



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City 1101 Philippines  
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## INVITATION TO BID

### SUPPLY, HANDLING, TRANSPORT, & DELIVERY OF AMMONIUM SULFATE AND POTASSIUM CHLORIDE FOR REGION VIII

PUBLIC BIDDING NO. 09-2022

FUNDING SOURCE: REFER TO TABLE BELOW

1. The **Philippine Coconut Authority** through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to bid for the Supply, Handling, Transport & Delivery of Ammonium Sulfate and Potassium Chloride with details as follows:

Qty	Item/ Description	Unit Cost	Total Approved Budget for the Contract	Funding Source	Price of Bid Documents	Delivery Period
- 3,900 bags (50kg/bag)	AS	₱ 7,410,000.00	₱ 22,490,000.00	Coconut Fertilization Project (CFP)	₱ 25,000.00	Refer to Section VI
- 5,200 bags (50kg/bag)	KCL	₱ 15,080,000.00				

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The summary of the bidding activities is as follows:

Sale and Issuance of Bid Documents	- Nov. 26-Dec. 19, 2022
Pre-Bid Conference	- Dec. 5, 2022, 10:00am
Deadline for submission and Opening of Bids	- Dec. 19, 2022, 10:00am
Bid Evaluation	- (This shall be in accordance
Post Qualification	- with the period prescribed
Notice of Award	- in the IRR of RA 9184)

3. The **Philippine Coconut Authority (PCA)** under the Department of Agriculture now invites bids for the above Procurement Project. Delivery of the Goods is stated under Section VI of this Bidding Documents. Bidders should have completed, within 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).

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



4. Bidding will be conducted through open competitive bidding procedures using a non- discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".
5. 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 5183 and subject to Commonwealth Act 138.
6. Prospective Bidders may obtain further information from BAC Secretariat Office and avail the Bidding Documents at the address given below during working days from 8AM-4PM.
7. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat Office (see address below) upon requesting an order of payment and paying the applicable fee for the Bidding Documents in person.
8. The Pre-Bid Conference shall be held per the schedule stated above, at the 8/F Executive Lounge, R&D Building, Elliptical Road, Diliman, Quezon City, and/or through video conferencing or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below) which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through manual/physical submission at the office address indicated below, on or before the date and time indicated above. Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
11. Bid opening shall be conducted per schedule and venue as stated above at the given address below or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The Philippine Coconut Authority 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.
13. The Philippine Coconut Authority under the Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.


14. For further information, please refer to:

*The BAC Secretariat Office  
5<sup>th</sup> Floor, PCA R&D Building  
Elliptical Road, Diliman, Quezon City  
928-4501 loc. 409  
[pcacobac@pca.gov.ph](mailto:pcacobac@pca.gov.ph)*

15. You may visit the following websites:  
For downloading of Bidding Documents:

<https://www.philgeps.gov.ph/>  
<https://pca.gov.ph/>

*Issued on November 24, 2022*

  
**ROEL M. ROSALES**  
CO BAC Chairman

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply, Handling, Transport & Delivery of Various Inorganic Fertilizers (Ammonium Sulfate & Potassium Chloride) of Region VIII**

### **Philippine Coconut Authority**



**[Public Bidding No. 09-2022]**

**Sixth Edition  
July 2020**

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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***



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## INVITATION TO BID

### SUPPLY, HANDLING, TRANSPORT, & DELIVERY OF AMMONIUM SULFATE AND POTASSIUM CHLORIDE FOR REGION VIII

PUBLIC BIDDING NO. 09-2022  
 FUNDING SOURCE: REFER TO TABLE BELOW

- The Philippine Coconut Authority through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to bid for the Supply, Handling, Transport & Delivery of Ammonium Sulfate and Potassium Chloride with details as follows:

Qty	Item/ Description	Unit Cost	Total Approved Budget for the Contract	Funding Source	Price of Bid Documents	Delivery Period
- 3,900 bags (50kg/bag)	AS	₱ 7,410,000.00	₱ 22,490,000.00	Coconut Fertilization Project (CFP)	₱ 25,000.00	Refer to Section VI
- 5,200 bags (50kg/bag)	KCL	₱ 15,080,000.00				

Bids received in excess of the ABC shall be automatically rejected at bid opening.

- The summary of the bidding activities is as follows:

Sale and Issuance of Bid Documents	- Nov. 25-Dec. 15, 2022
Pre-Bid Conference	- Dec. 2, 2022, 10:00am
Deadline for submission and Opening of Bids	- Dec. 15, 2022, 10:00am
Bid Evaluation	- (This shall be in accordance
Post Qualification	- with the period prescribed
Notice of Award	- in the IRR of RA 9184)

- The **Philippine Coconut Authority (PCA)** under the Department of Agriculture now invites bids for the above Procurement Project. Delivery of the Goods is stated under Section VI of this Bidding Documents. Bidders should have completed, within 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).

