

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
GOODS**

Government of the Republic of the Philippines

**HAULING/TRUCKING SERVICES OF COCONUT
SEEDNUTS UNDER CY 2023 CFIDP**

ABC: PhP 8,286,100.00

**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

HAULING/TRUCKING SERVICES OF COCONUT SEEDNUTS UNDER CY 2023 CFIDP

The Philippine Coconut Authority (PCA) Region IV is currently implementing the Coconut Farmers and Industry Development Plan (CFIDP) for CY 2023.

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 PhP8,286,100.00.00 with identification number 23-02-001. Bids received in excess of the total ABC shall be automatically rejected.

Lot No.	Pick-up Location	Area of Delivery	No. of Seednuts to be Delivered	Cost of Delivery per Seednut	Approved Budget for the Contract (ABC)
1	New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato	IV	387,044		8,286,100.00
		CALABARZON (IV-A)	278,000	20.00	5,560,000.00
		Batangas	50,000	20.00	1,000,000.00
		Cavite	20,000	20.00	400,000.00
		Laguna	55,000	20.00	1,100,000.00
		Rizal	15,000	20.00	300,000.00
		Quezon I	70,000	20.00	1,400,000.00
		Quezon II	68,000	20.00	1,360,000.00
		MIMAROPA (IV-B)	109,044	25.00	2,726,100.00
		Oriental Mindoro	34,044	25.00	851,100.00
		Marinduque	25,000	25.00	625,000.00
		Romblon	25,000	25.00	625,000.00
		Palawan	25,000	25.00	625,000.00

The delivery of goods is required within eight (8) months following the monthly delivery schedule specified in Section VI. Schedule of Requirements and Terms of Reference (TOR).

Prospective bidders must have a wide and reliable experience in hauling/trucking services 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	Mar. 3, 2023 – Mar. 29, 2023
2. Pre-Bid Conference	Mar. 14, 2023 Tues 9:00 AM (Physical or Videoconferencing)
3. Deadline for Submission of Bids	Mar. 29, 2023 Wed 9:00 AM
4. Eligibility Screening and Opening of Bids	Mar. 29, 2023 Wed 9:15 AM (Physical or Videoconferencing)
5. Bid Evaluation	Mar. 29, 2023 Wed 10:00 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 manual submission at the office address indicated below 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 R. CLENUAR

Head-Secretariat

PCA Regional Office IV

Brgy. Isabang, Lucena City, Quezon

Tel. no.: (042) 795-5472

Email add: rbac_pcaiv@yahoo.com

(SGD.)

JUDY dP. PINGCO

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 *Hauling/Trucking Services of Coconut Seednuts under CY 2023 CFIDP* with identification number 23-02-001.

[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 *CFIDP CY 2023* in the total amount of *PhP8,286,100.00*.

2.2. The source of funding is:

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

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at PCA Regional Office IV, Brgy. Isabang, Lucena City, Quezon and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

- i. The price of the Goods quoted EXW (ex-works, ex-factory, 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**.
- 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.

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.

15. Sealing and Marking of Bids

Each Bidder shall submit three copies of the first and second components of its Bid.

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

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>Hauling/trucking services.</i> b. <i>Completed within five (5) years prior to the deadline for the submission and receipt of bids.</i>
7.1	<p><i>Subcontracting is not allowed.</i></p>
10.1	<p><i>Documents relevant to the Project shall also be submitted by the prospective bidder enclosed in its technical component envelope, as follows:</i></p> <ol style="list-style-type: none"> <i>1. List of available trucks with photos (front & back)</i> <i>2. Current and valid LTO/LTFRB registration of available trucks</i> <i>3. Certificate of Performance Evaluation as one of the supporting document for Single Largest Completed Contract (SLCC). For this purpose, the acceptable rating of at least “Very Satisfactory” shall be accepted. Performance rating of “Satisfactory” and “Poor” shall mean automatic disqualification.</i> <p><i>Likewise, a Certificate of Performance Evaluation shall be submitted by the bidders covering its previously completed contract with PCA, if applicable.</i></p> <ol style="list-style-type: none"> <i>4. Conformity to the approved Terms of Reference (TOR).</i> <i>5. The required Omnibus Sworn Statement should be true and correct following the verbatim or exact words provided in the format by the GPPB. Non-compliance to this instruction shall mean automatic disqualification.</i>
12	<p>The price of the Goods shall be quoted DDP [<i>Batangas/ Cavite, Laguna, Rizal, Quezon I, Quezon II, Oriental Mindoro, Marinduque, Romblon and Palawan</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p>

