

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

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101 Tel. Nos.: (02) 8927-5227 (02) 8924-4761 pcaregion1.4b@gmail.com / regioniv@pca.gov.ph

# REQUEST FOR QUOTATION (RFQ) NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS) IB No. 2024-03

# Project: SUPPLY, HANDLING, TRANSPORT AND DELIVERY OF 36,000 PCS SANCHEZ MIRA TALL VARIETY COCONUT SEEDNUTS UNDER THE SUSTAINABLE PLANTING AND REPLANTING OF LOCAL CULTIVARS PROJECT (SPRLCP) CY 2024

- In view of the two (2) failed biddings, the Philippine Coconut Authority Region I, II, III and CAR, through its Regional Bids and Awards Committee (RBAC) invites PhilGEPS (Platinum) registered suppliers to participate in the negotiation for the procurement of 36,000 pieces of Sanchez Mira Tall Variety Coconut Seednuts in accordance with Section 53.1 of the Revised Implementing Rules and Regulations of the Republic Act No. 9184.
- 2. The Approved Budget for the Contract (ABC), through SPRLCP CY 2024 Funds has a sum of **ONE MILLION THREE HUNDRED SIXTY-EIGHT THOUSAND PESOS** (**Php1,368,000.00**).
- 3. Prospective bidders may obtain further information from the RBAC Secretariat through the contact details given below during office hours.
- 4. The schedule of bidding activities is as follows:

ACTIVITIES	SCHEDULE			
Advertisement/Posting of Request for	May 22 to June 06, 2024 9:00AM			
Quotation	May 22 to June 00, 2024 9.00AM			
Availability of Request for Quotation	Beginning May 22, 2024 (Wednesday)			
	May 31, 2024 (Friday) at 10:00 AM via video			
	conferencing (Zoom Meeting) and physical at PCA			
	Region I-III & CAR Conference Room, 2nd Floor,			
	Guest House Building, PCA Compound, Elliptical			
Pre-Negotiation Conference	Road, Diliman, Quezon City which are open to all			
	bidders.			
	Meeting ID: 844 0379 4726			
	Passcode: 565671			
	Link: <u>https://us06web.zoom.us/j/84403794726</u>			



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Deadline and Venue for the Submission and Receipt of Legal/Technical Documents and Financial Component (in Sealed Envelope)	June 06, 2024 (Thursday) at 9:00 AM at PCA Region I-III & CAR Office, 2nd Floor, Guest House Building, PCA Compound, Elliptical Road, Diliman, Quezon City
Schedule and Venue for the Opening and Preliminary Examination of Quotation	June 06, 2024 (Thursday) at 9:30 AM via video conferencing (Zoom Meeting) and physical at PCA Region I-III & CAR Office, 2nd Floor, Guest House Building, PCA Compound, Elliptical Road, Diliman, Quezon City Meeting ID: 868 5029 9970 Passcode: 032332 Link: <u>https://us06web.zoom.us/j/86850299970</u>

- Interested Bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement – Supply, Handling, Transport and Delivery of 36,000 Pcs Sanchez Mira Tall Variety Coconut Seednuts". The envelope labels should contain the name of the bidder, address and contact details of the bidder.
- 6. The Checklist of Documents is as follows:

# I. TECHNICAL COMPONENT ENVELOPE

## **Class "A" Documents**

## Legal Documents

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

# 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 a period of five (5) years prior to the deadline for the submission and receipt of bids.; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; **and**
- ] (e) Conformity with the Technical Specifications (Appendix "1") and Terms of Reference (Appendix "2"), which may include production/ delivery schedule, manpower requirements, and/or after sales/parts, if applicable; **and**
- ] (f) List of PCA Accredited Farms as sources of Sanchez Mira Tall coconut variety (Appendix "4"); and



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- (g) Photocopy of valid PCA Accreditation Certificate/s; and
  - (h) Affidavit of Commitment (Appendix "5"); and
- (i) Certified true copy of latest income and business tax returns; and
- (j) Certified true copy of BIR Electronic Filing and Payment System (eFPS) or its equivalent; **and**
- (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

(1) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

# **Class "B" Documents**

(m)If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

# II. FINANCIAL COMPONENT ENVELOPE

- (n) Original copy of the duly signed and accomplished Financial Bid Form; and
- (o) Original of duly signed and accomplished Price Schedule(s).

