



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

INVITATION FOR NEGOTIATION

Supply and Delivery of Various Office Equipment, Furniture, Fixtures and Other Materials (3 Lots)
(Procurement/Contract Nos. 2023-PCO-033A-N, 033B-N, and 033C-N)
(Negotiated Procurement)

1. Pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, after Two failed biddings, the Presidential Communications Office (PCO) through its Bids and Awards Committee (BAC) hereby invites legally, technically and financially capable PhilGEPS-registered suppliers to negotiate with for the project: **Supply and Delivery of Various Office Equipment, Furniture, Fixtures and Other Materials (3 Lots) (Procurement/Contract Nos. 2023-PCO-033A-N, 033B-N, and 033C-N) (Negotiated Procurement)** with the following sum being the approved budget for the contract:

Procurement/ Contract No.	Lot No.	Description	Approved Budget for the Contract (ABC)
2023-PCO-033A-N	1	Various Office Equipment	One Hundred Ninety-Two Thousand Four Hundred Pesos (PHP 192,400.00)
2023-PCO-033B-N	2	Furniture and Fixtures	Six Hundred Forty-Three Thousand Three Hundred Fifty Pesos (PHP 643,350.00)
2023-PCO-033C-N	3	Other Materials	Two Hundred Sixty-Three Thousand Two Hundred Pesos (PHP 263,200.00)
TOTAL			PHP 1,099,200.00

2. In compliance with GPPB Resolution No. 09-2020 entitled, "Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions", the PCO BAC confirms, adopts, and approves measures for online or electronic bidding, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of procurement modality, during the pandemic.

In view of this, the procedure for the project shall be in accordance with PCO Amended Online Bidding Guidelines and the Bidder's Kit, collectively attached hereto as Annex "A." Also, GPPB forms and other bidding forms to be accomplished and submitted are herein attached as Annex "B."

Interested suppliers are requested to organize and submit their documents (Checklist of Technical and Financial Documents attached hereto as Annex "C") electronically in accordance with the PCO BAC Amended Online Guidelines and thus, hereby reminded, as follows:

x ----- x

- a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in a password-protected ZIP folder and PDF file;
- b) There shall be four (4) different passwords required: one (1) unique password for the ZIP folder of First Envelope; one (1) unique password for the PDF file under the ZIP folder of First Envelope; one (1) unique password for the ZIP folder of the Second Envelope; and one (1) unique password for the PDF file under the ZIP folder of the Second Envelope;
- c) The password-protected PDF file in the First Envelope shall contain the scanned original copy of the consolidated Legal and Technical documents. Said PDF file shall be assigned the file name, "PCO Bidding No. 2023-PCO-xxx-N; (Name of Supplier); Legal and Technical Documents." There should be one (1) unique password for each PDF file;
- d) The password-protected PDF file in the Second Envelope shall contain the scanned original copy of the consolidated Financial documents. Said PDF file shall be assigned the file name "PCO Bidding No. 2023-PCO-xxx-N; (Name of Bidder); Financial Documents." There should be one (1) unique password for each PDF file; and
- e) In any case where the files to be submitted exceed the size limit of the e-mail, the bidder may submit their bid via separate e-mails, provided, that the subject line for each mail should indicate to which part of the several it corresponds to (i.e., Part 1 of Legal and Technical Documents, Part 2 of Legal and Technical Documents, etc.). One set of passwords for the said components may be allowed in case of splitting, provided that the passwords for the Eligibility Requirements are separate and distinct from the Financial Requirements.

To facilitate the evaluation of documents, suppliers are encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the actual document. For reference, the sample format may be downloaded via these links:

- (Legal and Technical)
https://drive.google.com/file/d/19CfK3vnp_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=sharing
- (Financial)
<https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=sharing>

3. The following activities for this project shall be observed:

- a) **Preliminary conference** will be held on **12 October 2023 at 10:00 AM** through Zoom Video Conference, which link shall be provided a day before the said conference. A pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate further in the procurement activities as scheduled. Those interested must provide complete information in the Google Forms which may be accessed through this link: <https://forms.gle/bnKZaAo1PgDSfHnW8>.

Suppliers are encouraged to discuss any concerns or clarifications about the technical specifications in the said conference.

- b) **Submission** of Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) is on or before **17 October 2023 at 08:00 AM** to the PCO BAC Secretariat at bac1@pco.gov.ph. **Failure to submit the First and Second**

x ----- x

envelopes on or before the deadline shall disqualify the supplier from further participating in the procurement project.

- c) **Preliminary examination** of the First Envelope containing the Legal and Technical documents shall commence on **17 October 2023 at 10:00 AM** through a video conference via Zoom.
- d) After the preliminary examination of the Legal and Technical Documents in the First Envelope, the suppliers with incomplete or defective documents will be required to submit corresponding completed or corrected documents as additional documents to the PCO BAC Secretariat no later than **24 October 2023 at 08:00 AM**.

The supplier is required to submit only the completed or corrected document/s under the Legal and Technical Documents in a password-protected PDF file as mandated by the BAC and only the same shall be accepted.

