# **PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

SUPPLY, HANDLING, TRANSPORT AND DELIVERY OF 150 FEMALE CROSSBRED/ PUREBRED DAIRY BUFFALOES UNDER 2020 & 2021 COCONUT-CARABAO ENTERPRISE DEVELOPMENT PROJECT (CCDP)

ABC: PhP 9,000,000.00

Sixth Edition July 2020

## Preface

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

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

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

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

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

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

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# Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA -** Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## Notes on the Invitation to Bid

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

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

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

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



REPUBLIC OF THE PHILIPPINES **DEPARTMENT OF AGRICULTURE PHILIPPINE COCONUT AUTHORITY Region IV (CALABARZON & MIMAROPA)** Telephone Number: (042) 795-5472 http://www.pca.da.gov.ph / Email address: regioniv@pca.gov.ph

## Invitation to Bid for the Supply, Handling, Transport and Delivery of 150 Female Crossbred/ Purebred Dairy Buffaloes Under 2020 & 2021 Coconut-Carabao Enterprise Development Project (CCDP)

The Philippine Coconut Authority (PCA) Region IV is currently implementing the Coconut-Carabao Enterprise Development Project (CCDP) to provide additional livelihood opportunities to coconut farming communities under the Coconut Agro-Industrial Hub Project for CY 2020 & 2021.

The PCA Regional Bids and Awards Committee (RBAC) invites proposals to bid for any or all the items as prescribed below with a total Approved Budget for the Contract amounting PhP 9,000,000.00 with identification number 21-07-0048. Bids received in excess of the total cost per item shall be automatically rejected.

LOT NO.	REGION/ PROVINCE	Quantity (No. of Heads)	Approved Budget for Contract (ABC), PhP	Cost of Bidding Documents, PhP
	IV	150	9,000,000.00	
1	Quezon I	100	6,000,000.00	10,000.00
2	Oriental Mindoro	50	3,000,000.00	5,000.00

The delivery of goods is required in ninety (90) calendar days.

Prospective bidders must have a wide and reliable experience in the supply and delivery of the above and must have undertaken similar contracts or projects awarded within five (5) years from the date of submission and receipt of bids. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Bidding will be conducted through open and competitive bidding procedures using nondiscretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

The complete schedule of activities is listed as follows:

#### ACTIVITIES

- 1. Issuance of Bid Documents
- 2. Pre-Bid Conference
- 3. Deadline for Submission of Bids
- 4. Eligibility Screening and Opening of Bids
- 5. Bid Evaluation
- 6. Post-Qualification
- 7. Notice of Award

#### **SCHEDULE**

July 29, 2021 – Aug. 23, 2021 Aug. 6, 2021 Fri 10:30 AM (Physical or Videoconferencing) Aug. 23, 2021 Mon 10:00 AM (Printed and/or Electronic Copy) Aug. 23, 2021 Mon 10:30 AM (Physical or Videoconferencing) Aug. 23, 2021 Mon 10:30 AM (Physical or Videoconferencing) (This shall be in accordance with the period prescribed under the IRR of RA 9184)

Bid documents will be made available to prospective bidders upon payment of non-refundable amount bidding documents corresponding to the lot/s the prospective bidder/s intend to bid thru cash payment at the Cashier's Office, PCA Regional Office IV, Brgy. Isabang, Lucena City, Quezon from 8:00AM to 5:00PM, Mondays thru Fridays. Bidders may also opt to pay via bank deposit at PCA Region IV's LBP Bank Account No. 0212-1002-85. Once deposited, the bidder shall email the bank deposit slip to <u>rbac\_pcaiv@yahoo.com</u> for proper issuance of Official Receipt.

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

It may also be downloaded free of charge from the official website of the Philippine Coconut Authority (<u>http://www.pca.da.gov.ph</u>) and from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bids must be duly received by the RBAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission to <u>rbac\_pcaiv@yahoo.com</u> following instructions indicated in Section VIII of this Bidding Documents, or (iii) both on or before the deadline of submission of bids.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below or thru video conferencing. Late bids shall not be accepted.

