

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**FABRICATION, SUPPLY, DELIVERY, INSTALLATION AND
COMISSIONING OF VARIOUS MACHINERIES, EQUIPMENT
AND OTHER MATERIALS/SUPPLIES FOR COCONUT-BASED
FOOD PROCESSING HUB IN ALABAT, QUEZON
UNDER CHLCP 2021**

ABC: 7,220,800.00

**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.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV (CALABARZON & MIMAROPA)
 Brgy. Isabang, Lucena City
 Telephone Number: (042) 795-5472
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

INVITATION TO BID FOR
FABRICATION, SUPPLY, DELIVERY, INSTALLATION AND COMISSIONING OF
VARIOUS MACHINERIES, EQUIPMENT AND OTHER MATERIALS/SUPPLIES
FOR COCONUT-BASED FOOD PROCESSING HUB IN ALABAT, QUEZON UNDER
CHLCP 2021

The Philippine Coconut Authority (PCA) Region IV is currently implementing the Community Household Level Coconut Processing to provide additional livelihood opportunities to coconut farming communities.

The PCA Regional Bids and Awards Committee (RBAC) invites proposals to bid for all the items as prescribed below with a total Approved Budget for the Contract (ABC) amounting to P7,220,800.00 with identification number 22-03-0025. Bids received in excess of the total ABC shall be automatically rejected.

NO.	PARTICULARS	QTY.	UNIT	UNIT COST, PhP	TOTAL ABC, PhP
	Machineries				
1	Coconut Desheller	1	set	220,000.00	220,000.00
2	Coconut Shredder	1	set	200,000.00	200,000.00
3	Coconut Milk Extractor	1	set	250,000.00	250,000.00
4	Cooker Mixer	1	set	850,000.00	850,000.00
5	Filling Machine	3	set	210,000.00	630,000.00
6	Automatic Batch Coding Machine	1	unit	200,000.00	200,000.00
7	Vinegar Acetator	4	set	50,000.00	200,000.00
8	Micro Weighing and Packing Machine	1	unit	300,000.00	300,000.00
9	Brush-type Sifter	1	set	450,000.00	450,000.00
10	Double Jacketed Kettle	2	set	400,000.00	800,000.00
11	Pulverizer	1	set	290,000.00	290,000.00
12	Expeller Machine	1	set	500,000.00	500,000.00
	Equipment				
13	Chest-type Dual Freezer	2	unit	60,000.00	120,000.00
14	Jack Lift/Pallet Truck	2	unit	30,000.00	60,000.00
15	Cabinet-type Dryer	1	set	450,000.00	450,000.00
16	Halogen Moisture Analyzer	1	unit	200,000.00	200,000.00
17	Digital Weighing Scale	4	unit	5,200.00	20,800.00
	Other Materials/Supplies				
18	Stainless Steel Preparation Tables with Bottom Shelf	15	unit	35,000.00	525,000.00
19	Stainless Steel Slotted Rack	10	unit	40,000.00	400,000.00
20	Stainless Steel Basin	10	pc	5,000.00	50,000.00
21	Mechanical Weighing Scale (50kg)	2	unit	6,000.00	12,000.00
22	Plastic Pallets	30	unit	6,000.00	180,000.00

NO.	PARTICULARS	QTY.	UNIT	UNIT COST, PhP	TOTAL ABC, PhP
23	Plastic Crates	30	unit	1,000.00	30,000.00
24	Food Grade Plastic Pails/Buckets	40	set	700.00	28,000.00
25	Movable Sink with Faucet	3	unit	85,000.00	255,000.00
	TOTAL				7,220,800.00

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 non-discretionary “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	SCHEDULE
1. Issuance of Bid Documents	March 30, 2022 –April 20, 2022
2. Pre-Bid Conference	April 6, 2022 Wed 9:00 AM (Physical or Videoconferencing)
3. Deadline for Submission of Bids	April 20, 2022 Wed 8:30 AM (Printed and/or Electronic Copy)
4. Eligibility Screening and Opening of Bids	April 20, 2022 Wed 9:00 AM (Physical or Videoconferencing)
5. Bid Evaluation	April 20, 2022 Wed 9:00 AM (Physical or Videoconferencing)
6. Post-Qualification	(This shall be in accordance with the period
7. Notice of Award	prescribed under the IRR of RA 9184)

Bid documents will be made available to prospective bidders upon payment of non-refundable amount of PhP 10,000.00.

Bidders may pay thru cash 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 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 rbac_pcaiv@yahoo.com for proper issuance of Official Receipt.

