

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**Philippine Coconut Authority
Regions I, II, III, and CAR
2/F Guest House Bldg., PCA Compound,
Elliptical Road, Diliman, Quezon City 1101**

**FABRICATION, SUPPLY, DELIVERY, INSTALLATION AND
COMMISSIONING OF TWO (2) SETS OF COMPOSTING
FACILITIES FOR BIODEGRADABLE WASTES (CFBW) UNDER
COCONUT FERTILIZATION PROJECT (CFP) CY 2023**

IB No. 2023-03

**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
REGION I, II, III and CAR
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Telefax No.: (02) 8927-5227 Tel. No. (02) 8924-4761
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REGIONAL BIDS AND AWARDS COMMITTEE

IB No. 2023-03

INVITATION TO BID FOR THE Fabrication, Supply, Delivery, Installation and Commissioning of Two (2) Sets of Composting Facilities for Biodegradable Wastes (CFBW) under Coconut Fertilization Project (CFP) CY 2023

1. The *Philippine Coconut Authority Region I, II, III and CAR*, through the *Coconut Fertilization Project (CFP) CY* intends to apply the sum of *One million eight hundred ninety-eight thousand three hundred twenty pesos (Php1,898,320.00)* being the ABC to payments under the contract for *Fabrication, Supply, Delivery, Installation and Commissioning of Two (2) Sets of Composting Facilities for Biodegradable Wastes (CFBW) under Coconut Fertilization Project (CFP) CY 2023 with IB NO. 2023-03*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Philippine Coconut Authority Region I, II, III and CAR* now invites bids for the above Procurement Project. Delivery of the Goods is required *within 90 calendar days after receipt of Notice to Proceed*. Bidders should have completed, within a period of *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 I, II, III and CAR* and inspect the Bidding Documents at the address given below during *Monday to Friday, 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *April 18, 2023-May 9, 2023* from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, Five thousand pesos (Php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic means*.

6. The *Philippine Coconut Authority Region I, II, III and CAR* will hold a Pre-Bid Conference¹ on April 27, 2023, 2:00 PM via face-to-face meeting at Conference Room, 2nd Floor, Guest house building, PCA Compound, Elliptical Road, Diliman, Quezon City and through video conferencing or webcasting via Zoom Meeting ID: 827 6862 3847, Passcode: 477665, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat *manual submission at the office address indicated below on or before May 9, 2023, 1:00 PM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a *bid security* in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on May 9, 2023, 2:00 PM at Conference Room, 2nd Floor, Guest house building, PCA Compound, Elliptical Road, Diliman, Quezon City and through video conferencing or webcasting via Zoom Meeting ID: 832 4679 7237, Passcode: 927714. Bids will be opened in the presence of the bidders and/or their representatives who choose to attend the activity.

Below is the procurement activity schedule:

Pre-bid Conference	April 27, 2023, 2:00 PM Join Zoom Meeting https://us06web.zoom.us/j/82768623847 Meeting ID: 827 6862 3847 Passcode: 477665
Submission of Bids	May 9, 2023, 1:00 PM
Bid Opening and Evaluation	May 9, 2023, 2:00 PM Join Zoom Meeting https://us06web.zoom.us/j/83246797237 Meeting ID: 832 4679 7237 Passcode: 927714
Post-qualification	May 12, 2023 (tentative)
Issuance of Notice of Award	May 17, 2023 (tentative)
Contract Preparation and Signing	May 19, 2023 (tentative)

10. The *Philippine Coconut Authority Region I, II, III and CAR* 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:

Ms. Michelle O. Villa
Head, BAC Secretariat
Philippine Coconut Authority Region I, II, III and CAR
2nd Floor, Guest house building, PCA Compound, Elliptical Road,
Diliman, Quezon City, (02) 8924-4761
4b.regionalbac@gmail.com

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

12. You may visit <http://www.philgeps.gov.ph> for downloading of Bidding Documents.

April 14, 2023
Date of Issue

(SGD.) CHRICEPT T. VILORIA
RBAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Philippine Coconut Authority Region I, II, III and CAR* wishes to receive Bids for *Fabrication, Supply, Delivery, Installation and Commissioning of Two (2) Sets of Composting Facilities for Biodegradable Wastes (CFBW) under Coconut Fertilization Project (CFP) CY 2023*, with identification number *IB No. 2023-03*.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2023* in the amount of *One million eight hundred ninety-eight thousand three hundred twenty pesos (Php1,898,320.00)*.

2.2. The source of funding is:

b. GOCC and GFIs, the proposed Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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:
 - b. 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 *Conference Room, 2nd Floor, Guest house building, PCA Compound, Elliptical Road, Diliman, Quezon City* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *a period of five (5) years as provided in paragraph 2 of the **IB*** 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 the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine

currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

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

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² 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 the opening of bid*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit *three (3) copies* of the first and second components of its Bid.

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

16. Deadline for Submission of Bids

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

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

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

- 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 Entity's 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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. 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	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Fabrication, Supply, Delivery, Installation and Commissioning of Composting Facilities for Biodegradable Wastes, or</i></p> <p><i>Supply and Delivery of Composting Facilities for Biodegradable Wastes, or</i></p> <p><i>Fabrication, Supply, Delivery, Installation and Commissioning of Agricultural Machineries, or</i></p> <p><i>Supply and Delivery of Agricultural Machineries</i></p> <p>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>														
7.1	<p><i>Subcontracting is not allowed.</i></p>														
12	<p>The price of the Goods shall be quoted DDP [<i>Binalan, Aparri and Nagattatan, Pamplona, Cagayan</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>														
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 <i>Php37,966.4</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>Php94,916.00</i> if bid security is in Surety Bond.</p>														
19.3	<table><tr><td></td><td>Items</td><td>Quantity, pcs</td><td>Corresponding ABC, Php</td></tr><tr><td rowspan="2">Whole Lot</td><td>Biomass Shredding Machine</td><td>2</td><td rowspan="2">1,898,320.00</td></tr><tr><td>Rotary Composter</td><td>2</td></tr><tr><td colspan="2">Total</td><td>4</td><td>1,898,320.00</td></tr></table>		Items	Quantity, pcs	Corresponding ABC, Php	Whole Lot	Biomass Shredding Machine	2	1,898,320.00	Rotary Composter	2	Total		4	1,898,320.00
	Items	Quantity, pcs	Corresponding ABC, Php												
Whole Lot	Biomass Shredding Machine	2	1,898,320.00												
	Rotary Composter	2													
Total		4	1,898,320.00												
20.2	<p>a. <i>Certified true copy of latest income and business tax returns</i></p> <p>b. <i>Certified true copy of BIR Electronic Filing and Payment System (eFPS)</i></p> <p>c. <i>Valid BAFE Permit to Operate as manufacturer/ fabricator</i></p> <p>d. <i>Valid NAMDAC Certificate as manufacturer/fabricator</i></p>														