	<p>a. The amount of not less than <u>PhP165,722.00</u> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <u>PhP414,305.00</u> if bid security is in Surety Bond.</p>																																																																				
19.3	<p><i>The project has single lot reference as detailed below.</i></p> <table><tr><th>Lot No.</th><th>Pick-up Location</th><th>Area of Delivery</th><th>No. of Seednuts to be Delivered</th><th>Cost of Delivery per Seednut</th><th>Approved Budget for the Contract (ABC)</th></tr><tr><td rowspan="14">1</td><td rowspan="14">New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato</td><td>IV</td><td>387,044</td><td></td><td>8,286,100.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>CALABARZON (IV-A)</td><td>278,000</td><td>20.00</td><td>5,560,000.00</td></tr><tr><td>Batangas</td><td>50,000</td><td>20.00</td><td>1,000,000.00</td></tr><tr><td>Cavite</td><td>20,000</td><td>20.00</td><td>400,000.00</td></tr><tr><td>Laguna</td><td>55,000</td><td>20.00</td><td>1,100,000.00</td></tr><tr><td>Rizal</td><td>15,000</td><td>20.00</td><td>300,000.00</td></tr><tr><td>Quezon I</td><td>70,000</td><td>20.00</td><td>1,400,000.00</td></tr><tr><td>Quezon II</td><td>68,000</td><td>20.00</td><td>1,360,000.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>MIMAROPA (IV-B)</td><td>109,044</td><td>25.00</td><td>2,726,100.00</td></tr><tr><td>Oriental Mindoro</td><td>34,044</td><td>25.00</td><td>851,100.00</td></tr><tr><td>Marinduque</td><td>25,000</td><td>25.00</td><td>625,000.00</td></tr><tr><td>Romblon</td><td>25,000</td><td>25.00</td><td>625,000.00</td></tr><tr><td>Palawan</td><td>25,000</td><td>25.00</td><td>625,000.00</td></tr></table>	Lot No.	Pick-up Location	Area of Delivery	No. of Seednuts to be Delivered	Cost of Delivery per Seednut	Approved Budget for the Contract (ABC)	1	New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato	IV	387,044		8,286,100.00					CALABARZON (IV-A)	278,000	20.00	5,560,000.00	Batangas	50,000	20.00	1,000,000.00	Cavite	20,000	20.00	400,000.00	Laguna	55,000	20.00	1,100,000.00	Rizal	15,000	20.00	300,000.00	Quezon I	70,000	20.00	1,400,000.00	Quezon II	68,000	20.00	1,360,000.00					MIMAROPA (IV-B)	109,044	25.00	2,726,100.00	Oriental Mindoro	34,044	25.00	851,100.00	Marinduque	25,000	25.00	625,000.00	Romblon	25,000	25.00	625,000.00	Palawan	25,000	25.00	625,000.00
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20.2	<p><i>Bidders shall submit post-qualification documents and comply with the following:</i></p> <p><i>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.</i></p> <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> <p><i>2. The bidder/contractor shall submit the list of registered trucks, owned or leased, and the list of drivers with SPAs to perform the delivery.</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>in Batangas/ Cavite, Laguna/ Rizal, Quezon I, Quezon II, Oriental Mindoro, Marinduque, Romblon and Palawan</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> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. <p>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.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of one (1) year.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within the warranty period.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>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>

2.2	<p>Intellectual Property Rights 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>
	<p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> 1. Partial payment of a completed portion/item in a certain delivery area; or, 2. Full payment once the contract has been completed.
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