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4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
5. 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 5183 and subject to Commonwealth Act 138.
6. Prospective Bidders may obtain further information from BAC Secretariat Office and avail the Bidding Documents at the address given below during working days from 8AM-4PM.
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10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
11. Bid opening shall be conducted per schedule and venue as stated above at the given address below or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below). Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
12. The Philippine Coconut Authority 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.

13. The Philippine Coconut Authority under the Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.

14. For further information, please refer to:

*The BAC Secretariat Office  
5<sup>th</sup> Floor, PCA R&D Building  
Elliptical Road, Diliman, Quezon  
City 928-4501 loc. 409  
[pcacobac@pca.gov.ph](mailto:pcacobac@pca.gov.ph)*

15. You may visit the following websites:  
For downloading of Bidding Documents:

<https://www.philgeps.gov.ph/>  
<https://pca.gov.ph/>

*Issued on November 24, 2022*

*Originally signed*  
**ROEL M. ROSALES**  
*CO BAC Chairman*

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

## 1. Scope of Bid

The Procuring Entity, Philippine Coconut Authority wishes to receive Bids for the Supply, Handling, Transport & Delivery of Ammonium Sulfate and Potassium Chloride under Public Bidding number **PB 09-2022**.

The Procurement Project (referred to herein as “Project”) is composed of 5 lots, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **BDS** in the amount of indicated in the **ITB and BDS**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

## 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 **ITB** by the BAC through the issuance of a supplemental or bid bulletin.

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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



- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- a. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - b. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - c. When the Goods sought to be procured are not available from local suppliers; or
  - d. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that Subcontracting is not allowed unless otherwise specified in the **BDS**.

- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB**

Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time as indicated in the **ITB**.

## **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 period as provided in paragraph 2 of the **BDS** and **ITB** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May

2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

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

### 13. Bid and Payment Currencies

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

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

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid **one hundred twenty (120)** calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

**Each Bidder shall submit one (1) original and two (2) 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.

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

### 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in paragraph 9 of the **ITB**.

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

## 17. 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 11 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items, which shall be awarded as separate contracts per item.

- 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***



# Bid Data Sheet

ITB Clause									
5.3	For this purpose, contracts similar to the Project shall be:  <b>Supply, Handling, Transport &amp; Delivery of Ammonium Sulfate and Potassium Chloride</b>								
7.1	No further instructions.								
12	The price of the Goods shall be quoted DDP in Philippine Peso or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or  b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.								
19.3	<b>Grouping and Evaluation of Lots –</b>  Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.  In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder. <table><tr><th>Lot No.</th><th>Qty</th><th>Item/Description</th><th>Approved Budget for the Contract</th></tr><tr><td>1</td><td>1 lot</td><td>Supply, handling, transport, &amp; delivery of 3,900 AS and 5,200 KCL inorganic fertilizers</td><td>₱ 22,490,000.00</td></tr></table>	Lot No.	Qty	Item/Description	Approved Budget for the Contract	1	1 lot	Supply, handling, transport, & delivery of 3,900 AS and 5,200 KCL inorganic fertilizers	₱ 22,490,000.00
Lot No.	Qty	Item/Description	Approved Budget for the Contract						
1	1 lot	Supply, handling, transport, & delivery of 3,900 AS and 5,200 KCL inorganic fertilizers	₱ 22,490,000.00						
20.2	The following shall be submitted during the Opening of Bids as part of the Eligibility documents:  — FPA Product Registration Certificate of the bidder — FPA License to Operate as Fertilizer Dealer of the bidder — FPA Warehouse Registration Certificate of the bidder								
21.2	No further instructions.								

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

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</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 <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p>

	<p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p>



	<p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where</p>

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

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state] “The terms of payment shall be as follows: _____.”</i>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

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

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
Lot 1:	AS	-3,900 bags (50kg/bag)	Sixty (60) days upon receipt of Notice to Proceed not including the laboratory testing period
	KCL	- 5,200 bags (50kg/bag)	

**I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.**

_____ Name of Company/Bidder	_____ Signature over Printed Name of Authorized Representative	_____ Date
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## ***Section VII. Technical Specifications***