In case the supplier fails to submit any or all of the documentary requirements in a password-protected PDF file, the bid/quotation will automatically be disqualified and shall be declared as "FAILED" and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.

Thereafter, the additional documents will be evaluated on **24 October 2023 at 11:00 AM** through a Zoom Video Conference to determine if the defects in the eligibility documents have been remedied or completed. Only the suppliers determined to have completed the Legal and Technical Documents shall be declared as "PASSED" and the Second Envelope containing their Financial Documents shall be opened and evaluated accordingly.

Should there be no need for the submission of completed or corrected documents, the opening and evaluation of the Second Envelope shall also be done on **24 October 2023** after the First Envelope is opened and evaluated.

- 4. In the event that there is a need to relax or modify the documentary requirements, the BAC reserves the right to ensure the responsiveness to the requirements of the Procuring Entity.

For the supporting documents of the Statement of the Single Largest Completed Contract (SLCC), Official Receipt, Certificate of Acceptance, Sales Invoice, or any alternative document establishing the existence of the contract for the SLCC will be accepted.

- 5. The Technical Specifications of this procurement project is attached hereto as Annex "D" and series.
- 6. Upon the award of contract, one percent (1%) of the total contract price shall be retained by the Procuring Entity to cover the Supplier's warranty obligations pursuant to Section 62.1 of the 2016 RIRR of RA No. 9184, for a period of six (6) months after acceptance of the delivered and installed supplies. The said amount shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

INVITATION RE: NEGOTIATED PROCUREMENT – TWO
FAILED BIDDINGS - SUPPLY AND DELIVERY OF VARIOUS
OFFICE EQUIPMENT, FURNITURE, FIXTURES AND OTHER
MATERIALS (3 LOTS) (PROCUREMENT/ CONTRACT NOS.
2023-PCO-033A-N, 033B-N, AND 033C-N)
PAGE 4 OF 4

X ----- X

7. Interested suppliers may obtain further information from the BAC Secretariat through email at bac1@pco.gov.ph or contact information as indicated below, during office hours between 08:00 AM to 05:00 PM, excluding holidays:

MARY WILLEN DJ. RENOMERON

Head, Bids and Awards Committee Secretariat
Presidential Communications Operations Office
7th Floor Times Plaza Building, United Nations Avenue
Ermita, City of Manila, Philippines
Phone No.: (02) 8734-5968
E-mail: bac1@pco.gov.ph
Website: <https://pco.gov.ph>

Issued on **02 October 2023**

Original Signed
ASEC. EUGENE HENRY C. RODRIGUEZ
Chairperson
Bids and Awards Committee

ANNEX “A”

Bidders’ Kit for PCO Online Bidding

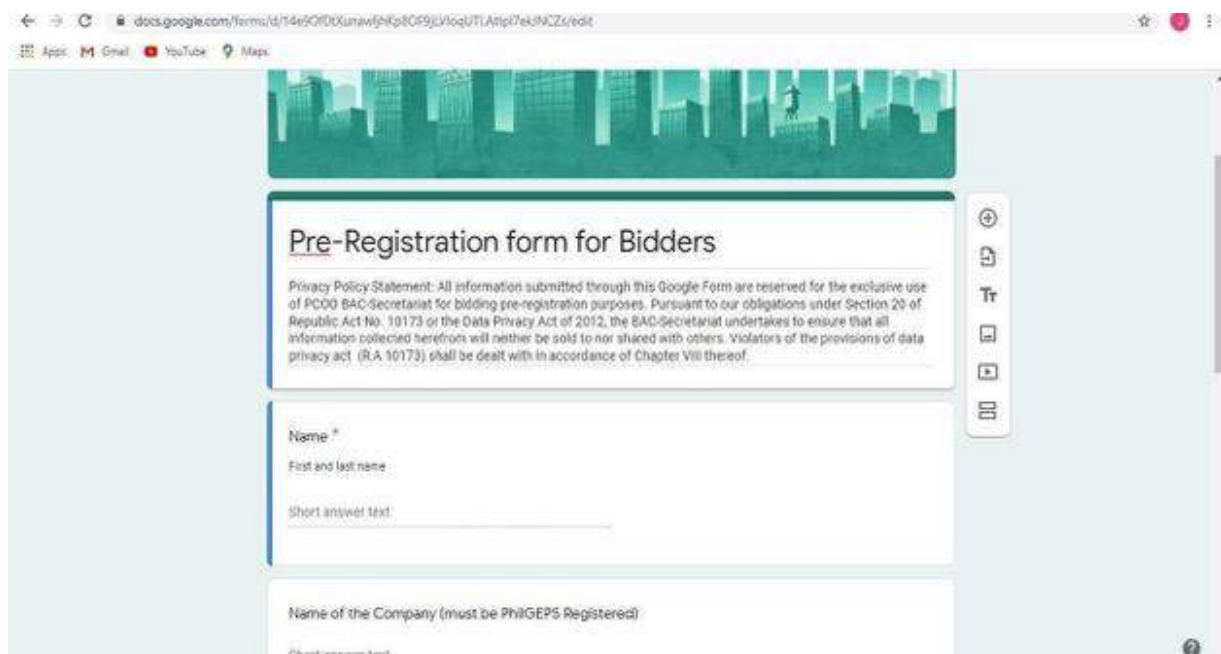
**BIDDER'S KIT FOR PCOO PROCUREMENT GUIDELINES IN ADOPTING
ELECTRONIC SUBMISSION OF BIDS ver.2
(GPPB Resolution No. 09-2020)**

I. Pre-Bid Conference

Step 1: Register by completing the information required in the Google forms which can be accessed here:

<https://forms.gle/xvNx6HDVJDxBs3RPA>

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail.