The Bidding Documents may also be downloaded free of charge from the official website of the Philippine Coconut Authority (<http://www.pca.da.gov.ph>) 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 or (ii) online or electronic submission to rbac_pcaiv@yahoo.com following instructions indicated in Section VIII of this Bidding Documents 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:

MARILYN M. RAMOS

Head-Secretariat

PCA Regional Office IV

Brgy. Isabang, Lucena City, Quezon

Tel. no.: (042) 795-5472

Email add: rbac_pcaiv@yahoo.com

WARREN M. DE GUZMAN
RBAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Philippine Coconut Authority Region IV* wishes to receive Bids for the FABRICATION, SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF VARIOUS MACHINERIES, EQUIPMENT AND OTHER MATERIALS/SUPPLIES FOR COCONUT-BASED FOOD PROCESSING HUB IN ALABAT, QUEZON UNDER CHLCP 2021 with identification number 22-03-0025.

[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 *Community/Household Level Coconut Processing (CHLCP) Project 2021* in the total amount of PhP7,220,800.00.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *[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, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- 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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

- 14.2. The Bid and bid security shall be valid until *September 17, 2021*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one 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 electronically 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.

Bid Data Sheet

ITB Clause																																																																																																																																					
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Fabrication, Delivery and Installation of Various Agricultural Machineries and Equipment.</i> b. Completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.																																																																																																																																				
7.1	<i>Subcontracting is not allowed.</i>																																																																																																																																				
12	The price of the Goods shall be quoted Delivered Duty Paid (DDP) [<i>Alabat, Quezon,</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.																																																																																																																																				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than <u>PhP 144,416.00</u> (2% of ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>PhP 361,040.00</u> (5% of ABC) if bid security is in Surety Bond.																																																																																																																																				
19.3	<i>The project has one (1) lot reference as detailed below.</i> <table><tr><th>NO.</th><th>PARTICULARS</th><th>QTY.</th><th>UNIT</th><th>UNIT COST, PhP</th><th>TOTAL ABC, PhP</th></tr><tr><td></td><td>Machineries</td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td>Coconut Desheller</td><td>1</td><td>set</td><td>220,000.00</td><td>220,000.00</td></tr><tr><td>2</td><td>Coconut Shredder</td><td>1</td><td>set</td><td>200,000.00</td><td>200,000.00</td></tr><tr><td>3</td><td>Coconut Milk Extractor</td><td>1</td><td>set</td><td>250,000.00</td><td>250,000.00</td></tr><tr><td>4</td><td>Cooker Mixer</td><td>1</td><td>set</td><td>850,000.00</td><td>850,000.00</td></tr><tr><td>5</td><td>Filling Machine</td><td>3</td><td>set</td><td>210,000.00</td><td>630,000.00</td></tr><tr><td>6</td><td>Automatic Batch Coding Machine</td><td>1</td><td>unit</td><td>200,000.00</td><td>200,000.00</td></tr><tr><td>7</td><td>Vinegar Acetator</td><td>4</td><td>set</td><td>50,000.00</td><td>200,000.00</td></tr><tr><td>8</td><td>Micro Weighing and Packing Machine</td><td>1</td><td>unit</td><td>300,000.00</td><td>300,000.00</td></tr><tr><td>9</td><td>Brush-type Sifter</td><td>1</td><td>set</td><td>450,000.00</td><td>450,000.00</td></tr><tr><td>10</td><td>Double Jacketed Kettle</td><td>2</td><td>set</td><td>400,000.00</td><td>800,000.00</td></tr><tr><td>11</td><td>Pulverizer</td><td>1</td><td>set</td><td>290,000.00</td><td>290,000.00</td></tr><tr><td>12</td><td>Expeller Machine</td><td>1</td><td>set</td><td>500,000.00</td><td>500,000.00</td></tr><tr><td></td><td>Equipment</td><td></td><td></td><td></td><td></td></tr><tr><td>13</td><td>Chest-type Dual Freezer</td><td>2</td><td>unit</td><td>60,000.00</td><td>120,000.00</td></tr><tr><td>14</td><td>Jack Lift/Pallet Truck</td><td>2</td><td>unit</td><td>30,000.00</td><td>60,000.00</td></tr><tr><td>15</td><td>Cabinet-type Dryer</td><td>1</td><td>set</td><td>450,000.00</td><td>450,000.00</td></tr><tr><td>16</td><td>Halogen Moisture Analyzer</td><td>1</td><td>unit</td><td>200,000.00</td><td>200,000.00</td></tr><tr><td>17</td><td>Digital Weighing Scale</td><td>4</td><td>unit</td><td>5,200.00</td><td>20,800.00</td></tr><tr><td></td><td>Other Materials/Supplies</td><td></td><td></td><td></td><td></td></tr><tr><td>18</td><td>Stainless Steel Preparation Tables with</td><td>15</td><td>unit</td><td>35,000.00</td><td>525,000.00</td></tr></table>	NO.	PARTICULARS	QTY.	UNIT	UNIT COST, PhP	TOTAL ABC, PhP		Machineries					1	Coconut Desheller	1	set	220,000.00	220,000.00	2	Coconut Shredder	1	set	200,000.00	200,000.00	3	Coconut Milk Extractor	1	set	250,000.00	250,000.00	4	Cooker Mixer	1	set	850,000.00	850,000.00	5	Filling Machine	3	set	210,000.00	630,000.00	6	Automatic Batch Coding Machine	1	unit	200,000.00	200,000.00	7	Vinegar Acetator	4	set	50,000.00	200,000.00	8	Micro Weighing and Packing Machine	1	unit	300,000.00	300,000.00	9	Brush-type Sifter	1	set	450,000.00	450,000.00	10	Double Jacketed Kettle	2	set	400,000.00	800,000.00	11	Pulverizer	1	set	290,000.00	290,000.00	12	Expeller Machine	1	set	500,000.00	500,000.00		Equipment					13	Chest-type Dual Freezer	2	unit	60,000.00	120,000.00	14	Jack Lift/Pallet Truck	2	unit	30,000.00	60,000.00	15	Cabinet-type Dryer	1	set	450,000.00	450,000.00	16	Halogen Moisture Analyzer	1	unit	200,000.00	200,000.00	17	Digital Weighing Scale	4	unit	5,200.00	20,800.00		Other Materials/Supplies					18	Stainless Steel Preparation Tables with	15	unit	35,000.00	525,000.00
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		Bottom Shelf				
	19	Stainless Steel Slotted Rack	10	unit	40,000.00	400,000.00
	20	Stainless Steel Basin	10	pc	5,000.00	50,000.00
	21	Mechanical Weighing Scale (50kg)	2	unit	6,000.00	12,000.00
	22	Plastic Pallets	30	unit	6,000.00	180,000.00
	23	Plastic Crates	30	unit	1,000.00	30,000.00
	24	Food Grade Plastic Pails/Buckets	40	set	700.00	28,000.00
	25	Movable Sink with Faucet	3	unit	85,000.00	255,000.00
		TOTAL				7,220,800.00
20.2	<p><i>Documents relevant to the Project shall also be submitted by the bidder enclosed in its technical component envelope, as follows:</i></p> <ol style="list-style-type: none"> 1. Certificate of Performance Evaluation (see attached template) as supporting document to Single Largest Completed Contract (SLCC). 2. Conformity to the approved Terms of Reference (TOR). 					
21.2	<p><i>Bidders shall submit post-qualification documents and comply with the following:</i></p> <ol style="list-style-type: none"> 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. <p><i>Note: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>					