	<ul style="list-style-type: none"> e. <i>Certificate of Warranty for parts and after-sales</i> f. <i>Certificate of Availability of Service Centers or Service Provider (indicate contact information of each center/provider)</i> g. <i>Detailed engineering design of biomass shredder and rotary composter indicating major parts and specifications, including measurements, scale, and other important details of the shredder and composter contained herein. It shall be signed and sealed by a Registered Agricultural and Biosystems Engineer with valid copy of PRC license attached</i> h. <i>Work plan and Cost Estimate for trainings to be conducted</i> i. <i>List of manpower and available tools and equipment needed to fabricate the machines with recent pictures of the fabrication shop and facilities properly attested by the proprietor or authorized representative.</i> j. <i>Notarized certification stating among others the production capacity of its fabrication facility per month.</i> k. <i>Mill Certificates or its equivalent (e.g., Chemical Analysis from DOST-MIRDC) of the shredding blades.</i> l. <i>Photocopy of AMTEC Test Report (biomass shedder and engine, coupled being offered) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as “certified true copy” by the bidder in which CTC date shall be within the validity of the AMTEC Test Report.</i> m. <i>Photocopy of AMTEC Test Report (engine only) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as “certified true copy” by the bidder in which CTC date shall be within the validity of the AMTEC Test Report.</i> n. <i>Photocopy of AMTEC Test Report (Rotary Composter) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as “certified true copy” by the bidder in which CTC date shall be within the validity of the AMTEC Test Report.</i>
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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 the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

- 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

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 supplier shall comply with the requirements of the machines stated in the attached Terms of Reference (TOR) reiterating the following:</p> <ul style="list-style-type: none"> a. Machines should be locally fabricated and brand new; b. Machines are according to technical specifications; c. Includes supply, delivery, installation and testing of machines needed for full functioning on-site and commissioning; d. Provision of training by the supplier to the end-user (coconut farmer association/cooperative/organization) on the operation, maintenance, troubleshooting of machines, as well as the actual production of organic fertilizers using biodegradable wastes (e.g. coconut husks, twigs and branches of softwoods, leaves, raw vegetable residues) shall be included in the contract. e. Must include standard tools required for maintenance, operation and troubleshooting of each machine; f. Must include machines' operational manual and video on how to operate, troubleshoot and replace blades saved in an on-the-go (OTG) drive g. With minimum of two (2)-years warranty for parts; and, h. Lifetime after-sales service warranty for both machines. i. Conformity to Minimum Standards of PNS/BAFS/ PAES 192:2016: Guidelines on After-Sales Service: requirements of services and parts availability, training, maintenance, and operation. j. Failure of the supplier to comply with all the requirements shall be ground for disqualification, termination of contract and/or blacklisting. <p>The declared Single/Lowest Calculated, Responsive Bidder or the Supplier, during the duration of contract, shall provide the following:</p> <ul style="list-style-type: none"> a. Response time within three (3) calendar days from receipt of formal request thru mail, fax, or email from the PCA authorized personnel. b. The manufacturer / dealer shall issue a warranty certificate to the buyer. Warranty against defective materials and workmanship shall be provided for parts and services except for normal wear and tear of expendable or consumable maintenance parts (e.g. belts, tires, hoses, filters, electric parts, etc.) for at least two (2) years upon the acceptance of procuring entity of the machinery. c. The supplier shall adhere to the provisions of PAES 192:2016 for services and parts availability. d. In case the machine would need repair and/or replacement due to inherent factory defects, the supplier shall replace the machine with a new unit or one in equally good working condition within seven (7) calendar days upon receipt of notice from PO/RO. e. A manual and an OTG containing operating and service instructions for the machines shall be provided for every unit of machine

	<p>delivered to the DOP. The manual should include among others, warnings, and safety precautionary measures.</p> <p>f. The manufacturers/ distributors/ dealers shall provide a set of standard tools required for maintenance.</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered <i>to Binalan, Aparri and Nagattatan, Pamplona, Cagayan</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 is:</p> <p style="text-align: center;"><i>Ms. Princess Claire S. Abing – Area Coordinator/Agriculturist II</i> <i>PCA Cagayan</i></p> <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> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> e. training of the farmer-beneficiaries on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods and production of organic fertilizers.

	<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>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of two years. <i>If not used, for a period of six years.</i></p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>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>
	<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</p>

	<p>Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>“The terms of payment shall be as follows: Payment of the contract price shall be made in Philippine Pesos. The Procuring Entity (PE) 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.</p> <p>Full payment will be received by the supplier provided the required units of machines including the spare parts and tools are completely delivered at the designated DOPs, the technical specifications have been properly complied with, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports; Notice of Delivery; Certificate of Acceptance; and, Training Report and its attachments and Sales Invoice with original Delivery Receipts by the Supplier.”</p>
4	<p>The inspections and tests that will be conducted are:</p> <p><u>Post-Qualification</u></p> <p>The Technical Working Group (TWG) shall conduct the post-qualification of submitted documents of the Lowest/Single Calculated Bidder (L/SCB). The documents submitted during the opening of bids and the fabrication facility/ies shall be subjected to validation and inspection by the Technical Working Group (TWG). Only those declared names and addresses of the LCB’s office and fabrication shop/facility submitted during the submission and opening of bids shall undergo post-qualification by TWG. Testing of machines and sampling of blades (for chemical analysis) will be conducted by the TWG in the presence of the LCB. Machines will be assessed according to the technical specifications through actual testing.</p> <p>The test material for the testing of the biomass shredder is young coconut (buko) which shall be provided by the bidder. At least 75% of the required input capacity of the Biomass Shredder (i.e. at least 750 kg) based on the PAES 245:2010 - Methods of Testing will be tested.</p> <p>Further, the supplier shall have spare painted, quenched tempered 4140 steel shredding blades during the post qualification. The TWG shall randomly select three (3) pieces of shredding blades (4140 steel) which shall undergo Chemical Analysis and Metal ID of the blades by Department of Science and Technology</p>

– Metals Industry Research and Development Center (DOST-MIRDC). The cost of the analysis will be shouldered by the bidder. The bidder or its authorized representative shall be present during the submission of samples to the testing centers. In furtherance, the result of chemical analysis shall be in accordance to Table 2 and shall be submitted to RO after the result has been released.

