



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
REGIONS III and IV-B

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

**REQUEST FOR QUOTATION (RFQ)**  
**NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS)**  
**RFQ No. 2024-13**

**Project: SUPPLY, DELIVERY AND TESTING OF EIGHT (8) UNITS OF HAND TRACTOR UNDER CFIDP CY 2024 – SEEDFARM DEVELOPMENT**

1. In view of the two (2) failed biddings, the Philippine Coconut Authority Regions III and IV-B, through its Regional Bids and Awards Committee (RBAC) invites PhilGEPS-registered suppliers to participate in the negotiation for the: **Supply, Delivery and Testing of Eight (8) Units of Hand Tractor under CFIDP CY 2024 – Seedfarm Development** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations of the Republic Act No. 9184.
2. The Approved Budget for the Contract (ABC), through CFIDP - HSP Project CY 2024 Funds has a sum of **Two hundred eighty-eight thousand pesos** (PhP288,000.00) for Lot 1 - Supply, Delivery and Testing of Three (3) Units of Hand Tractor; **Ninety-six thousand pesos** (PhP96,000.00) for Lot 2 - Supply, Delivery and Testing of One (1) Unit of Hand Tractor; and, **Three hundred eighty-four thousand pesos** (PhP384,000.00) for Lot 3 - Supply, Delivery and Testing of Four (4) Units of Hand Tractor, being the ABC to payments under the contract for each lot.
3. A complete set of Request for Quotation may be acquired by interested bidders on October 07 to 14, 2024 from the given address and website/s below and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PhP 500.00 for each lot**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
4. Prospective bidders may obtain further information from the RBAC Secretariat through the contact details given below during office hours.
5. The schedule of bidding activities is as follows:

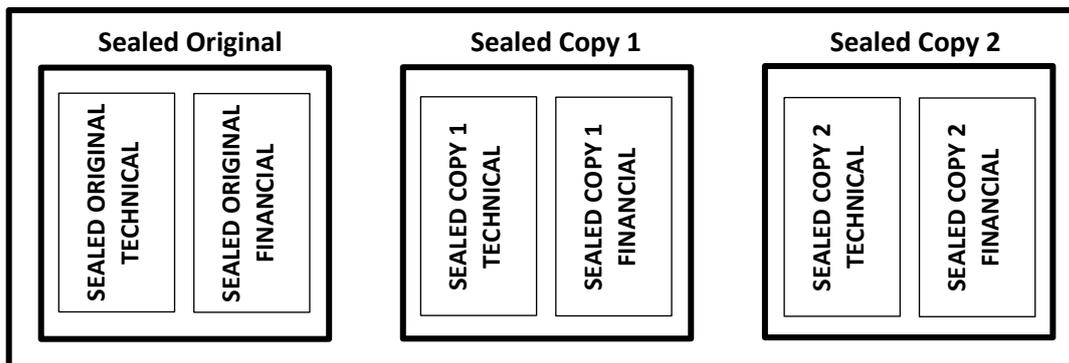
ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	October 17 to 24, 2024
Availability of Request for Quotation	Beginning October 17, 2024 (Thursday)
Deadline and Venue for the Submission and Receipt of Quotation (in Sealed Envelope)	October 24, 2024 (Thursday) at 10:30 AM at PCA Regions III and IV-B Office, 2nd Floor, Guest House Building, PCA Compound, Elliptical Road, Diliman, Quezon City

<p>Schedule and Venue for the Opening and Preliminary Examination of Quotation/Proposal</p>	<p>October 24, 2024 (Thursday) at 11:00 AM via video conferencing (Zoom Meeting) and physical at PCA Regions III and IVB, Conference Room, 2nd Floor, Guest House Building, PCA Compound, Elliptical Road, Diliman, Quezon City</p> <p>Meeting ID: <u>825 1222 0695</u>  Passcode: <u>016616</u>  <a href="https://us06web.zoom.us/j/82512220695">https://us06web.zoom.us/j/82512220695</a></p>
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6. Interested Bidders shall submit the following documents in sealed envelopes, labeled as **“Supply, Delivery and Testing of Eight (8) Units of Hand Tractor under CFIDP CY 2024 – Seedfarm Development”**
7. The envelope labels should contain the name of the bidder, address and contact details of the bidder.