PCA Region IV assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bids.

PCA Region IV 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.

For further information, please refer to:

#### YEHLENE P. WARAIN

Head-Secretariat PCA Regional Office IV Brgy. Isabang, Lucena City, Quezon Tel. no.: (042) 795-5472 Email add: rbac\_pcaiv@yahoo.com

JOSELITO R. ALCANTARA RBAC Chairman

### Notes on the Instructions to Bidders

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

#### 1. Scope of Bid

The Procuring Entity, *Philippine Coconut Authority Region IV* wishes to receive Bids for the *Supply, Handling, Transport and Delivery of 150 Female Crossbred/ Purebred Dairy Buffaloes Under 2020 & 2021 Coconut-Carabao Enterprise Development Project (CCDP)* with identification number \_\_\_\_\_.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as "Project") is composed of single lot item, 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 2020 & 2021 Coconut-Carabao Enterprise Development Project (CCDP) in the amount of PhP 9,000,000.00.
- 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 **IB** by the BAC through the issuance of a supplemental or bid bulletin.

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

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

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

#### 5. Eligible Bidders

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

#### 5.2. [Select one, delete other/s]

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
  - b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [Select either failure or monopoly of bidding based on market research conducted]
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent* (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies] of the ABC for this Project; and

- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 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:

- a. Subcontracting is not allowed.
- 7.2. [If Procuring Entity has determined that subcontracting is allowed during the bidding, state:] 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. [If subcontracting is allowed during the contract implementation stage, state:] 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 and either at its physical address at PCA Regional Office IV, Brgy. Isabang, Lucena City, Quezon and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

#### 9. Clarification and Amendment of Bidding Documents

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

#### **10.** Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five* (5) *years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

#### **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, exwarehouse, ex-showroom, or off-the-shelf, as applicable);
- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in the **BDS**.
- 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 the **BDS**.

#### **13. Bid and Payment Currencies**

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

#### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *September 14, 2021*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

<sup>&</sup>lt;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.

#### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

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

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

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

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

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

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

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

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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

Option 3 - 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

## Notes on the Bid Data Sheet

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

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

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

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

ITB Clause				
5.3	For this pu	rpose, contracts sim	ilar to the Project s	hall be:
	a. Supply and delivery of livestock.			
	b. Completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.			
7.1	Subcontracting is not allowed. However, outsourcing is allowed as long as the identified outsourced supplier complies with the required technical specifications.			
	•			o. 18-2020 Approving the Rules Republic Act No. 11494 or the
				ibes that Procuring Entity may
	directly pu	rchase agricultural	and fishery produc	cts from farmers and fisher folk
	-	_		ssistance even beyond the lapse 11321, or the Sagip Saka Act.
12				zon I and Oriental Mindoro] or
	-			NCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:			
	<ul> <li>a. The amount of not less than <u>PhP 180,000.00</u> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <u>PhP 450,000.00</u> if bid security is in Surety Bond.</li> </ul>			
19.3			propers for the proj	ect as detailed below.
19.5	LOT	REGION/	Quantity	Approved Budget for
	NO.	PROVINCE	(No. of Heads)	Contract (ABC), PhP
		IV	150	9,000,000.00
	1	Quezon I	100	6,000,000.00
	2	Oriental Mindoro	50	3,000,000.00
20.2	Documents relevant to the Project shall also be submitted by the prospective bidder enclosed in its technical component envelope, as follows: 1. Certificate of Performance Evaluation (please see attached format).			
	2. Co		-	rence (TOR) as attached in this
21.2	Bidders shall submit post-qualification documents and comply with the following:			

