

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRICULTURE

PHILIPPINE COCONUT AUTHORITY

Cebu Regional Office № VII, DA-RFO 7 Cmpd., Maguikay, Mandaue City

TeleFax №: (032) 420-1877 TeleFax №: (032) 232-2843

Email address: pca_7@yahoo.com

INVITATION TO BID

PRINTING, PRODUCTION AND DELIVERY OF 33,730 PIECES OF VARIOUS INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR COCONUT PEST MANAGEMENT UNDER THE 2022 NDRRM-CDMP

1. The ***PHILIPPINE COCONUT AUTHORITY- REGION VII***, through the ***2022 NDRRM-CDMP*** intends to apply the sum of ***THREE MILLION THREE HUNDRED SEVENTY THREE THOUSAND PESOS (₱3,373,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract ***2023-11-15: PRINTING, PRODUCTION AND DELIVERY OF 33,730 PIECES OF VARIOUS INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR COCONUT PEST MANAGEMENT UNDER THE 2022 NDRRM-CDMP***. Bids received in excess of the ABC shall be automatically rejected at bid opening. Particulars herewith, designated as one lot, are shown hereunder;

Region/ Province	Goods	QTY	Approved Budget for the Contract (P)
VII	Printing of Various IEC Materials for Pest Management	33,730	3,373,000.00
TOTAL			3,373,000.00

2. The ***PHILIPPINE COCONUT AUTHORITY- REGION VII*** now invites bids for the above Procurement Project. Delivery of the Good is required ***to be completed within 30 calendar days after receipt of Notice To Proceed***. Bidders should have completed, within ***the last five years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country

the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from ***PHILIPPINE COCONUT AUTHORITY- REGION VII*** up to ***December 4, 2023*** and inspect the Bidding Documents at the address given below during office hours (8:00AM-5:00PM) in the period specified above.
5. A complete set of Bidding Documents may be acquired by interested Bidders from ***November 14, 2023 to December 5, 2023 before 01:15 PM***, from the address given below or from the website ***pca.gov.ph*** and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the GPPB, in the amount of ***₱5,000.00***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
6. The ***PHILIPPINE COCONUT AUTHORITY- REGION VII*** will hold a Pre-Bid Conference on ***November 23, 2023 at 01:30 PM*** at ***the 2nd Floor, PCA Regional Office 7 Conference Room, DA – RFO 7 Compound, Maguikay, Mandaue City*** and/or through video conferencing *via ZOOM* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***01:15 PM of December 5, 2023***. 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 ***December 5, 2023 at 01:30 PM*** at ***the 2nd floor, PCA Regional Office 7 Conference Room, DA – RFO 7 Compound, Maguikay, Mandaue City***. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted. For those who cannot physically attend the opening of bids, they can attend virtually via ZOOM by proper notice to PCA a day before the scheduled conference at which time the link of the virtual meeting will be sent to them.
10. The ***PHILIPPINE COCONUT AUTHORITY- REGION VII*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

LILIBETH A. TRIUMFO
Head, RBAC Secretariat

OR


LORA MAE F. DALUMPINES
Member, RBAC Secretariat

PHILIPPINE COCONUT AUTHORITY- REGION VII
DA – RFO 7 Compound, Maguikay, Mandaue City
Tel No. 032-4201877
Email address: pca7rbac@gmail.com
Telefax No. 032-2322843

12. You may visit the following websites:

For downloading of Bidding Documents: **pca.gov.ph**

November 14, 2023.



AURORA L. PAQUIBOT
RBAC Chairman

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, **PHILIPPINE COCONUT AUTHORITY- REGION VII** wishes to receive Bids for the **PRINTING, PRODUCTION AND DELIVERY OF 33,730 PIECES OF VARIOUS INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR COCONUT PEST MANAGEMENT UNDER THE 2022 NDRRM-CDMP**, with identification number **2023-11-15**.

The Procurement Project the **PRINTING, PRODUCTION AND DELIVERY OF 33,730 PIECES OF VARIOUS INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR COCONUT PEST MANAGEMENT UNDER THE 2022 NDRRM-CDMP** is composed of *one (1) lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through **2022 NDRRM-CDMP FUNDS** in the amount of **THREE MILLION THREE HUNDRED SEVENTY THREE THOUSAND PESOS (₱3,373,000.00)**.