# Technical Specifications/Terms of Reference

I. TECHNICAL SPECIFICATIONS:		COMPLIANCE
<b>AMMONIUM SULFATE (AS) 21-0-0</b>  1. Appearance - Fine White Granules or Crystals 2. Nitrogen (N) - 20% min. 3. Sulfur (S) - 23% min. 4. Moisture Content - 1.0% max. 5. Net Weight - 50.0 kgs/bag 6. Duly registered with Fertilizer and Pesticide Authority (FPA)  <b>POTASSIUM CHLORIDE / MURIATE OF POTASH (MOP) 0-0-60</b>  1. Appearance - Reddish/Pinkish or White in Color and Crystalline Powder or Granular 2. Water Soluble Potash (K2O) - 60% min. 3. Sodium (as NaCl) - 3.5% max. 4. Moisture Content - 0.5% max. 5. Net Weight - 50.0 kgs/bag 6. Duly registered with Fertilizer and Pesticide Authority (FPA)		
<b>II. SCHEDULE OF REQUIREMENTS / DROP OFF POINTS</b>  <b>NOTE: “Dropping along the way” shall be practice for locations along the DOPs indicated below.</b>		
<b>DROP OFF POINTS (DOPs)</b>	<b>Ammonium Sulfate (No. Of bags)</b>	<b>Potassium Chloride (No. Of bags)</b>
<b>REGION VIII</b>	<b>3,900</b>	<b>5,200</b>
<b>Leyte 1</b>	<b>261</b>	<b>348</b>
<b>5th District</b>	<b>48</b>	<b>64</b>
Abuyog	48	64
<b>2nd District</b>	<b>213</b>	<b>284</b>
Burauen	48	64
Dulag	45	60
Lapaz	75	100
Mayorga	45	60
<b>NW Leyte</b>	<b>1,887</b>	<b>2,516</b>
<b>4th District</b>	<b>228</b>	<b>304</b>
Albuera	78	104
Ormoc	75	100

Matag-ob	75	100		
<b>5th District</b>	<b>1,659</b>	<b>2,212</b>		
Bato	237	316		
Baybay	237	316		
Hilongos	237	316		
Hindang	237	316		
Inopacan	237	316		
Mahaplag	237	316		
Matalom	237	316		
<b>So. Leyte</b>	<b>1,752</b>	<b>2,336</b>		
<b>1st District</b>	<b>711</b>	<b>948</b>		
Bontoc	105	140		
Limasawa	9	12		
Maasin	303	404		
Macrohon	66	88		
Malitbog	156	208		
Padre Burgos	33	44		
Tomas Oppus	39	52		
<b>2nd District</b>	<b>1,041</b>	<b>1,388</b>		
Sogod	105	140		
Libagon	66	88		
Liloan	114	152		
San Francisco	84	112		
Pintuyan	66	88		
San Ricardo	69	92		
St. Bernard	84	112		
Anahawan	75	100		
San Juan	57	76		
Hinundayan	51	68		
Hinunangan	132	176		
Silago	138	184		
<b>III. POST-QUALIFICATION REQUIREMENTS:</b>				
<ul style="list-style-type: none"> <li>The PCA shall require the prospective bidders to have available stock of fertilizers during the conduct of post qualification that is equal to the required quantity of the item to be bided.</li> </ul>				
<ul style="list-style-type: none"> <li>The prospective bidder shall submit one (1) piece sample sack with the required specifications of outer bag, inner lining, and color of sack without label/markings during the post qualification which shall be subjected for visual inspection. If the sack submitted was found not complying with the required specifications shall cause the disqualification.</li> </ul>				
<b>IV. INSPECTION AND RANDOM SAMPLING</b>				



<ul style="list-style-type: none"> <li>Upon arrival of deliveries and prior to distribution at DOPs, the supplier must advise/coordinate with PCA Regional and Provincial Offices on the schedule of the inspection.</li> </ul>																									
<ul style="list-style-type: none"> <li>The PCA (PTI and RTS, TWG may also join) and the supplier's representative shall conduct quality control inspection i.e., check bag weights accuracy and conformity to packaging and marking requirements, collection of sample for laboratory analysis at the <u>supplier's warehouse</u>.</li> </ul>																									
<ul style="list-style-type: none"> <li>Authorized representative from PCA and the supplier shall randomly take/collect sample of fertilizer at the <u>supplier's warehouse</u>: <table border="1"> <thead> <tr> <th>LOT (No. of Sacks)</th><th>Standard Inspection Sample Size</th></tr> </thead> <tbody> <tr><td>1-50</td><td>2</td></tr> <tr><td>51-100</td><td>3</td></tr> <tr><td>101-200</td><td>4</td></tr> <tr><td>201-350</td><td>6</td></tr> <tr><td>351-500</td><td>8</td></tr> <tr><td>501-750</td><td>10</td></tr> <tr><td>751-1200</td><td>12</td></tr> <tr><td>1201-2000</td><td>15</td></tr> <tr><td>2001-3500</td><td>20</td></tr> <tr><td>3501-5000</td><td>25</td></tr> <tr><td>Over 5000</td><td>40</td></tr> </tbody> </table> </li> </ul>	LOT (No. of Sacks)	Standard Inspection Sample Size	1-50	2	51-100	3	101-200	4	201-350	6	351-500	8	501-750	10	751-1200	12	1201-2000	15	2001-3500	20	3501-5000	25	Over 5000	40	
LOT (No. of Sacks)	Standard Inspection Sample Size																								
1-50	2																								
51-100	3																								
101-200	4																								
201-350	6																								
351-500	8																								
501-750	10																								
751-1200	12																								
1201-2000	15																								
2001-3500	20																								
3501-5000	25																								
Over 5000	40																								
<ul style="list-style-type: none"> <li>In the selection of sample bags of fertilizer from the <u>supplier's warehouse</u>, the Inspection Team must ensure that all sides of the stock filed fertilizers including the top and inner portion are all represented. In the collection of 1 kg fertilizer sample for laboratory analysis of the delivered fertilizers.</li> </ul>																									
<ul style="list-style-type: none"> <li>The one (1) kg fertilizer sample shall be packed and signed by the authorized representative from the PCA and the supplier, and shall be sent by PCA representative through any expeditious means to the PCA Central Office laboratory or FPA laboratory or any FPA accredited laboratory to determine compliance with the technical specification. All cost and equipment attributed to the conduct of sampling, like labor cost on random weighing and collection of samples, cost of laboratory analysis and courier fee shall be to the account of the supplier.</li> </ul>																									
<ul style="list-style-type: none"> <li>If the collected first sample passed the laboratory test, no subsequent test shall be required. However, if the collected first sample of fertilizers failed the laboratory test, the supplier will be given a chance to submit another sample in accordance with the sampling plan mentioned above. If the collected sample passed the laboratory test, another batch of sample shall be submitted by the supplier and again subject for a 3<sup>rd</sup> laboratory test in order to determine its full compliance prior to delivery.</li> </ul>																									