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

**Sealed Original, Copy 1 & 2 in one (1) Single Envelope**



8. Contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:
  - Supply, Handling, Transport and Delivery of Agricultural Machines
  - or*
  - Supply and Delivery of Agricultural Machines/Hand tractor
  - or*
  - Supply and Delivery of Tractor

completed within 5 years prior to the deadline for the submission and receipt of bids.
9. Subcontracting is not allowed.
10. The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:



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- a) The amount of not less than PhP5,760.00 for Lot 1, PhP1,920.00 for Lot 2, and PhP7,680.00 for Lot 3, 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 PhP14,400.00 for Lot 1, PhP4,800.00 for Lot 2, and PhP19,200.00 for Lot 3, if bid security is in Surety Bond.

11. The project composed of three lots with corresponding quantity, drop-off point (DOP) and ABC.

Lot	Items	Drop-Off Point (DOP)	Quantity, units	Corresponding ABC, Php
Lot 1	Hand tractor	Davila, Pasuquin, Ilocos Norte	1	288,000.00
		San Mariano, Lal-lo, Cagayan	1	
		CSU Sanchez Mira, Cagayan	1	
Lot 2	Hand tractor	Tebag, Sta. Barbara, Pangasinan	1	96,000.00
Lot 3	Hand tractor	APCDC, Dibaraybay, Dinalungan, Aurora	3	384,000.00
		Maite, Hermosa, Bataan	1	
<b>TOTAL</b>			<b>8</b>	<b>768,000.00</b>

12. The Bidder shall submit its *latest income and business tax returns* filed and paid through the BIR Electronic Filing and Payment System (eFPS) five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Quotation/Bid.

During submission of bids, aside from the legal, technical and financial requirements, the prospective bidder/supplier shall also submit the following requirements along with its financial proposal on or before the scheduled submission of quotations, to wit:

- a) Valid BAFE Permit to Operate Certificate as manufacturer/fabricator/distributor/dealer
- b) Certificate of Accreditation from PCAF - National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification (NAMDAC)
- c) For manufacturers or fabricators, a notarized certification stating the manpower and available tools and equipment needed to fabricate the machines with recent pictures of the fabrication shop and facilities.
- d) Notarized certification stating among others the production capacity of its fabrication facility per month and available stocks on hand (for manufacturers or fabricator).

- e) Notarized certification stating among others the available stocks in its warehouse/store facility (for distributor/dealer).
- f) List of certified service center/s within the region concerned.
- g) AMTEC Test Reports (for engine and/or hand tractor, coupled or not) (Certified True Copy by AMTEC)
- h) Brochures for offered brand and design of hand tractor

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

### 13. POST-QUALIFICATION

The Technical Working Group (TWG) shall conduct the post-qualification of submitted documents of the bidder with the Lowest Calculated Bid (LCB). The documents submitted during the opening of bids and the fabrication facility/ies (manufacturer/fabricator) shall be subjected to validation and inspection by the Technical Working Group (TWG).

All the required units shall be available during post-qualification with the list of Serial Numbers.