2.2. The source of funding is: NGA, the 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 limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project at hand, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least twenty five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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 and either at its physical address at *the 2nd Floor, PCA Regional Office 7 Conference Room, DA – RFO 7 Compound, Maguikay, Mandaue City* and/or through video conferencing *via ZOOM* as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed *within the last five years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 ***120 days from bid opening***. 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 **three (3) copies** of the first and second components of its Bid. **One original then copy 1 and copy 2.**

The Procuring Entity shall request additional hard copy of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

16. Deadline for Submission of Bids

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

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. The descriptions of the lot or items is 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.
- 19.3. The Project shall be awarded as follows: One Project having several items that shall be awarded as one contract.
- 19.4. 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**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. contracts for the printing services of IEC MATERIALS. b. completed <i>within the last five years</i> prior to the deadline for the submission and receipt of bids.
7.1	<i>Not applicable</i>
12	The price of the Goods shall be quoted DDP <i>per delivery sites</i> for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <u>P67,460.00</u> <i>equivalent to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>P168,650.00</u> <i>equivalent to five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	<i>Not applicable</i>
20.2	<i>In addition to submission of post qualification documents, actual visit in the official place of business of the Lowest Calculated Bidder (LCB) will be conducted as well as checking of the authenticity of eligibility documents submitted.</i>
21.2	<i>None</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. The details in the sampling of the goods are contained in the attached **TERMS OF REFERENCE**.

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

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier *in the form of a Special Bank Guarantee equivalent to one percent (1%) of the total contract price for a period of three (3) months from acceptance of the delivered goods by the PHILIPPINE COCONUT AUTHORITY REGION VII*, as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause									
1	<p>“The delivery terms applicable to this Contract are delivered <i>to the designated delivery sites</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are:</p> <table><tr><th>Province</th><th>Name</th><th>Position</th><th>Contact Number</th></tr><tr><td>Cebu – PCA Regional Office</td><td>Honeylyn Y. Escobar</td><td>Supply Officer II</td><td>(032)- 4201877</td></tr></table> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>Packaging Specifications: SEE ATTACHED TERMS OF REFERENCE</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>	Province	Name	Position	Contact Number	Cebu – PCA Regional Office	Honeylyn Y. Escobar	Supply Officer II	(032)- 4201877
Province	Name	Position	Contact Number						
Cebu – PCA Regional Office	Honeylyn Y. Escobar	Supply Officer II	(032)- 4201877						
	<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</p>								

	<p>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>
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Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered in Days/ Weeks/ Months (Indicate the number of days/week/month that the items will be delivered in each of the DOPs)
	Printing, Production and Delivery of Various IEC Materials for Pest Management	33,730	33,730	
	Green Muscardine Fungus - 8,432 pcs.			
	Coconut Rhinoceros Beetle - 8,433 pcs.			
	Coconut Scale Insect - 8,433 pcs.			
	Coconut Leaf Beetle - 8,432 pcs.			
	Drop-off Points (DOPs):			
	- PCA Cebu Regional Office, DA 7 Cmpd., MES, Maguikay, Mandaue City	33,730	33,730	

And including all other requirements as stipulated in the TERMS OF REFERENCE

<i>Name of Company/Bidder</i>	<i>Printed Name and Signature of Bidder/Authorized Representative</i>	<i>Date</i>
-------------------------------	---	-------------

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
	<p>Printing, Production and Delivery of 33,730 pieces Various IEC Materials for Pest Management</p> <p>Specifications:</p> <ul style="list-style-type: none"> - IEC materials for GMF, CRB, CSI and CLB; - CS2 paper; - Glossy; - Back to back; - Deliver to DOPs -Folded (3-way fold) 	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Green Muscardine Fungus - 8,432 pcs.

Prevention of Beetle Infestation

- Collect and utilize coconut debris like shells, leaves, twigs, cullage in avoid human piling
- Soilster shady decomposed matter on the ground as fertilizer
- Plant covercrops if intercropping is not practiced
- Practice farm sanitation

Alternate Hosts of Rhinoceros beetle

- Agave salicaria* (cigar hemp)
- Annona comosus* (pineapple)
- Artocarpus ficifolius* (palm)
- Carica papaya* (papaya)
- Calocallis coccoloba* (cane)
- Elaeis guineensis* (African oil palm)
- Lantana*
- Moroneletia naga* (sage palm)
- Musa y parasitica* (plantain)
- Pandanus* (coco-palm)
- Phenacoccus ficus* (cane)
- Saccharum officinarum* (sugarcane)
- Wrightia algarve* (cactus palm)

Other Possible Breeding Sites of Rhinoceros Beetle

- Care cobs
- Rice straw
- Cow manure
- Rubber stump-lugs
- Sugar cane bagasse
- New sheds
- Human tracks

Caution

GMF is not toxic to non-target organisms and humans but may cause allergy in sensitive individuals.
GMF for Rhinoceros beetles might not be effective if used against other insect pests.

