



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

# **BIDS AND AWARDS COMMITTEE**

## **BIDDING DOCUMENTS**

For the

**SUPPLY AND DELIVERY OF COMMON-USE  
SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR  
THE PCO FOR THE FY 2025 (ROUND 2)  
(PROCUREMENT/CONTRACT NO.  
2025-04-028-2)**

**Sixth Edition**

## ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the

agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.



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## ***Section I. Invitation to Bid***

FOR THE

**Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO  
for the FY 2025 (Round 2) [Procurement/Contract No. 2025-04-028-2]**

1. The Presidential Communications Office through the 2025 General Appropriations Act intends to apply the sum of **Two Million Seven Hundred Twenty-Three Thousand Two Hundred Twelve Pesos (PHP 2,723,212.00)** being the ABC to payment under the contract for the project: **Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 (Round 2) [Procurement/Contract No. 2025-04-028-2]**. Bids received in excess of the ABC for the project shall be automatically rejected at bid opening.
2. The PCO now invites bids for the above procurement project. Supply and Delivery of the Goods and services shall be in accordance with Section VI. Schedule of Requirements, and Section VII. 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.

The procedure for the project shall be in accordance with PCO Amended Hybrid Procurement Set Up Guideline and the Bidder's Guide, as well as the GPPB forms and other bidding forms to be accomplished and submitted, collectively attached in the QR Code or the clickable link below:

[https://drive.google.com/drive/folders/1dcyf2k9fCCyeLhFE9j8i5hXVprjWBQKv?usp=drive\\_link](https://drive.google.com/drive/folders/1dcyf2k9fCCyeLhFE9j8i5hXVprjWBQKv?usp=drive_link)



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 the PCO BAC Secretariat and through the e-mail address given below and inspect the Bidding Documents posted on the PCO website.
5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **07 July 2025** from the PCO website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (PHP 1,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of the Official Receipt **on or before the deadline of submission of bids** to the PCO BAC Secretariat e-mail given below.

6. The PCO will hold a Pre-Bid Conference on **15 July 2025 at 10:00AM** through video conference via Zoom, which link shall be provided a day before the said conference. 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 bidders must provide complete information in the Google Forms which may be accessed via this link: <https://forms.gle/jW1PNJ8sHknW9gMG7>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission at [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph) **on or before 29 July 2025 at 9:00AM** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned PCO Amended Online Bidding Guidelines and the Bidder's Kit. 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 **29 July 2025 at 10:00AM** via Zoom video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prospective bidders are requested to organize and submit their Bids either Physically or electronically in accordance with the PCO-BAC Hybrid Guidelines and suppliers are hereby reminded, as follows:

For Physical Submission:

- a) Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL – LEGAL AND TECHNICAL COMPONENT", and the original of their financial component in another sealed

envelope marked "ORIGINAL – FINANCIAL COMPONENT", sealing them all in one outer envelope marked "ORIGINAL BID – NAME OF BIDDER. The envelopes must be sealed with a tape and marked with a unique and determinate signature.

- b) Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as - COPY NO. \_\_\_\_ - LEGAL AND TECHNICAL COMPONENT for the legal and technical document and - COPY NO. \_\_\_\_ – FINANCIAL COMPONENT for financial document, sealed in an outer envelope as - COPY NO. \_\_\_\_ - NAME OF BIDDER, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Bidders must provide two (2) extra copies. The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s. This means that three properly marked envelopes must be submitted before the prescribed deadline. i.e original documents and two extra copies

#### For Electronic submission

- 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-040B-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-040B-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 viewed via these QR Code or the clickable link below:

- Legal and Technical Document

[https://drive.google.com/file/d/19CfK3vnp\\_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive\\_link](https://drive.google.com/file/d/19CfK3vnp_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive_link)



- Financial Document

[https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive\\_link](https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive_link)



In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, 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.

11. The PCO 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.
12. For further information, please refer to:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

Office of the Bids and Awards Committee Secretariat

2<sup>nd</sup> Floor New Executive Building

J.P Laurel St. V. Brgy 646

San Miguel Manila, Metro Manila

Phone No.: (02) 8734-7420 loc. 209

E-mail Address: [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

Website: [pco.gov.ph](http://pco.gov.ph)



13. You may visit the following:

For downloading of Bidding Documents: <https://pco.gov.ph/procurement/>  
<https://www.philgeps.gov.ph/>

For online bid submission:  
[bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

Issued on **07 July 2025**

**Original Signed**  
**JOSE MARIA M. VILLARAMA II**  
*Assistant Secretary*  
*Chairperson*  
Bids and Awards Committee

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

### **1. Scope of Bid**

The Procuring Entity, Presidential Communications Office, wishes to receive Bids for the **Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 (Round 2)** with Identification number: **Procurement/Contract No. 2025-04-028-2.**

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for 2025 in the amount of **Two Million Seven Hundred Twenty-Three Thousand Two Hundred Twelve Pesos (PHP 2,723,212.00);**

2.2. The source of funding is the **2025 General Appropriations Act.**

### **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 exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section, 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. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through Zoom videoconferencing as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either or 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.

## **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 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 until **24 November 2025**. 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 copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

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

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

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

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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.

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

## **20. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, 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**.

# **ANNEX “A”**

## Bidders’ Kit for PCO Online Bidding



Office of the President of the Philippines  
**PRESIDENTIAL COMMUNICATIONS OFFICE**  
Manila

**PRESIDENTIAL COMMUNICATIONS OFFICE (PCO) GUIDELINES FOR PROCUREMENT  
PROCESS**

Please be guided on the on the issuance of the Presidential Communications Office – Bids and Awards Committee (PCO-BAC). The Bidders guide were consisting of the following topics, for reference and appropriate action.

- I. **General rules in Public Procurement**
- II. **Checklist of Technical and Financial Documents** (*Technical and Financial Documents*);
- III. **Hybrid Conduct of Procurement Process**
- IV. **Process on purchasing of bidding documents**
- V. **Process of Bid Submission, Opening and Evaluation of Bids**
- VI. **Frequently Committed Errors**

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**I. GENERAL RULES IN PUBLIC PROCUREMENT**

- a) Principle of **Pass or Fail Criterion** (*Absence/Presence of documents*);
- b) Financial Bids above the Approved Budget for the Contract (ABC) are **automatically disqualified**;
- c) Late bids shall **not be accepted**; and
- d) No bid modification/s is allowed **after the deadline** of bid submission/No alternative bids.

**II. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**A. 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;
- (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;

- (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;
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable;
- (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.

## **B. FINANCIAL COMPONENT ENVELOPE**

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

## LEGAL DOCUMENT

### PHILGEPS CERTIFICATE

As per PS Advisory 2022-039, always ensure that the Class "A" eligibility requirements are updated in the PhilGEPS. Failure to comply will lead to automatic suspension of the Platinum Membership.

Ensure the Caveat attachments are valid and updated

Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
**CERTIFICATE OF PHILGEPS REGISTRANT**  
(Platinum Membership)

THIS IS TO CERTIFY THAT [REDACTED]  
[REDACTED]  
Quezon City, Metro Manila, NCR, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 07-Aug-2017 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that [REDACTED] has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, submitted, or the contents thereof shall be a ground for disqualification in the bidding process, without prejudice to the imposition of the penalty in accordance with the laws.

This Certificate is valid until 20-Jul-2024

Issued this 11th day of July 2023.  
This is a system generated certificate. No signature is required.

**CERTIFIED TRUE COPY**

Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 201708-147534-897415400  
Amended Date as of April 19, 2024 03:22 pm

Page 1 of 3

Ensure that the Certificate is valid and all four (4) caveats on the date of opening

Submit all pages including "Annex A" showing the list of current and updated file of Class "A" documents maintained and uploaded in PhilGEPS; and

"Annex A"

## List of Eligibility Document

of

Quezon City, Metro Manila, NCR, Philippines

Relative to GPPB Resolution No. 15-2021, pertaining to the automatic suspension of suppliers' Platinum Membership with expired Class A eligibility documents, merchants tagged as "Suspended" due to expiration of Mayor's Permit are hereby informed that the suspension can be lifted by uploading the recently expired Mayor's Permit together with the Official Receipt as proof of renewal for 2025.