\*Bidder shall submit one (1) original and two (2) duly certified photocopies of the first and second components of its bid in sealed envelopes. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid.



## 7. 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.

Lot No.	Project Year	Drop-off Points (DOPs) Quantity of Seedlings, pcs		Schedule of Delivery
	Coconut S	eednuts – Sanchez Mira Tall Variety		Within sixty
Whole	SPRLCP	Baran, Ballesteros, Cagayan		(60) calendar
Lot	CY 2024	Tanglagan, Gattaran, Cagayan	9,000	days after
		Masipi West, Cabagan, Isabela	9,000	receipt of
		Sub-Total	36,000	Notice to
		Sub-10tai	30,000	Proceed (NP)

## 8. TEMPLATE OF THE REQUIRED FORMS TO BE SUBMITTED BY THE BIDDER

- Technical Specifications Appendix "1"
- Terms of Reference (TOR) Appendix "2"
- Bid Securing Declaration Appendix "3"
- List of Seednut Sources Appendix "4"
- Affidavit of Commitment– Appendix "5"
- Omnibus Sworn Statement Appendix "6"
- Bid Form Appendix "7"
- Price Schedule Appendix "8"
- 9. The RBAC 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 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 10. For further information, please refer to:

## MS. MICHELLE O. VILLA

RBAC Secretariat PCA - Regions I, II, III & CAR 2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City Email Address: <u>4b.regionalbac@gmail.com</u> Telephone: (02) 8924-4761

22 May 2024

(SGD.) CHRICEPT T. VILORIA, Ph.D. Chairperson, RBAC

## **APPENDIX "1"**

Item	Specification	Statement of Compliance
		[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross- referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
	36,000 pcs Sanchez Mira Tall Coconut Seednuts	
	Matured nuts 11-12 months old;	
	With sloshing sound when shaken;	
33.71 1	Medium to large nut size;	
Whole Lot	Pest and disease-free	
LOU	PCA accredited source; and	
	Source must be from the specific	
	known origin such as Sanchez	
	Mira, Cagayan, otherwise a	
	specific PCA Certification for	
	the variety is required.	

# **TECHNICAL SPECIFICATIONS**

# Conforme

(Name and Signature of Authorized Bidder/Representative)

Name of Company / Corporation / Enterprise

#### **APPENDIX "2"**



REPUBLIC OF THE PHILIPPINES **DEPARTMENT OF AGRICULTURE PHILIPPINE COCONUT AUTHORITY REGION I, II, III AND CAR** 2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101 Tel. Nos.: (02) 8927-5227 (02) 8924-4761 pcaregion1.4b@gmail.com / regionivb@pca.gov.ph

# TERMS OF REFERENCE

#### SUPPLY, HANDLING, TRANSPORT AND DELIVERY OF 39,600 PCS LAGUNA OR AURORA TALL VARIETY COCONUT SEEDNUTS, 54,000 PCS BAYBAY TALL VARIETY COCONUT SEEDNUTS AND 36,000 PCS SANCHEZ MIRA TALL VARIETY COCONUT SEEDNUTS UNDER THE SUSTAINABLE PLANTING AND REPLANTING OF SPRLCP CY 2024

# I. REQUIRED TECHNICAL SPECIFICATIONS OF GOOD QUALITY COCONUT SEEDNUTS

- a. Laguna or Aurora Tall, Baybay Tall and Sanchez Mira Tall varieties;
- b. Matured nuts 11-12 months old;
- c. With sloshing sound when shaken;
- d. Medium to large nut size;
- e. Pest and disease-free
- f. Sourced from PCA accredited farms/nursery; and
- g. Source must be from the specific known origin such as Laguna or Aurora, Baybay, Leyte for Baybay Tall and Sanchez Mira, Cagayan for Sanchez Mira Tall, otherwise, a specific PCA Certification for the variety is required.