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

PROJECT: *HAULING/TRUCKING SERVICES OF COCONUT SEEDNUTS UNDER CY 2023 CFIDP*
SUBJECT: *Drop-Off Points (DOPs)*

Origin of Coconut Seednuts:	Drop-Off-Points (DOPs):			Volume of Seednuts per month									
	REGION/ PROVINCE	MUNICIPALITY/ BRGY	TOTAL NO. OF SEEDNUTS	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato	IV		387,044	15,000	30,000	45,044	55,000	35,000	37,000	40,000	40,000	45,000	45,000
	CALABARZON		278,000	0	0	5,000	31,000	35,000	37,000	40,000	40,000	45,000	45,000
	Batangas		50,000										
		Brgy. Coral ni Bacal, Calaca City	20,000				10,000	10,000					
		Brgy. Bagong Pook, Rosario	20,000						10,000	10,000			
		Brgy. Dalipit East, Cuenca	10,000								10,000		
	Cavite		20,000										
		Brgy. Ramirez, Magallanes	20,000									10,000	10,000
	Laguna		55,000										
		PCA Nursery, Alaminos	10,000						10,000				
		Brgy. Calios, Sta. Cruz	45,000				8,000	4,000			2,000	21,000	10,000
	Rizal		15,000										
		Tanay	15,000							10,000	5,000		
	Quezon I		70,000										
		Brgy. Liwayway, Mauban	25,000									10,000	15,000
		Brgy. Isabang, Lucena	25,000							10,000	15,000		
		Brgy. Sta. Catalina, Candelaria	20,000					10,000	10,000				
	Quezon II		68,000										
		Brgy. San Roque, Catanauan	18,000					11,000	7,000				
		Brgy. San Jose, General Luna	18,000			5,000	13,000						
		Brgy. Sta Monica, Tagkawayan	18,000							10,000	8,000		
		Brgy. Camagong, Alabat	14,000									4,000	10,000
	MIMAROPA		109,044	15,000	30,000	40,044	24,000						
	Oriental Mindoro		34,044										
		Bgy. Panaytayan, Mansalay	4,300			3,300	1,000						
		Brgy. Pag-asa, Bansud	16,985				16,985						
		Brgy. Bulusan, Calapan	12,759			6,744	6,015						
	Marinduque		25,000										
		Brgy. Banuyo, Gasan	25,000			25,000							
	Romblon		25,000										
		Brgy. Balatucan, Looc	25,000		20,000	5,000							
	Palawan		25,000										
		Brgy. Salvacion, Puerto Princesa City	5,000	5,000									
		Brgy. Pangobillian, Brooke's Point	10,000	10,000									
		Brgy. Nicanor Zabala, Roxas	10,000		10,000								

Conditions of the Contract:

- The hauling/delivery of coconut seednuts from NCSPC, Aroman, Carmen, North Cotabato to the different drop-off-points (DOPs) shall be completed following the monthly delivery schedule specified herein which shall commence within seven (7) calendar days after receipt of the Notice to Deliver for each delivery month.
- The number of coconut seednuts per month shall be delivered to DOPs within 10 calendar days (lead time).
- Delivery of coconut seednuts to barangay DOPs shall only be accepted during working hours from 8:00AM to 5:00PM, Mondays thru Fridays. Field personnel will not accept any delivery on Saturday, Sunday and holiday.

I hereby certify the compliance to the foregoing schedule of requirements by affixing my name and signature herein.

Name of Company/Bidder

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>
1	<p>The truck units should comply with the following specifications/ requirements:</p> <ul style="list-style-type: none"> a) Open/drop side trucks and/or any hauling vehicle appropriate in the areas of delivery. b) Must be in good running condition with complete accessories such as tarpaulin, spare tires, rope, etc. c) Trucks must be registered as Truck for Hire (TH) by LTO/LTFRB. d) The contractor shall provide LTO Certificate of Registration (CR) and Official Receipt (OR) for each unit of truck. e) The contractor's trucks should be free from holes on the flooring or any pointed or protruding objects to avoid damage on the sacks of seednuts. 	

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

Name of Company/Bidder

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 which shall be awarded within five (5) years from the date of submission and receipt of bids and supported with Contract/Purchase Order; Notice of Award (if applicable); and, Notice to Proceed (if applicable); **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 five (5) years from the date of submission and receipt of bids which shall be supported with Contract/Purchase Order; Certificate of Completion; Certificate of Acceptance (if applicable); 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
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- ☐ (k) List of available trucks with photos (front & back); **and**

- ☐ (l) Current and valid LTO/LTFRB registration of available trucks; **and**
- ☐ (m) Conformity to the approved Terms of Reference (TOR).

Financial Documents

- ☐ (n) 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**
- ☐ (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.