# **Bid Data Sheet**

1.	Bidders have option to submit manually filed tax returns or tax returns filed through the Electronic Filing and Payments System (EFPS). Upon submission of Bid Documents, the ITR should be included.
	Note: The latest income and business tax returns are those within the last six months preceding the date of bid submission.
2.	A certification from Provincial Veterinary Health Office indicating that his/her animal stocks are free from any communicable/infectious diseases.
3.	A certification that the animals have been vaccinated against Hemorrhagic Septicemia at least two weeks prior to delivery is required and certified by a government veterinarian.
4.	A certification that the animals have been prophylactically treated with an approved trypanocidal drug (e.g. Isometamidium chloride) one week prior to delivery. Animals coming from Anthrax and Blackleg zones (identified areas in CAR, Regions 1 and 2), shall be provided with Certification of Vaccination as additional requirement.
5.	The prospective bidder and his/her outsource shall have at least 165 heads of buffaloes in his/her farm/barn and/or farm yard to supply the total number of animal requirement during post qualification of the Technical Working Group (TWG).

# Section IV. General Conditions of Contract

## Notes on the General Conditions of Contract

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

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

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

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

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

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

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

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

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

#### **3.** Performance Security

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

#### 4. Inspection and Tests

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

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

#### 5. Warranty

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

#### 6. Liability of the Supplier

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

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

# Section V. Special Conditions of Contract

## **Notes on the Special Conditions of Contract**

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

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

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

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

GCC	Special Conditions of Contract		
Clause			
1	[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:]		
	Delivery and Documents –		
	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:		
	The delivery terms applicable to this Contract are delivered <i>in Quezon I and Oriental Mindoro</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.		
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).		
	For purposes of this Clause the Procuring Entity's Representative at the Project Site will be provided upon issuance of Notice to Proceed.		
	Incidental Services –		
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:		
	a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;		
	<ul> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> </ul>		
	c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;		
	d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and		
	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.		
	f. [Specify additional incidental service requirements, as needed.]		
	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.		

## **Special Conditions of Contract**

#### Spare Parts -

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- 2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI** (**Schedule of Requirements**) and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of one (1) year.

Spare parts or components shall be supplied as promptly as possible, but in any case, within the warranty period.

#### Packaging -

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier Contract Description
Final Destination
Gross weight
Any special lifting instructions Any special handling instructions
Any relevant HAZCHEM classifications
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.
Transportation –
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.
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.
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 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.
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 Supplier's risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.
<b>Intellectual Property Rights</b> 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.

2.2	<ul><li>The terms of payment shall be as follows:</li><li>1. Partial payment of a completed portion/item in a certain delivery area; or,</li><li>2. Full payment once the contract has been completed.</li></ul>	
4	The inspections and tests that will be conducted are: [Indicate the applicable inspections and tests]	

# 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.

PROJECT: SUPPLY, HANDLING, TRANSPORT AND DELIVERY OF 150 FEMALE CROSSBRED/ PUREBRED DAIRY BUFFALOES UNDER 2020 & 2021 COCONUT-CARABAO ENTERPRISE DEVELOPMENT PROJECT (CCDP)

<b>Region/ Province</b>	Drop-Off-Points (DOPs)	Total No. of	Delivered,
Region/ 110vince	Barangay & Municipality	Buffaloes	Weeks/ Months
IV		150	
Quezon I	Brgy. Manggalang I, Sariaya	50	Ninety (90)
(Mainland)	Brgy. Balay-balay, Mauban &	50	Calendar Days after
	Brgy. Ilayang Ilasan, Tayabas		receipt of Notice to
Oriental Mindoro	Brgy. Narra, Gloria	50	Proceed (NTP
(Island)			

SUBJECT: Drop-Off Points (DOPs)

Name & Signature of Bidder

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

# Section VII. Technical Specifications

## Notes for Preparing the Technical Specifications

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

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

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

#### Sample Clause: Equivalency of Standards and Codes

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

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

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

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

# **Technical Specifications**

Item	Specification	Statement of Compliance
		[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.]
1.	<b>Breed:</b> Crossbred/ Purebred Dairy Buffaloes	
2.	Age: At least 18 months old	
3.	Weight: At least 260 kgs	
4.	<b>Body Condition Score:</b> Not less than 3.0	
5.	<b>Physical Conformation:</b> Good physical condition with no congenital abnormalities, physical defects and deformities	
6.	<b>Origin of Animals:</b> The source of animals may be anywhere in the country, but preferably within the area or place of delivery.	
7.	Traits and Characteristics:	
	1. Horns are curved in a semi- circle pointing backwards and inwards.	