SEC Certificate	Registration Date : 31-Aug-2016 SEC Certificate Number : CS201610959
Mayors Permit	Expiration Date : 01-Mar-2025 Permit Number : 16 010516 Place of Issue : Quezon City Issued By / Signatory : MA MARGARITA T SANTOS Issuance Date : 01-Mar-2024
Tax Clearance	Expiration Date : 23-Jan-2025 TCC Number : 07A 040 01 23 R0171 2024 M Issued By / Signatory : DR ALICE SA GONZALES Issuance date : 23-Jan-2024
Audited Financial Statement	Date of Filing : 18-Apr-2024 Current Asset : 4,324,880.00 Total Asset : 5,344,444.00 Current Liabilities : 560,249.00 Total Liabilities : 560,249.00 Name of Auditor : SUSANA C. ROSANA BIR RDO Code : 040
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

CERTIFIED TRUE COPY

## TECHNICAL DOCUMENTS

### STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS

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

NAME OF PROJECT: Procurement of Customized Shirts  
BIDDER'S COMPANY NAME: [REDACTED]  
COMPANY ADDRESS: 123 Quiapo, Manila

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
1	Contract for Supply and delivery of Drift Shirts for Palarong Pambansa	5 Jan 2022	1 month	DepEd Central Office Ortigas Center, Pasig City	Drift Shirts	2,500,235.00	250,350.00	5 Feb 2022

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
1	Delivery of Team Jersey	14 Jan 2022	10 days	DONUT BROS. CO. 787 Calle Onse, Caloocan City	Jersey	500,256.00	102,000.00	24 Jan 2022

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: R. L. [REDACTED]  
Designation: Sales Executive  
Date: 21 January 2022

State all Ongoing contracts (public and private). Indicate the correct information required for each contract, put N/A if not applicable.

Complete all details required:

Name and Signatory of the representative:  
Designation:  
Date:

## STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT

**Statement of the Single Largest Completed Contract**

NAME OF PROJECT: Procurement of Customized Shirt

BIDDER'S COMPANY NAME: [REDACTED]

COMPANY ADDRESS: 123 Quaipo, Manila

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
1	Supply and Delivery of Corp Shirts	24 March 2020	March 24 to April 18, 2020	Department of National Defense DND Building, Segundo Ave. Camp General Emilio Aguinaldo Quezon City	Corp Shirts	9,000,200.00	18 April 2020

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: [Signature]

Designation: Sales Executive

Date: 21 January 2022

Complete all details required:

Name and Signatory of the representative:  
Designation:  
Date:

Bidder must have completed an SLCC that is similar to the contract to be bid. The value of SLCC must at least be 50% (non-expendable) or 25% (expendable) of the ABC. Depending on the requirement of the PCO.

SLCC must be supported by an Owner's Certificate of Acceptance, Official Receipt/s, Sales Invoices issued for the contract.

The SLCC must be within the relevant period prescribed.



## BID SECURING DECLARATION

### Form of Bid Security of Bid Security:

Cash or cashier's/managers check issued by a Universal or Commercial Bank = 2% of ABC;

Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank = 2% of ABC; and

Surety bond callable upon demand issued by surety or insurance company duly certified by the Insurance Commission = 5% of ABC

REPUBLIC OF THE PHILIPPINES)  
CITY/ MUNICIPALITY OF PASAY ) S.S.  
X-----X

### BID – SECURING DECLARATION

Project Identification No: *Procurement/Contract No. 2024-PCO-024A to 024H*

TO: Presidential Communications Office  
3rd Floor New Executive Building J.P Laurel St. V. Brgy 6468 San Miguel Manila, Metro Manila

I the undersigned, declare that:

1. I 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 accept that: (a) I 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 will pay the applicable fine provided under Section 8 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 bid securing declaration under Sections 23.1 (b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake,
3. I 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 declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right; and
  - c. I am declared the bidder with the Lowest Calculated and Responsive Bid and I have furnished the performance security and signed the contract.

IN WITNESS WHEREOF, I have hereunto set my hands this 25<sup>th</sup> day of April 2024 at Pasay City, Philippines.

\_\_\_\_\_  
Authorized Representative  
Affiant

SUBSIGNED AND SWORN TO before me this 25<sup>th</sup> day of April 2024 at Pasay City, Philippines. Affiant is personally known to me and was here 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 her Government Identification Card: Drivers License with No. NO3-15-005129 issued on 8<sup>th</sup> of February 2022 at Pasay City.

Witness my hand and seal this 25<sup>th</sup> day of April 2024.

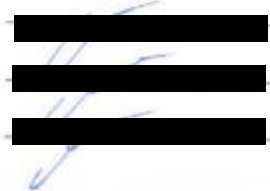
Doc. No. 228  
Page No. 47  
Book No. 112  
Series of 2024

\_\_\_\_\_  
ATTY \_\_\_\_\_  
NOTARY PUBLIC FOR PASAY CITY  
Commission expiring on Dec. 31, 2025  
Roll No. 74517  
PTR No. 8421443/01.02.24/Pasay City  
IBP No. 368235/11.16.23/PPLM  
MCLE Comp. No. VII-0015876 04.20.22  
PPLM Rm 213 Pasay City Hall Pasay City

The Bid Securing Declaration must be notarized by a duly commissioned Notary Public in accordance to the 2004 Rules on Notarial Practice.

**Ensure that the acknowledgment or jurat section is properly and completely filled out. This must include the competent proof of identity presented by the affiant(s) at the Notarial Office. The following details should be clearly indicated:**

- 1. ID Presented**
- 2. ID Number**
- 3. Name of the Person as Appearing on the ID**

[illegible]

1. ID Presented
2. ID Number
3. Name of the Person as Appearing on the ID

### Section VI. Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Delivery Schedule
1	Lease of Multi-Function Colored Digital Photocopying Machines of the Presidential Communications Office CY 2025 [Procurement/Contract No. 2025-02-011]	11 units	Delivery of the units is within <b>fifteen (15) calendar days from receipt of Notice to Proceed.</b>  One (1) year lease services will commence upon acceptance of the delivered unit.

Conforme:

Full Name and Signature  
of Bidder/Authorized Rep

:

Designation

:

PROJECT SUPPORT OFFICER- SOUTH MANILA

Name of Company

:

Providers must attached a copy of its conformity with the Schedule of Requirements through a signature of the Authorized Representative



## CONFORMITY WITH THE TECHNICAL SPECIFICATION

### Technical Specifications

Item	Description	Statement of Compliance
<b>1.0</b>	<b>WORK GANG COMPOSITION</b>	
	In order to render the needed janitorial and allied services, the number of personnel required shall be as follows: Total Number of Personnel : 13	COMPLY
1.1	Working Supervisor: 1	COMPLY
1.2	Janitors: 12 (6 males and 6 females)	COMPLY
<b>2.0</b>	<b>DEPLOYMENT</b>	
2.0.1	The Contractor shall render, undertake and perform janitorial and other allied services for and at the premises used by and under the responsibility of the Client, specifically in the areas identified below, with the corresponding personnel deployment.	COMPLY
2.0.2	The Contractor agrees to undertake the availability of its services and personnel in the event there is a need to transfer or relocation of the assigned areas or offices. Any incidental expenses that may be incurred in view of such transfer or relocation shall be on the account of the contractor and without additional cost to PCOO.	COMPLY
	<b>AREA</b>	<b>JANITOR</b>
	<b>TIME</b>	
	<b>PCOO Main Office</b>	
2.1	All offices in the main floor (including garbage collection in the morning)	1
2.2	All offices in the main floor (including garbage collection in the afternoon)	1
2.3	All common area, stairway, staff area, hallway, and female comfort rooms	1
2.4	All common area, stairway, staff area, hallway, and male comfort rooms	1
2.5	Office of the Secretary (will also serve as errand/utility personnel)	1
2.6	Office of the Undersecretaries, Assistant Secretaries, Directors and other officials	2
2.7	Office of Support Group, Administration, Finance, and IT/EDP	2
	<b>PCOO Extension Office: New Executive Building</b>	
2.8	NEB Ground Floor: MARO, PND, and Press Working Area, female comfort rooms	1
2.9	NEB Ground Floor: MARO, PND, and Press Working Area, male comfort rooms	1
	<b>PCOO Extension Office: Solano Office</b>	
2.10	All common area, stairway, staff area, hallway, and female comfort rooms	1
2.11	All common area, stairway, staff area, hallway, and male comfort rooms	1
	<b>PCOO Extension Office: BFB Building (FOI)</b>	
2.12	BFB Units 102, 103, and 104	1

27

State the word "COMPLY" to each item or parameter including the General conditions of the Contract in the Technical Specifications under Section VII of the Bidding Documents.

For issued Supplemental Bid Bulletin, that contains amendment to the Technical Specification of the Project must be attached and bear the same statement of Compliance.

Conforme:

☒ Lot 1

Full Name and Signature of Bidder/Authorized Rep

Designation

Name of Company

Authorized Representative

Complete all details required:

Name and Signatory of the authorized representative:  
Designation:  
Date:

Accomplish using GPPB prescribed form. No omission or alteration of any wordings in the form.