<p><b>3. COLOR OF SACK/PRINT</b></p> <p>ALL UNITS MUST BE IN MILLIMETER (mm) ALL LETTERS MUST BE COLOR BLACK</p> <p>COLOR OF SACKS MUST BE</p> <p>1. Ammonium Sulfate (AS) - White</p> <p>2. Potassium Chloride – Red</p> <p>All letters must be black in color</p>	
<p><b>4. MARKINGS</b></p> <p>Markings:</p> <p>One Side:</p> <p>Product Description : AMMONIUM SULFATE</p> <p>Guaranteed Analysis:</p> <p>Total Nitrogen Content by Weight (on dry basis) (N)____%; Sulfur (as S)____%;</p> <p>Moisture Content - ____%</p> <p>Consignee :</p> <p>DEPARTMENT OF AGRICULTURE</p> <p>PHILIPPINE COCONUT AUTHORITY- ____</p> <p>Project/Project Name :</p> <p>SUPPLY, HANDLING, TRANSPORT, AND DELIVERY OF VARIOUS FERTILIZER (AS &amp; KCL)</p> <p>FOR THE COCONUT FERTILIZATION PROJECT</p> <p>FPA Product Reg. No. _____</p> <p>Valid Until(date): _____</p> <p>Other Side:</p> <p>USE NO HOOK</p> <p>NOT FOR SALE</p> <p>NOT FOR HUMAN CONSUMPTION</p> <p>Name &amp; Address of the Supplier:</p> <p>Contact Numbers:</p> <p>Net Weight: 50 Kgs. Net</p> <p>One Side:</p> <p>Product Description : Potassium Chloride</p> <p>Guaranteed Analysis:</p> <p>Water Soluble Potash (K<sub>2</sub>O) - ____%</p> <p>Sodium (as NaCl) - ____%</p> <p>Moisture Content - ____%</p> <p>Consignee :</p> <p>DEPARTMENT OF AGRICULTURE</p> <p>PHILIPPINE COCONUT AUTHORITY- ____</p> <p>Project/Project Name :</p> <p>SUPPLY, HANDLING, TRANSPORT, AND DELIVERY OF VARIOUS FERTILIZER (AS &amp; KCL)</p> <p>FOR THE COCONUT FERTILIZATION PROJECT</p> <p>FPA Product Reg. No. _____</p>	

Valid Until(date): \_\_\_\_\_

Other Side:

USE NO HOOK

NOT FOR SALE

NOT FOR HUMAN CONSUMPTION

Name & Address of the Supplier:

Contact Numbers:

Net Weight: 50 Kgs. Net

OTHER SIDE

535 mm	<b>Product Description:</b>
	<b>AMMONIUM SULFATE</b>
	<b>Guaranteed Analysis:</b> N ___% S ___%
	Moisture Content - ___%
	<b>Consignee:</b>
	DEPARTMENT OF AGRICULTURE
	PHILIPPINE COCONUT AUTHORITY - __
	<b>Project Name:</b>
	SUPPLY, HANDLING, TRANSPORT, AND DELIVERY OF VARIOUS FERTILIZER (AS & KCL) FOR THE COCONUT FERTILIZATION PROJECT
	FPA Product Reg. No. _____
	Valid Until (Date): _____