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>to Alabat, Quezon</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site will be provided upon issuance of Notice to Proceed.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and 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. <i>[Specify additional incidental service requirements, as needed.]</i>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

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
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic 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.</p> <p>Intellectual Property Rights</p> <p>Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2	<p>The terms of payment shall be as follows:</p> <p>1. Full payment once the contract has been completed.</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

PROJECT: Fabrication, Supply, Delivery, Installation and Commissioning of Various Machineries, Equipment and Other Materials/Supplies for Coconut-Based Food Processing Hub In Alabat, Quezon under CHLCP 2021

SUBJECT: Drop-Off-Point (DOP) – Alabat, Quezon

NO.	PARTICULARS	QTY.	UNIT
	Machineries		
1	Coconut Desheller	1	set
2	Coconut Shredder	1	set
3	Coconut Milk Extractor	1	set
4	Cooker Mixer	1	set
5	Filling Machine	3	set
6	Automatic Batch Coding Machine	1	unit
7	Vinegar Acetator	4	set
8	Micro Weighing and Packing Machine	1	unit
9	Brush-type Sifter	1	set
10	Double Jacketed Kettle	2	set
11	Pulverizer	1	set
12	Expeller Machine	1	set
	Equipment		
13	Chest-type Dual Freezer	2	unit
14	Jack Lift/Pallet Truck	2	unit
15	Cabinet-type Dryer	1	set
16	Halogen Moisture Analyzer	1	unit
17	Digital Weighing Scale	4	unit
	Other Materials/Supplies		
18	Stainless Steel Preparation Tables with Bottom Shelf	15	unit
19	Stainless Steel Slotted Rack	10	unit
20	Stainless Steel Basin	10	pc
21	Mechanical Weighing Scale	2	unit
22	Plastic Pallets	30	unit
23	Plastic Crates	30	unit
24	Food Grade Plastic Pails/Buckets	40	set
25	Movable Sink with Faucet	3	unit
	TOTAL	168	

The supplier shall supply the required quantity of M/E for ninety (90) calendar days to Alabat, Quezon after receipt of Notice to Proceed.