It must be notarized by a duly commissioned Notary Public in accordance with the 2004 Rules on Notarial Practice

## OMNIBUS SWORN STATEMENT

### OMNIBUS SWORN STATEMENT (Revised) [shall be submitted with the Bid]

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

#### AFFIDAVIT

I, **[REDACTED]**, of legal age, married, Filipino, and residing at c/o 10/F MG Tower, 75 Shaw Blvd., Mandaluyong City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **[REDACTED]**, with office address at **[REDACTED]**

2. 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 " **LEASE OF MULTI – FUNCTION COLORED DIGITAL PHOTOCOPYING MACHINES OF THE PRESIDENTIAL COMMUNICATIONS OFFICE CY 2025 ( PROCUREMENT/ CONTRACT NO. 2025-2-011) "** of the **PRESIDENTIAL COMMUNICATION OFFICE**, as shown in the attached notarized Secretary Certificate;

3. **[REDACTED]** 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. **[REDACTED]** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. None of the officers, directors, and controlling stockholders of **[REDACTED]** 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. **[REDACTED]** complies with existing labor laws and standards; and

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

For notarized documents, (i.e. Secretary Certificate, Omnibus Sworn Statement, Bid Securing Declaration) make sure that the details on the Jurat and acknowledgment is filled-out properly. Please attached a copy of the competent proof of identity of the affiant/s presented in the Notarial Office.

- 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:

**"LEASE OF MULTI – FUNCTION COLORED DIGITAL PHOTOCOPYING  
MACHINES OF THE PRESIDENTIAL COMMUNICATIONS OFFICE CY 2025  
( PROCUREMENT/ CONTRACT NO. 2025-02-011) "**

9. [REDACTED] c. 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.

11. [REDACTED] c. hereby assigns the following contact person/representative, number/s and e-mail address/es as the official contact person, telephone number and contact reference of the company where the PCO BAC official notices may be transmitted.

It is understood that notice/s transmitted in any of the above-stated contact person/representative, telephone number and/or e-mail address are deemed received as of its transmittal, and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

Contact Person: [REDACTED]

Telephone No/s.: [REDACTED]

E-mail Address: [REDACTED]

Mobile No.: [REDACTED]



## AUTHORITY OF THE SIGNATORY

Secretary's Certificate or Board Resolution (in case of Corp, Partnership or Coop),

Special Power of Attorney (in case of Single Proprietorship or as a Joint Venture)

REPUBLIC OF THE PHILIPPINES )  
CITY OF PASAY ) S.S.  
-----X-----X  
**SPECIAL POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS that the undersigned [REDACTED], Owner of [REDACTED] SES, is lawfully authorized to represent and act on behalf of the [REDACTED] a company registered under the laws of the Republic of the Philippines with its registered office at 1104 T-B ANTEL SEAVIEW TOWERS CONDOMINIUM ROXAS BLVD. PASAY CITY, do hereby APPOINT, NAME and CONSTITUTE [REDACTED] Authorized Representative of TANJER ENTERPRISES as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **PRESIDENTIAL COMMUNICATIONS OFFICE** for the **VARIOUS TOKENS AND COLLATERALS FOR THE FY 2024 PROJECTS AND ACTIVITIES (8 Lots) [Procurement/Contract No. 2024-PCO-024A to 024H] – Lots 1-7)**
2. To make, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the PCO.

**HEREBY GIVING AND GRANTING** unto my said attorney-in-fact full power and authority to do and perform every act and thing and whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present with power of substitution and revocation and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to be done under and by virtue of these presents.

**IN WITNESS WHEREOF**, we hereunto set our hands and sign on this 25<sup>th</sup> day of April 2024 at Pasay City, Metro Manila.

[REDACTED]  
Legal Representative

Attorney-in-Fact SIGNED IN THE PRESENCE OF:

SUBSCRIBED AND SWORN to before me this 25<sup>th</sup> day of April 2024 Philippines. Affiant/s is/are personally known to me and was/were id competent evidence of identity as defined in the 2004 Rules on Notar 02-8-13-SC). Affiant/s exhibited to me his/her Driver's License, with signature appearing thereon, with no. N04-00-457798 and his/her Co Certificate No. 12444929 issued on 5<sup>th</sup> of January 2023 at Pasay City

Witness my hand and seal this 25<sup>th</sup> day of April 2024 at Pasay

Doc. No. 226  
Page No. 47  
Book No. 112  
Series of 2024

ATTY  
NOTAR  
Commis

FTR No.  
IBP N  
MOLE Co  
TO-PPLM R

Must contain the specific name of the Representative being granted the authority and the provision- "The authority granting signatory to be the authorized representative of the prospective bidder, and 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" or of similar nature/ tenure

Make sure that the details on the acknowledgment is filled-out properly, and attached a competent proof of identity of the Representative and the Principal/ Corporate Secretary granting the authority presented in the Notarial Office

Ensure that the acknowledgment or jurat section is properly and completely filled out. This must include the competent proof of identity presented by the affiant(s) at the Notarial Office. The following details should be clearly indicated:

1. ID Presented
2. ID Number
3. Name of the Person as Appearing on the ID

Please be reminded that commingling of Document is not allowed and that the Financial Envelope shall only be open upon determination of the eligibility of the Legal and Technical Document

**CLC must be issued by a Universal or Commercial Bank and at least equal to ten percent (10%)**






## JOINT VENTURE FORM

### Various Tokens and Collaterals for the FY 2024 Projects and Activities (8 Lots) WITH ITB NO. 2024-PCO-024A TO 024H

In line with the required eligibility document in the bidding for the above-mentioned item, we are submitting the appropriate document/s as indicated in the box checked below:

- ☐ Valid and existing Joint Venture Agreement (JVA)
- ☐ Notarized statement from potential joint venture partners stating that we will enter into a JVA and will abide by the provision of the JVA and will abide by the provision of the JVA in the instance that the bid is successful.
- ☒ Not Applicable

I hereby certify that all statement and information provided herein are complete, true and correct.

Signature of Representative :   
Name of Representative :   
Official Designation : TREASURER  
Company :   
Address :   
Telephone/Fax/E-mail : 

## FINANCIAL

### BID FORM

<b>Bid Form for the Procurement of Goods</b> <i>[shall be submitted with the Bid]</i>	
<b>BID FORM</b>	
Date: <u>April 29, 2024</u>	
Project Identification No.: <u>2024-PCO-024A to 024H</u>	
To: <i>Presidential Communications Office</i> <i>New Executive Building J.P Laurel St. V. Brgy. 646</i> <i>San Miguel Manila, Metro Manila</i>	
<p>Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers the receipt of which is hereby duly acknowledged, we, the undersigned, offer to <i>Supply and Delivery of Lot 1 Various Tokens and Collaterals for the FY 2024 Projects and Activities (8 Lots) (Procurement/Contract No. 2024-PCO-024A to 024H</i> in conformity with the said PBDs for the sum of <i>One Hundred Thirty-Three Thousand Six Hundred Seventy-Four Pesos (133,674.00)</i> 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, e.g. (i) <i>value added tax (VAT)</i>, which are itemized herein or in the Price Schedules,</p>	
If our Bid is accepted, we undertake:	
<ul style="list-style-type: none"><li>a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);</li><li>b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;</li><li>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.</li></ul>	
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 <i>NDJ Enterprise Corp.</i> as evidenced by the attached <i>Secretary's Certificate</i> .	
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: <span style="background-color: black; color: black;">[REDACTED]</span>	
Legal capacity: <u>Authorized Representative</u>	
Signature: <span style="background-color: black; color: black;">[REDACTED]</span>	
Duly authorized to sign the Bid for and behalf of: <span style="background-color: black; color: black;">[REDACTED]</span> p.	
Date: <u>April 29, 2024</u>	

GPPB FORM – Provide the details No omission or alteration of any wordings in the form



## Price Schedule (GPPB Prescribed Form)

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

---

**For Goods Offered from Within the Philippines**

Name of Bidder: TA [REDACTED] ES Project ID No: 2024-PCO-024A Page 1 of 1

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
LOT 1	Black Magnetic Box	PHILIPPINES	300 pcs	Php 414.29	Php 0.00	Php 49.71	Php 0.00	Php 464.00	Php 139,200.00
TOTAL BID PRICE		IN WORDS			One Hundred Thirty-Nine Thousand Two Hundred Pesos Only				
		IN FIGURES			Php 139,200.00				

Name: [REDACTED]

Legal Capacity: Authorized Representative

Signature: [REDACTED]

Duly authorized to sign the Bid for and behalf of: [REDACTED]

### Reminder:

Prices Price indicated in the Price Schedule shall be entered separately including cost of taxes paid or payable (GPPB Resolution 16-2020).