II. 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.

General Instructions for the Submission of Bids

1. Manual Submission of Bids

- a. Each Bidder shall submit three copies 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.

**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 Comple tion	% of Accomplishm ent		Contract Duration [5]	
				Descripti on	%				Plann ed	Actu al	Start	Comple ted
A) Government Contracts i. Completed ii. On-going iii. Awarded but not yet started B) Private Contracts i. Completed ii. On-going iii. Awarded but not yet started												

NOTE: This statement shall be supported with;

- 1) *Contract/ Purchase Order*
- 2) *Notice of Award, if applicable*
- 3) *Notice to Proceed, if applicable*

Name of Company/ Bidder

Signature Over Printed Name
Authorized Representative

Date

Statement of all Completed Government and Private Contracts Similar to the Contract to be Bid or the Single Largest Completed Contract (SLCC)

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

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

Name of the Contract or Title of the Project	a. Owner Name b. Address c. Telephone Nos.	Nature / Scope of Work	Bidder's Role		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/ Purchase Order
2. Certificate of Completion
3. Certificate of Acceptance (if applicable)
4. Certificate of Performance Evaluation (see attached format)

Name of Company/ Bidder

Signature Over Printed Name
Authorized Representative

Date

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: _____

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 Company/Bidder

Signature Over Printed Name of
Authorized Representative

Date

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



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

HAULING/TRUCKING SERVICES OF COCONUT SEEDNUTS UNDER CY 2023 CFIDP

TERMS OF REFERENCE (TOR)

I. SCOPE OF THE PROJECT

- a) The contractor shall provide hauling/trucking services including loading and unloading of coconut seednuts from the New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato to the different drop-off-points (DOPs) enumerated in Section II of this TOR.
- b) The trucker/contractor may use 10wheeler, 10-wheeler wing van, 6-wheeler forward, trailer trucks, elf truck and/or any hauling vehicle appropriate in the area provided with drivers with appropriate Special Power of Attorney (SPA).
- c) The bid price for the hauling/trucking services shall include the freight rate and port expenses from loading to unloading ports, trucking services from unloading ports to designated DOPs, inclusive of taxes.

II. LOT REFERENCE

The project has single lot reference as detailed below.

Lot No.	Pick-up Location	Area of Delivery	No. of Seednuts to be Delivered	Cost of Delivery per Seednut	Approved Budget for the Contract (ABC)
1	New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato	IV	387,044		8,286,100.00
		CALABARZON (IV-A)	278,000	20.00	5,560,000.00
		Batangas	50,000	20.00	1,000,000.00
		Cavite	20,000	20.00	400,000.00
		Laguna	55,000	20.00	1,100,000.00
		Rizal	15,000	20.00	300,000.00
		Quezon I	70,000	20.00	1,400,000.00
		Quezon II	68,000	20.00	1,360,000.00
		MIMAROPA (IV-B)	109,044	25.00	2,726,100.00
		Oriental Mindoro	34,044	25.00	851,100.00
		Marinduque	25,000	25.00	625,000.00
		Romblon	25,000	25.00	625,000.00
		Palawan	25,000	25.00	625,000.00

The prospective bidder/contractor must be in the business of providing hauling/trucking services for at least five (5) years and must be legally, technically and financially capable to provide and undertake the hauling/trucking of coconut seednuts.

III. REQUIREMENT AND SPECIFICATIONS OF THE TRUCK

The truck units should comply with the following specifications/requirements:

- Open/drop side trucks and/or any hauling vehicle appropriate in the areas of delivery.
- Must be in good running condition with complete accessories such as tarpaulin, spare tires, rope, etc.
- Trucks must be registered as Truck for Hire (TH) by LTO/LTFRB.
- The contractor shall provide LTO Certificate of Registration (CR) and Official Receipt (OR) for each unit of truck.
- The contractor's trucks should be free from holes on the flooring or any pointed or protruding objects to avoid damage on the sacks of seednuts.

IV. POST-QUALIFICATION DOCUMENTS

- The bidder/contractor shall submit the list of registered trucks, owned or leased, and the list of drivers with Special Power of Attorney (SPA) to perform the delivery.

V. CONDITIONS OF THE CONTRACT

- The hauling/delivery of coconut seednuts from NCSPC, Aroman, Carmen, North Cotabato to the different drop-off-points (DOPs) shall be completed following the monthly delivery schedule specified below which shall commence within seven (7) calendar days after receipt of the Notice to Deliver for each delivery month.