### 14. SCHEDULE OF REQUIREMENTS

Lot	Items	Drop-Off Point (DOP)	Quantity, units	Schedule of Delivery
Lot 1	Hand tractor	Davila, Pasuquin, Ilocos Norte	1	Within forty-five (45) calendar days after the receipt of Notice to Proceed (NP)
	Hand tractor	San Mariano, Lal-lo, Cagayan	1	
	Hand tractor	CSU Sanchez Mira, Cagayan	1	
Lot 2	Hand tractor	Tebag, Sta. Barbara, Pangasinan	1	
Lot 3	Hand tractor	APCDC, Dibaraybay, Dinalungan, Aurora	3	
	Hand tractor	Maite, Hermosa, Bataan	1	
<b>Total</b>			<b>8</b>	

#### PROJECT DELIVERY REQUIREMENTS:

- a) The supplier shall supply and deliver the hand tractors within forty-five (45) calendar days after the receipt of the supplier of the Notice to Proceed (NTP).
- b) Prior to the actual delivery of the hand tractors, the supplier must notify within seven (7) calendar days, either in writing or through other fastest means, the Regional Office (PCA Regions III and IVB). PCA reserved the right to reject delivery of hand tractors in case of failure on the part of the supplier to inform the regional and provincial offices in writing, seven (7) days prior to the delivery of goods.
- c) Deliveries made during Saturdays, Sundays and Holidays without prior notice from the supplier and without confirmation from the Regional Office and/or the Provincial/ Satellite Offices concerned shall not be accepted. Further, deliveries made beyond the regular office hours (8:00 AM – 5:00 PM; Monday to Friday) shall not also be accepted.
- d) The tractor units shall be delivered to the identified drop-off points (DOP).



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- e) The operator's manual including the basic tools and warranty certificates shall be included and hand-over to the end-user upon delivery.
- f) The supplier shall conduct testing and training on operation and maintenance procedure to the end-user (tractor-operator) upon delivery. The supplier shall provide free-of-charge testing and training.
- g) The Division Chief/PCDM or his/her authorized representative shall sign the delivery receipt (DR) once the complete quantity of machines, spare parts and tools stated in the DR have been received. The designated inspection team of the province must conduct a thorough inspection of the delivered machines at the DOP taking consideration the exact quantity of goods and compliance to the technical specifications, among others. The actual date of delivery must be indicated in the DR. The concerned Provincial/Satellite Office (PO/SO) should secure duplicate or triplicate copy of the DRs and accomplished Inspection and Acceptance Report (IARs) and Notice of Delivery (NDs) for submission to the Regional Office (RO) within five (5) working days after the delivery, inspection, testing and training are completed.
- h) The concerned PCA Provincial Office shall provide a copy of the Inspection and Acceptance Report (IAR) and Notice of Delivery (ND) to Commission on Audit (COA) III & IV-B within one (1) day after the inspection thru email copy furnished the PCA Regional Office.
- i) Once the delivery, testing of hand tractors and training of operators are completed, the supplier shall submit the billing statement and Sales Invoice with attached original copy of the DRs to the RO.
- j) Issuance of final acceptance from the Regional Office to the Supplier shall be done upon receipt of all copies of IARs, NDs, DRs, and CA from the PCA Provincial/Satellite (PO/SO) concerned and all deficiencies has been settled by the Supplier.

**15. TECHNICAL SPECIFICATIONS**

Lot / Item	Specification	Statement of Compliance (Comply or Not Comply)
Lot 1 / Hand tractor	Quantity: Three (3) brand new units	
	Branded engine: at least 7.0 hp diesel, water cooled	
	Each unit of hand tractor shall include but not limited to farm implements such as c.1 at least 3 pcs disc or moldboard plow c.2 comb harrow c.3 pairs of cagewheel c.4 brand new pairs of pneumatic tires in case cage wheels are not in use	
	With provision of Type A Hitch Point for trailer	
	With rubber hand grip	
	Complete throttle lever and clutch lever	