Do not leave any columns blank – put “0” or a dash “-” for items offered for free.

Ensure the correct arithmetic correction, in accordance to Section 32.2.3 of the 2016 IRR of RA 9184 states that in case of discrepancies between total prices and unit prices, the latter shall prevail. In case, there is a discrepancy between the stated total price and the arithmetically corrected price, the corrected price shall prevail and Quotations offered above the ABC shall be automatically be disqualified.

Use the appropriate Template – Goods Offered from Abroad shall be use for goods whose country of Origin shall be outside the Philippines, while Goods Offered from within the Philippines shall be used for locally manufactured, source, created goods.

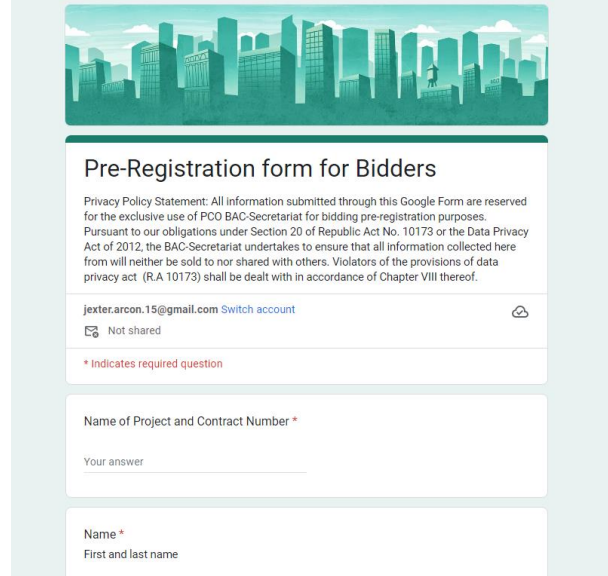


### III. HYBRID CONDUCT OF PROCUREMENT PROCESS

#### **Pre-Bid Conference**

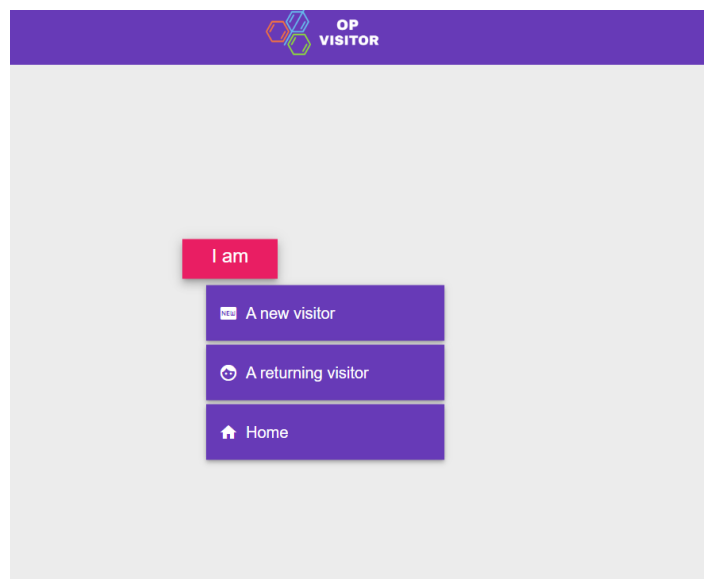
**Step 1:** The bidder must register by completing the information required in the Google forms which can be accessed here: <https://forms.gle/xvNx6HDVJDxBs3RPA>. The link can also be accessed through the uploaded Public Bidding Documents in the PhilGEPS and PCO Websites.

Submit the form, to the Secretariat and wait for an acknowledgement by e-mail.



The screenshot shows a Google Form titled "Pre-Registration form for Bidders". At the top is a teal header with a city skyline illustration. Below the header, a privacy policy statement is provided: "Privacy Policy Statement: All information submitted through this Google Form are reserved for the exclusive use of PCO BAC-Secretariat for bidding pre-registration purposes. Pursuant to our obligations under Section 20 of Republic Act No. 10173 or the Data Privacy Act of 2012, the BAC-Secretariat undertakes to ensure that all information collected here from will neither be sold to nor shared with others. Violators of the provisions of data privacy act (RA 10173) shall be dealt with in accordance of Chapter VIII thereof." Below the privacy policy, the user's email "jexter.arcon.15@gmail.com" is displayed with a "Switch account" link and a "Not shared" status. A red asterisk indicates a required question. The first question is "Name of Project and Contract Number \*", with a text input field labeled "Your answer". The second question is "Name \*", with a text input field labeled "First and last name".

**Step 2: Prebid Conference stage.** If the Bidder express their intention to join **Physically on the meeting**, the BAC Secretariat shall provide the Office of the President (OP)'s visitor registry log: <https://op-vms.gov.ph/> to the registered bidder. All visitors must ensure registration by receiving a QR Code to be presented at the PCO security gate.



The screenshot shows the "OP VISITOR" registration interface. It features a purple header with the "OP VISITOR" logo. Below the header, a red button labeled "I am" is visible. To the right of the "I am" button is a vertical stack of three purple buttons: "A new visitor" (with a plus icon), "A returning visitor" (with a smiley face icon), and "Home" (with a house icon).

For online presence, the registered Bidder shall receive the Zoom Meeting Room link on/or before the schedule time of activities.

**Step 3:** Registered Bidders shall proceed to the PCO BAC Meeting Room, located at New Executive Building, JP Laurel St., San Miguel, Manila, Philippines, prospective bidders are required to be physically present 10 to 15 minutes earlier on the scheduled Pre-Bid Conference Date. Bidder must observe proper decorum within the PCO premises, the house rules shall be read by the Secretariat during BAC Meeting.

For registered bidder's joining via Zoom Conferencing. Bidders must enter 10 to 15 minutes earlier on the scheduled Pre-Bid Conference date to allow them to sort out technical issues and ensure proper access to the microphone and the camera.

The Secretariat shall confirm the presence of Bidders in the Zoom Waiting Room to participate in the pre-bid conference.

#### **IV. PROCESS ON PURCHASING OF BIDDING DOCUMENTS**

**Step 1:** Request a bid purchase form from the PCO BAC Secretariat via e-mail at [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph);

**Step 2:** Fill-out the form properly. Reflect the Project title, its reference or procurement number indicated in the bidding documents, and all other required information;

**Step 3:** Attach a photocopy of the ID of the company representative;

**Step 4:** Proceed to the PCO Cash Section (2nd Floor New Executive Building, JP Laurel St., San Miguel Manila) for payment;

**Step 5:** Secure a copy of the Official Receipt (OR); and

**Step 6:** Include OR in the e-mail submission of bids.

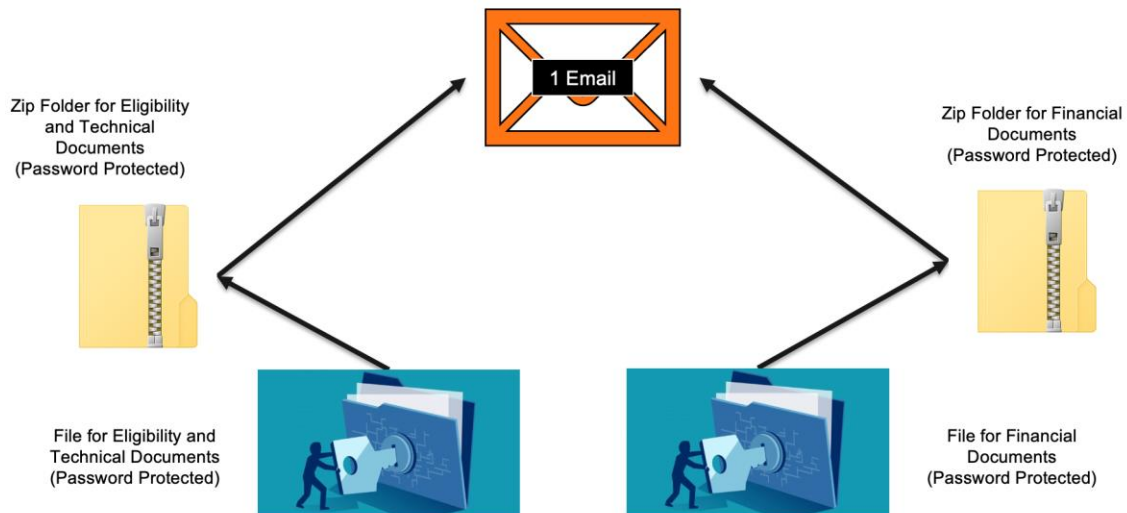
#### **Process of Bid Submission**

**Step 1:** Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "**ORIGINAL – LEGAL AND TECHNICAL COMPONENT**", and the original of their financial component in another sealed envelope marked "**ORIGINAL - FINANCIAL COMPONENT**", sealing them all in one outer envelope marked "**ORIGINAL BID – NAME OF BIDDER**". The envelopes must be sealed with a tape and marked with a unique and determinate signature.