### II. BID REFERENCE

Partial bid is allowed. Bidder can submit a proposal for Lot 1 for Laguna or Aurora tall variety coconut seednuts and/or Lot 2 for Baybay tall variety coconut seednuts and/or Lot 3 for Sanchez Mira Tall variety coconut seednuts or all lots. The evaluation and contract award will be undertaken per lot. But it could not be further subdivided into item or DOP. (Please see Table 1)

#### **III. ELIGIBILITY REQUIREMENTS**

In addition to the mandatory technical requirements, the following shall also be present in the bidder's document during the opening of bids:

#### **Technical Document/s:**

- a. List of PCA Accredited Farms as sources of Laguna or Aurora tall, Baybay tall and Sanchez Mira Tall coconut varieties (Please see attached prescribed form), if applicable;
- b. Photocopy of PCA Accreditation Certificates;
- c. Affidavit of Commitment if the supply will be sourced from other farms aside from the farm/s of the bidder (Please see prescribed template).

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Masaganang Agrikultura, Maunlad na Ekonomiya

Table 1, E	lid	Reference	and	Schedule of	Requirement
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Lot No.	Project Year	Drop-off Points (DOPs)	Seednut Requirement (pcs)	Approved Budget for the Contract (Php)	Cost of Bidding Documents	
		Laguna or Aurora Tall Variety	39,600			
		Ura, Dilasag, Aurora	12,600			
1	Sustainable Planting and Replanting CY	Paleg, Dinalungan, Aurora	9,000	871,200.00	1,000.00	
	2024	Calaocan, Dipaculao, Aurora	9,000			
		Buhangin, Baler, Aurora	9,000			
		Baybay Tall Variety	54,000			
		Pasuquin, llocos Norte	18,000			
	Suchimble	Paypayad, Candon City, Ilocos Sur	18,000			
	Planting and Replanting CY	Sindol, San Felipe, Zambales	9,000	2,322,000.00	5,000.00	
		Lucapon South, Sta. Cruz, Zambales	9,000			
		Sanchez Mira Tall Variety	36,000		-	
3 Planting Replanti	Outro Ite	Baran, Ballesteros, Cagayan	18,000			
	Suctoincible Planting and Replanting CY 2024	Tanglagan, Gattaran, Cagayan	9,000	1,368,000.00	5,000.00	
		Masipi West, Cabagan, Isabela	9,000			

#### IV. CONDUCT OF POST QUALIFICATION PROCESS

Aside from the conduct of validation/ authentication of the submitted technical documents, the capacity of the bidder to supply the required quantity shall also be determined. This is done through the following:

- a. The bidder's submitted sources of available quantity.
- b. The bidder's submitted list of on-going contracts for the supply of coconut seednuts/seedlings shall also be determined to be deducted from its present inventory of coconut seednuts.
- c. The submitted sources of coconut seednuts are evaluated thru seednuts estimation to determine the capacity of the sources to supply the requirements. If the coconut seednuts supply in the sources are still not enough, the bidder shall provide other

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sources which requires Affidavit of Commitment from other coconut seednut producers with PCA registration/accreditation.

#### V. CONDITIONS OF THE CONTRACT

- A. All items should be delivered in sixty (60) calendar days after the receipt of Notice to Proceed (NP).
- B. The total goods to be delivered shall be the specified quantity as indicated above plus the (10) percent allowance for replacement free of charge.
- C. Replacement period: fifteen (15) calendar days after report of notice of defects have been officially received by the supplier.

#### VI. PROJECT DELIVERY REQUIREMENTS:

- A. PCA Region I, II, III and CAR reserved the right to reject delivery of goods in cases where the PCA provincial personnel thru the Division Chief (DC) and/or Senior Agriculturist (SA) have not been officially informed 5-7 days prior to delivery of such inputs thru a submitted Delivery Plan/Schedule sent via electronic mail 7-10 calendar days after receipt of Notice to Proceed copy furnished the Regional Office thru the RBAC Secretariat.
- B. Deliveries made during Saturdays, Sundays and Holidays without prior notice from the supplier and without confirmation by the DC and/or SA shall not be accepted. Further, deliveries made beyond the regular office hours (8:00 AM 5:00 PM; Monday to Friday) shall not also be accepted.
- C. The coconut seednuts to be delivered must be matured prior to the delivery to the final DOPs and must be attested by the concerned Agriculturist and certified true and correct by the Division Chief and/or Senior Agriculturist before receipt of the Delivery Receipt (DR). It must also be delivered per DOP with following information:
  - a. No. of coconut seednuts;
  - b. Source of coconut seednuts;
  - c. Specific Variety; and,
  - d. Date harvested.