For more information, please write or call:

Integrated Crop Protection Division
DAWAO RESEARCH CENTER
Philippine Coconut Authority
Department of Agriculture
Bago-Oshiro, Tagbik District, Davao City
Tel. No. (082) 293-0113, 0115
Fax No. (082) 293-0271
E-mail : icpd@pca.gov.ph



ICPD TECHNOGUIDE NO. 1
Series of 2018

GREEN MUSCARDINE FUNGUS (GMF) FOR MANAGEMENT OF COCONUT RHINOCEROS BEETLES



Green Muscardine Fungus (*Metarhizium anisopliae*)

The green muscardine fungus (GMF) is a naturally occurring entomopathogen that has been strains and can be used to manage many insect pest species. One particular strain of GMF can cause mortality in larval, pupal and adult stages of the coconut rhinoceros beetle (*Oryctes rhinoceros* L.).



Once in contact, the conidia of the fungus will germinate on the host beetle and penetrate its cuticle. It will multiply in the hemocoel and other tissues causing mummification. A white mass of fungus first appears on the surface of the mummified body of a beetle about 10 days from infection. It turns to green after 3 to 5 days.



Laboratory production of GMF

GMF is cultured in the laboratory in potato dextrose agar and inoculated to corn grain for further propagation. Once media is fully covered and has turned dark green, the fungus is harvested, dried and packed.



Method of application

An artificial breeding site is made by putting together four 10 x 10 cm coconut logs. The cavity is filled to the brim with sand, covered, over fresh dry animal dung and other decomposed matter. At least one hundred grains (100g) of dried GMF is placed in two layers within the sand-filled mixture. The log is watered and covered with coconut fronds or banana leaves to maintain moisture and encourage fungal growth.



Four to five log traps per hectare are positioned along the edges and center of the plantation or near breeding areas.



If coconut stumps, saw dusts and fallen logs abound in the area and are starting to decompose, GMF can be applied directly to these breeding places. The media must be moist enough to encourage fungal growth.

Monitoring of log traps

Log traps can be inspected two months after set up to determine if the beetle breed on the traps. Infected larvae may be transferred to other log traps to maintain existing infection. The trap may be added with GMF or decomposed matter if needed.

Coconut Rhinoceros Beetle - 8,433 pcs.

Cultural Control



Proper disposal and utilization of coconut debris in farms waste to avoid piling.



Practice farm sanitation. Regular inspection of all possible breeding sites and collection of all stages of the beetle.



Plant covercrops if intercropping is not practiced.

Chemical Control



Installation of Rhinoceros beetle pheromone in traps.

VI. References
ICPD Technoguide No. 1, series of 2018. Management of Coconut Rhinoceros beetle (*Oryctes rhinoceros* Linn.) Integrated Crop Protection Division (ICPD), Davao Research Center, Philippine Coconut Authority, Bago-Oshiro, Tagbik, Davao City, (unpublished).
Philippine Coconut Authority-Davao Research Center. A guide to coconut pests and diseases. CITA, CITA, Bago-Oshiro, Tagbik, Davao City, p.66-69.
Gillespie 2000 (unpublished).

Techno Guide on Coconut Pest Management Series of 2023

PHILIPPINE COCONUT AUTHORITY
DAWAO RESEARCH CENTER
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E-mail: icpd@pca.gov.ph
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Facebook: Philippine Coconut Authority-Davao Research Center
For more information, please contact:
Integrated Crop Protection Division
E-mail: icpd@pca.gov.ph



INTEGRATED MANAGEMENT OF RHINOCEROS BEETLE (*Oryctes rhinoceros* L.)