For Bidder's submitting an Electronic Copy, scan the original copy of the Legal and Technical Requirements and save as a PDF assigned with the file name "PCO 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.

**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

**DO NOT DISCLOSE THE PASSWORDS DURING THE SUBMISSION OF BIDS.**



*Note: The files must be in PDF Format and password-protected.*

**ELECTRONIC SUBMISSION**

**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 2:** Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as - **COPY NO. \_\_\_\_ - LEGAL AND TECHNICAL COMPONENT** for the legal and technical document and - **COPY NO. \_\_\_\_ - FINANCIAL COMPONENT** for financial document, sealed in an outer envelope as - **COPY NO. \_\_\_\_ - NAME OF BIDDER**, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Bidders must provide two (2) extra copies. The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s. This means that three properly marked envelopes must be submitted before the prescribed deadline. i.e original documents and two extra copies

**Step 3:** Bidders are requested to organize and submit their Bids manually and suppliers are hereby reminded, as follows:

To facilitate the evaluation of documents, the bidder is encouraged to include a table of contents per envelope, corresponding page numbers, and title pages before the actual document. For reference, the sample bidding documents may be downloaded via these links: Technical Component Envelope (1<sup>st</sup> Envelope); Financial Component Envelope (2nd Envelope).

In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, 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.

#### **IV. OPENING AND EVALUATION OF BIDS**

**Step 1:** Bidders are highly-encourage to personally attend the opening of Bid at the PCO Conference Room located at New Executive Building, JP Laurel St., San Miguel, Manila, Philippines. To give ample time to prepare and resolve any issues, the bidders or their authorize representative is recommended to come at least 20 minutes earlier before the start of the Bid Opening process.

Bidders that cannot attend the F2F Bid Opening must inform the secretariat a day prior to the schedule activities by sending an email to [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph) requesting for the Zoom Link.

Once the BAC Secretariat acknowledge the request, the BAC Secretariat shall provide the Zoom credentials. Bidders must ensure that all technical and audio problems is resolved before entering. Bidder must use the name template: **(Bidder\_Company\_Name of Representative)**, bidders that cannot be identified shall not be allowed to enter the Zoom meeting room.

**Step 2:** The Opening of Bids shall be done in a chronological order by the time of receipt they have submitted their bid, provided that the bidder representative is present in the room. Upon confirmation of the Chairperson the sealed envelopes will be opened and placed in the document camera to be viewed through the display monitor for evaluation of the TWG and the BAC.

For electronically submitted bids, the password shall only be disclosed on the date of the actual opening of bids, with the presence of the BAC. Further, the bidders who submitted an electronic bid and were unable to personally attend and is not present in the Zoom meeting room, the Secretariat will send an inquiry with regard to his/her attendance via text message in his/her registered mobile number. Non-participation will tantamount to declaring their bid ineligible.

**Step 3:** Should the Legal and Technical requirements be declared as **"PASSED"**, immediately after, the BAC shall open the other bid submission/s.

**Step 4:** The second envelope shall likewise be opened and the BAC Secretariat will immediate presented the "Abstract of Bids".

**Step 5:** Immediately after the bid opening, bidders shall be excused from the conference room/ Zoom Link for Bid Evaluation and bidders will be informed of the result via email. Wherein the Single/Lowest Calculated bid will be subject to bid evaluation and Post-qualification.

# Bid Opening

Online Bid Opening ([via Zoom Conference](#))

1. Acknowledgement of attendees
2. Process Overview
3. Bid Opening Proper:
  - A. The Secretariat will ask the bidder to provide the passwords for the Legal and Technical Zip Folder and PDF in the chat box of the Zoom conferencing room.
  - B. Once the PDF is extracted and opened, the BAC, its TWG, and Secretariat shall commence with the preliminary examination of the documents.
  - C. If the bidder is considered **"passed"** on the eligibility requirements, the Secretariat will ask the bidder to provide the passwords for the Financial Zip Folder and PDF.
  - D. Once all eligible bids are opened, the Abstract of Bids "as read" will be presented to show the ranking of the bidders.

## V. FREQUENTLY COMMITTED ERRORS

Errors/Failures/Omissions	How to Prevent
Failure to submit a <b>complete set</b> of documents.	Refer to the Checklist of Technical and Financial Documents on the last part of the Bidding Documents. Said Checklist is also attached as Annex "C" of the Invitation to Bid. Use the Table of Contents ( <a href="#">Legal and Technical</a> ; <a href="#">Financial</a> ) for proper arrangement of documents.
Typographical Error on Legal documents/Documents for Notarization (e.g., Omnibus Sworn Statement, Bid Securing Declaration, etc.)	Use the forms/templates prescribed by the PCO and attached as Annex "B" of the Invitation to Bid. Do not use bidding documents you prepared for a previous project with another Government agency so as to avoid copy-paste errors.
Failure to submit competent proof of identity of affiants as attachment of the documents for notarization (OSS, BSD, etc.)	Make sure that the respective proof of identity (valid Identification: e.g., PRC ID, UMID, Passport, Comelec ID, etc.) of the affiant/s who executed the sworn statements are attached with the document and included in the Legal and Technical folder.  All details in the " <i>Jura</i> " and " <i>Acknowledgement</i> " must be filled out. (i.e government ID, description, and ID Number)
Incomplete details on prescribed templates (e.g. Statement of all on-going contracts, Price Schedule form, etc.)	Fill-out all the spaces/portions or cells/columns requiring details. Do not leave them blank.

	For the sales taxes and other costs, indicate the breakdown and refer to the column heading for the computation. Indicate zero "0" or dash "-" for items offered for free.
Incorrect Passwords	Test your passwords first before submitting your two (2) Zip Folders via email.
Lack of Two-Factor Authentication	Ensure that each of the zip folders and pdf files for the Legal and Technical requirements, as well as for the financial requirements are password protected. There must be, at least, four (4) unique passwords, to wit: Password no. 1 - Legal and Technical <b>zip</b> folder; Password no. 2 - Legal and Technical <b>pdf</b> file; Password no. 3 - Financial <b>zip</b> folder; and Password no. 4 - Financial <b>pdf</b> folder.
Corrupted Zip Folders or PDF Files	Send a test e-mail to self or other accessible e-mail address/es. Download and attempt to open in different computer units and, if possible, using different operating systems (Mac/Windows).
Failure to submit bids to the correct email: <a href="mailto:bac1@pco.gov.ph">bac1@pco.gov.ph</a>	Upon submission of bid/s, call the PCO BAC Secretariat at 02 (8734-5968) to confirm whether the same was duly received.

# **ANNEX “B”**

## Prescribed Forms

## 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 of agent	Amount and Purpose of Commission or gratuity
---------------------------	--


*(if none, state "None") ]*

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

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

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



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

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

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

Legal capacity: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

### Statement of the Single Largest Completed Contract

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	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 the bidder.

Submitted by: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**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

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: \_\_\_\_\_

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

---

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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

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

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

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

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

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

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**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

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

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

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

## Bid Securing Declaration Form

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: **Presidential Communications Office**  
**2nd Floor, New Executive, Malacañang Compound, Jose P Laurel**  
**Sr, San Miguel, Manila, Metro Manila, Philippines**

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

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

My commission expires Dec. 31, 20\_\_

Not. Reg. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book \_\_\_\_\_;

Series of 20 \_\_\_\_\_

## 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 **Presidential Communications Office**, 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.
11. [Name of Bidder] hereby assigns the following contact person/representative, number/s and e-mail address/es as the official contact person, telephone number and contact reference of the company where the PCO BAC official notices may be transmitted.

**Contact Person:**

---

**Telephone No/s.:**

---

**E-mail Address:**

---

**Mobile No.:**

---

It is understood that notice/s transmitted in any of the above-stated contact person/representative, telephone number and/or e-mail address are deemed received as of its transmittal, and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

**SUBSCRIBED AND SWORN** to before this day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used<sup>1</sup>], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

**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

**NOTARY PUBLIC**

My commission expires Dec. 31, 20\_\_\_\_;  
Not. Reg. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book \_\_\_\_\_;  
Series of 20 \_\_\_\_\_:

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<sup>1</sup>The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.