	Suitable for both wet and dry soil conditions	
	The axle shall be able to accommodate compatible pneumatic tires provided for transport	
	All metal surfaces shall be painted properly with applicable paint	
	AMTEC-tested (for engine and/or hand tractor, coupled or not)	
	With at least one (1) year service and parts warranty	
	With Operator's Manual for each unit	
	Each unit shall be provided with the basic hand tools for engine and tractor	
Lot 2 / Hand tractor	Quantity: One (1) brand new unit	
	Branded Engine: at least 7.0 hp diesel, water cooled	
	Each unit of hand tractor shall include but not limited to farm implements such as c.1 at least 3 pcs disc or moldboard plow c.2 comb harrow c.3 pairs of cagewheel c.4 brand new pairs of pneumatic tires in case cage wheels are not in use	
	With provision of Type A Hitch Point for trailer	
	With rubber hand grip	
	Complete throttle lever and clutch lever	
	Suitable for both wet and dry soil conditions	
	The axle shall be able to accommodate compatible pneumatic tires provided for transport	
	All metal surfaces shall be painted properly with applicable paint	
	AMTEC-tested (for engine and/or hand tractor, coupled or not)	
	With at least one (1) year service and parts warranty	
	With Operator's Manual for each unit	



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	Each unit shall be provided with the basic hand tools for engine and tractor	
Lot 3 / Hand tractor	Quantity: Four (4) brand new unit	
	Branded Engine: at least 7.0 hp diesel, water cooled	
	Each unit of hand tractor shall include but not limited to farm implements such as c.1 at least 3 pcs disc or moldboard plow c.2 comb harrow c.3 pairs of cagewheel c.4 brand new pairs of pneumatic tires in case cage wheels are not in use	
	With provision of Type A Hitch Point for trailer	
	With rubber hand grip	
	Complete throttle lever and clutch lever	
	Suitable for both wet and dry soil conditions	
	The axle shall be able to accommodate compatible pneumatic tires provided for transport	
	All metal surfaces shall be painted properly with applicable paint	
	AMTEC-tested (for engine and/or hand tractor, coupled or not)	
	With at least one (1) year service and parts warranty	
	With Operator's Manual for each unit	
	Each unit shall be provided with the basic hand tools for engine and tractor	

Aside from the technical specifications of the tractor, the supplier must also consider and comply to the following tractor design and considerations to wit:

- a) The Operator's Manual is based on PAES 102:2000 (Agricultural machinery – Operator's manual – Content and presentation), maintenance schedule, and list of the warrantable parts of the tractor shall be provided. The operator's manual shall also include the

minimum and maximum engine power requirements. The manual should include among others, warnings and safety precautionary measures.

- b) All metal surfaces shall be painted properly with applicable paint;
- c) All controls, labels, safety symbols shall be in accordance with PNS/BAFS 330:2022 (Technical means for ensuring safety – Guidelines).
- d) The axle shall be able to accommodate compatible pneumatic tires provided for transport.
- e) Each tractor unit shall be provided with the basic hand tools not limited to open wrenches Philips and Flat screw driver or combination and adjustable wrench as recommended by the manufacturer. Separate basic tools for the engine shall be provided. The sizes of the hand tools shall be specified in metric units and shall be based on the applicable sizes required for operation and maintenance of the tractor;
- f) Belt cover and mud guard shall be provided. All other moving parts shall have safety guards;
- g) The tractor shall have no breakdowns/malfunctions (e.g., failure of components, etc.) during the five-hour continuous running test;
- h) Must conform with the requirements of after-sales services as contained in PNS/BAFS/PAES 192:2016;
- i) The manufacturer / distributor / dealer shall issue a warranty certificate to the buyer during the delivery of tractors.
- j) Each unit of tractor shall be engraved or embossed either on its body or on a metal nameplate attached at the most visible place with the following information:
  - 1) Model;
  - 2) Serial number;
  - 3) Country of manufacture/origin (if imported)/ “Made in the Philippines” (if manufactured in the country); and
  - 4) Power requirement, kW.
- k) Safety/precautionary markings shall be provided as per ISO 7010:2019 (Graphical symbols — Safety colors and safety signs — Registered safety signs). Mandatory precautions shall be embossed on blue background and white graphics and warning signs shall be printed on yellow background and black graphics.
- l) In case the hand tractor would need repair and/or replacement due to inherent factory defects (within warranty period), the supplier shall replace the hand tractor with a new unit or one in equally good working condition within thirty (30) calendar days.