Table 2. Chemical composition of 4140 Steel

Element	Required Composition by ASM ^a (%) SAE# 4140/AISI# 4140	Required Composition by UNS ^b (%) Unified# G41400
Chromium, Cr	0.80-1.10	same as ASM
Manganese, Mn	0.70-1.00	same as ASM
Silicon, Si	0.15-0.35	same as ASM
Carbon, C	0.38-0.43	same as ASM
Molybdenum, Mo	0.15-0.25	same as ASM
Sulfur, S	0.040	max=0.040
Phosphorus, P	0.035	max=0.035

^aASM (American Society for Metals) International Metals Handbook, Vol. 1, 10th ed.

^bUNS (Unified Numbering System, Metals & Alloys in the), 11th ed.

Pre-Delivery

The supplier is required to have three (3) replacement/spare blades of the shredding machine. Prior to delivery to DOPs, the TWG shall obtain three (3) pieces of randomly selected shredding blades (4140 steel) which shall again undergo Chemical Analysis and Metal ID of the blades by Department of Science and Technology – Metals Industry Research and Development Center (DOST-MIRDC). The bidder or its authorized representative must be present during the submission of samples to the testing centers and the cost of the analysis shall be shouldered by the bidder.

In furtherance, the result of chemical analysis shall be in accordance to Table 2 and must be submitted to RO after the result has been released. If the collected sample blades passed the chemical analysis, no subsequent analysis shall be required. However, if the result of the analysis failed to meet the required composition, the supplier will be given a chance to submit another set (3 pieces) of sample blades subject for chemical analysis. If the collected sample passed the analysis, another set of blades will be collected and submitted by the supplier and will undergo third chemical analysis in order to determine its full compliance.

Conversely, if the collected sample blades failed the chemical analysis for the second time, the blades shall be totally rejected and all cost attributed to such rejection such as laboratory fees and the like, shall be charged to the account of the supplier. All the sample blades including the blades installed in the shredding machines found not compliant or below the standard specifications and composition shall be replaced within ten (10) calendar days upon receipt of the notice by the supplier. The said replacement shall be again subject to chemical analysis following the above sampling procedure.

Failure to comply with the above post-qualification and pre-delivery requirements will result to disqualification of the bidder.

Section VI. Schedule of Requirements

The delivery schedule below is the delivery schedule of goods to the project site/DOP.

Region/ Province	Municipality	Barangay Drop-off Points (DOPs)	Kind of Machine	Quantity	Schedule of Delivery (days)
II / Cagayan	Aparri	Binalan	Biomass Shredding Machine	1	Within ninety (90) calendar days after receipt of Notice to Proceed by the supplier.
			Rotary Composter	1	
	Pamplona	Nagattatan	Biomass Shredding Machine	1	
			Rotary Composter	1	
TOTAL				4	

PROJECT DELIVERY REQUIREMENTS

Pre-delivery Period

- a. Once the contract agreement has been awarded and signed, the supplier shall submit a transport/delivery and training plan within three (3) calendar days prior to issuance of the Notice to Proceed (NTP). For this purpose, the fabrication and delivery shall be within 90 calendar days while the provision of training and commissioning is within 10 days after delivery of machines.
- b. The supplier may be required to sign the Contract of Agreement at the Regional Office (RO) to attend the briefing and/or orientation by RO prior to the start of the delivery of machines and tools.
- c. The supplier is required to have three (3) replacement/spare blades of the shredding machine. Prior to delivery to DOPs, the TWG shall obtain three (3) pieces of randomly selected shredding blades (4140 steel) which shall again undergo Chemical Analysis and Metal ID of the blades by Department of Science and Technology – Metals Industry Research and Development Center (DOST-MIRDC). The bidder or its authorized representative must be present during the submission of samples to the testing centers and the cost of the analysis shall be shouldered by the bidder.

In furtherance, the result of chemical analysis shall be in accordance to Table 2 and must be submitted to RO after the result has been released. If the collected sample blades passed the chemical analysis, no subsequent analysis shall be required. However, if the result of the analysis failed to meet the required composition, the supplier will be given a chance to submit another set (3 pieces) of sample blades

subject for chemical analysis. If the collected sample passed the analysis, another set of blades will be collected and submitted by the supplier and will undergo third chemical analysis in order to determine its full compliance.

Conversely, if the collected sample blades failed the chemical analysis for the second time, the blades shall be totally rejected and all cost attributed to such rejection such as laboratory fees and the like, shall be charged to the account of the supplier. All the sample blades including the blades installed in the shredding machines found not compliant or below the standard specifications and composition shall be replaced within ten (10) calendar days upon receipt of the notice by the supplier. The said replacement shall be again subject to chemical analysis following the above sampling procedure.

- d. Prior to delivery of machines and tools, the supplier must notify within seven (7) calendar days, either in writing or through other fastest means, the Regional Office (PCA Regions I, II, III and CAR) on the dates and DOPs of delivery and training. PCA reserved the right to reject delivery of machines in case of failure on the part of the supplier to inform the regional and provincial offices in writing, seven (7) days prior to the delivery of goods.