I hereby commit to deliver the required quality and quantities upon receipt of Notice to Proceed as indicated above.

Name of Company

Signature Over Printed Name of
Authorized Representative

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
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
Machineries		
1	Coconut Desheller <ul style="list-style-type: none"> Capacity: 250-400 nuts per hour; components in direct contact with food must be food-grade material; made of stainless steel; operated on 2HP, 220V / 60 Hz; single phase 	
2	Coconut Shredder <ul style="list-style-type: none"> Components in direct contact with food must be made of food-grade material; stainless steel material; capacity: at least 80 kg output (shredded coconut kernel) per hr; 1.5 hp motor; 220 V/ 60 Hz; single phase 	
3	Coconut Milk Extractor <ul style="list-style-type: none"> Components in direct contact with food must be food-grade material; made of stainless steel; operated by 3HP, 220V / 60 Hz single phase motor; input capacity of at least 80kg shredded kernel per hr. 	
4	Cooker Mixer <ul style="list-style-type: none"> Components in direct contact with food must be food-grade stainless steel type 304; operated by 2HP, 220V, 60Hz, single phase motor; 15 RPM; equipped with teflon scraper 	
5	Filling Machine <ul style="list-style-type: none"> Components in direct contact with food must be food-grade material; filling accuracy: +/-2%; filling range: 100-1000 ml; operated by 220V, 60 Hz 	
6	Automatic Continuous Batch Coding Machine <ul style="list-style-type: none"> Character Height- Up to marking field 1.8 to 8.8mm Maximum Speed: Single Line print (7 dot high characters) 2.43m/s (0.55mm drop pitch); Two Line print (7 dot high characters) 1.46 m/s (0.82mm drop pitch); Three Line print (7 dot high characters) 0.83m/s (0.43mm drop pitch) Material Stainless Steel 	

	<ul style="list-style-type: none"> • Easy Change Service Module change interval 13000 hrs/18months 	
7	Vinegar Acetator <ul style="list-style-type: none"> • 150L capacity per set; stainless steel 304 material/polypropylene food-grade quality material; for the aeration requirements in accelerated production of vinegar 	
8	Micro Weighing and Packing Machine <ul style="list-style-type: none"> • Measuring range: 20grams-1 kilo • Packing speed: 300-650bags/h • Application/Characteristic: A variety of granular materials with high-performance and controllers, stable performance, easy to operate. Wide measuring range, fast packing speed and high accuracy. Unique feeding agencies, dedicated to a variety of materials, easy to use and placement. Strong compatibility, easy to use in conjunction with other devices 	
9	Brush-type Sifter <ul style="list-style-type: none"> • Stainless steel perforated-type sifter screen; brush made of food grade plastic; mechanical screw conveyor type; 220V, 2HP, 3-Phase gear motor, 60Hz; 300rpm motor speed; 800-1,200 kg per hour 	
10	Double Jacketed Kettle <ul style="list-style-type: none"> • LPG-fired; Stainless Steel type 304; design pressure: 60 Psi; 100L; Agitator: heavy gauge s/s shaft with scraper; equipped with high pressure burner 	
11	Pulverizer <ul style="list-style-type: none"> • Stainless steel; operated by 220V, 3HP, single-phase motor; Capacity: 60-100kg per hour; Mesh for fine coconut flour 	
12	Expeller Machine <ul style="list-style-type: none"> • Capacity: 100-200 kg input per hr; 7.5 hp / 220V/60 Hz three-phase motor; stainless steel 	
Equipment		
13	Chest-type Dual Freezer <ul style="list-style-type: none"> • 18 cu.ft. (36x65x29 inch) 	
14	Jack Lift/Pallet Truck <ul style="list-style-type: none"> • Hydraulic hand pallet truck lifting; Capacity: 3 tons max; Narrow: 1150mm x 550mm; Wide: 1220mm x 685mm 	
15	Cabinet-type Dryer <ul style="list-style-type: none"> • S/S construction; electrically heated with 12KW, 220V heaters; with thermostat control; 50-150 degrees Celsius; 15 trays (21"L x 29"W) 	
16	Halogen Moisture Analyzer <ul style="list-style-type: none"> • Current moisture content in %; Halogen quartz glass heater; Observation window over the sample, useful during initial adjustment; Internal memory for automatic sequence of 10 drying programs and 100 drying processes carried out; Measuring range (Max): 200°C Readout (d): 1 mg Reproducibility: 1 mg Resolution: 60 Stabilization time: 3 s Warm up time: 2 h Weighing range (Max): 60 g; Display 	