The image shows a web browser window displaying a Google Form titled "Pre-Registration form for Bidders". The form is set against a light blue background with a city skyline illustration at the top. The form includes a privacy policy statement, a "Name *" field with a sub-label "First and last name" and a "Short answer text" input box, and a "Name of the Company (must be PhilGEPS Registered)" field with a "Short answer text" input box. The browser's address bar shows the form's URL: docs.google.com/forms/d/144eSOF0DXunawfjHkptOP9jUloqUTLAntp7ek/NcZs/edit. The browser's taskbar at the bottom shows icons for Applications, Gmail, YouTube, and Maps.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail to enter the Google Meet by clicking **“Join Now”**. Please make sure that you allow access to the microphone and the camera.

Step 3: Kindly wait for the Secretariat to confirm your entry in the prescribed video teleconference (“VTC”) platform to participate in the pre-bid conference.

Step 4: See file attached as “Attachment A” for the House Rules to be observed during the conduct of procurement activities.

II. Submission of Bids

Step 1: Scan the original copy of the **Legal and Technical Requirements** and save as a PDF assigned with the file name “**PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents**”. Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

Step 2: Scan the original copy of the **Financial Requirements** and save as a PDF assigned with the file name “**PCOO Bidding No.____; (Name of Bidder); Financial Documents**”. Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

Important: Passwords shall bear a unique combination for each file and folder. Same passwords for all files are not allowed. Thus, there shall be **four (4) sets of passwords with unique combination**. For details on how to save files in PDF format and to place passwords please see file attached as “Attachment B.”

Note: In case that the files of the bidder exceed the size limit for email attachments, the bidder may submit the required bidding documents over separate email/s messages. The bidder shall comply with the foregoing measures for securing and compressing their submissions. The subject line for each of the email messages should indicate to which part of the several it corresponds to (e.g., part 1 of x). All attachments submitted in separate emails for the Eligibility and Financial Requirements shall still contain unique passwords for the ZIP folder and the PDF files respectively and shall be submitted on or before the deadline of submission of bids.

Step 3: Submit your bids via e-mail to (bac1@pco.gov.ph) on or before the deadline for bid submission.

Step 4: After submission, wait for the acknowledgement by the BAC Secretariat of the a) receipt of the compressed file (ZIP file) containing the bids b) proof of the date and time of receipt of the bid to ensure submission prior to the deadline and c) the invitation with the access link to the video conference of the bid opening with date and time thereof.

Important: In case of any modification of bids, the original bid submitted shall not be retrieved but a modified bid shall be submitted to the Secretariat provided that it is equally secured by passwords, properly identified and submitted on or before the deadline. The bidder shall use the following file names for the folders and files:

- A. **"PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents – Modification"**
- B. **"PCOO Bidding No.____; (Name of Bidder); Financial Documents- Modification"**

Important: **LATE Bids** or those bids submitted after the deadline will **NOT** be considered in the bid opening.

III. Opening and Evaluation of Bids

Step 1: Open e-mail and access the link provided by the Secretariat to enter the Google Meet by clicking **"Join Now"**. Make sure that you allow access to the microphone and the camera. Wait for confirmation from the Secretariat to enter the meeting room.

Step 2: When prompted, disclose in the chat box the password to the first password protected ZIP folder. Wait for the Secretariat to upload the extracted file to Google drive. Afterwards, the Secretariat will prompt you to disclose the password for the PDF document containing the Legal and Technical requirements. If you are present, the Secretariat will ask in the chat box of the Google Meet video conferencing room for the corresponding passwords during the bid opening itself.

If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such passwords via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will longer be considered.

Under no circumstances should you disclose such passwords BEFORE the scheduled bid opening.

Step 3: Should the Legal and Technical requirements be declared as **"PASSED"**, you will be prompted to disclose the password for the second password protected ZIP folder, and subsequently the password for the PDF document containing the financial requirements in the same manner as the passwords of the eligibility documents as described above. You must respond promptly.

Under no circumstances should you disclose such passwords prior to being declared eligible based on the evaluation of his eligibility documents.

Important: Only **three attempts** are given to disclose your password per ZIP folder and PDF file to open the documents. Should you fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening

*For inquiries and other concerns, you may reach the BAC Secretariat through this email address: bac1@pco.gov.ph or mobile number at: **09177178213**.

Stay safe and warm regards!

BAC Secretariat

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

Attachment A

Basic House Rules to be observed during BAC Meetings

1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meetings will start on time. You are advised to enter the VTC room 30 minutes to resolve technical issues, if any.