535mm	
	<b>USE NO HOOK</b>
	<b>NOT FOR SALE</b>
	<b>NOT FOR HUMAN</b>
	<b>CONSUMPTION</b>
	NAME & ADDRESS OF THE SUPPLIER:
	CONTACT NUMBERS:
	NET WEIGHT: 50Kgs. Net

OTHER SIDE

**NOTE:** ALL UNITS MUST BE IN MILLIMETER (mm)  
ALL LETTERS MUST BE COLOR BLACK  
COLOR OF SACKS MUST BE WHITE (FOR AMMONIUM SULFATE (AS))  
TOP STITCHING SHALL BE MINIMUM OF ONE (1) INCH FROM THE  
SELVEDGE AND NOT TO INCLUDE THE INNER LINER

OTHER SIDE

535 mm	<b>Product Description:</b>
	<b>POTASSIUM CHLORIDE</b>
	<b>Guaranteed Analysis:</b> K2O ___% NaCl ___%
	Moisture Content - ___%
	<b>Consignee:</b>
	DEPARTMENT OF AGRICULTURE
	PHILIPPINE COCONUT AUTHORITY - __
	<b>Project Name:</b>
	SUPPLY, HANDLING, TRANSPORT, AND DELIVERY OF VARIOUS FERTILIZER (AS & KCL) FOR THE COCONUT FERTILIZATION PROJECT
	FPA Product Reg. No. _____
	Valid Until (Date): _____

535mm	
	<b>USE NO HOOK</b>
	<b>NOT FOR SALE</b>
	<b>NOT FOR HUMAN</b>
	<b>CONSUMPTION</b>
	NAME & ADDRESS OF THE SUPPLIER:
	CONTACT NUMBERS:
	NET WEIGHT: 50Kgs. Net

OTHER SIDE

**NOTE:** ALL UNITS MUST BE IN MILLIMETER (mm)  
ALL LETTERS MUST BE COLOR BLACK  
COLOR OF SACKS MUST BE RED (FOR AMMONIUM SULFATE (AS))  
TOP STITCHING SHALL BE MINIMUM OF ONE (1) INCH FROM THE  
SELVEDGE AND NOT TO INCLUDE THE INNER LINER

5. The supplier shall provide extra two percent (2%) empty bags and liners per DOP.	
6. Erasures and alteration of markings and change of marking layouts without approval from PCA are not allowed.	
<b>VII. CERTIFICATIONS AND LICENSES:</b>	
<ul style="list-style-type: none"> <li>The following shall be submitted during the Opening of Bids as part of the Eligibility documents: <ul style="list-style-type: none"> <li>— FPA Product Registration Certificate of the bidder</li> <li>— FPA License to Operate as Fertilizer Dealer of the bidder</li> <li>— FPA Warehouse Registration Certificate of the bidder</li> </ul> </li> </ul>	
<b>VIII. OTHER TERMS AND CONDITIONS:</b>	
<ul style="list-style-type: none"> <li>The prospective bidder shall submit an Affidavit certifying that they have an available stock at least equal to the volume of fertilizer to be bid including the specific locations/addresses of his/her warehouse/s during the Opening of Bids.</li> </ul>	
<ul style="list-style-type: none"> <li>The prospective bidder shall submit a CERTIFICATE OF PERFORMANCE EVALUATION with a rating of at least Very Satisfactory for the Similar Latest Single Largest Completed Contract/s from client (refer to attached form) which shall be part of the Technical Documentary Requirement during the Opening of Bids.</li> </ul>	

**Conformed:**

\_\_\_\_\_  
**Supplier's Representative**

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

**Note:** Each page of this Technical Specifications/Terms of Reference shall be initialed by the Bidder's authorized representative

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Duly signed/conformed with the Technical Specifications/Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Conformity with the Schedule of Requirements and the items and Specifications as indicated in Section VI;
- ☐ (g) The Certificate of Filing or Non-Filing of Cases (form attached);
- ☐ (h) Affidavit certifying that they have an available stock at least equal to the volume of fertilizer to be bid including the specific locations/addresses of his/her warehouse/s
- ☐ (i) CERTIFICATE OF PERFORMANCE EVALUATION with a rating of at least Very Satisfactory for the Similar Latest Single Largest Completed Contract/s from client (refer to attached form)
- ☐ (j) The following shall be submitted during the Opening of Bids as part of the Eligibility documents:
  - FPA Product Registration Certificate of the bidder
  - FPA License to Operate as Fertilizer Dealer of the bidder
  - FPA Warehouse Registration Certificate of the bidder
- ☐ (k) 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**

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

- ☐ (n) 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.

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

- ☐ (o) *[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.
- ☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form and Proposal Submission Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s) with corresponding Drop-off Points.