	digit height: 1,500 cm Minimum load (Min): 20 mg; Maximum humidity: 85% Maximum operating temperature: 40°C; Minimum ambient temperature: 5°C; Input voltage: 220 V – 240 V Ac 50 Hz	
17	Digital Weighing Scale <ul style="list-style-type: none"> Capacity: 3000g x 0.1g; digital, battery operated; Clear, easy to read LCD display 	
Other Materials/Supplies		
18	Stainless Steel Preparation Tables with Bottom Shelf <ul style="list-style-type: none"> T304 Stainless Steel Dimensions: 1892mmL x 762mmW x 813mmH 	
19	Stainless Steel Slotted Rack <ul style="list-style-type: none"> T304 Stainless Steel, 4 Layers slotted shelvings 1524mmL x 500mmW x 1524mm H 	
20	Stainless Steel Basin <ul style="list-style-type: none"> Stainless Steel 304; 20L capacity 	
21	Mechanical Weighing Scale <ul style="list-style-type: none"> 50kg capacity 	
22	Plastic Pallets <ul style="list-style-type: none"> Heavy duty, easy to wash and clean; stackable; preferably white color Measurements: 1,100mm L x 1,100mm W x 150mm H Loading Capacity: 3,000 - 5,000 kilograms 	
23	Plastic Crates <ul style="list-style-type: none"> Heavy duty, easy to wash and clean; stackable; preferably white color; outside dimension: 53x37x31.5 (LWH in cm); inside dimension: 49x33x30.5 (LWH in cm) 	
24	Food Grade Plastic Pails/Buckets <ul style="list-style-type: none"> High-density polyethylene (HDPE) #2; Color White, 20L Capacity 	
25	Movable Sink with Faucet <ul style="list-style-type: none"> Dimension: 193x60x80 (LWH in cm) Stainless Steel 304 Materials 18" x 18" Sink with drain Heavy-duty Stainless-Steel Faucet and Caster Wheels 	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, and that the items to be delivered shall be consistent with such; otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name & of Company

Signature Over Printed Name of
Authorized Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) 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 which shall be supported with Contract; Certificate of Completion; Certificate of Acceptance; and, Certificate of Performance Evaluation (see attached format); **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with the 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**
from the manufacturer/fabricator, stating among others the production capacity of its plant facility per week.
- ☐ (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; and,
- ☐ (k) Conformity to the approved Terms of Reference (TOR).

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

General Instructions for the Submission of Bids

Bidder shall choose one (1) form of submission, either manual or electronic submission.

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. The bidder must ensure that its bid proposal have been submitted and duly received by the RBAC Secretariat on the date and time set for the deadline of submission and receipt of bids.

2. Electronic Submission of Bids

- a. The Bidder shall submit an electronic copy of its Bid, which must be digitally or electronically 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. Valid PhilGEPS Registration Certificate; in lieu of on-going renewal of PhilGEPS Certificate submit the following: DTI Certificate, Mayor's Business Permit and Tax Clearance Tax Clearance
2. Statement of ongoing government and private contracts
3. Single Largest Completed Contract with Certificate of Performance Evaluation
4. Bid Security
5. Conformity with the Schedule of Requirements
6. Conformity with Technical Specifications
7. Omnibus Sworn Statement
8. Audited Financial Statements
9. Computation of Net Financial Contracting Capacity
10. JVA, if applicable
11. 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 Contract	Owner's Name and Address	Nature / Scope of Work (2)	Bidder's Role 3)		Date of Award (5)	Value of Outstand ing Contract	Estimate d Time of Completi on	% of Accomplishme nt	
				Description	%				Plann ed	Actu al
A) Government Contracts i. On-going ii. Awarded by not yet Started										
B) Private Contracts i. On-going ii. Awarded by not yet Started										

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 (50%) 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 *fifty percent (50%) in the case of non-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		a. Amount at Award b. Amount at Completion c. Duration	a. Date of Awarded b. Contract Effectivity c. Date completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

NOTE: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance
4. Certificate of Performance Evaluation

Name of Firm / Applicant

Authorized Signing Official

Date

BID SECURING DECLARATION FORM

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

X-----X

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

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

I/We², 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].

² 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 _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

OMNIBUS SWORN STATEMENT

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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.