#### VII. TERMS OF PAYMENT

Payment thru progress billing is allowed as long as the required quantity of coconut seednuts are completely delivered at the designated DOPs, the document requirement have been properly complied with, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports; Notices of Delivery; and Sales Invoice with original Delivery Receipt by the Supplier.

Prepared by:

CATHERINE MAY A. MANONGSONG CS-PDO II/RTS Approved by:

**ØENNIS D. ANDRES** Regional Manager III Virlan

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## Conforme

(Name and Signature of Authorized Bidder/Representative)

*Name of Company / Corporation / Enterprise* 

# **Bid Securing Declaration Form**

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

### REPUBLIC OF THE PHILIPPINES)

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

## **BID SECURING DECLARATION**

## Project Identification No.: [Insert number]

To: PCA Region I, II, III, and CAR 2nd Floor, Guest House Building, PCA Compound, Elliptical Road, Diliman, Quezon City

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

## [Jurat]

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

## **APPENDIX "4"**

## Department of Agriculture PHILIPPINE COCONUT AUTHORITY Region I, II, III & CAR Diliman, Quezon City

## LIST OF SEEDNUTS SOURCES

NAME OF FARMER - OWNER	ADDRESS	CONTACT NO.	LOCATION OF FARM	AREA (HAS.)	NO. OF BEARING TREES	COCONUT VARIETY	AGE OF COCONUT PALMS	YIELD (NUT/ TREE/ YEAR)	DISTANCE OF FARM FROM MUNICIPAL/ PROVINCIAL/ NATIONAL ROAD (IN KM)	COORDINATES

I/We hereby certify/ies that the above cited list vis-à-vis data and/or information are true and correct.

Name of Supplier

Name of Supplier

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

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

# **AFFIDAVIT OF COMMITMENT**

I, (Insert Name of Affiant), Filipino citizen, of legal age, single/married to (Insert Name of Spouse if any), and a resident of (Insert Address of Affiant), after having been duly sworn in accordance with law, hereby depose and say:

- i. That I am currently selling my produce including good quality coconut seednuts which are \_\_\_\_\_\_variety;
- ii. That I am committed to supply good quality coconut seednuts to <u>(name of bidder)</u> in case the company was awarded the contract for the Supply, Handling, Transport and Delivery of \_\_\_\_\_\_ Coconut Seednuts by the Philippine Coconut Authority Regional Office I, II, III & CAR.

Further Affiant sayeth none.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 2024 in \_\_\_\_\_\_ Philippines.

(Signature of Affiant over Printed Name)

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_. 2024, by \_\_\_\_\_ who exhibited to me his CTC No/ ID No.

\_\_\_\_\_ issued on \_\_\_\_\_\_ at \_\_\_\_\_.

Notary Public

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

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

 Book No. \_\_\_\_\_;

 Series of 2024.

# **Omnibus Sworn Statement (Revised)**

[shall be submitted with the Bid]

## REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

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

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

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

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

2. [Select one, delete the other:]

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

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

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

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

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

## [Jurat]

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

**Bid Form for the Procurement of Goods** 

[shall be submitted with the Bid]

# **BID FORM**

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

Project Identification No. : \_\_\_\_\_

To: PCA Region I, II, III, and CAR

2nd Floor, Guest House Building, PCA Compound,

Elliptical Road, Diliman, Quezon City

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

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of

of agent Currency Commission or gratuity

(if none, state "None") ]

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

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

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

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

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

Name:
Legal capacity:
Signature:
Duly authorized to sign the Bid for and behalf of:
Date:

**APPENDIX "8"** 

# Price Schedule for Goods Offered from Within the Philippines

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

## For Goods Offered from Within the Philippines

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

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

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

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

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

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