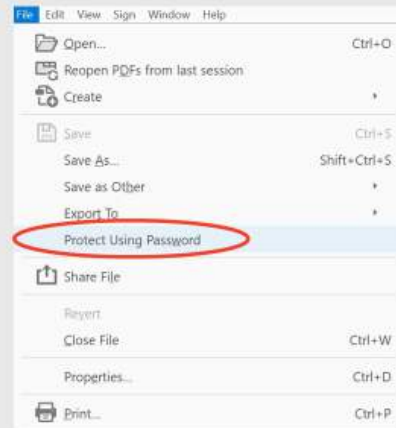
Attachment B

SECURING YOUR FILE



How to Add Password in PDF File

1. Open the PDF file
2. Click the file and choose **"protect using password."**



How to Add Password in PDF File

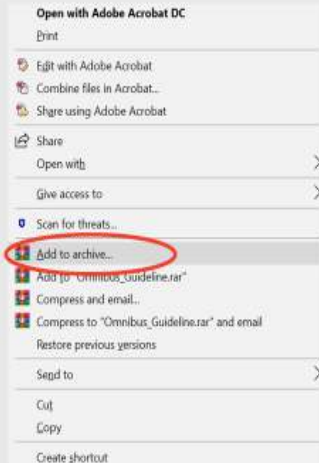
3. In the protect using password dialog box, type your **password twice** and choose **"apply"** at the lower right side of the dialog box.



How to Add Password in ZIP File




1. Right click the file.
2. Choose **"add to archive."**

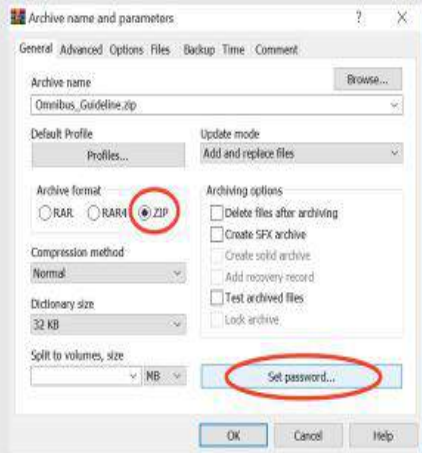


Open with Adobe Acrobat DC
Print
Edit with Adobe Acrobat
Combine files in Acrobat...
Share using Adobe Acrobat
Share
Open with >
Give access to >
Scan for threats...
Add to archive...
Add to "Omnibus_Guideline.rar"
Compress and email...
Compress to "Omnibus_Guideline.rar" and email
Restore previous versions
Send to >
Cut
Copy
Create shortcut