Letterhead

CERTIFICATE OF PERFORMANCE EVALUATION

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

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

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

Certified by:

Signature over Printed Name

Position

Date: _____

Note: This Certificate of Performance Evaluation shall be issued by a company/agency the bidder had contracted with and completed specific project/s as one of the supporting documents to the Bidder's Statement of Single Largest Completed Contract (SLCC).



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV (CALABARZON & MIMAROPA)
Brgy. Isabang, Lucena City
Telephone Number: (042) 795-5472
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

**FABRICATION, SUPPLY, DELIVERY, INSTALLATION AND COMISSIONING
OF VARIOUS MACHINERIES, EQUIPMENT AND OTHER MATERIALS/
SUPPLIES FOR COCONUT-BASED FOOD PROCESSING HUB IN ALABAT,
QUEZON UNDER CHLCP 2021 WITH APPROVED BUDGET FOR THE
CONTRACT AMOUNTING TO P7,220,800.00**

TERMS OF REFERENCE (TOR)

I. REQUIRED TECHNICAL SPECIFICATIONS

Machineries

- 1 Coconut Desheller (P220,000.00/unit)**
 - Capacity: 250-400 nuts per hour; components in direct contact with food must be food-grade material; made of stainless steel; operated on 2HP, 220V / 60 Hz; single phase
- 2 Coconut Shredder (P200,000.00/unit)**
 - Components in direct contact with food must be made of food-grade material; stainless steel material; capacity: at least 80 kg output (shredded coconut kernel) per hr; 1.5 hp motor; 220 V/ 60 Hz; single phase
- 3 Coconut Milk Extractor (P250,000.00/unit)**
 - Components in direct contact with food must be food-grade material; made of stainless steel; operated by 3HP, 220V / 60 Hz single phase motor; input capacity of at least 80kg shredded kernel per hr
- 4 Cooker Mixer (P850,000.00/unit)**
 - Components in direct contact with food must be food-grade stainless steel type 304; operated by 2HP, 220V, 60Hz, single phase motor; 15 RPM; equipped with teflon scraper
- 5 Filling Machine (P210,000.00/unit)**
 - Components in direct contact with food must be food-grade material; filling accuracy: +/-2%; filling range: 100-1000 ml; operated by 220V, 60 Hz
- 6 Automatic Continuous Batch Coding Machine (P200,000.00/unit)**

- Character Height- Up to marking field 1.8 to 8.8mm
- Maximum Speed: Single Line print (7 dot high characters) 2.43m/s (0.55mm drop pitch); Two Line print (7 dot high characters) 1.46 m/s (0.82mm drop pitch); Three Line print (7 dot high characters) 0.83m/s (0.43mm drop pitch)
- Material Stainless Steel
- Easy Change Service Module change interval 13000 hrs/18months

7 Vinegar Acetator (P50,000.00/unit)

- 150L capacity per set; stainless steel 304 material/polypropylene food-grade quality material; for the aeration requirements in accelerated production of vinegar

8 Micro Weighing and Packing Machine (P300,000.00/unit)

- Measuring range: 20grams-1 kilo
- Packing speed: 300-650bags/h
- Application/Characteristic: A variety of granular materials with high-performance and controllers, stable performance, easy to operate. Wide measuring range, fast packing speed and high accuracy. Unique feeding agencies, dedicated to a variety of materials, easy to use and placement. Strong compatibility, easy to use in conjunction with other devices

9 Brush-type Sifter (P450,000.00/unit)

- Stainless steel perforated-type sifter screen; brush made of food grade plastic; mechanical screw conveyor type; 220V, 2HP, 3-Phase gear motor, 60Hz; 300rpm motor speed; 800-1,200 kg per hour

10 Double Jacketed Kettle (P400,000.00/unit)

- LPG-fired; Stainless Steel type 304; design pressure: 60 Psi; 100L; Agitator: heavy gauge s/s shaft with scraper; equipped with high pressure burner

11 Pulverizer (P290,000.00/unit)

- Stainless steel; operated by 220V, 3HP, single-phase motor; Capacity: 60-100kg per hour; Mesh for fine coconut flour

12 Expeller Machine (P500,000.00/unit)

- Capacity: 100-200 kg input per hr; 7.5 hp / 220V/60 Hz three-phase motor; stainless steel

Equipment

13 Chest-type Dual Freezer (P60,000.00/unit)

- 18 cu.ft. (36x65x29 inch)

14 Jack Lift/Pallet Truck (P30,000.00/unit)

- Hydraulic hand pallet truck lifting; Capacity: 3 tons max;

Narrow: 1150mm x 550mm; Wide: 1220mm x 685mm

15 Cabinet-type Dryer (P450,000.00/unit)

- S/S construction; electrically heated with 12KW, 220V heaters; with thermostat control; 50-150 degrees Celsius; 15 trays (21"L x 29"W)