Delivery Period

- a. Deliveries made during Saturdays, Sundays and Holidays without prior notice from the supplier and without confirmation from the Regional Office and/or the Provincial/ Satellite Offices concerned shall not be accepted. Further, deliveries made beyond the regular office hours (8:00 AM – 5:00 PM; Monday to Friday) shall not also be accepted.
- b. Machines, tools, and spare parts shall be delivered to the identified drop-off points (DOP).
- c. The supplier shall deliver the goods within ninety (90) days and complete the required installation, commissioning, and training within 10 calendar days after the delivery.
- d. Within 10 calendar days from the delivery of the machines, spare parts and tools, the supplier must complete the installation, commissioning, and necessary training. The conduct of inspection, installation, commissioning, and training must be in the presence of the PCA Agriculturist/CDO, supplier and representative/s from the recipient - coconut farmers organization or cooperative.
- e. Upon the completion of the delivery and training within the prescribed period, the supplier shall submit to PCA Provincial or Regional Office a training report and its attachments, billing statement or sales invoice with attached original copy of the delivery receipts (DR) to the RO.
- f. The Division Chief/PCDM or his/her authorized representative whom responsible for the inspection and/or acceptance of the machines shall sign the delivery receipt (DR) once the complete quantity of machines, spare parts and tools stated in the DR have been received. The designated inspection team of the province must conduct a thorough inspection of the delivered machines at the DOP taking consideration the

exact quantity of goods and compliance to the technical specifications, among others. The actual date of delivery must be indicated in the DR. The concerned Provincial/Satellite Office (PO/SO) should secure duplicate or triplicate copy of the DRs and accomplished Inspection and Acceptance Report (IARs), Notice of Delivery (NDs) and Certificate of Acceptance (CA) for submission to the Regional Office (RO) within five (5) working days after the delivery, inspection, installation, commissioning, and training are completed.

A copy of the Inspection and Acceptance Report (IAR) and Notice of Delivery (ND) shall be submitted by the PO to Commission on Audit (COA) Regions I, II, III & CAR within one (1) day after the inspection thru email copy furnished the PCA Regional Office.

- g. Issuance of final acceptance from the Regional Office to the Supplier shall be done upon receipt of all copies of IARs, NDs, DRs, training report and its attachments, and CA from the accountable PCA Provincial/Satellite (PO/SO) and all deficiencies has been settled by the Supplier.

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
		<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>
A. TWO (2) UNITS OF BIOMASS SHREDDING MACHINE		
	Machine that is composed of shredding chamber (cutting biomass materials into small strips) and chipping section (cutting twigs or small branches of trees into small and uniform thickness).	
	The shredding capacity: Minimum of 1.0 ton per hour as per AMTEC Test and Post Qualification	
	Fabrication: Locally-fabricated; can withstand the stresses of demanding use	

<p>Shredding efficiency:</p> <p>At least 90% verification as per</p> <ol style="list-style-type: none"> 1. AMTEC Test report; and 2. Post Qualification (actual testing) <ul style="list-style-type: none"> • At least 90% of the shredded output shall pass through a one (1) inch-size screen • Test Material: Young coconut (splitted “buko” with shells intact) <p>Amount of Test Material: At least 75% of the required input capacity of the Biomass Shredder (i.e. at least 750 kg) based on the PAES 245:2010 - Methods of Testing</p>	
<p>Shredding Chamber:</p> <ul style="list-style-type: none"> • Material/Method: Cast iron/full-welded metal steel • Thickness: Not less than 10 mm <p>With built-in woodchipper: capable of chipping softwoods with diameter of up to three (3) cm (<i>If the machine can chip bigger diameter of softwood, it would be better</i>)</p>	
<p>Shredding blades and chipping blades:</p> <ul style="list-style-type: none"> • Material: minimum of 4140 steel properties or its equivalent, quenched and tempered steel verification. • Cutting mechanism shall be adjustable, replaceable and can be sharpened. Blades shall be replaceable with minimal effort, with no cutting of parts needed, or any work that will compromise the durability of the shredder. • Clearance between rotating blades and counter blades of the shredding chamber shall be at least 6 mm (1/4 inch) (PNS/PAES 244:2010). 	

<p>Power Source/Engine:</p> <ul style="list-style-type: none"> • At least 7-Hp • Diesel; water-cooled; single horizontal cylinder; 4 stroke cycle • Power transmission: Belt-driven (with shredder machine and power source mounted on a common steel base) • Fuel consumption (on average consumption): Maximum of 2.4L • Average output power: Not less than 4.45KW as indicated in the Continuous Running Test Report per AMTEC Test Report of Engine • Weight: Max = 75kg; Verification: AMTEC Test Report of Engine 	
<p>Maintenance and Operation:</p> <ul style="list-style-type: none"> • With operator's manual • Each biomass shredder unit shall be provided with a set of standard tools required for maintenance like grease gun, rubber mallet, set of combination wrenches suited for nuts and bolts of the shredder, adjustable wrench, and plastic goggles. • The biomass shredder shall be easy to clean and operate. • Safety/precautionary markings shall be provided when appropriate. Marking shall be stated in English and Filipino and shall be printed in red color with a white background. • Mechanism for immediate load disengagement between prime mover and biomass shredder shall be provided to protect the prime mover from over loading and the operator in case of accident. • Machine shall be free from manufacturing defects, sharp edges and surfaces other than the cutting mechanism to ensure safety of the operators 	

<p>Conformity to Standards:</p> <ul style="list-style-type: none"> • PNS/PAES 244:2010 (Agricultural Machinery – Biomass Shredder – Specifications): Manufacturing requirements; performance requirements; safety, workmanship, and finish; and markings; unless otherwise specified herein. • PNS/PAES 245:2010 Agricultural Machinery - Biomass Shredder - Methods of Test • PAES 116:2001 (Agricultural Machinery – Small Engine – Specifications): performance requirements; workmanship and finish; maintenance and operations tools requirements; including instruction manual, marking and labeling and other requirements. 	
<p>Certificate of Warranty:</p> <ul style="list-style-type: none"> • For parts: Minimum of two (2) years • After sales of service: Lifetime • Conformity to Minimum Standards of PNS/BAFS/ PAES 192:2016: Guidelines on After-Sales Service: requirements of services and parts availability, training, maintenance, and operation 	
<p>Other parts/Provisions:</p> <ul style="list-style-type: none"> • Feeding plate and hopper/funnel: Thickness: Not less than 1.7mm (fully welded metal steel plate) • Biomass shredder shall be provided with outlet chute. • Belt: With cover or guard provisions; With belt tightening or adjustment mechanism • Steel base and rubber wheels: shredder and engine mounted on heavy duty common steel base with 4 heavy-duty rubber wheels at 	

