabric	124	124	pc
174	Surgical Gloves, large	7	7	box
175	Traffic Vest, with name tag	15	15	pc
176	Umbrella, folded	40	40	pc
177	Uniform, long sleeve, full sublimation, thick fabric	84	84	pc
178	Uniform, long sleeve, thin fabric	20	20	pc
179	Uniform, short sleeve, thin fabric	20	20	pc

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) 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*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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.