16 Halogen Moisture Analyzer (P200,000.00/unit)

- Current moisture content in %; Halogen quartz glass heater; Observation window over the sample, useful during initial adjustment; Internal memory for automatic sequence of 10 drying programs and 100 drying processes carried out; Measuring range (Max): 200°C Readout (d): 1 mg Reproducibility: 1 mg Resolution: 60 Stabilization time: 3 s Warm up time: 2 h Weighing range (Max): 60 g; Display digit height: 1,500 cm Minimum load (Min): 20 mg; Maximum humidity: 85% Maximum operating temperature: 40°C; Minimum ambient temperature: 5°C; Input voltage: 220 V – 240 V Ac 50 Hz

17 Digital Weighing Scale (P5,200.00/unit)

- Capacity: 3000g x 0.1g; digital, battery operated; Clear, easy to read LCD display

Other Materials/Supplies

18 Stainless Steel Preparation Tables with Bottom Shelf (P35,000.00/unit)

- T304 Stainless Steel
- Dimensions: 1892mmL x 762mmW x 813mmH

19 Stainless Steel Slotted Rack (P40,000.00/unit)

- T304 Stainless Steel, 4 Layers slotted shelvings
- 1524mmL x 500mmW x 1524mm H

20 Stainless Steel Basin (P5,000.00/unit)

- Stainless Steel 304; 20L capacity

21 Mechanical Weighing Scale (P6,000.00/unit)

- 50kg capacity

22 Plastic Pallets (P6,000.00/unit)

- Heavy duty, easy to wash and clean; stackable; preferably white color
- Measurements: 1,100mm L x 1,100mm W x 150mm H
- Loading Capacity: 3,000 - 5,000 kilograms

23 Plastic Crates (P1,000.00/unit)

- Heavy duty, easy to wash and clean; stackable; preferably white color; outside dimension: 53x37x31.5 (LWH in cm); inside

dimension: 49x33x30.5 (LWH in cm)

24 Food Grade Plastic Pails/Buckets (P700.00/unit)

- High-density polyethylene (HDPE) #2; Color White, 20L Capacity

25 Movable Sink with Faucet (P85,000.00/unit)

- Dimension: 193x60x80 (LWH in cm)
- Stainless Steel 304 Materials
- 18" x 18" Sink with drain
- Heavy-duty Stainless-Steel Faucet and Caster Wheels

II. LOT REFERENCES & APPROVED BUDGET FOR THE CONTRACT (ABC)

The project has one (1) lot reference as detailed below.

NO.	PARTICULARS	QTY.	UNIT	UNIT COST, PhP	TOTAL ABC, PhP
	Machineries				
1	Coconut Desheller	1	set	220,000.00	220,000.00
2	Coconut Shredder	1	set	200,000.00	200,000.00
3	Coconut Milk Extractor	1	set	250,000.00	250,000.00
4	Cooker Mixer	1	set	850,000.00	850,000.00
5	Filling Machine	3	set	210,000.00	630,000.00
6	Automatic Batch Coding Machine	1	unit	200,000.00	200,000.00
7	Vinegar Acetator	4	sets	50,000.00	200,000.00
8	Micro Weighing and Packing Machine	1	unit	300,000.00	300,000.00
9	Brush-type Sifter	1	set	450,000.00	450,000.00
10	Double Jacketed Kettle	2	set	400,000.00	800,000.00
11	Pulverizer	1	set	290,000.00	290,000.00
12	Expeller Machine	1	set	500,000.00	500,000.00
	Equipment				
13	Chest-type Dual Freezer	2	units	60,000.00	120,000.00
14	Jack Lift/Pallet Truck	2	units	30,000.00	60,000.00
15	Cabinet-type Dryer	1	set	450,000.00	450,000.00
16	Halogen Moisture Analyzer	1	unit	200,000.00	200,000.00
17	Digital Weighing Scale	4	units	5,200.00	20,800.00
	Other Materials/Supplies				
18	Stainless Steel Preparation Tables with Bottom Shelf	15	units	35,000.00	525,000.00
19	Stainless Steel Slotted Rack	10	units	40,000.00	400,000.00
20	Stainless Steel Basin	10	pcs	5,000.00	50,000.00
21	Mechanical Weighing Scale (50kg)	2	units	6,000.00	12,000.00
22	Plastic Pallets	30	units	6,000.00	180,000.00
23	Plastic Crates	30	units	1,000.00	30,000.00
24	Food Grade Plastic Pails/Buckets	40	set	700.00	28,000.00

NO.	PARTICULARS	QTY.	UNIT	UNIT COST, PhP	TOTAL ABC, PhP
25	Movable Sink with Faucet	3	units	85,000.00	255,000.00
	TOTAL				7,220,800.00

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.