<p>least 6 inches diameter for easy mobility, with lock</p> <ul style="list-style-type: none"> • Bolts and nuts must be stainless, and post-assembly shall be painted with suitable paint material to prevent rusting 	
B. TWO (2) UNITS OF ROTARY COMPOSTER	
Rotational Speed: Approx. 1-2 turns every 3 minutes	
AMTEC Tested	
The composter shall be locally-fabricated and can withstand the stresses of demanding use	
<p>Drum:</p> <ul style="list-style-type: none"> • Material: Stainless steel, 304 or 316 stainless steel • Main Panel: Thickness: not less than 1.4 mm • Side panels: Thickness: not less than 1.2 mm • Volumetric Capacity: At least 2 cubic meters • Input Capacity by weight: 1 ton per batch • With at least 6 Bafflers made of Stainless steel • With four (4) air vents per side panel • With discharge window and blower 	
<p>Shaft support and rotary composter stand:</p> <ul style="list-style-type: none"> • Angle bar size: At least 3"x 3" x 1/4" and with diagonal corner bracings on stands (required for 3"x 3" x 1/4") with metal footing to improve bearing contact area to the ground 	
<ul style="list-style-type: none"> • Power Source: 	

<ul style="list-style-type: none"> • Single-phase induction motor, minimum of 1hp or 0.746 KW, 220 V, 60Hz • Transmission: Free-wheel after engine stop so as the weight of the substrate does not stress the engine after stop 	
<p>Maintenance and Operation:</p> <ul style="list-style-type: none"> • With operator's manual • Shall be free from manufacturing defects, sharp edges, and surfaces to ensure safety of the operators. • Bolts and nuts must be stainless, and post-assembly shall be painted with suitable paint material to prevent rusting • Safety/precautionary markings shall be provided when appropriate. Marking shall be stated in English and Filipino and shall be printed in red color with a white background. 	
<p>Certificate of Warranty:</p> <ul style="list-style-type: none"> • For parts: Minimum of two (2) years • After sales of service: Lifetime • Conformity to Minimum Standards of PNS/BAFS/ PAES 192:2016: Guidelines on After-Sales Service: requirements of services and parts availability, training, maintenance, and operation 	

Conforme

(Name and Signature of Authorized Bidder/Representative)

Name of Company / Corporation / Enterprise

Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (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 includes
 - ☐ e.1 Conformed Technical Specifications;
 - ☐ e.2 Valid BAFE Permit to Operate as manufacturer/ fabricator;
 - ☐ e.3 Valid NAMDAC Certificate as manufacturer/fabricator;
 - ☐ e.4 Certificate of Warranty for parts and after-sales;
 - ☐ e.5 Certificate of Availability of Service Centers or Service Provider (indicate contact information of each center/provider);
 - ☐ e.6 Detailed engineering design of biomass shredder and rotary composter indicating major parts and specifications, including measurements, scale, and other important details of the shredder and composter contained herein. It shall be signed and sealed by a Registered Agricultural and Biosystems Engineer with valid copy of PRC license attached;
 - ☐ e.7 Work plan and Cost Estimate for trainings to be conducted;
 - ☐ e.8 List of manpower and available tools and equipment needed to fabricate the machines with recent pictures of the fabrication shop and facilities properly attested by the proprietor or authorized representative;
 - ☐ e.9 Notarized certification stating among others the production capacity of its fabrication facility per month;
 - ☐ e.10 Mill Certificates or its equivalent (e.g., Chemical Analysis from DOST-MIRDC) of the shredding blades;
 - ☐ e.11 Photocopy of AMTEC Test Report (biomass shedder and engine, coupled being offered) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as “certified true copy” by the bidder in which CTC date shall be within the validity of the AMTEC Test Report;

- ☐ e.12 Photocopy of AMTEC Test Report (engine only) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as “certified true copy” by the bidder in which CTC date shall be within the validity of the AMTEC Test Report;
- ☐ e.13 Photocopy of AMTEC Test Report (Rotary Composter) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as “certified true copy” by the bidder in which CTC date shall be within the validity of the AMTEC Test Report; **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

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

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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	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: _____

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

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

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

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

I/We, the undersigned, declare that:

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

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
 Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	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: _____



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION I, II, III and CAR

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101
 Telefax No.: (02) 8927-5227 Tel. No. (02) 8924-4761
 pcaregion1.4b@gmail.com

**FABRICATION, SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING
 OF TWO (2) SETS OF COMPOSTING FACILITIES FOR BIODEGRADABLE
 WASTES (CFBW) UNDER COCONUT FERTILIZATION PROJECT (CFP) CY 2023**

TERMS OF REFERENCE

SECTION I. REQUIRED TECHNICAL SPECIFICATIONS

Listed below are the specific technical specifications of the Composting Facilities for Biodegradable Wastes (CFBW).

A. TWO (2) UNITS OF BIOMASS SHREDDING MACHINE

- Machine that is composed of shredding chamber (cutting biomass materials into small strips) and chipping section (cutting twigs or small branches of trees into small and uniform thickness).
- The shredding capacity: Minimum of 1.0 ton per hour as per AMTEC Test and Post Qualification
- Fabrication: Locally-fabricated; can withstand the stresses of demanding use

Shredding efficiency:

At least 90% verification as per

1. AMTEC Test report; and
 2. Post Qualification (actual testing)
- At least 90% of the shredded output shall pass through a one (1) inch-size screen
 - Test Material: Young coconut (splitted "buko" with shells intact)
 - Amount of Test Material: At least 75% of the required input capacity of the Biomass Shredder (i.e. at least 750 kg) based on the PAES 245:2010 - Methods of Testing

Shredding Chamber

- Material/Method: Cast iron/full-welded metal steel
- Thickness: Not less than 10 mm
- With built-in woodchipper: capable of chipping softwoods with diameter of up to three (3) cm (*If the machine can chip bigger diameter of softwood, it would be better*)

Shredding blades and chipping blades:

- Material: minimum of 4140 steel properties or its equivalent, quenched and tempered steel verification.
- Cutting mechanism shall be adjustable, replaceable and can be sharpened. Blades shall be replaceable with minimal effort, with no cutting of parts needed, or any work that will compromise the durability of the shredder.
- Clearance between rotating blades and counter blades of the shredding chamber shall

be at least 6 mm (1/4 inch) (PNS/PAES 244:2010).