Item	Specification	Statement of Compliance
	2. Black body and coat, though brown coat color may sometimes be observed. An occasional faint chevron mark in the neck (but not as distinct as swamp type), may be acceptable.	
	3. The characteristics white stocking hair color pattern in the fetlock area seen in swamp type is not present or not distinct with crossbred animals.	
8.	Health Conditions:	
	1. The health condition of the animals should be in accordance with DA Administrative Order No. 5, Series of 2019 "Guidelines on the Local Transport/Shipment of Animals, Animal Products and By-products".	
	2. The cost of tests, vaccination and treatment (e.g. Trypanosoma sp.) as required and as stipulated in DA AO13 shall be shouldered by the supplier. The animals must be certified and tested negative at the time of delivery. All laboratory tests must be performed by PCC, Provincial Veterinary Office or any other government laboratories identified by the Agency as necessary.	
	<ul> <li>3. The following tests that will be conducted are:</li> <li>a) Bovine Tuberculosis:</li> <li>Intradermal Tuberculin Test</li> <li>b) Brucella: Rose Bengal Plate</li> </ul>	

Item	Specification	Statement of Compliance
	4. Certification that the animals have been vaccinated against Hemorrhagic Septicemia at least two weeks prior to delivery is required and certified by a government veterinarian.	
	5. In addition, it shall be further certified that the animals have been prophylactically treated with an approved trypanocidal drug (e.g. Isometamidium chloride) one week prior to delivery. Animals coming from Anthrax and Blackleg zones (identified areas in CAR, Regions 1 and 2), shall be provided with Certification of Vaccination as additional requirement.	
	6. Other tests or medications not specified and maybe required by PCC such as deworming for external and internal parasites shall be for the account of the supplier. Such tests will be determined by PCC during the conduct of post qualification or after evaluating the animal condition.	

Name & Signature of Bidder

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

## Section VIII. Checklist of Technical and Financial Documents

## Notes on the Checklist of Technical and Financial Documents

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

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

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

## **Checklist of Technical and Financial Documents**

#### I. TECHNICAL COMPONENT ENVELOPE

#### Class "A" Documents

#### <u>Legal Documents</u>

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

#### <u>and</u>

- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
  - <u>and</u>
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

<u>or</u>

Original copy of Notarized Bid Securing Declaration; and

- (h) Conformity with the Schedule of Requirements; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
   and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

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

(1) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

<u>or</u>

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

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

- ] (p) [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.
- (q) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## **General Instructions for the Submission of Bids**

#### 1. Manual Submission of Bids

a. Each Bidder shall submit one copy of the first and second components of its Bid. The first component enclosed in an envelope shall contain its technical documents while the second component shall contain its financial documents. These two (2) envelopes shall also be enclosed in one (1) sealed envelope properly marked, as follows:

Name of Bidder's Company Full Address Project Name Approved Budget for the Contract Date and Time of Opening of Bids Printed Name and Signature of Bidder or its Authorized Representative

- b. All submitted documents including envelopes shall be properly signed or initialed. Unsealed and unmarked envelopes including documents without proper sign or initial shall be considered non-responsive and will be automatically disqualified.
- c. As preventive measure to COVID-19, a Bid Box will be placed in the receiving desk of the Agency's Office for dropping and submission of bid proposals. Bidders are strongly advised to wrap/enclose its respective bid envelope with plastic, preferably clear, to facilitate disinfection/sanitation and quick evaluation on the proper sealing and marking of bid envelopes.
- d. The bidders must properly log in the logbook provided at the receiving desk indicating the date and time of its submission for reference of the RBAC Secretariat.