III. ELIGIBILITY REQUIREMENTS INCLUDED IN THE SUBMISSION OF BIDS

Aside from the regular legal, technical and financial documents required in the submission of bids, the bidder shall also include the following documents and requirements, to wit:

1. Certificate of Performance Evaluation as supporting documents to SLCC.
2. Conformity to the approved Terms of Reference (TOR).

IV. CONTRACT IMPLEMENTATION REQUIREMENTS

A. Contract Implementation

1. The supplier shall supply the required quantity of M/E for ninety (90) calendar days to the Local Government Unit of Alabat, Quezon.
2. The supplier shall comply with the requirements for the machinery which includes the following:
 - a) Machines should be brand new;
 - b) Includes delivery, installation and testing provided with all electrical supplies needed for full functioning on-site and commissioning;
 - c) Must include all tools for operation and troubleshooting of each machine;
 - d) Include machine operational manual for each unit; and,
 - e) With at least 1-year warranty upon installation of machines and equipment including parts.

V. PROJECT DELIVERY REQUIREMENTS

A. Pre-Delivery Period

1. Once the contract agreement has been awarded and signed, the supplier shall submit a transport/delivery plan, schedule of installation, tests and

commissioning of machineries and equipment within three (3) calendar days prior to issuance of the Notice to Proceed (NTP).

2. Prior to delivery, all machineries using stainless steel type 304 quality shall undergo chemical testing. All costs attributed for the testing shall be to the account of the supplier. Machineries and equipment not complying with the standards will be rejected.

B. Delivery Period

1. Prior to the actual delivery of inputs, 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 LGU Alabat, Quezon within ninety (90) calendar days and the supplier shall complete the installation, tests and commissioning (ITC) of machineries and equipment.
3. Upon completion of ITC within the prescribed period, the supplier shall submit to the Provincial Office a written report of the completed tasks. On the basis of this, LGU-Alabat shall prepare a Certificate of Final Acceptance (CFA) and the Division Chief I or its authorized representative shall sign delivery receipt (DR) once the complete quantity of items has been received. 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) calendar days after the delivery is completed.
4. In the case of deficient qualities and/or quantities, the Provincial Office concerned shall immediately notify the Regional Office within seven (7) calendar days. The replacement of deficient qualities and/or quantities shall be delivered to LGU Alabat, Quezon duly covered by replacement delivery invoice which shall be received by PCA authorized personnel.
5. 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 for the extension of the delivery period.

VI. MAINTENANCE AND TECHNICAL SUPPORT UNDER 1-YEAR WARRANTY PERIOD

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

1. Response time within three (3) calendar days from receipt of formal request thru mail, fax or email from the PCA authorized personnel.

2. Repair or replacement of spare parts due to inherent defects and/or caused by normal operation of the machine.
3. In case the machine would need repair and/or replacement due to ordinary operation and/or inherent factory defects, the supplier shall replace the machine with a new unit or one in equally good working condition within thirty calendar (30) days.
4. The supplier shall provide free-of-charge commissioning of the machines and training on proper handling with the presence of LGU Alabat, PCA Agriculturist/CDO and/or Division Chief I concerned to orient them on how to operate properly the machineries and equipment.
5. A manual containing operating and service instructions for the machineries and equipment shall be provided for every unit delivered to LGU Alabat. The manual should include among others, warnings and safety precautionary measures.
6. The supplier shall respond with and provide both remedial and preventative service maintenance for all units at no cost.

VII. TERMS OF PAYMENT

One-time Payment will be made once all the items are completely delivered, installed, commissioned in the project site and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports (IAR); Certificate of Final Acceptance by the LGU and Sales Invoice and original Delivery Receipts (DR) by the Supplier.

Certified Correct by:

Approved by:

(SGD.) MARIETTA C. PEREZ
Project Development Officer IV

(SGD.) JOSELITO R. ALCANTARA
Acting Regional Manager III

Conforme:

Name of Company/Bidder

Signature Over Printed Name of
Authorized Representative

Date

Bid Form

Date: _____
Invitation to Bid³ N^o: _____

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 of one hundred twenty (120) calendar days from the date of bid opening 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:⁴

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

³ If ADB, JICA and WB funded projects, use IFB.

⁴ Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as required under Section VIII of the Bidding Document.

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

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 Bid⁵ Number __. Page . of ____.

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

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁵ If ADB, JICA and WB funded projects, use IFB.