Power Source/Engine

- At least 7-Hp
- Diesel; water-cooled; single horizontal cylinder; 4 stroke cycle
- Power transmission: Belt-driven (with shredder machine and power source mounted on a common steel base)
- Fuel consumption (on average consumption): Maximum of 2.4L
- Average output power: Not less than 4.45KW as indicated in the Continuous Running Test Report per AMTEC Test Report of Engine
- Weight: Max = 75kg; Verification: AMTEC Test Report of Engine

Maintenance and Operation

- With operator's manual
- Each biomass shredder unit shall be provided with a set of standard tools required for maintenance like grease gun, rubber mallet, set of combination wrenches suited for nuts and bolts of the shredder, adjustable wrench, and plastic goggles.
- The biomass shredder shall be easy to clean and operate.
- Safety/precautionary markings shall be provided when appropriate. Marking shall be stated in English and Filipino and shall be printed in red color with a white background.
- Mechanism for immediate load disengagement between prime mover and biomass shredder shall be provided to protect the prime mover from over loading and the operator in case of accident.
- Machine shall be free from manufacturing defects, sharp edges and surfaces other than the cutting mechanism to ensure safety of the operators

Conformity to Standards

- PNS/PAES 244:2010 (Agricultural Machinery – Biomass Shredder – Specifications): Manufacturing requirements; performance requirements; safety, workmanship, and finish; and markings; unless otherwise specified herein.
- PNS/PAES 245:2010 Agricultural Machinery - Biomass Shredder - Methods of Test
- PAES 116:2001 (Agricultural Machinery – Small Engine – Specifications): performance requirements; workmanship and finish; maintenance and operations tools requirements; including instruction manual, marking and labeling and other requirements.

Certificate of Warranty

- For parts: Minimum of two (2) years
- After sales of service: Lifetime
- Conformity to Minimum Standards of PNS/BAFS/ PAES 192:2016: Guidelines on After-Sales Service: requirements of services and parts availability, training, maintenance, and operation

Other parts/Provisions

- Feeding plate and hopper/funnel: Thickness: Not less than 1.7mm (fully welded metal steel plate)
- Biomass shredder shall be provided with outlet chute.
- Belt: With cover or guard provisions; With belt tightening or adjustment mechanism



- Steel base and rubber wheels: shredder and engine mounted on heavy duty common steel base with 4 heavy-duty rubber wheels at least 6 inches diameter for easy mobility, with lock
- Bolts and nuts must be stainless, and post-assembly shall be painted with suitable paint material to prevent rusting

B. TWO (2) UNITS OF ROTARY COMPOSTER

- Rotational Speed: Approx. 1-2 turns every 3 minutes
- AMTEC Tested
- The composter shall be locally-fabricated and can withstand the stresses of demanding use

Drum

- Material: Stainless steel, 304 or 316 stainless steel
Main Panel: Thickness: not less than 1.4 mm
Side panels: Thickness: not less than 1.2 mm
- Volumetric Capacity: At least 2 cubic meters
- Input Capacity by weight: 1 ton per batch
- With at least 6 Baffles made of Stainless steel
- With four (4) air vents per side panel
- With discharge window and blower

Shaft support and rotary composter stand

- Angle bar size: At least 3"x 3" x ¼" and with diagonal corner bracings on stands (required for 3"x 3" x ¼") with metal footing to improve bearing contact area to the ground

Power Source

- Single-phase induction motor, minimum of 1hp or 0.746 KW, 220 V, 60Hz
- Transmission: Free-wheel after engine stop so as the weight of the substrate does not stress the engine after stop

Maintenance and Operation

- With operator's manual
- Shall be free from manufacturing defects, sharp edges, and surfaces to ensure safety of the operators.
- Bolts and nuts must be stainless, and post-assembly shall be painted with suitable paint material to prevent rusting
- Safety/precautionary markings shall be provided when appropriate. Marking shall be stated in English and Filipino and shall be printed in red color with a white background.

Certificate of Warranty

- For parts: Minimum of two (2) years
- After sales of service: Lifetime
- Conformity to Minimum Standards of PNS/BAFS/ PAES 192:2016: Guidelines on After-Sales Service: requirements of services and parts availability, training, maintenance, and operation

SECTION II. LOT REFERENCES

Partial bidding is not allowed. In this regard, interested bidders shall have to submit proposal for the whole project. The evaluation and contract award will be undertaken for the whole lot (Table 1).

Table 1. Lot Reference of CFBW

Lot Reference	Quantity, unit	Name of Composting Machine	Drop-off Point (DOP)	Approved Budget for the Contract (ABC), PhP	Cost of Bidding Document, PhP
Whole Lot	1	Biomass Shredding Machine	Binalan, Aparri, Cagayan	396,852.50	5,000.00
	1	Rotary Composter		552,307.50	
	1	Biomass Shredding Machine	Nagattatan, Pamplona, Cagayan	396,852.50	
	1	Rotary Composter		552,307.50	
TOTAL	4			1,898,320.00	5,000.00

SECTION III. ELIGIBILITY REQUIREMENTS

Bidders shall submit the following documents along with the accomplished proposal/quotation during the opening and evaluation proposal:

1. Valid BAFE Permit to Operate as manufacturer/ fabricator
2. Valid NAMDAC Certificate as manufacturer/fabricator
3. Certificate of Warranty for parts and after-sales
4. Certificate of Availability of Service Centers or Service Provider (indicate contact information of each center/provider)
5. Detailed engineering design of biomass shredder and rotary composter indicating major parts and specifications, including measurements, scale, and other important details of the shredder and composter contained herein. It shall be signed and sealed by a Registered Agricultural and Biosystems Engineer with valid copy of PRC license attached
6. Work plan and Cost Estimate for trainings to be conducted
7. List of manpower and available tools and equipment needed to fabricate the machines with recent pictures of the fabrication shop and facilities properly attested by the proprietor or authorized representative.
8. Notarized certification stating among others the production capacity of its fabrication facility per month.

For Biomass Shredding Machine:

9. Mill Certificates or its equivalent (e.g., Chemical Analysis from DOST-MIRDC) of the shredding blades.
10. Photocopy of AMTEC Test Report (biomass shredder and engine, coupled being offered) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as "certified true copy" by the bidder in which CTC date shall be within the validity of the AMTEC Test Report.

11. Photocopy of AMTEC Test Report (engine only) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as "certified true copy" by the bidder in which CTC date shall be within the validity of the AMTEC Test Report.