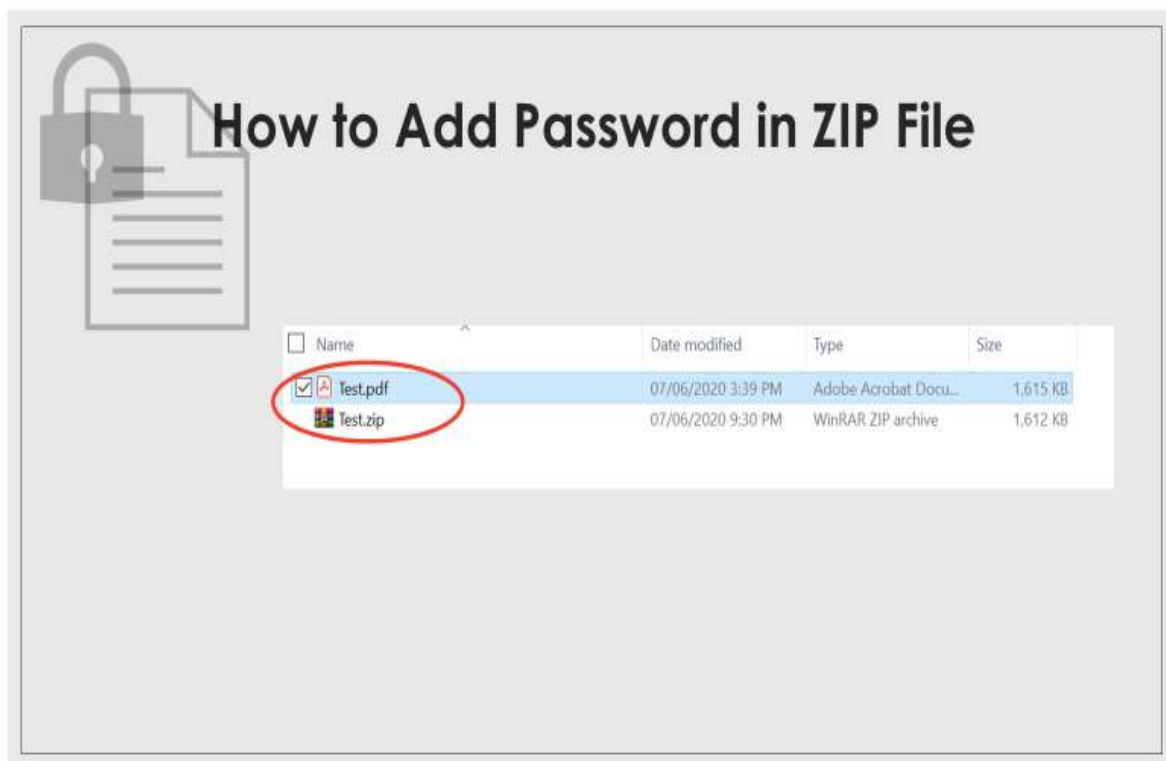
How to Add Password in ZIP File



3. In the Archive name and parameters dialog box, choose **"radio button ZIP"** and click **"set password."**



Archive name and parameters
General Advanced Options Files Backup Time Comment
Archive name: Omnibus_Guideline.zip
Default Profile: Profiles...
Update mode: Add and replace files
Archive format: ☐ RAR ☐ RAR4 **☒ ZIP**
Compression method: Normal
Dictionary size: 32 KB
Split to volumes, size: MB
Archiving options:
☐ Delete files after archiving
☐ Create SFX archive
☐ Create solid archive
☐ Add recovery record
☐ Test archived files
☐ Lock archive
Set password...
OK Cancel Help

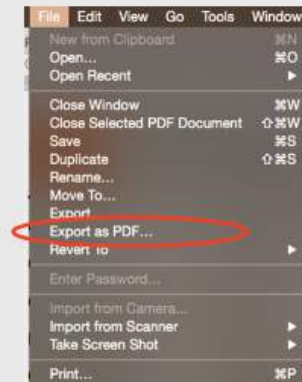


SECURING YOUR FILE (MAC)




How to Add Password in PDF File

1. Open the PDF file using Preview
2. Click file and choose **"Export as PDF"**




How to Add Password in PDF File



3. Click **"Show Details"**
4. Click **"Encrypt"** enter password in the dialog box and click **"Save"**

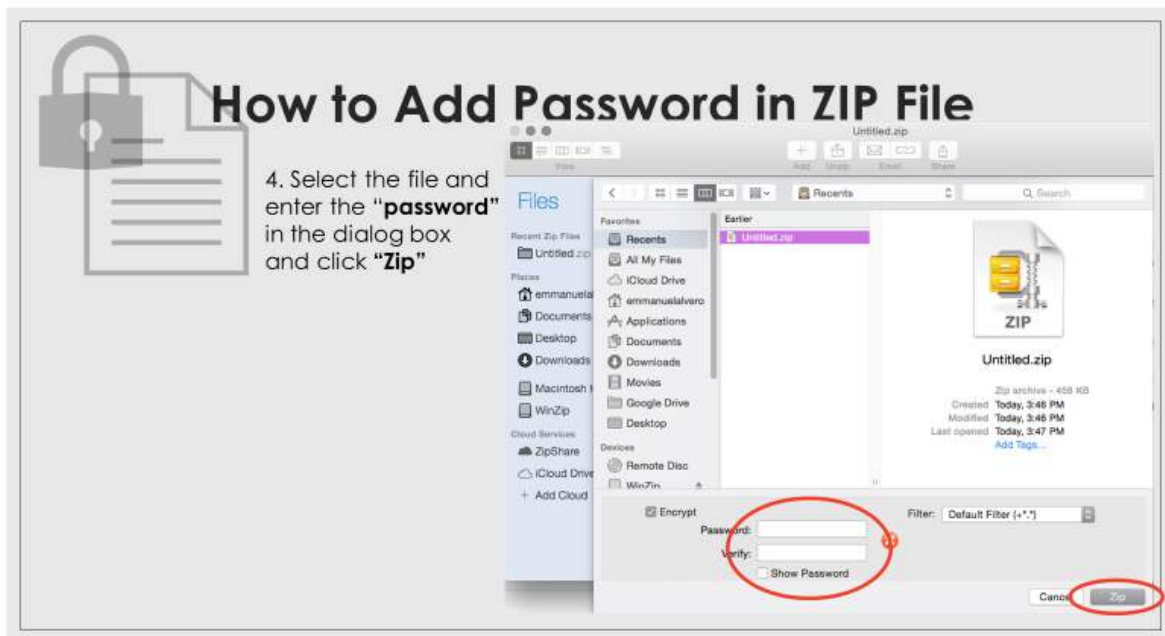
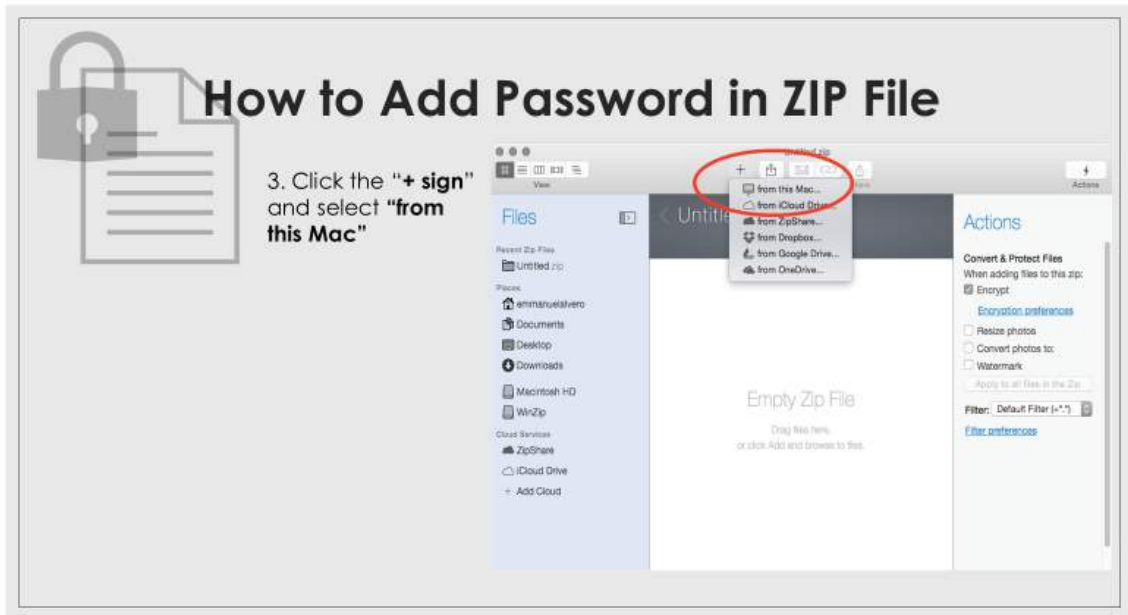