Origin of Coconut Seednuts:	Drop-Off-Points (DOPs):			Volume of Seednuts per month											
	REGION/ PROVINCE	MUNICIPALITY/ BRGY	TOTAL NO. OF SEEDNUTS	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		
New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato	IV		387,044	15,000	30,000	45,044	55,000	35,000	37,000	40,000	40,000	45,000	45,000		
	CALABARZON		278,000	0	0	5,000	31,000	35,000	37,000	40,000	40,000	45,000	45,000		
	Batangas		50,000												
		Brgy. Coral ni Bacal, Calaca City	20,000				10,000	10,000							
		Brgy. Bagong Pook, Rosario	20,000						10,000	10,000					
		Brgy. Dalipit East, Cuenca	10,000								10,000				
	Cavite		20,000												
		Brgy. Ramirez, Magallanes	20,000									10,000	10,000		
	Laguna		55,000												
		PCA Nursery, Alaminos	10,000						10,000						
		Brgy. Calios, Sta. Cruz	45,000				8,000	4,000			2,000	21,000	10,000		
	Rizal		15,000												
		Tanay	15,000							10,000	5,000				
	Quezon I		70,000												
		Brgy. Liwayway, Mauban	25,000									10,000	15,000		
		Brgy. Isabang, Lucena	25,000							10,000	15,000				
		Brgy. Sta. Catalina, Candelaria	20,000					10,000	10,000						
	Quezon II		68,000												
		Brgy. San Roque, Catanauan	18,000					11,000	7,000						
		Brgy. San Jose, General Luna	18,000			5,000	13,000								
		Brgy. Sta Monica, Tagkawayan	18,000							10,000	8,000				
		Brgy. Camagong, Alabat	14,000									4,000	10,000		
	MIMAROPA		109,044	15,000	30,000	40,044	24,000								
	Oriental Mindoro		34,044												
		Bgy. Panaytayan, Mansalay	4,300			3,300	1,000								
		Brgy. Pag-asa, Bansud	16,985				16,985								
		Brgy. Bulusan, Calapan	12,759			6,744	6,015								
	Marinduque		25,000												
		Brgy. Banuyo, Gasan	25,000			25,000									
	Romblon		25,000												
		Brgy. Balatucan, Looc	25,000		20,000	5,000									
	Palawan		25,000												
		Brgy. Salvacion, Puerto Princesa City	5,000	5,000											
		Brgy. Pangobillian, Brooke's Point	10,000	10,000											
		Brgy. Nicanor Zabala, Roxas	10,000		10,000										

- b) The number of coconut seednuts per month shall be delivered to DOPs within 10 calendar days (lead time).
- c) Delivery of coconut seednuts to the DOPs shall only be accepted during working hours from 8:00AM to 5:00PM, Mondays thru Fridays. Field personnel will not accept any delivery on Saturday, Sunday and holiday.
- d) Failure to haul the coconut seednuts from pick-up location and deliver the same within the specified period shall be subject to imposition of penalties such as but not limited to liquidated damages.

VI. CONTRACT IMPLEMENTATION REQUIREMENTS

A. OBLIGATIONS OF THE CONTRACTOR

1. Truck Deployment

- a) The contractor's trucks should be free from holes on the flooring or any pointed or protruding objects to avoid damage on the sacks of seednuts.
- b) The use of the truck units shall not in any way bind the PCA for any liability from LTO/LTFRB or any enforcement agency should there be fines and penalties that may be imposed to the trucker/contractor.
- c) The contractor shall be held liable for losses and damages of the goods that may be happen during delivery.