#### 2. Electronic Submission of Bids

- a. The Bidder shall submit an electronic copy of its Bid, which must be digitally signed.
- b. The technical and financial components of the bidder shall be saved in a separate zipped folder (ex. WINRAR) protected by passwords and these two (2) folders shall also be saved in one zipped folder protected by a password, as well.
- c. Each shall properly save each folders and documents following the prescribed name of folders and file names, as follows:

## Bid Proposal of [insert bidder's company name] – Protected by a PASSWORD Technical Documents – Protected by a PASSWORD

- 1. PhilGEPS Registration Certificate
- 2. DTI Certificate
- 3. Mayor's Business Permit
- 4. Tax Clearance
- 5. Statement of ongoing government and private contracts
- 6. Single Largest Completed Contract
- 7. Bid Security
- 8. Conformity with the Schedule of Requirements
- 9. Conformity with the Technical Specifications
- 10. Omnibus Sworn Statement
- 11. Audited Financial Statements

- 12. Computation of Net Financial Contracting Capacity
- 13. JVA, if applicable
- 14. Certificate of Performance Evaluation
- 15. Conformity to the approved TOR

#### Financial Documents – Protected by a PASSWORD

- 1. Financial Bid Form
- 2. Price Schedules
- d. The passwords for the entire Bid Proposal and Technical Documents shall only be provided by the bidder or its authorized representative to the RBAC Secretariat thirty (30) minutes before the actual time of bid opening. While password for Financial Documents shall be provided to the Secretariat once the bidder was declared eligible for its submitted technical documents.
- e. Bid submission not following prescribed instructions for electronic submission and an electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN NATURE

Name of the Contract or Title of the Project (1)	Amount of	Owner's Name and	Nature / Scope	Bidder's 3 3)	Role	Date of	Value of Outstand	Estimate d Time of	% e Accomj en	plishm	-	ontract uration [5]
	Contract Address	Address	of Work (2)	Descripti on	%	Awar d (5)	ing Contract	Complet ion	Plann ed	Actu al	Start	Complet ed
<ul> <li>A) Government Contracts <ol> <li>Completed</li> <li>On-going</li> <li>Awarded but not yet started</li> </ol> </li> <li>B) Private Contracts <ol> <li>Completed</li> <li>On-going</li> <li>Awarded but not yet started</li> </ol> </li> </ul>												

NOTE: This statement shall be supported with

- 1) Contract
- 2) Certificate of completion
- 3) Certificate of acceptance

Name of Firm / Applicant

Authorized Signing Official

Date

### STATEMENT OF ALL COMPLETED GOVERNMENT AND PRIVATE CONTRACTS SIMILAR TO THE CONTRACT TO BE BID

List of similarly completed projects within a period of five (5) years from the date of submission and receipt of bids with similar contracts equivalent to the following schemes, to wit:

- 1. One (1) contract that is similar to contract to be bid, equivalent to at least twenty five percent (25%) of the ABC to be Bid; or
- 2. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *twenty-five percent* (25%) *in the case of expendable supplies* of the ABC for this Project; however, the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

Name of the Contract or Title of the Project	a. Owner Name b. Address c. Telephone Nos.	Nature / Scope of Work	Bidder's Role	e	a. Amount at Award b. Amount at Completion c. Duration	a. Date of Awarded b. Contract Effectivity c. Date completed
			Description %			e. Due completed
<u>Government</u>						
<u>Private</u>						

NOTE: This statement shall be supported with:

1. Contract

2. Certificate of Completion.

3. Certificate of Acceptance

Name of Firm / Applicant

Authorized Signing Official

Date

### **BID SECURING DECLARATION FORM**

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

Х-----Х

#### **BID SECURING DECLARATION Invitation to Bid:** [Insert Reference number]

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

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.