I. The pest

- Rhinoceros beetle is the most prevalent pest of the coconut palm
- The abundance of breeding areas allows rapid population increase
- Adults are the destructive stage

II. Nature of Damage



- Adult bore into the crown, penetrating 10-50 cm down to the pit (Gillespie-Davis, 2001)
- Beetle bites and sucks the juice through the tight cover of the pit. It then excretes emerging from the base of a central frond.
- As the young larvae emerge, the typical triangular cone are exhibited.
- In young palms, the bud may be distorted or may become brown from the crown and eventually die.

III. Life Stages of Rhinoceros Beetle

- Egg - 12 days
- Larva - 30-35 days
- Pupa - 28 days
- Adult - 120 days

IV. Opportunities for Beetle Outbreak

- Presence of cut down, stumps, weed pile, animal manure, log pile, and decomposing biomass

V. Management Strategies

Biological Control



Establishment of coconut log traps inoculated with Green Muscardine Fungus (GMF) granules.



Concentrated *Oryctes rhinoceros* is dropped to the mouth of beetles. Infection spreads through mating and visit to breeding sites.

Biological Control

Sustained release of biological agents

Regulatory Control

Implementation of quarantine regulations and establishment of checkpoints

1. The Pest

- The massive coconut scale insect (CSI) infestation in CALABARZON is the first record in the Philippines and occurred in southern area
- Potentially, CSI is the most destructive pest and a grave threat to the Philippine coconut industry
- Primary host is coconut but can infest mangoes, bananas, nipa, and palm
- Known to occur only in Indonesia, Philippines and Vietnam

II. Nature of Damage

- Adult female feeds on the leaves, petioles, peduncles and fruits
- Its invasions is liken to a pump that continuously suck the sap of the plant just where it thrives
- Yielding and sap plant dying of brown scars and die the removal of plants and the saline propagation feeding the life cycle of the pest (Wirthhouse and Norris, 1987)
- Unchecked infestation result to stunting, stem-boring and death of the palm

Life Cycle

References:
Cartagao, C.O., Sison, M.L.J., Lagman, J.P., Fernandez, E.C.J., and Gabriel, H.F. 2010. Comparative Life History of Coconut Scale Insects (Homoptera: Lecanodermidae): *Aspidiotus perniciosus* Comstock and *Aspidiotus perniciosus* (Homoptera: Lecanodermidae). In: *Coconut and Mangrove*. <http://issn.informaworld.com/10.1080/10439862.2010.501012>.
Coconut Scale Insect

Department of Agriculture, Philippine Coconut Authority-Research and Development Branch, April 2015. Technical Advisory on the Management of Coconut Scale Insect - *Aspidiotus perniciosus* (Homoptera: Lecanodermidae). <http://www.pca.gov.ph/pdf/ucsp/techadv/2015/04/20150401/2015040101.pdf>

KCPD Technical Note 6, series of 2008: Management of Coconut Scale Insect (*Aspidiotus perniciosus* (Homoptera: Lecanodermidae)). Integrated Crop Protection Division (KCPD, Davao Region), (Corte, Philippine Coconut Authority).
Bayer-Dalman, Tagbani, Davao City, Philippines
A guide to coconut pests and diseases. CPTC, CPTC, Bago, Iloilo, Tagbani, Davao City, 2009

Wirthhouse, D. and Norris K.R. 1987. <http://doi.org/10.1007/978-94-009-1111-1>

Techno Guide on Coconut Pest Management

Series of 2022

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MANAGEMENT OF COCONUT SCALE INSECT

(*Aspidiotus rigidus* Reye)

IV. Management Options

Cultural Method

Regular pruning of infested branches starting on the 2nd March (April 1 being the youngest)

Chemical Method

Final application of FPA approved systemic insecticides, (for emergency situations only)

Repeat application of vegetable oil in young palms to limit feeding under sunlight

[illegible]

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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Valid Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with the Technical Specifications and Schedule of Requirements;
and
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- ☐ (e) CERTIFICATE OF PERFORMANCE EVALUATION with a rating of at least Very Satisfactory issued by the Single Largest Completed Contract/s Client
- ☐ (j) Statement of Conformity to Terms of Reference (TOR)

Financial Documents

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding

calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

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

or

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

Class "B" Documents

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

or

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

2. FINANCIAL COMPONENT ENVELOPE

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

Bid Form

Date: _____
Project Identification N^o: _____

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 specified in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