2. Responsibilities of Drivers

- a) Drivers must be provided with Special Power of Attorney (SPA) by the Contractor appointing said drivers as duly authorized and constituted as agent or attorney-in-fact of the Contractor stating among other things, the following responsibilities:
 - 1. Sign documents that is Warehouse Stock Issue (WSI)/Delivery Receipt (DR) or its equivalent for the trucks he is assigned to; and,
 - 2. To affix his signature on pertinent documents to authenticate correct number and good condition of the goods at source.
- b) Drivers of leased trucks are considered authorized agents of the Contractor.
- c) Should there be a change/substitution of driver/representative, the contractor shall notify the PCA in writing and submit the following requirement:
 - 1. Special Power of Attorney (SPA)
 - 2. Photo copy of driver's license
- d) Losses, damages and accidents arising from any misconduct, misdemeanor, reckless imprudence or any untoward incident caused by drivers and truck helper inside and outside PCA leased/owned nurseries shall be the responsibility and

liability of the contractor. It is understood that hired truck drivers and helpers of the contractor shall exercise proper conduct and discipline being an extension of the contractor. PCA may demand from the contractor the banning/replacement of unruly drivers/truck helpers.

3. Liability for losses and damages of cargoes by the Contractor

- a) The PCA cargoes or the coconut seednuts shall be considered under the custody of the Contractor upon loading at contractor's trucks up to the time that it has been delivered and duly acknowledged at the DOPs by PCA authorized representative.
- b) The Contractor shall be liable for any loss in sacks and/or in number including damage to the coconut seednuts under its custody from source to final receiving end, except for loss or damage caused by *force majeure* or fortuitous events and upon proof that Contractor has exercised extra ordinary diligence to preserve and protect said cargo from damage or loss before, during and after the occurrence of *force majeure*/fortuitous events, provided further that the liability fixed shall not exceed the replacement cost of the cargoes.
- c) Losses of PCA arising from any cause or negligence of the drivers/helpers shall be for the account of the Contractor. This is without prejudice to the filing of whatever claims due to PCA borne out of any adverse result of any investigation conducted by proper authorities.
- d) Any damage to PCA cargoes and/or properties sustained during the transport, loading and unloading of coconut seednuts through fault or negligence of drivers, shall be the liability of the Contractor.
- e) The Contractor shall settle his liability through deduction from claim, payment in cash or by restitution. Restitution shall be of the same quality of the cargo delivered and in such quantity that will be equivalent to the exact amount of value of the computed replacement cost.

4. Repair and Maintenance of Trucks and Other Operating Expenses

- a) All expenses for registration and others such as, but not limited to, wages of driver(s), gas and oil, repairs and maintenance of the truck(s) be it minor or major repair shall be for the account of the Contractor.
- b) Provide sufficient tarpaulin covers to protect the cargoes from the elements as well as the necessary logistics to ensure continuity of hauling operations. Tarpaulin covers should be long enough to protect the cargo.

5. Truck Delay

The Contractor shall notify in writing or email the PCA through any fastest means of communication in event of delays such as the following:

- a) Impassable roads/landslides/detours;
- b) Collapsed/impassable bridges;
- c) Mechanical breakdown; and,
- d) Other events and incidents causing delay.

B. OBLIGATIONS OF PCA REGION IV & PCA-NCSPC

1. NCSPC shall monitor the loading of coconut seednuts at the contractor's trucks. NCSPC authorized representative shall sign the dispatch slip of the contractor after checking the number of coconut seednuts loaded in the truck and verifying truck's plate number from the list of authorized units furnished by PCA Region IV.
2. A Delivery Receipt (DR) or its equivalent shall be signed by PCA authorized representative at the DOP indicating the number of coconut seednuts delivered.
3. A copy of signed DR shall be issued to PCA authorized representative at the DOP while the original copy shall be kept safe by the contractor's authorized driver to be submitted to the PCA Regional Office together with the original copy of the Sales Invoice and Billing Statement.
4. The Provincial Office (PO) should submit the copy of the DR to the Regional Office (RO) together with the accomplished Inspection and Acceptance Report (IAR) within seven (7) calendar days after the delivery.
5. While, the Regional Manager shall sign the Sales Invoice with complete IAR of coconut seednuts submitted by the Provincial Office.

VII. TERMS OF PAYMENT

Payment thru progress billing is allowed as long as the required number of coconut seednuts is completely delivered at the designated DOPs with no reported damages or losses and upon submission by the concerned Provincial Office of the Inspection and Acceptance Report (IAR); Sales Invoice and Billing Statement with original Delivery Receipt by the Contractor.

Prepared by:
(SGD.) **MARIETTA C. PEREZ**
Project Development Officer IV

Approved by:
(SGD.) **BIBIANO C. CONCIBIDO JR.**
Regional Manager III

Conforme:

Name and Signature of Bidder

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.

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

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

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

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.