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

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

[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	n
Notary Public for	until
Roll of Attorneys No.	
PTR No [date is	sued], [place issued]
IBP No [date is	sued], [place issued]

Doc. No. \_\_\_\_\_ Page No. \_\_\_\_\_ Book No. \_\_\_\_\_ Series of \_\_\_\_\_

#### 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, <u>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;</u>
- 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]

# COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

A. Summary of the Applicant Firm's Assets and Liabilities on the basis of the attached audited Financial Statements, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

	Year
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth $(1 - 3)$	
6. Net Working Capital $(2-4)$	

B. The Net Financial Contracting Capacity (NFCC) must be at least equal to the approved budget for the contract to be bid.

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.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

C. Or a commitment from a Universal or Commercial Bank to extend a Credit Line in favor of the prospective bidder to be bid which must be at least equal to ten percent (10%) of the Approve Budget for the Contract to be Bid.

Attached herewith are certified true copies of the audited financial statements stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent for the latest /immediately preceding calendar year.

Name of Firm / Applicant

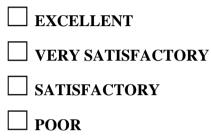
Authorized Signing Official

Date

NOTES: If Partnership of Joint Venture, each Partner or Member Firm of Joint Venture shall submit separate Financial Statements.

## **CERTIFICATE OF PERFORMANCE EVALUATION**

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



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

Positic	n		
Date:			



REPUBLIC OF THE PHILIPPINES **DEPARTMENT OF AGRICULTURE PHILIPPINE COCONUT AUTHORITY Region IV (CALABARZON & MIMAROPA)** Telephone Number: (042) 795-5472 Website: http://www.pca.da.gov.ph / Email address: regioniv@pca.gov.ph

#### SUPPLY, HANDLING, TRANSPORT AND DELIVERY OF 150 FEMALE CROSSBRED/ PUREBRED DAIRY BUFFALOES UNDER 2020 & 2021 COCONUT-CARABAO ENTERPRISE DEVELOPMENT PROJECT (CCDP)

#### **TERMS OF REFERENCE (TOR)**

#### I. REQUIRED TECHNICAL SPECIFICATIONS

Breed	:	Crossbred/ Purebred Dairy Buffaloes					
Age	:	At least 18 months old					
Weight	:	At least 260kgs					
<b>Body Condition Score</b>	:	Not less than 3.0					
<b>Physical Conformation</b>	:	Good physical condition with no congenital					
		abnormalities, physical defects and deformities					
	:	All animals will be subjected to examination of					
		reproductive soundness by PCC technical team.					
Origin of Animals	:	The source of animals may be anywhere in the country,					
		but preferably within the area or place of delivery.					

#### **Traits and Characteristics:**



Photo credits : Ester B. Flores

- 1. Horns are curved in a semi-circle pointing backwards and inwards.
- 2. Black body and coat, though brown coat color may sometimes be observed. An occasional faint chevron mark in the neck (but not as distinct as swamp type), may be acceptable.
- 3. The characteristics white stocking hair color pattern in the fetlock area seen in swamp type is not present or not distinct with crossbred animals.

#### **Health Conditions:**

- 1. The health condition of the animals should be in accordance with DA Administrative Order No. 5, Series of 2019 "Guidelines on the Local Transport/Shipment of Animals, Animal Products and By-products".
- 2. The cost of tests, vaccination and treatment (e.g. Trypanosoma sp.) as required and as stipulated in DA A013 shall be shouldered by the supplier. The animals must be certified and tested negative at the time of delivery. All laboratory tests must be performed by PCC, Provincial Veterinary Office or other government laboratories identified by the Agency as necessary.
- 3. The following tests that will be conducted are:
  - a) Bovine Tuberculosis: Intradermal Tuberculin Test
  - b) Brucella: Rose Bengal Plate Test (RBPT)
- 4. Certification that the animals have been vaccinated against Hemorrhagic Septicemia at least two weeks prior to delivery is required and certified by a government veterinarian.
- 5. In addition, it shall be further certified that the animals have been prophylactically treated with an approved trypanocidal drug (e.g. Isometamidium chloride) one week prior to delivery. Animals coming from Anthrax and Blackleg zones (identified areas in CAR, Regions 1 and 2), shall be provided with Certification of Vaccination as additional requirement.
- 6. Other tests or medications not specified and maybe required by PCC such as deworming for external and internal parasites shall be for the account of the supplier.