We certify/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: _____

For Goods Offered From Within the Philippines

Name of Bidder _____. Project ID/Invitation to Bid² Number _____.
 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 Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Bid Securing Declaration Form

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

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (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'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant*

[Jurat]

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

Omnibus Sworn Statement

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

6. ***Select one, delete the rest:***

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government**

of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[Jurat]

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



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY**

Cebu Regional Office № VII, DA-RFO 7 Cmpd., Maguikay, Mandaue City

TeleFax №: (032) 420-1877 TeleFax №: (032) 232-2843

Email address: pca_7@yahoo.com

REGIONAL BIDS AND AWARDS COMMITTEE

PRINTING, PRODUCTION AND DELIVERY OF 33,730 PIECES OF VARIOUS INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS FOR COCONUT PEST MANAGEMENT UNDER THE 2022 NDRRM-CDMP

TERMS OF REFERENCE

I. REQUIRED TECHNICAL SPECIFICATIONS

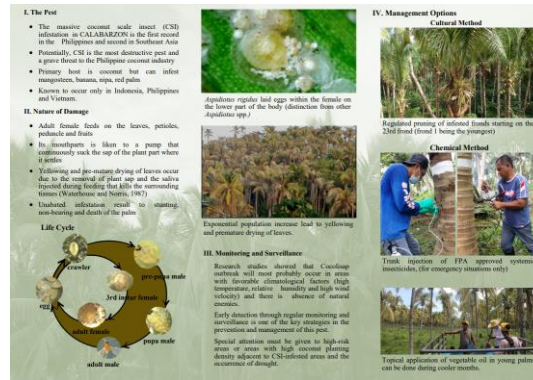
Printing of 33,730 pieaces Various IEC Materials for Pest Management

Specifications:

- IEC materials for GMF, CRB, CSI and CLB;
- CS2 paper;
- Glossy;
- Back to back;
- Deliver to DOPs
- Folded (3-way fold)

Green Muscardine Fungus - 8,432 pcs.





Coconut Leaf Beetle - 8,432 pcs.



II. ELIGIBILITY REQUIREMENTS AND POST-QUALIFICATION EVALUATION IF DECLARED AS LOWEST OR SINGLE CALCULATED BID

A. ELIGIBILITY REQUIREMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or

Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

and

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

and

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

Technical Documents

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

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

- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ (i) Conformity with the Technical Specifications and Schedule of Requirements; **and**

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

- ☐ (k) CERTIFICATE OF PERFORMANCE EVALUATION with a rating of at least Very Satisfactory issued by the Single Largest Completed Contract/s Client

- ☐ (l) Statement of Conformity to Terms of Reference (TOR)

Financial Documents

- ☐ (m) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- ☐ (n) 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

- ☐ (o) 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.

3. FINANCIAL COMPONENT ENVELOPE

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

B. POST QUALIFICATION REQUIREMENTS

In addition to submission of post qualification documents, actual visit in the official place of business of the Lowest Calculated Bidder (LCB) will be conducted as well as checking of the authenticity of eligibility documents submitted.

III. PROJECT DELIVERY REQUIREMENTS

Delivery period is within **thirty (30) calendar days after receipt of the Notice to Proceed.**

All costs and equipment attributed to this procurement shall be to the account of the supplier.

The Division Chief/Acting Division Chief of the PCA Provincial Offices shall sign the Delivery Receipt once the complete quantity of the items stated in the Delivery Receipt shall have been received. On the other hand, the Regional Manager shall sign the Sales Invoices once the Division Chief/Acting Division Chief shall have submitted a complete Inspection and Delivery Report of the items actually received in the DOP.

The supplier shall coordinate with Division Chief/Acting Division Chief five (5) working days from the date of actual delivery. Any changes in the delivery schedule shall be coordinated thru the fastest means.

Name of Company/Bidder

*Printed Name and Signature of
Bidder/Authorized
Representative*

Date

(Client's Letterhead)

CERTIFICATE OF PERFORMANCE EVALUATION

This is to certify that (supplier's name) has supplied our company/agency with (goods/services rendered). Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give (supplier's name) a rating of:

- ☐ EXCELLENT
- ☐ VERY SATISFACTORY
- ☐ SATISFACTORY
- ☐ POOR

This certification shall form a part of the Technical Documentary Requirements in line with (supplier's name) participation in the bidding for the (bidding title and reference number).

Certified by:

Signature over Printed Name

Position

Date: _____