## ***Section IX. Bidding Forms***

## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: Public Bidding 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

(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: \_\_\_\_\_

### For Goods Offered From Abroad

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. 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)

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

### For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_. Page . of \_\_\_\_.

1	2	3	4		5	6	7	8	9	10
Item	Description	Countr y of origin	Quantity		Unit price Exw per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Supply, Handling, Transport & Delivery of AS and KCL inorganic fertilizers		AS	KCL						
	Abuyog		48	64						
	Burauen		48	64						
	Dulag		45	60						
	Lapaz		75	100						
	Mayorga		45	60						
	Albuera		78	104						
	Ormoc		75	100						
	Matag-ob		75	100						
	Bato		237	316						
	Baybay		237	316						
	Hilongos		237	316						
	Hindang		237	316						
	Inopacan		237	316						
	Mahaplag		237	316						
	Matalom		237	316						
	Bontoc		105	140						
	Limasawa		9	12						
	Maasin		303	404						
	Macrohon		66	88						
	Malitbog		156	208						
	Padre Burgos		33	44						
	Tomas Oppus		39	52						
	Sogod		105	140						
	Libagon		66	88						
	Liloan		114	152						
	San Francisco		84	112						
	Pintuyan		66	88						
	San Ricardo		69	92						
	St. Bernard		84	112						
	Anahawan		75	100						
	San Juan		57	76						
	Hinundayan		51	68						
	Hinunangan		132	176						
	Silago		138	184						
	<b>TOTAL</b>		<b>3,900</b>	<b>5,200</b>						

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Financial Proposal Submission Form (Form 1)

Supply, Handling, Transport & Delivery of Various Inorganic Fertilizers (Ammonium Sulfate and Potassium Chloride)

### UNDERTAKING

I, \_\_\_\_\_, Filipino, of legal age, residing at \_\_\_\_\_ do hereby freely and voluntarily undertake the following:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ (Position) with office address at \_\_\_\_\_ (Name of Agency).
2. Pursuant to your Invitation to Bid and subject to all terms and conditions contained in the Bid Documents and Instructions to Bidders, personally and for and in behalf of the Agency, I hereby submit our Financial Offer:

**TOTAL PROPOSED CONTRACT RATE FOR THE SUPPLY, HANDLING, TRANSPORT & DELIVERY OF VARIOUS INORGANIC FERTILIZERS** as defined in the Terms of Reference (in words)

\_\_\_\_\_  
(₱ \_\_\_\_\_).

3. This Offer/Bid is subject to the condition that any award by the Philippine Coconut Authority to this Agency is based on our above-stated representations. In case of misrepresentation the Philippine Coconut Authority shall have the right to terminate the Contract.
4. I hereby attest to the truth and correctness of the foregoing information and hold myself liable, criminally and civilly, for any misrepresentation or false statement made herein.

IN WITNESS WHEREOF, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
**Affiant**

### SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, affiant exhibited to me his/her \_\_\_\_\_, issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

**NOTARY PUBLIC**

Doc. No. : \_\_\_\_\_

Page No. : \_\_\_\_\_

Book No.: \_\_\_\_\_

Series of

## Contract Agreement Form

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of PROCURING ENTITY]* of the Philippines (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services,

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

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. \_\_\_\_\_  
Page \_\_\_\_\_  
Book \_\_\_\_\_  
Series of \_\_\_\_\_

\* This form will not apply for WB funded projects. Bank Guarantee Form for Advance Payment

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

X-----X

### BID SECURING DECLARATION

Invitation to Bid: Public Bidding No. \_\_\_\_\_

To: The Philippine Coconut Authority

I/We<sup>2</sup>, 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 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 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

---

<sup>2</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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

[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]

[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of  
execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me  
through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M.  
No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card  
used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her  
Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that _____ (company, address) _____ has the following completed contracts for the period CY (within five (5) years from the date of submission and receipt of bids, a contract similar to the Project)						
Date of the Contract	Contracting Party	Name of Contract	Kinds of Goods	Amount of Contract (adjusted to current prices, if necessary)	Date of Delivery/End-user's Acceptance	Date of Official Receipt
_____ Name and Signature of Authorized Representative				_____ Date		

**\*Instructions:**

- a) Cut-off date: the day **before the deadline of** submission of bids.
- b) In the column under "Dates", indicate the dates of Delivery/End-user's Acceptance and Official Receipt. (Attach certified copies)
- c) **"Name of Contract"**. Indicate the Nature/Scope of the Contract to determine the relevance of the entry with the Procurement at hand. *Example: "Supply and Delivery of Generator Set"*
- d) Per ITB clause 12.1.a (ii.7) amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement



**STATEMENT OF: (I) ONGOING CONTRACTS AND; (II) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that _____ (company, address) has the following ongoing and awarded but not yet started contracts:						
Date of the Contract	Contracting Party	Name of Contract	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