#### **II. LOT REFERENCES**

The project has two (2) lot references for the project as detailed below.

LOT NO.	REGION/ PROVINCE	Quantity (No. of Heads)	Approved Budget for Contract (ABC), PhP
	IV	150	9,000,000.00
1	Quezon I	100	6,000,000.00
2	Oriental Mindoro	50	3,000,000.00

Prospective bidders must have a wide and reliable experience in the supply and delivery of the above and must have undertaken similar contracts or projects awarded within five (5) years from the date of submission and receipt of bids.

For this purpose, similar contracts shall refer to supply and delivery of livestock which is equivalent to at least twenty-five percent (25%) of the approved budget for the contract (ABC).

In all cases, the net financial contract capacity (NFCC) computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.

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

- a) The prospective bidder shall submit a certification from Provincial Veterinary Health Office indicating that his/her animal stocks are free from any communicable/infectious diseases.
- b) The prospective bidder and/or his/her outsource shall have at least 165 heads of buffaloes in his/her farm/barn and/or farm yard to supply the total number of animal requirement during post qualification of the Technical Working Group (TWG).
- c) In case of outsourcing the principal may tap the identified LGU/PCC Assisted Livestock Handlers within the community, provided that the animals conformed to the required technical specifications and health protocol as certified by the concerned Provincial/Municipal Veterinary Health Office.

#### IV. CONTRACT IMPLEMENTATION REQUIREMENTS

#### A. Pre-Contract Implementation

1. The supplier shall be required to sign the NTP and send the original copy to the Regional Office (RO) by any fastest means and to attend a briefing and/or orientation that shall be conducted by the RO thru virtual conference prior to contract implementation.

#### **B.** Contract Implementation

- 1. Individual weighing should be done with the presence of selection and inspection team during pre-delivery period.
- 2. The supplier shall supply the total number of heads of buffaloes within ninety (90) calendar days to the different drop-off-points (DOPs) listed below.

Region/ Province	Drop-Off-Points (DOPs)	Total No. of	Delivered,	
Region, 110 mile	Barangay & Municipality	Buffaloes	Weeks/ Months	
IV		150		
Quezon I	Brgy. Manggalang I, Sariaya	50	Ninety (90)	
(Mainland)	Brgy. Balay-balay, Mauban &	50	Calendar Days after	
	Brgy. Ilayang Ilasan, Tayabas		receipt of Notice to	
Oriental Mindoro	Brgy. Narra, Gloria	50	Proceed (NTP	
(Island)				

- 3. The contractor shall notify PCA/PCC at least one week in advance of the proposed date of delivery. Expenses for the transport of the animal to the delivery site as stated in Section VI. Schedule of Requirements must be shouldered by the supplier.
- 4. Weighing and proper restraining of animals shall be the responsibility of the supplier.

- 5. The animal to be delivered should be rope-tamed (8 meters in length with 0.5in diameter).
- 6. In the case of animal mortality and any defects within seven (7) calendar days after the delivery, the supplier shall immediately replace the animal/s within fifteen (15) calendar days upon receipt of the Notice of Defects from PCA.

#### V. PROJECT DELIVERY REQUIREMENTS

#### A. Pre-Delivery Period

1. Once the contract agreement is awarded and signed, the supplier shall submit a transport/delivery plan within three (3) calendar days prior to issuance of the Notice to Proceed (NTP). For this purpose, the transport/delivery plan shall follow the required delivery period which is within ninety (90) calendar days.