*Conformed:*

\_\_\_\_\_  
Name and Signature of Owner/Authorized Representative

\_\_\_\_\_  
Name of Bidder (Entity)

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





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16. The Checklist of Documents is as follows:

I. TECHNICAL COMPONENT ENVELOPE

*Class "A" Documents*

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Valid BAFE Permit to Operate Certificate as manufacturer/fabricator/distributor/dealer; **and**
- (g) Certificate of Accreditation from PCAF - National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification (NAMDAC); **and**
- (h) For manufacturers or fabricators, a notarized certification stating the manpower and available tools and equipment needed to fabricate the machines with recent pictures of the fabrication shop and facilities; **and**
- (i) Notarized certification stating among others the production capacity of its fabrication facility per month and available stocks on hand (for manufacturers or fabricator); **and**
- (j) Notarized certification stating among others the available stocks in its warehouse/store facility (for distributor/dealer); **and**
- (k) List of certified service center/s within the region concerned; **and**
- (l) AMTEC Test Reports for engine and/or hand tractor (coupled or not) (Certified True Copy by AMTEC) ; **and**
- (m) Brochures for offered brand and design of hand tractor; **and**
- (n) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (o) 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***

- (p) 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.

**I. FINANCIAL COMPONENT ENVELOPE**

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

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

- (s) *[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.
- (t) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**17. TERMS OF PAYMENT**

Payment thru progress billing is allowed as long as the required units of hand tractors including basic tools, warranty certificate, and operators' manual are completely delivered at the designated DOP, the technical specifications have been properly complied with, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports; Notices of Delivery; Certificate of Acceptance; and, Sales Invoice with original Delivery Receipts by the Supplier.

- 18. The RBAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 19. For further information, please refer to:

**MS. MICHELLE O. VILLA**

RBAC Secretariat

PCA - Regions I, II, III & CAR

2/F Guest House Bldg., PCA Compound,

Elliptical Road, Diliman, Quezon City

Email Address: [4b.regionalbac@gmail.com](mailto:4b.regionalbac@gmail.com)

Telephone: 8924-4761

**16 October 2024**

*Date of Issue*

**(SGD.) JUDY dP. PINGCO**  
Chairperson, RBAC



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**SUPPLY, DELIVERY AND TESTING OF EIGHT (8) UNITS OF HAND TRACTOR  
UNDER CFIDP CY 2024 – SEEDFARM DEVELOPMENT**

**TERMS OF REFERENCE**

**I. REQUIRED TECHNICAL SPECIFICATIONS**

Listed below are the specific technical specifications of the hand tractor:

- a) Quantity: Eight (8) brand new units
- b) Branded engine: at least 7.0 hp diesel, water cooled
- c) Each unit of hand tractor shall include but not limited to farm implements such as
  - c.1 at least 3 pcs disc or moldboard plow
  - c.2 comb harrow
  - c.3 pairs of cagewheel
  - c.4 brand new pairs of pneumatic tires in case cage wheels are not in use
- d) With provision of Type A Hitch Point for trailer
- e) With rubber hand grip
- f) Complete throttle lever and clutch lever
- g) Suitable for both wet and dry soil conditions
- h) The axle shall be able to accommodate compatible pneumatic tires provided for transport
- i) All metal surfaces shall be painted properly with applicable paint
- j) AMTEC-tested (for engine and/or hand tractor, coupled or not)
- k) With at least one (1) year service and parts warranty
- l) With Operator's Manual for each unit
- m) Each unit shall be provided with the basic hand tools for engine and tractor

**II. WHOLE LOT REFERENCES**

Partial bidding is allowed. Interested bidders can submit proposal for all lots or per lot. The evaluation and contract award will be undertaken per lot.