"Sec. 12. Competent Evidence of Identity - The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSTS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

## Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be: <i>any contract similar to any Supply and Delivery of Office supplies.</i></p> <p>Those contracts which involve goods and services of the same nature and complexity as the subject matter of the project being procured (<i>GPPB Non-Policy Matter No. 159-2017</i>); and</p> <p>Completed within <b>three [3] years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	No further instruction.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than the following, if bid security is in cash, cashier's/ manager's check, bank draft/guarantee or irrevocable letter of credit in the amount of <b>Fifty-Four Thousand Four Hundred Sixty-Four and Twenty-Four Pesos and 24/100 (PHP 54,464.24)</b> or <i>two percent (2%) of ABC</i>,</p> <p style="text-align: center;">or</p> <p>b. The amount of not less than the following, if bid security is in Surety Bond in the amount of <b>One Hundred Thirty-Six Thousand One Hundred Sixty Pesos and 60/100 (PHP 136,160.60)</b> or <i>five percent (5%) of ABC</i>.</p>
19.3	<p>The proposed Approved Budget for the Contract of the project: <b>Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 (Round 2) [Procurement/Contract No. 2025-04-028-2]</b> in the amount of <b>Two Million Seven Hundred Twenty-Three Thousand Two Hundred Twelve Pesos (PHP 2,723,212.00)</b>.</p>
20.2	<p>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 the following:</p> <p>a. Two (2) original/physical copies of the technical and legal documents, and financial documents submitted and subjected to preliminary examination during bid opening;</p> <p>b. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and</p> <p>c. Other appropriate licenses and permits required by law and stated in the Bidding Documents and Supplemental/Bid Bulletin.</p>
21.2	No further instruction.

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

### **1. Scope of Contract**

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

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

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

### **2. Advance Payment and Terms of Payment**

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

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

### **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 IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

**5. Warranty**

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

**6. Liability of the Supplier**

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

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

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

<b>GCC Clause</b>	
1	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Goods/Security Services 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 Representatives at the Project Site is:</p> <p><b>ROLAND VANN A. SILAO</b>  <b>Head, Property and Supply Management Section</b>  Basement Floor, New Executive Building  J.P Laurel St., San Miguel Manila, Metro Manila  P: (02) 8733-0790</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all services specified in Section VI. Schedule of Requirements.</p> <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>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:  Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination</p>

GCC Clause	
	<p>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> 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>
2.2	No further instruction.
4	The inspection/tests of the goods shall be done as required under Section VII. Technical Specifications.

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

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE PCO FOR THE FY 2025 (ROUND 2) [PROCUREMENT/CONTRACT NO. 2025-04-028-2]</b>		
<b>Item No.</b>	<b>Description</b>	<b>Delivery Schedule</b>
1	Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 (Round 2) [Procurement/Contract No. 2025-04-028-2]	<b>Within Thirty (30) Calendar Days upon receipt of Notice to Proceed (NTP).</b>

Conforme:

Full Name and Signature of  
Bidder/Authorized Rep

:

Designation

:

Name of Company

:



## Section VII. Technical Specifications

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

*‘Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’*

<b>Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 (Round 2) [Procurement/Contract No. 2025-04-028-2]</b>			
<b>Unit</b>	<b>Technical Specification</b>	<b>Qty</b>	<b>Statement of Compliance</b>
piece	<b>3-Layer File Tray</b> Material: metal • Heavy duty Color: Black • Fits long paper size Packaging: Individually wrap to prevent against damage	60	
piece	<b>Ballpen, black</b> • Ballpoint Pen Ink Color: black Tip: 0.5mm Type: Retractable or with cap Packaging: 12 pieces per box or standard packaging of the manufacturer	5,000	
piece	<b>Ballpen, blue</b> • Ballpoint Pen Ink Color: blue Tip: 0.5mm Type: Retractable or with cap Packaging: 12 pieces per box or standard packaging of the manufacturer	5,000	

piece	<b>Binder Folder, 3-Ring</b> Size: Legal • 3-inch side thickness • Clearsheet protector • Can fit Legal size paper	50	
pack	<b>Board Paper, A4</b> • Vellum Board Paper Grammage: 220gsm Size: A4 Color: White Packaging Size: 10 sheets per pack	280	
pack	<b>Board Paper, Letter</b> • Vellum Board Paper Grammage: 220gsm Size: Letter Color: White Packaging Size: 10 sheets per pack	50	
pack	<b>Cable Tie</b> Size: 7.6 x 450 mm Color: Black only Packaging: 100 pieces per pack	30	
pack	<b>Cardstock Paper</b> Size: Letter or 8.5 x 11 inch Color: Yellow Grammage: 200gsm Packaging: 100 sheets per ream/pack	10	
pack	<b>Cartolina</b> Size (-3mm): 572mm x 724mm Color: White Grammage (min.): 100gsm Packaging: Ten (10) pieces per pack, should be wrapped in a kraft paper to avoid dust/damage (do not fold or roll)	50	
piece	<b>Clipboard with Cover</b> Size: Legal Color: Black Material: Plastic, Polypropylene Foam Fastener Material: Metal • Double Clip (vertical and horizontal) Packaging: Individually packed to prevent against dust and damage	50	
ream	<b>Colored Paper</b> • Assorted pastel colors Size: 8.5x 11" Letter Substance: 24 (80gsm) Packaging: 250 sheets per ream	8	

piece	<b>Dater Stamp, mini</b> Size: 3.8mm tall font size <ul style="list-style-type: none"> <li>• Black Ink only</li> <li>• Four band date and 12-year band</li> </ul> Date Format: MMM-DD-YYYY <ul style="list-style-type: none"> <li>• Self-inking stamp pad</li> <li>• With locking Mechanism</li> <li>• With removable and refillable ink pad, single color</li> </ul> Packaging: One (1) piece, individually box	20	
piece	<b>File Box with Lid</b> Outside Dimension: at least W12 x H11 x L15" Chipboard: 3mm thick (min) <ul style="list-style-type: none"> <li>• Leatherette paper for outside cover</li> </ul> Front of the box: With pocket for label insert Color: Red only Packaging: Individually wrap to prevent against scratches and damage	150	
pack	<b>File Tab Divider</b> Size: Letter / Short Color: Multicolored <ul style="list-style-type: none"> <li>• No holes for clean hole-punching</li> <li>• Made of 220gsm hard paper</li> <li>• With additional 2cm tab-ears for bigger labeling</li> <li>• High Quality</li> </ul> Packaging: 5 tabs per pack, 100 tabs per ream	120	
piece	<b>Fineliner Pen, black</b> Tip: Superfine 0.4mm metal clad tip Color: Black <ul style="list-style-type: none"> <li>• Water-based ink, provides smooth writing experience</li> <li>• Hexagonal barrel for superior writing comfort</li> </ul>	60	
piece	<b>Fineliner Pen, blue</b> Tip: Superfine 0.4mm metal clad tip Color: Blue <ul style="list-style-type: none"> <li>• Water-based ink, provides smooth writing experience</li> <li>• Hexagonal barrel for superior writing comfort</li> </ul>	60	
piece	<b>Flash Drive</b> Capacity: 16gb USB 3.0, with built-in USB Compatibility: <ul style="list-style-type: none"> <li>• All photocopying machines for scan purposes</li> <li>• Desktops and Laptops</li> <li>• With carrying strap (neck or wrist)</li> </ul> Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer	200	

piece	<b>Folder, Thermal Binding</b> Cover, short, 18mm Paper/Thermal Size: 8.5 x 11" or Letter Spines Color: Black <ul style="list-style-type: none"> <li>• Made with a reversible clear cover</li> <li>• Heat resistant (Thermal binding)</li> <li>• Heat-activated steel spines</li> </ul> Packaging: 50 pieces per box or 25 pieces per pack	200	
piece	<b>Folder, Thermal Binding</b> Cover, A4, 12mm Paper/Thermal Size: A4 Spines Color: Black <ul style="list-style-type: none"> <li>• Made with a reversible clear cover</li> <li>• Heat resistant (Thermal binding)</li> <li>• Heat-activated steel spines</li> </ul> Packaging: 50 pieces per box or 25 pieces per pack	50	
piece	<b>Glue Stick (Paste)</b> <ul style="list-style-type: none"> <li>• at least 21g</li> <li>• All-Purpose Glue Stick</li> <li>• Safe and non-toxic</li> <li>• Acid-free</li> </ul> Packaging: 12 pieces per box	180	
piece	<b>ID Jacket</b> Vertical with lock Size: Can fit 54x86mm size of ID Color: Clear Waterproof Made of premium plastic to protect ID card from fading and damage With insertion of ID holder Packaging: Individually packed to avoid damage	500	
pack	<b>Index Card</b> Size: 5"x8" <ul style="list-style-type: none"> <li>• Plain white</li> </ul> Packaging: 100 sheets per pack	200	
pack	<b>Index Tab Stickers</b> Size: 44x12mm Color in 1 pack: Pink, Orange, Yellow, Green, Blue <ul style="list-style-type: none"> <li>• Strong Adhesive</li> <li>• Five (5) colors per pack</li> <li>• Suitable for ballpoint and pencil for smooth writing experience</li> </ul> Packaging: at least 20 tabs x 5 color, total of 100 tabs per pack	150	