How to Add Password in ZIP File



1. Open **"WinZip"**
2. Click the **"Checkbox"** beside **"Encrypt"**

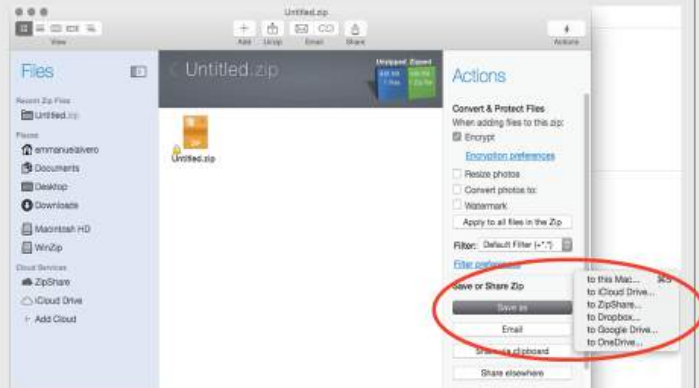






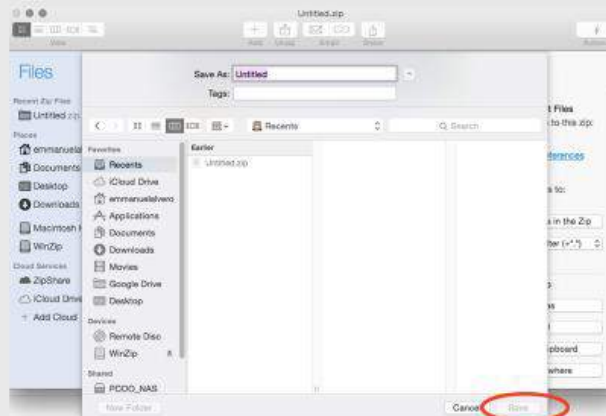
How to Add Password in ZIP File

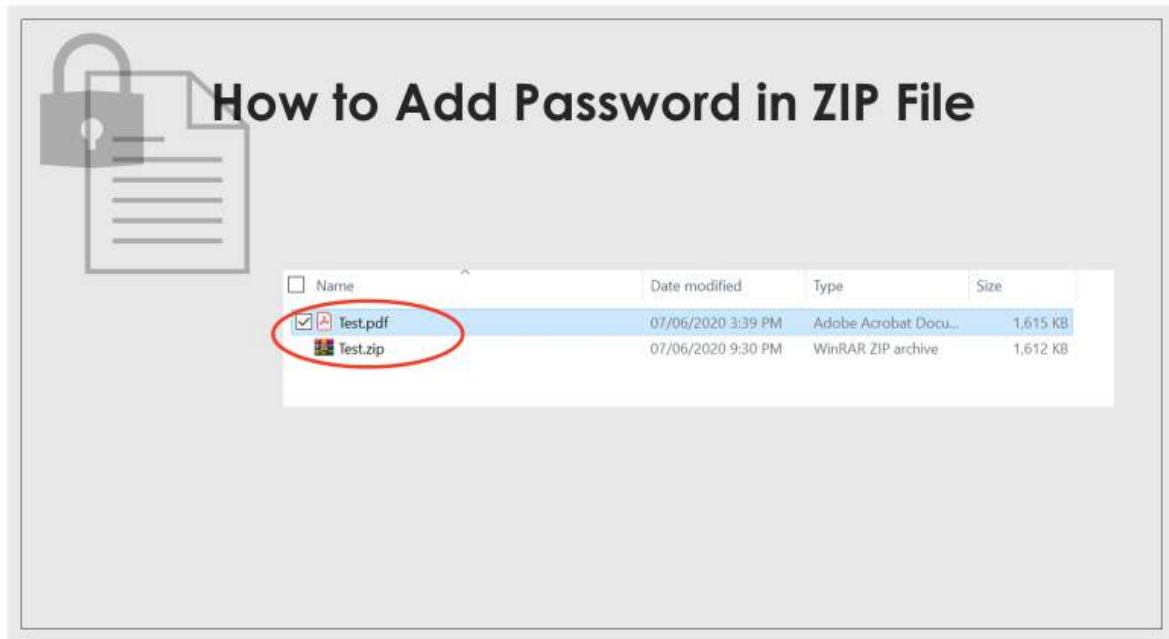
5. Click **"Save as"** and select **"to this Mac"**