Lot	Items	Drop-Off Point (DOP)	Quantity, units	Corresponding ABC, Php
Lot 1	Hand tractor	Davila, Pasuquin, Ilocos Norte	1	288,000.00
		San Mariano, Lal-lo, Cagayan	1	
		CSU Sanchez Mira, Cagayan	1	
Lot 2	Hand tractor	Tebag, Sta. Barbara, Pangasinan	1	96,000.00
Lot 3	Hand tractor	APCDC, Dibaraybay, Dinalungan, Aurora	3	384,000.00
		Maite, Hermosa, Bataan	1	
<b>TOTAL</b>			<b>8</b>	<b>768,000.00</b>

### **III. ELIGIBILITY REQUIREMENTS OF THE BIDDER**

Aside from the legal, technical and financial requirements, the prospective bidder/supplier shall also submit the following requirements along with its financial bid on or before the scheduled submission of bid, to wit:

- a) Valid BAFE Permit to Operate Certificate as manufacturer/fabricator/distributor/dealer
- b) Certificate of Accreditation from PCAF - National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification (NAMDAC)
- c) For manufacturers or fabricators, a notarized certification stating the manpower and available tools and equipment needed to fabricate the machines with recent pictures of the fabrication shop and facilities.
- d) Notarized certification stating among others the production capacity of its fabrication facility per month and available stocks on hand (for manufacturers or fabricator).
- e) Notarized certification stating among others the available stocks in its warehouse/store facility (for distributor/dealer).
- f) List of certified service center/s within the region concerned.
- g) AMTEC Test Reports (for engine and/or hand tractor, coupled or not) (Certified True Copy by AMTEC)
- h) Brochures for offered brand and design of hand tractor

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

### **IV. TRACTOR DESIGN AND CONSIDERATIONS**

Aside from the technical specifications of the tractor, the supplier must also consider and comply to the following tractor design and considerations to wit:

- a) The Operator's Manual is based on PAES 102:2000 (Agricultural machinery – Operator's manual – Content and presentation), maintenance schedule, and list of the warrantable parts of the tractor shall be provided. The operator's manual shall also include the minimum and maximum engine power requirements. The manual should include among others, warnings and safety precautionary measures.
- b) All metal surfaces shall be painted properly with applicable paint;
- c) All controls, labels, safety symbols shall be in accordance with PNS/BAFS 330:2022 (Technical means for ensuring safety – Guidelines).
- d) The axle shall be able to accommodate compatible pneumatic tires provided for transport.
- e) Each tractor unit shall be provided with the basic hand tools not limited to open wrenches Philips and Flat screw driver or combination and adjustable wrench as recommended by the manufacturer. Separate basic tools for the engine shall be provided. The sizes of the hand tools shall be specified in metric units and shall be based on the applicable sizes required for operation and maintenance of the tractor;
- f) Belt cover and mud guard shall be provided. All other moving parts shall have safety guards;
- g) The tractor shall have no breakdowns/malfunctions (e.g., failure of components, etc.) during the five-hour continuous running test;
- h) Must conform with the requirements of after-sales services as contained in PNS/BAFS/PAES 192:2016;
- i) The manufacturer / distributor / dealer shall issue a warranty certificate to the buyer during the delivery of tractors.
- j) Each unit of tractor shall be engraved or embossed either on its body or on a metal nameplate attached at the most visible place with the following information:
  1. Model;
  2. Serial number;



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3. Country of manufacture/origin (if imported)/ “Made in the Philippines” (if manufactured in the country); and
  4. Power requirement, kW.
- k) Safety/precautionary markings shall be provided as per ISO 7010:2019 (Graphical symbols — Safety colors and safety signs — Registered safety signs). Mandatory precautions shall be embossed on blue background and white graphics and warning signs shall be printed on yellow background and black graphics.
- l) In case the hand tractor would need repair and/or replacement due to inherent factory defects (within warranty period), the supplier shall replace the tractor with a new unit or one in equally good working condition within thirty (30) calendar days.

#### V. CONDUCT OF POST QUALIFICATION PROCESS

The Technical Working Group (TWG) shall conduct the post-qualification of submitted documents of the bidder with the Lowest Calculated Bid (LCB). The documents submitted during the opening of bids and the fabrication facility/ies (manufacturer/fabricator) shall be subjected to validation and inspection by the Technical Working Group (TWG).