\_\_\_\_\_

Name and Signature of Authorized Representative

\_\_\_\_\_

Date

\*Instructions:

- a) State here all government and private contracts which may be **similar or not similar** to the project called for bidding as of: **The day before the deadline** of submission of bids.
- b) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- c) **“Name of Contract”**. Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. *Example: “Supply and Delivery of Generator Set”*

## Joint Venture Agreement

### KNOW ALL MEN BY THESE PRESENTS:

This **JOINT VENTURE AGREEMENT** (hereinafter referred to as the "Agreement"), entered into this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ City, Philippines by and among:

\_\_\_\_\_, a domestic corporation duly organized, registered and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

- and -

\_\_\_\_\_, a domestic corporation duly organized, registered and existing under and by virtue of the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

- and -

\_\_\_\_\_ a foreign corporation organized and existing under and by virtue of the laws of \_\_\_\_\_, represented by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";

(Henceforth collectively referred to as the “**Parties**”

**WITNESSETH: That**

**WHEREAS**, the Philippine Coconut Authority (PCA) has recently published an Invitation to Apply for Eligibility and to Bid for the Supply and Delivery of \_\_\_\_\_ for the \_\_\_\_\_;

**WHEREAS**, the parties have agreed to pool their resources together to form the “\_\_\_\_\_ Joint Venture”, hereinafter referred to as the Joint Venture, under the laws of the Philippines, for the purpose of participating in the abovementioned procurement of PS-DBM;

NOW, THEREFORE, for and in consideration of the foregoing premises and the covenants hereto set forth, the Parties have agreed as follows:

## **ARTICLE I ORGANIZATION OF THE JOINT VENTURE**

SECTION 1. Formation – The Parties do hereby agree and bind themselves to establish, form and organize a Joint Venture pursuant to the laws of the Republic of the Philippines, in order for the JV to carry on the purposes and objectives for which it is created;

SECTION 2. Name – The name and style under which the JV shall be conducted is “\_\_\_\_\_”;

SECTION 3. Principal Place of Business – The JV shall maintain its principal place of business at \_\_\_\_\_;

SECTION 4. Preparation and Documentation – The Parties shall secure and/or execute such certifications, documents, deeds and instruments as may be required by the laws of the Republic of the Philippines for the realization of the JV and in compliance with the Project. Further, they shall do all other acts and things requisite for the continuation of the JV pursuant to applicable laws;

SECTION 5. The Joint Venture shall be represented by the \_\_\_\_\_ in all biddings, related procurement transactions and other official dealings that it shall enter into with the PCA and third parties, such transactions to include, among others, the submission of eligibility documents, bids, registration documents obtaining bonds, performing the principal contract in the event that the contract is awarded in favor of the Joint Venture, receipt of payment for goods delivered, and similar and related activities.

SECTION 6. The period of the Joint Venture shall begin upon execution of this Agreement and shall continue until the complete performance of its contractual obligations to PCA, as described in Article II hereof, or upon its termination for material breach of any term or condition of this Agreement, by service of a written statement in English on the other Party, not less than 90 days prior to the intended date termination.

## **ARTICLE II PURPOSE**

SECTION 1. The primary purpose of the Joint Venture is to participate in the public bidding to be conducted by the PCA Bids and Awards Committee for the supply and delivery of \_\_\_\_\_ for the \_\_\_\_\_ .

SECTION 2. If the above-described contract/s is/are awarded to the Joint Venture, the Joint Venture shall undertake the performance thereof to PCA, and such other incidental activities necessary for the completion of its contractual obligations.

## **ARTICLE III SOLIDARY LIABILITY OF THE PARTIES**

SECTION 1. In the performance of the contract/s that may be awarded to the Joint Venture by the PS-DBM, and all other related activities/obligations, as described in Article II hereof, the Parties bind themselves jointly and solidarily, in the concept of solidarily debtors, subject to the right of reimbursement, as provided in the relevant provisions of the Civil Code of the Philippines.

## **ARTICLE IV CONTRIBUTION AND OTHER ARRANGEMENTS**

SECTION 1. Contribution – The Parties shall contribute the amount of \_\_\_\_\_ (Php \_\_\_\_\_) to support the financial requirements of the Joint Venture, in the following proportion:

A.	-	P	.00	
B.	-	<u>P</u>	<u>.00</u>	
TOTAL		-	<u><u>P</u></u>	<u>.00</u>

Additional contributions to the Joint Venture shall be made as may be required for contract implementation. In addition, \_\_\_\_\_ shall contribute any labor and contract management requirements.