How to Add Password in ZIP File

6. Choose where to save file and click **"Save"**





ANNEX “B”

Prescribed Forms

Statement of ALL Ongoing Government and Private Contracts
(Including Contracts Awarded but not yet Started)

NAME OF PROJECT:

BIDDER'S COMPANY NAME:

COMPANY ADDRESS:

Government Contracts								
Item No.	Name of Contract	Date of Contract	Contract Duration	Agency Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Private Contracts								
Item No.	Name of Contract	Date of Contract	Contract Duration	Owner's Name/Company Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

- Instructions:
- 1

Please indicate the correct and complete information required for each contract.
- 2

Date of Delivery indicates the projected date/s provided in their respective contracts.
- 3

In case there are no ongoing contracts, pls. put N/A or None.
- 4

Kindly provide all contact information of the party contracting with bidder.

Submitted by:

Designation:

Date:

Statement of the Single Largest Completed Contract

NAME OF PROJECT:

BIDDER'S COMPANY NAME:

COMPANY ADDRESS:

Item No.	Name of Contract	Date of Contract	Contract Duration	Owner's/Company/Agency Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Completed Contract	Date of Delivery

Instructions:

- 1 Please indicate the correct and complete information required for each contract.
- 2 Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the Contract.
- 3 If no completed contract, please put N/A or None.
- 4 Kindly provide all contact information of the party contracting with bidder.

Submitted by:

Designation:

Date:

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]

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

SUBSCRIBED AND SWORN to before me this ____ day of _____ 202__ at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her ____ (Type of valid ID) ____, with his/her photograph and signature appearing thereon, with ____ (ID Number) issued on _____ at _____.

Witness my hand and seal this ____ day of _____ 202__

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 202__.

Bid Form for the Procurement of Goods *[shall be submitted with the Bid]*

BID FORM

Date : _____
Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

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

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

Name of Bidder _____ Project ID No. _____

For Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY.	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)
TOTAL BID PRICE			IN WORDS						
			IN FIGURES						

Name: _____

Legal Capacity: _____

Signature: _____

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

ANNEX “C”

Checklist of Requirements

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Document

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

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**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) 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

- ☐ (h) 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

- ☐ (a) Original of duly signed and accomplished Financial Bid Form;
and
☐ (b) Original of duly signed and accomplished Price Schedule(s).

ANNEX “D”

Technical Specifications

Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications”.

Lot 1 – Various Office Equipment			
Item No.	Description	Qty. and Unit of Measure	Statement of Compliance
1	Calculator with Tape Receipt with 5 Free Paper Rolls <ul style="list-style-type: none"> - 12 digits - Compact Type - 2.0 line-per-second printing - 2-color printing: Positive values are shown in black, and negative values are shown in red for easy checking - Clock & Calendar Printing - Reprint / After Print - 150 steps check - Tax calculation: Automatic calculation of price plus tax, price less tax, discount, selling price, tax amount, discount amount, and margin amount - Currency exchange - Cost/Sell/Margin: Calculate the cost, selling price, or margin of profit on an item, given the other two values. - Mark-up/Mark-down - Function command sign: A symbol (+, -, x, ÷) on the display indicates the status of the operation you are currently performing. - Key rollover: Key operations are stored in a buffer, so nothing is lost even during high-speed input. - Extra Large display - Plastic keys: Designed and engineered for easy operation. - With one (1) year warranty 	1 unit	
2	Check Printer, Check Writer with an Additional 15 Check Writer Ribbon <ul style="list-style-type: none"> - Date, Payee, and Amount are printed at a time. Prints any kind of check - The USB port is available - It can print separately or be connected to a computer, and 1 unit 27 licensed technology print more clearly. - Specifications: 	1 unit	