For Rotary Composter:

12. Photocopy of AMTEC Test Report (Rotary Composter) stamped with Certified True Copy (CTC) by AMTEC. Photocopy of test report shall be stamped as "certified true copy" by the bidder in which CTC date shall be within the validity of the AMTEC Test Report.

NOTE: All photocopied documents must be stamped and signed "Certified True Copy" and all pages/documents must be duly signed by the authorized representative.

SECTION IV. CONDUCT OF POST QUALIFICATION PROCESS

The Technical Working Group (TWG) shall conduct the post-qualification of submitted documents of the Lowest/Single Calculated Bidder (L/SCB). The documents submitted during the opening of bids and the fabrication facility/ies shall be subjected to validation and inspection by the Technical Working Group (TWG). Only those declared names and addresses of the LCB's office and fabrication shop/facility submitted during the submission and opening of bids shall undergo post-qualification by TWG. Testing of machines and sampling of blades (for chemical analysis) will be conducted by the TWG in the presence of the LCB. Machines will be assessed according to the technical specifications through actual testing.

The test material for the testing of the biomass shredder is young coconut (buko) which shall be provided by the bidder. At least 75% of the required input capacity of the Biomass Shredder (i.e. at least 750 kg) based on the PAES 245:2010 - Methods of Testing will be tested.

Further, the supplier shall have spare painted, quenched tempered 4140 steel shredding blades during the post qualification. The TWG shall randomly select three (3) pieces of shredding blades (4140 steel) which shall undergo Chemical Analysis and Metal ID of the blades by Department of Science and Technology – Metals Industry Research and Development Center (DOST-MIRDC). The cost of the analysis will be shouldered by the bidder. The bidder or its authorized representative shall be present during the submission of samples to the testing centers. In furtherance, the result of chemical analysis shall be in accordance to Table 2 and shall be submitted to RO after the result has been released.

Table 2. Chemical composition of 4140 Steel

Element	Required Composition by ASM ^a (%) SAE# 4140/AISI# 4140	Required Composition by UNS ^b (%) Unified# G41400
Chromium, Cr	0.80-1.10	same as ASM
Manganese, Mn	0.70-1.00	same as ASM
Silicon, Si	0.15-0.35	same as ASM
Carbon, C	0.38-0.43	same as ASM
Molybdenum, Mo	0.15-0.25	same as ASM
Sulfur, S	0.040	max=0.040
Phosphorus, P	0.035	max=0.035

^aASM (American Society for Metals) International Metals Handbook, Vol. 1, 10th ed.

^bUNS (Unified Numbering System, Metals & Alloys in the), 11th ed.

Failure to comply with the above post-qualification requirements will result to disqualification of the bidder.

SECTION V. CONDUCT OF TRAINING

The responsive bidder shall conduct one or two (1 or 2) days training on the operation, maintenance, troubleshooting of machines and production of organic fertilizers within ten (10) days after the delivery of the machines. The training shall be done thru face-to-face meeting at the site where the machines were delivered. The supplier may request to the Regional Office (RO), either in writing or through other fastest means, if the former needs to extend the 10-day allowance for the conduct of training in view of natural calamities, pandemic in relation to health or other justifiable reasons that are inevitable.

The Division Chief (DC) or its authorized representative shall coordinate to the coconut farmer associations/cooperatives/organizations (recipient) regarding the identification of the participants for the training. Afterwards, the list of participants and their contact information shall be submitted to RO and subsequently endorse to the supplier prior to the delivery of machines. Nonetheless, the training participants shall compose only of maximum of 15 coconut farmer-members of the association/cooperative/organization (recipient) who will serve as the farmer-workers engaged in the production of organic fertilizers. The supplier shall facilitate the necessary coordination and arrangements to the recipients and PCA with regards to the conduct of training.

Moreover, the materials for the training shall be provided by the supplier. Likewise, cost on the conduct of training shall be shouldered by the supplier. The training module (lecture and actual demonstration) shall include but not limited to the following:

- a) Organic agriculture program of the government and related laws on organic agriculture;
- b) Operation, maintenance and troubleshooting of the shredding machine and rotary composter;
- c) Methods and materials of composting using the shredding machine and rotary composter;
- d) Packaging and storage of final product;
- e) Operation cost and return.

After delivery, commissioning and conduct of training, the supplier shall submit a training report to PCA Regional Office. Along with the report are the pictures of the activities during the training and certification from the officer/s or authorized representative/s of the coconut farmer association/cooperative/organization attested by the PCA Agriculturist, indicating the participants were trained by the supplier on machine operation, maintenance, troubleshooting and production of organic fertilizers.

SECTION VI. CONDITIONS OF THE CONTRACT

The supplier shall comply with the requirements of the machines stated in this Terms of Reference (TOR) reiterating the following:



- a. Machines should be locally fabricated and brand new;
- b. Machines are according to technical specifications;
- c. Includes supply, delivery, installation and testing of machines needed for full functioning on-site and commissioning;
- d. Provision of training by the supplier to the end-user (coconut farmer association/cooperative/organization) on the operation, maintenance, troubleshooting of machines, as well as the actual production of organic fertilizers using biodegradable wastes (e.g. coconut husks, twigs and branches of softwoods, leaves, raw vegetable residues) shall be included in the contract.
- e. Must include standard tools required for maintenance, operation and troubleshooting of each machine;
- f. Must include machines' operational manual and video on how to operate, troubleshoot and replace blades saved in an on-the-go (OTG) drive
- g. With minimum of two (2)-years warranty for parts; and,
- h. Lifetime after-sales service warranty for both machines.
- i. Conformity to Minimum Standards of PNS/BAFS/ PAES 192:2016: Guidelines on After-Sales Service: requirements of services and parts availability, training, maintenance, and operation.
- j. Failure of the supplier to comply with all the requirements shall be ground for disqualification, termination of contract and/or blacklisting.