#### **B.** Delivery Period

- 1. Prior to the actual delivery of the animals, the supplier must notify within seven (7) calendar days, either in writing or through other fastest means both the Provincial and the Regional Offices.
- 2. All items shall be delivered to the different DOPs listed above.
- 3. The supplier shall deliver the required number of animals within ninety (90) calendar days.
- 4. Transport of animals shall be done using a specialized livestock vehicle. In this regard, the Supplier shall present the following:
  - a. Valid livestock handler's license issued by the Bureau of Animal Industry (BAI);
  - b. Valid transport carrier license as a livestock and by-products transport carrier issued by the BAI; and,
  - c. Valid Animal Welfare Act (AWA) Registration Certificate issued by the BAI in compliance with RA 8485 also known as the Animal Welfare Act of 1998.
- 5. In the event that the Contractor does not have its own specialized livestock vehicle, it shall be allowed to engage the services of a shipping/trucking/transport company. The shipping/trucking/transport company must have the above-mentioned licenses and certificates, which the Supplier shall present.
- 6. The aforementioned licenses and certificates shall be provided by the Supplier to the PCA/PCC selection and inspection team at least seven (7) working days before the delivery date.
- 7. The Division Chief I/Acting DC or his/her authorized representative shall sign the delivery receipt (DR) once the complete quantity of animals has been received. The actual date of delivery must be indicated in the DR. The Provincial Office should secure duplicate copy of the DR for submission to the Regional Office together

with the accomplished Inspection and Acceptance Report (IAR) within seven (7) working days after the delivery is completed.

- 8. Upon completion of the delivery, the designated Inspection Team of the province must conduct inspection of the animals delivered at the DOPs taking into consideration the exact quantity of the goods and compliance to technical specifications, among others. The Provincial Office shall immediately facilitate the signing of acknowledgment receipts (AR) of CBO's president/chairman. The accomplished IAR and AR together with copy of DR must be submitted to the Regional Office within seven (7) working days after the delivery.
- 9. In the case of deficient qualities and/or quantities, the Provincial Office concerned shall immediately notify the Regional Office within seven (7) working days.
- **10**. The replacement of deficient qualities and/or quantities shall be delivered to the designated DOPs duly covered by replacement delivery invoice which shall be duly received by accountable PCA authorized personnel.
- 11. Once the delivery is completed, the supplier must submit a Sales Invoice with attached original copy of the DRs to the Regional Office. The Sales Invoice shall be approved for payment by the Regional Manager based on the pertinent documents submitted by the Provincial Office.
- **12**. In the case of any fortuitous events during the delivery period, the supplier shall immediately inform the Regional Office in writing or any other fastest means to extend the delivery period.

#### VI. TERMS OF PAYMENT

Payment thru progress billing is allowed as long as the required number of animals are completely delivered based on actual delivery per batch at the designated DOPs, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports (IAR); and, Acknowledgment Receipts of Farmer-Beneficiaries including Sales Invoice with original Delivery Receipts (DR) by the Supplier.

Prepared by:

Certified Correct:

(SGD.) YEHLENE P. WARAIN Project Development Officer III (SGD.) MARIETTA C. PEREZ Acting Project Development Officer IV

Approved by:

(SGD.) RAMON L. RIVERA Acting Regional Manager III Conforme:

Name & Signature of Supplier Date: \_\_\_\_\_

#### **Bid Form**

Date: \_\_\_\_\_ Invitation to Bid<sup>3</sup> N<sup>o</sup>: \_\_\_\_\_

To: [name and address of Procuring Entity]

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in <u>BDS</u> provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>4</sup>

Name and address	Amount and	Purpose of
of agent	Currency	Commission or gratuity

<sup>&</sup>lt;sup>3</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>&</sup>lt;sup>4</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

(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 as per **ITB** Clause **Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, [for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of <u>Name of Bidder</u>, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the <u>Name of Project</u> of the <u>Name of the Procuring Entity</u>] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the <u>Name of Bidder</u>, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for <u>Name of Project</u> of the <u>Name of the Procuring Entity</u>].

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

[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<sup>5</sup> Number \_\_. Page of \_\_\_\_.

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

[signature]

[in the capacity of]

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

<sup>&</sup>lt;sup>5</sup> If ADB, JICA and WB funded projects, use IFB.