pack	<b>Index Tab with sign here</b> <ul style="list-style-type: none"> <li>• Sign Here flags</li> </ul> Size: 25 x 43 mm Color: Yellow only <ul style="list-style-type: none"> <li>• Ideal for conveniently filling up important documents at work</li> </ul> Packaging: at least 50 flags per pack	850	
pack	<b>Laminating Film</b> Size: A3 Microns: 125 Color: Clear Packaging: 100s per pack	3	
pack	<b>Laminating Film</b> Size: A3 Microns: 250 Color: Clear Packaging: 100s per pack	3	
pack	<b>Laminating Film</b> Size: A4 Microns: 125 Color: Clear Packaging: 20s per pack	50	
pack	<b>Laminating Film</b> Size: A4 Microns: 250 Color: Clear Packaging: 20s per pack	50	
pack	<b>Laminating Film</b> Size: Legal Microns: 125 Color: Clear Packaging: 20s per pack	50	
pack	<b>Laminating Film</b> Size: Legal Microns: 250 Color: Clear Packaging: 20s per pack	50	
roll	<b>Laminating Film Roll</b> Size: 9in x 100m Microns: 125 Color: Clear Packaging: plastic sealed, 100m / roll Texture: Glossy Finished	2	
roll	<b>Laminating Film Roll</b> Size: 12in x 100m Microns: 125 Color: Clear Packaging: plastic sealed, 100m / roll Texture: Glossy Finished	2	

piece	<b>Marker, Permanent</b> Ink Color: Black Tip Size: Fine Point Marker <ul style="list-style-type: none"> <li>• With cap</li> <li>• Quick-drying ink, waterproof, smear proof and fade-resistant</li> </ul> Packaging: 12 pcs per box	144	
pad	<b>Note Pad, 2x2</b> Size: 51 x 51 mm or 2 x 2 inches (mini cube) Color: Assorted Colors Adhesive Strength: Standard Ability: Stick and re-stick <ul style="list-style-type: none"> <li>• Adhesive must stick for at least 30 days from the first use</li> <li>• Must be easily removed from pad/surface without adhesive transfer</li> </ul> Packaging: at least 250 sheets per cube	400	
pad	<b>Note Pad, 4x6</b> Size: 4 x 6 inches <ul style="list-style-type: none"> <li>• Sticky notes with lines</li> </ul> Adhesive Strength: Standard Ability: Stick and re-stick <ul style="list-style-type: none"> <li>• Adhesive must stick for at least 30 days from the first use</li> <li>• Must be easily removed from pad/surface without adhesive transfer</li> </ul> Packaging: at least 100 sheets per pad	350	
piece	<b>Pen Holder</b> <ul style="list-style-type: none"> <li>• Round</li> </ul> Material: Metal Color: black Packaging: Individually packed to avoid damage or scratches	50	
pack	<b>Photo Paper, Glossy</b> Size: A4 <ul style="list-style-type: none"> <li>• Glossy</li> </ul> Packaging: 10 sheets per pack	150	
piece	<b>Plastic Envelope Expanding with Handle</b> Size: Legal <ul style="list-style-type: none"> <li>• With Grid Lines Design/Checkered</li> <li>• With Handle</li> </ul> Color: Black <ul style="list-style-type: none"> <li>• Zipper Lock</li> <li>• Fits Legal size documents</li> <li>• With front and rear pockets for organizing and storing files or documents</li> </ul> Packaging: Individually wrap to avoid scratches or damage	10	

piece	<b>Plastic Envelope Expanding with Handle</b> Size: Short • With Grid Lines Design/Checkered • With Handle Color: Black • Zipper Lock • Fits Short or A4 size documents • With front and rear pockets for organizing and storing files or documents Packaging: Individually wrap to avoid scratches or damage	10	
piece	<b>Ring Bind Spines, plastic, A4 size</b> Comb size: 8mm Sheet Capacity: at least 40 Color: black only	100	
piece	<b>Ring Bind Spines, plastic, A4 size</b> Comb size: 12mm Sheet Capacity: at least 80 Color: black only	100	
piece	<b>Ring Bind Spines, plastic, A4 size</b> Comb size: 16mm Sheet Capacity: at least 120 Color: black only	100	
piece	<b>Sign Pen</b> Color: Green Tip: 0.5mm Ink Type: Gel pen only Packaging: 12 pieces per box	60	
piece	<b>Sign Pen</b> Color: Blue Tip: 1.0mm Ink Type: Gel pen only Packaging: 12 pieces per box	60	
pack	<b>Specialty Paper</b> Grammage: 170gsm Size: Letter Color: Ivory Packaging: 10 sheets per pack	100	
pack	<b>Specialty Paper</b> Grammage: 180gsm Size: A4 Color: White Packaging: 10 sheets per pack	300	

bottle	<b>Stamp Pad Ink</b> Ink Color: black Bottle size: at least 30ml Bottle type: Squeeze bottle type with removable cap Smudge free impression Holds ink for a longer period and does not sag Durable plastic case Ink refill for self-inking stamp Packaging: Individually box	20	
pack	<b>Sticker Paper, Glossy</b> Size: A4 Grammage: 80gsm Packaging: 10 sheets per pack	20	
pack	<b>Sticker Paper, Matte</b> Size: A4 Grammage: 80gsm Packaging: 10 sheets per pack	100	
pack	<b>Sticker Paper, Matte, Vinyl</b> Size: A4 <ul style="list-style-type: none"> <li>• Made of high-quality vinyl sticker material</li> <li>• Fully waterproof and tough durability</li> <li>• Best result with Sinergy pigment ink printers</li> </ul> Packaging: at least 20 sheets per pack	150	
roll	<b>Tape, Double Sided, 12mm</b> Size: at least 12mm x 30m <ul style="list-style-type: none"> <li>• Tissue Type</li> </ul> Color: White Packaging: Individually wrapped	75	
roll	<b>Tape, Double Sided, 24mm</b> Size: at least 24mm x 30m <ul style="list-style-type: none"> <li>• Tissue Type</li> </ul> Color: White Packaging: Individually wrapped	150	
roll	<b>Tape, Double Sided, 48mm</b> Size: at least 48mm x 10m <ul style="list-style-type: none"> <li>• Tissue Type</li> </ul> Color: White Packaging: Individually wrapped	50	
roll	<b>Tape, Double Sided, 24mm</b> Size: at least 24mm x 10m <ul style="list-style-type: none"> <li>• Foam Type</li> </ul> Color: White Packaging: Individually wrapped	24	



roll	<b>Tape, Duct, 48mm</b> Size: at least 48mm x 50m Color: Gray or Silver • PE (Polyethylene) Cloth Adhesive Type: Synthetic Rubber Adhesive • Heavy-duty • Extra Strength hold Packaging: Individually wrapped	500	
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piece	<b>Balikbayan Box, 20x20x20</b> Reusable Storage Box Material: Corrugated, double wall, 5 ply Dimension: L20 x W20 x H20 inches Thickness: 6 -7 mm Supported Weight (min): 50kg Packaging: Individual wrap to prevent against damage	215	
piece	<b>Balikbayan Box, 24x18x24</b> Reusable Storage Box Material: Corrugated, double wall, 5 ply Dimension: at least L24 x W18 x H24 inches Thickness: 6 -7 mm Supported Weight (min): 50kg Packaging: Individual wrap to prevent against damage	300	
unit	<b>Battery Charger</b> •For Rechargeable batteries •Charges at least 2 or 4 AA or AAA batteries at a time •Charge only with standard Nickel-metal hydride (Ni-MH) batteries •Automatic switch on and off •With audio and light charging status indicators •Bad Battery Detection Alert Color: Black Plug Type: Type A Dimensions (mm):116 x 70 x 50 (H x L x W) •Universal Voltage 100-240V AC, 50/60Hz Packaging: Brand and details shall be printed on the packaging of the item	15	
roll	<b>Bubble Wrap</b> Size: at least 20 inches (W) x 50 meters (L) Color: white • 2-ply Packaging: Individually wrapped	3	