SECTION VII. PROJECT DELIVERY REQUIREMENTS:

Pre-delivery Period

- a. Once the contract agreement has been awarded and signed, the supplier shall submit a transport/delivery and training plan within three (3) calendar days prior to issuance of the Notice to Proceed (NTP). For this purpose, the fabrication and delivery shall be within 90 calendar days while the provision of training and commissioning is within 10 days after delivery of machines.
- b. The supplier may be required to sign the Contract of Agreement at the Regional Office (RO) to attend the briefing and/or orientation by RO prior to the start of the delivery of machines and tools.
- c. The supplier is required to have three (3) replacement/spare blades of the shredding machine. Prior to delivery to DOPs, the TWG shall obtain three (3) pieces of randomly selected shredding blades (4140 steel) which shall again undergo Chemical Analysis and Metal ID of the blades by Department of Science and Technology – Metals Industry Research and Development Center (DOST-MIRDC). The bidder or its authorized representative must be present during the submission of samples to the testing centers and the cost of the analysis shall be shouldered by the bidder.

In furtherance, the result of chemical analysis shall be in accordance to Table 2 and must be submitted to RO after the result has been released. If the collected sample blades passed the chemical analysis, no subsequent analysis shall be required. However, if the result of the analysis failed to meet the required composition, the supplier will be given a chance to submit another set (3 pieces) of sample blades



subject for chemical analysis. If the collected sample passed the analysis, another set of blades will be collected and submitted by the supplier and will undergo third chemical analysis in order to determine its full compliance.

Conversely, if the collected sample blades failed the chemical analysis for the second time, the blades shall be totally rejected and all cost attributed to such rejection such as laboratory fees and the like, shall be charged to the account of the supplier. All the sample blades including the blades installed in the shredding machines found not compliant or below the standard specifications and composition shall be replaced within ten (10) calendar days upon receipt of the notice by the supplier. The said replacement shall be again subject to chemical analysis following the above sampling procedure.

- d. Prior to delivery of machines and tools, the supplier must notify within seven (7) calendar days, either in writing or through other fastest means, the Regional Office (PCA Regions I, II, III and CAR) on the dates and DOPs of delivery and training. PCA reserved the right to reject delivery of machines in case of failure on the part of the supplier to inform the regional and provincial offices in writing, seven (7) days prior to the delivery of goods.

Delivery Period

- a. Deliveries made during Saturdays, Sundays and Holidays without prior notice from the supplier and without confirmation from the Regional Office and/or the Provincial/ Satellite Offices concerned shall not be accepted. Further, deliveries made beyond the regular office hours (8:00 AM – 5:00 PM; Monday to Friday) shall not also be accepted.
- b. Machines, tools, and spare parts shall be delivered to the identified drop-off points (DOP).
- c. The supplier shall deliver the goods within ninety (90) days and complete the required installation, commissioning, and training within 10 calendar days after the delivery.
- d. Within 10 calendar days from the delivery of the machines, spare parts and tools, the supplier must complete the installation, commissioning, and necessary training. The conduct of inspection, installation, commissioning, and training must be in the presence of the PCA Agriculturist/CDO, supplier and representative/s from the recipient - coconut farmers organization or cooperative.
- e. Upon the completion of the delivery and training within the prescribed period, the supplier shall submit to PCA Provincial or Regional Office a training report and its attachments, billing statement or sales invoice with attached original copy of the delivery receipts (DR) to the RO.
- f. The Division Chief/PCDM or his/her authorized representative whom responsible for the inspection and/or acceptance of the machines shall sign the delivery receipt (DR) once the complete quantity of machines, spare parts and tools stated in the DR have been received. The designated inspection team of the province must conduct a thorough inspection of the delivered machines at the DOP taking consideration the

exact quantity of goods and compliance to the technical specifications, among others. The actual date of delivery must be indicated in the DR. The concerned Provincial/Satellite Office (PO/SO) should secure duplicate or triplicate copy of the DRs and accomplished Inspection and Acceptance Report (IARs), Notice of Delivery (NDs) and Certificate of Acceptance (CA) for submission to the Regional Office (RO) within five (5) working days after the delivery, inspection, installation, commissioning, and training are completed.

A copy of the Inspection and Acceptance Report (IAR) and Notice of Delivery (ND) shall be submitted by the PO to Commission on Audit (COA) Regions I, II, III & CAR within one (1) day after the inspection thru email copy furnished the PCA Regional Office.

- g. Issuance of final acceptance from the Regional Office to the Supplier shall be done upon receipt of all copies of IARs, NDs, DRs, training report and its attachments, and CA from the accountable PCA Provincial/Satellite (PO/SO) and all deficiencies has been settled by the Supplier.

SECTION VIII. MAINTENANCE AND TECHNICAL SUPPORT UNDER TWO-YEAR WARRANTY PERIOD

The declared Single/Lowest Calculated, Responsive Bidder or the Supplier, during the duration of contract, shall provide the following:

- a. Response time within three (3) calendar days from receipt of formal request thru mail, fax, or email from the PCA authorized personnel.
- b. The manufacturer / dealer shall issue a warranty certificate to the buyer. Warranty against defective materials and workmanship shall be provided for parts and services except for normal wear and tear of expendable or consumable maintenance parts (e.g. belts, tires, hoses, filters, electric parts, etc.) for at least two (2) years upon the acceptance of procuring entity of the machinery.
- c. The supplier shall adhere to the provisions of PAES 192:2016 for services and parts availability.
- d. In case the machine would need repair and/or replacement due to inherent factory defects, the supplier shall replace the machine with a new unit or one in equally good working condition within seven (7) calendar days upon receipt of notice from PO/RO.
- e. A manual and an OTG containing operating and service instructions for the machines shall be provided for every unit of machine delivered to the DOP. The manual should include among others, warnings, and safety precautionary measures.
- f. The manufacturers/ distributors/ dealers shall provide a set of standard tools required for maintenance.

SECTION IX. TERMS OF PAYMENT

Payment of the contract price shall be made in Philippine Pesos. The Procuring Entity (PE) 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.

Full payment will be received by the supplier provided the required units of machines including the spare parts and tools are completely delivered at the designated DOPs, the technical specifications have been properly complied with, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports; Notice of Delivery; Certificate of Acceptance; and, Training Report and its attachments and Sales Invoice with original Delivery Receipts by the Supplier.

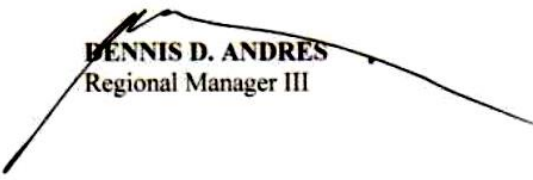
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*(Name and Signature of Authorized
Bidder/Representative)*

Name of Company / Corporation / Enterprise

Date