SECTION 2. Profit Sharing – The share of the Parties to the JV from any profit derived or obtained from the implementation and execution of the Project shall be distributed pro rata to each, in accordance with the contribution and resources each has provided to the JV;

SECTION 3. Liquidation and Distributions – Any sum remaining after deducting from the total of all moneys or benefits received for the performance of the contract, all costs incurred by the JV after award of the contract for the Project pursuant to the accounting practices established for the JV, shall be distributed in accordance with the relative balances in the accounts of each Party pursuant to Sec.1 of this Article upon completion, final accounting, termination and liquidation of the JV. In the event of liquidation and termination of JV, and after taking into account the shares of the Parties in all income, gain, deductions, expenses, and losses, should the account of a Party contain a negative balance, such Party shall contribute cash to the JV sufficient to restore the said balance to zero;

SECTION 4. Sharing of Burden of a Net Loss – In case a net loss is incurred, additional contributions shall be made by the Parties in accordance with their respective shares.

## **ARTICLE V MISCELLANEOUS PROVISIONS**

SECTION 1. The provisions of the Instructions to Bidders, Supplemental Bid Bulletin, and other bidding documents issued by the PCA in relation to the contract described in Article II hereof, shall be deemed incorporated in this Agreement and made an integral part thereof.

SECTION 2. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

SECTION 3. The Parties herein are duly represented by their authorized officers.

SECTION 4. Governing Law - This Agreement shall be governed by and construed according to the laws of the Republic of the Philippines. Venue of any court action arising from this Agreement shall be exclusively laid before the proper court of the \_\_\_\_\_, Philippines.

IN WITNESS WHEREOF, the parties have set their hands and affixed their signatures on the date and place first above-stated.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed in the Presence of:

\_\_\_\_\_  
\_\_\_\_\_

### ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.  
PROVINCE OF (in the case of Municipality \_\_\_\_\_)

BEFORE ME, a Notary Public for and in the City/Municipality of \_\_\_\_\_ (indicate also the Province in the case of Municipality \_\_\_\_\_), this \_\_\_\_\_ day of \_\_\_\_\_ (month & year) personally appeared the following:

Name

ID Name, Number and Validity Date

Known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free and voluntary act and deed and that of the corporation(s) they represent.

This instrument refers to a Joint Venture Agreement consisting of \_\_\_\_\_ pages, including the page on which this Acknowledgement is written, and signed by the parties and their instrumental witnesses.

WITNESS MY HAND AND NOTARIAL SEAL on the place and on the date first above written.

#### NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, *[date issued]*, *[place issued]*  
IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. \_\_\_\_\_  
Page \_\_\_\_\_  
Book \_\_\_\_\_  
Series of \_\_\_\_\_

NAME OF PROJECT

PUBLIC BIDDING No. \_\_\_\_\_

Approved Budget for the Contract: ₱ \_\_\_\_\_

### CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY

(Please show figures at how you arrived at the NFCC)

This is to certify that our Net Financial Contracting Capacity (NFCC) is Philippine Pesos \_\_\_\_\_ (₱ \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follow:

**NFCC** = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

$$\text{NFCC} = [(\text{CA}-\text{CL}) (15)] - \text{C}$$

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Notes:**

1. **For Local Company:** The Value of the bidder's current assets and current liabilities must be based on the date submitted to the BIR, through its Electronic Filing and Payment System
2. The value of all outstanding or uncompleted contracts refers to those listed per statements submitted.
3. The detailed computation using the required formula must be shown.
4. The NFCC computation must be at least equal to the ABC of the project.

### CERTIFICATE OF FILING OR NON-FILING OF CASES

I/We. \_\_\_\_\_, of legal age, after having been duly sworn in accordance with law, hereby depose and state that:

1. I/We am/are the bidder/s in the project: \_\_\_\_\_  
for the Philippine Coconut Authority (PCA) as the procuring entity;

2. I/We

☐ have NOT commenced

☐ have commenced (Specify details of the case/complaint: \_\_\_\_\_)

action or proceeding in relation to projects/items similar in nature to the project bidden herein;

3. If yes in No. 2, I/We have

☐ NOT applied for

☐ applied for

a Temporary Restraining Order/Writ of Preliminary Injunction against any government procurement agency/ies, including its directors, officers or employees in any court/tribunal, forum/agency, including the Office of the Ombudsman or Office of the President relative to the above;

4. I have read the contents herein and state the above are true and correct and of my personal knowledge; and

5. Should we file a similar action of TRO/Injunction in any tribunal/forum, we shall inform the Bids and Awards Committee of PCA within three (3) days from filing thereof.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_. 20\_\_ at \_\_\_\_\_, affiant exhibiting to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc. \_\_\_\_\_  
Page \_\_\_\_\_  
Book \_\_\_\_\_  
Series of \_\_\_\_\_



## CERTIFICATE OF PERFORMANCE EVALUATION

*(Client's Letterhead)*

## CERTIFICATE OF PERFORMANCE EVALUATION

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

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

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

**Certified by:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

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