	<ul style="list-style-type: none"> - Dimension: 276*260*115mm - Condition 100% new - Type: 76mm Dot Matrix Printer - Input Voltage: 110V-250V - Output Voltage: 24V - Inner Carton Qty: 4 units - Dimension/ Carton: 63*34.5*38cm - Working method: Dot Matrix Printer - With one (1) year warranty on services 		
3	Paper Shredder, Heavy-Duty <ul style="list-style-type: none"> - Brand new - Energy-saving technology - Able to shred, stable wires, clips, IDs, and CDs - At least Basket volume: 22L - Universal wheels for easy movement - Shred type: Crosscut - With one (1) year warranty on parts and services 	3 units	
4	USB Card Reader <ul style="list-style-type: none"> - Can read 2.0 and 3.1 	4 units	
5	Wireless Laser Pointer with Slide Changer	4 pieces	
6	Wireless Microphone Dual Vocal system with Transmitter <ul style="list-style-type: none"> - General - Analog or digital: Digital - Frequency response: 50Hz–15kHz - Dynamic range: 100dB - Line of sight: 300' - Receiver - Channels: 12 - Bandwidth: 524–865mHz - Housing: Not specified - Rackmount able: No - Width: 2.5" - Height: 4.3" - Depth: .82" - Weight: 2.6 oz. - Transmitter - Type: Handheld - # Of transmitters 1 - Capsule: Dynamic - Polar pattern: Cardioid - Battery type: AA x 2 - Battery runtime: Up to 14 hr. 2 units 28 - One-year warranty on wireless mics, mixers, and circuitry products. - With two (2) years warranty on mics 	2 units	

7	Bubble Wrap - per roll - 500mm x 25m - white	5 rolls	
8	Stapler Gun Tacker included with 10 Packs of Staple Wire	2 pieces	
Delivery Schedule: Completely delivered not later than thirty (30) calendar days from receipt of Notice to Proceed			

Lot 2 – Furniture and Fixtures			
Item No.	Description	Qty. and Unit of Measure	Statement of Compliance
1	Clothing Cabinet - Measurement: W60cm x D42cm x H180cm min - Color: Oak Natural finish or brown - Materials: - Carcass: 15-16mm thick particle board laminated with Paper Veneer Hanger Rod: 12 x 25mm Aluminum Tube Handle: 96mm aluminum min (heavy duty)	5 units	
2	Fabric Dining Chair - Product dimensions: Width: 46cm Depth: 57cm Height: 85cm	30 pieces	
3	Movable Drawer / Mobile Pedestal - Gauge 22 - With 3 Drawers including 1 Central Lock, 1 Pen Tray and 1 File Divider - 5 Swivel Castors built for ease on mobility - Material: Powder-coated steel - Color: Gray - Dimensions: 40(W) x 56.5(D) x 65.5(H) cm - Weight: 14kgs	19 units	
4	Steel Filing Cabinet (vertical) - 4-Drawer Vertical Filing Cabinet with Anti-Tilt - Compatible with A4, FC, letter, and legal-size files - Color: Gray or Light Gray - Dimensions: Approx 46(W)x63(D)x140(H)cm	10 units	
5	Steel Rack Shelves - 5 Tier Storage	27 units	

	<ul style="list-style-type: none"> - Open-type - Adjustable shelves - Heavy duty - Powder coated finish - Dimension: at least W 900mm x D 450mm x H1850mm 		
6	Water Gallon Rack <ul style="list-style-type: none"> - 5 Tier - High-carbon steel - Suit for: 18.5-20L bucket - Color: Silver - Material: Iron baking varnish - Size:13.39" x 13.07" x 52.95"(L*W*H) - Weight: 11.18lbs 	15 units	
Delivery Schedule: Completely delivered not later than thirty (30) calendar days from receipt of Notice to Proceed			

Lot 3 – Other Materials			
Item No.	Description	Qty. and Unit of Measure	Statement of Compliance
1	Coffee Maker, 1.5 to 2L <ul style="list-style-type: none"> - Power input: 900-1000W - Capacity: 1.5-2Liters - Removable washable filter - With one (1) year warranty on parts 	6 units	
2	Microwave Oven <ul style="list-style-type: none"> - Oven Capacity: 20 Liter Size / .7 Cu. Ft - Door Type: Side Swing handle - Power Source: 230V/50h2 - Output Power (Microwave): 1000W - Display Type: LED - Color (Cabinet): Neo stainless silver - With one (1) year warranty on parts 	7 units	
3	Oven Toaster 30-Liter Capacity <ul style="list-style-type: none"> - Air Fryer Oven - Color: Stainless - Net weight: at least 8.89kg - Gross weight: at least 10.95kg - Net Dimensions: 515mm x 443mm x 308mm - Gross Dimensions: 573mm x 495mm x 415mm - With one (1) year warranty on parts 	6 units	
4	Coffee Percolator (Stainless steel) <ul style="list-style-type: none"> - Can make 15 liters or 100 cups - At least 1-year warranty on parts and service - At least 1600 watts 	3 units	

5	Refrigerator <ul style="list-style-type: none"> - At least 7.6 cu.ft, Single Door, Manual Defrost - Inverter, Energy Consumption Saver - Powerful Compressor - Premium flat floor design - Built-in deodorizer - Ice Tray - Tempered glass on vegetable case cover - at least 60 watts - With one (1) year warranty for refrigerator - With five (5) years warranty on motor 	6 units	
Delivery Schedule: Completely delivered not later than thirty (30) calendar days from receipt of Notice to Proceed			

Conforme:

Bidding for:

- ☐ Lot 1
☐ Lot 2
☐ Lot 3

Full Name and Signature of :
Bidder/Authorized Rep.

Designation :

Name of Company :