All the required units shall be available during post-qualification with the list of Serial Numbers.

#### VI. PROJECT DELIVERY REQUIREMENTS:

- a) The supplier shall supply and deliver the hand tractors within forty-five (45) calendar days after the receipt of the supplier of the Notice to Proceed (NTP).
- b) Prior to the actual delivery of the hand tractors, the supplier must notify within seven (7) calendar days, either in writing or through other fastest means, the Regional Office (PCA Regions III and IV-B). PCA reserved the right to reject delivery of hand tractors in case of failure on the part of the supplier to inform the regional and provincial offices in writing, seven (7) days prior to the delivery of goods.
- c) Deliveries made during Saturdays, Sundays and Holidays without prior notice from the supplier and without confirmation from the Regional Office and/or the Provincial/ Satellite Offices concerned shall not be accepted. Further, deliveries made beyond the regular office hours (8:00 AM – 5:00 PM; Monday to Friday) shall not also be accepted.
- d) The hand tractor units shall be delivered to the identified drop-off points (DOP).
- e) The operator’s manual including the basic tools and warranty certificates shall be included and hand-over to the end-user upon delivery.
- f) The supplier shall conduct testing and training on operation and maintenance procedure to the end-user (tractor-operator) upon delivery. The supplier shall provide free-of-charge testing and training.
- g) The Division Chief/PCDM or his/her authorized representative shall sign the delivery receipt (DR) once the complete quantity of machines, spare parts and tools stated in the DR have been received. The designated inspection team of the province must conduct a thorough inspection of the delivered machines at the DOP taking consideration the exact quantity of goods and compliance to the technical specifications, among others. The actual date of delivery must be indicated in the DR. The concerned Provincial/Satellite Office (PO/SO) should secure duplicate or triplicate copy of the DRs and accomplished Inspection and Acceptance Report (IARs) and Notice of Delivery (NDs) for submission to the Regional Office (RO) within five (5) working days after the delivery, inspection, testing and training are completed.

The concerned PCA Provincial Office shall provide a copy of the Inspection and Acceptance Report (IAR) and Notice of Delivery (ND) to Commission on Audit (COA) III & IV-B within one (1) day after the inspection thru email copy furnished the PCA Regional Office

- h) Once the delivery, testing of tractors and training of operators are completed, the supplier shall submit the billing statement and Sales Invoice with attached original copy of the DRs to the RO.
- i) Issuance of final acceptance from the Regional Office to the Supplier shall be done upon receipt of all copies of IARs, NDs, DRs, and CA from the PCA Provincial/Satellite (PO/SO) concerned and all deficiencies has been settled by the Supplier.

## **VII. TERMS OF PAYMENT**

Payment thru progress billing is allowed as long as the required units of hand tractors including basic tools, warranty certificate, and operators' manual are completely delivered at the designated DOP, the technical specifications have been properly complied with, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports; Notices of Delivery; Certificate of Acceptance; and, Sales Invoice with original Delivery Receipts by the Supplier.

Prepared by:

**(SGD.) CATHERINE MAY A. MANONGSONG**  
PDO III/RTS (CS)

Approved by:

**(SGD.) DENNIS D. ANDRES**  
Regional Manager III



**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

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

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
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(if none, state “None”) ]

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

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

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

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

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

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

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

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

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

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT**

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

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name	Contract Duration	Date of Delivery	Kinds of Goods	Amount of Completed Contract
	b. Address				
	c. Telephone Nos.				

Submitted by \_\_\_\_\_

(Printed Name and Signature)

Designation \_\_\_\_\_

Date \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**

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

**For Goods Offered from Within the Philippines**

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

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

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

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

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

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

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

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

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
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(if none, state “None”) ]

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

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

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

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

**Performance Securing Declaration (Revised)**

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

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