box	<b>Bundy Clock Ribbon Dual</b> Color: Black and Red Compatible with Iwata Time Recorder Model: Iwata 2CRH and Iwata E2A Packaging: Individually box	12	
piece	<b>Certificate (Diploma) Frame</b> Size: A4 Color: blue only Frame: PVC frame with glass <ul style="list-style-type: none"> <li>• With wall hanger and stand</li> <li>• Fits A4 size paper/certificate</li> </ul> Packaging: Individually wrap to prevent against scratches	4,000	
piece	<b>Certificate Holder</b> Size: A4 Color: blue only <ul style="list-style-type: none"> <li>• With flap to prevent certificates from falling off</li> <li>• With 2 hangers for portrait and landscape orientations</li> </ul> Packaging: Individually wrap to prevent against scratches	500	
bottle	<b>Dishwashing Liquid</b> <ul style="list-style-type: none"> <li>• at least 500ml</li> <li>• Bottle with pump</li> <li>• Can remove grease, fats and oils</li> <li>• Effectively kills germs and bacteria from dishes, pots, pans, and other kitchen utensils</li> <li>• Mild and gentle to the hands</li> <li>• Assorted variants (ex. Lemon, Kalamansi, Anti-bac, etc.)</li> </ul> Packaging: Individually wrapped to avoid leakage	120	
box	<b>Disposable Gloves</b> <ul style="list-style-type: none"> <li>• Synthetic vinyl</li> </ul> Color: blue only Size: Large <ul style="list-style-type: none"> <li>• Latex-free and Powder Free</li> <li>• Heavy Duty</li> </ul> Packaging: at least 100 pcs/box	5	
piece	<b>Door Hasp</b> Size: at least 4 inches Material: Stainless Steel Color: Silver <ul style="list-style-type: none"> <li>• Stainless safety hasp</li> </ul> Packaging: Individually packed	18	

piece	<b>Eco bag, Sando bag type</b> <ul style="list-style-type: none"> <li>Eco Sando Bag</li> </ul> Size: Small: at least 10W x 15.5H x 5.5D inches Material: Non-woven fabric Color: Plain Blue <ul style="list-style-type: none"> <li>Made of recyclable, non-toxic, allergy-free and non-reactive to human skin</li> </ul> Capacity: can carry at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150	
piece	<b>Eco bag, Sando bag type</b> <ul style="list-style-type: none"> <li>Eco Sando Bag</li> </ul> Size: Large: at least 13.5W x 23.5H x 7D inches Material: Non-woven fabric Color: Plain Blue <ul style="list-style-type: none"> <li>Made of recyclable, non-toxic, allergy-free and non-reactive to human skin</li> </ul> Capacity: at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150	
piece	<b>Eco bag, Shoulder bag type</b> <ul style="list-style-type: none"> <li>Expandable Shoulder Bag</li> </ul> Size: Jumbo or at least L20 x H16 x 8 Gusset inches Material: Non-woven fabric Color: Plain Blue <ul style="list-style-type: none"> <li>Made of recyclable, non-toxic, allergy-free and non-reactive to human skin</li> </ul> Capacity: at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150	
unit	<b>External Hard Drive</b> <ul style="list-style-type: none"> <li>Portable Hard Drive</li> </ul> Storage Capacity: 4 TB System Requirements: Compatible with most Windows, macOS and Chrome OS systems Compatibility: USB 2.0 and USB 3.0 connection options Packaging: Individually wrap to prevent against damage	10	
piece	<b>Flash Memory Card</b> <ul style="list-style-type: none"> <li>Micro SD Card</li> </ul> Size: 64 GB Compatibility: Compatible with all microSDHC, microSDXC supporting host devices <ul style="list-style-type: none"> <li>Works with Smartphones and Tablets</li> <li>Transfer Speeds of up to 100MB/S</li> </ul> Packaging: Individually packed to avoid damage	2	

unit	<b>Glue Gun</b> Size: Big • Ideal for use on fabrics, wood, jewelries and more • With on and off feature Voltage: 60W Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer	10	
bundle	<b>Glue Gun Stick</b> • For Glue Gun Size: Big or 7.75" • at least 12 pcs/set	35	
piece	<b>Half Corkboard and Half Whiteboard</b> Size: at least 20 x 30 cm • Aluminum Frame Packaging: Individually wrap to prevent against scratches or damage	50	
piece	<b>Half Corkboard and Half Whiteboard</b> Size: at least 45 x 60 cm • Aluminum Frame Packaging: Individually wrap to prevent against scratches or damage	10	
roll	<b>Jumbo Roll Tissue</b> • 2-ply • at least 300 meters Color: White Material Features: Biodegradable, Recycled Packaging: Individually wrapped to prevent against damage	62	
unit	<b>Key Holder Cabinet</b> Size: can carry at least 120 keys • With 120 Key Hook Material: Heavy duty metal • Secure lock with two keys • Inclusion of key tags that features label windows for easy viewing • Design for wall mounting and table laying Packaging: One (1) unit, individually box	5	
piece	<b>Magazine File Holder (Desk Organizer)</b> • Foldable/Collapsible • 3 Vertical compartments Color: Light Grey Size: at least 250*255*243mm Material: PP Material • 3.0mm board surface thickening • Stable and not easily deformed structure Packaging: Individually wrapped to avoid distortion	50	

pack	<b>Rechargeable AA Battery</b> Type: Nickel-metal hydride batteries (NiMH) Capacity: 2000-2300mAh Voltage: 1.2V Packaging: Two (2) pieces per blister pack	50	
pack	<b>Rechargeable AAA Battery</b> Type: Nickel-metal hydride batteries (NiMH) Capacity: 800mAh Voltage: 1.5V Packaging: Two (2) pieces per blister pack	50	
piece	<b>Spaghetti Coil Matting</b> Size: at least W 1.2-meter x L2.5 meters Color: Black With Spike Backing Anti slip mat	10	
unit	<b>Thermal Binding Machine</b> *Manually operated binder Bind documents up to 50 mm (both soft and hard covers) Document size: A5 to A3 Landscape System Capacity: Binds up to 500 sheets of 80gsm paper Document spine width: From 1.5 to 50mm Machine Finishing: PTC, Metal Material Power supply: 230V, 50/60Hz, 700W, 3.2A (maximum)	2	
roll	<b>Trash Bag (Garbage bag)</b> • Disposable Drawstring Size: Small or can fit in a trash bin with a size of at least H12xW10xD8 inches Color: Black Material: Plastic • With string/rope for easy closing Packaging: at least 15 bags in one roll. Individually packed per roll	1,200	
unit	<b>Trash Bin with lid</b> • With lid included • With folding handle Measurement: Lower outer measure, depth: at least 14.7cm (5 3/4") Lower outer measure, width: at least 20.1cm (7 7/8") Upper outer measure, depth: at least 21.2cm (8 3/8") Upper outer measure, width: at least 26.3cm (10 3/8") Height: at least 32.6cm (12 7/8") Volume: at least 10 Liters (3 gallon)	50	

	<ul style="list-style-type: none"> <li>• Stackable to save space</li> </ul> Material: Bucket/ Lid/Hinge/Ring: Polypropylene plastic (min. 20% recycled) Handle: Reinforced polyamide plastic (min. 20% recycled) Packaging: One (1) piece, Individually box		
piece	<b>Universal Socket Adapter</b> <ul style="list-style-type: none"> <li>• Compatible with multiple plugs</li> <li>• Durable and highly conductive</li> <li>• Maintain grip on plugs even after thousands of uses</li> </ul> Packaging: Individually box	50	
<b>Schedule and Place of Delivery</b> The winning supplier must supply and deliver the goods to the Property and Supply Management Section at the New Executive Building, Malacañang within thirty (30) calendar days from the receipt of the Notice to Proceed and Contract Agreement. Approval of samples for each item shall be made prior to the delivery.			
<b>Terms of Payment</b> <ol style="list-style-type: none"> <li>Payment shall be made upon completion of each delivery schedule and upon submission of the following documents for payment processing (e.g., delivery receipt, sales invoice, billing statement, warranty certificate (if applicable), and other documents required in this technical specifications).</li> <li>Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations and existing rules and regulations of PCO relative to payment of procurement contracts.</li> </ol>			
<b>Penalty for Delay</b> When the winning bidder fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay PCO liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by PCO.			

Conforme:

Full Name and Signature of  
Bidder/Authorized Rep

:

Designation

:

Name of Company

:

## ***Section VIII. 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).



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