

REPUBLIC OF THE PHILIPPINES



**DEPARTMENT OF SOCIAL WELFARE
AND DEVELOPMENT**

Field Office XI, Davao City

**Provision of Fuel and Lubricants
using Fleet Card Services Technology for
DSWD Field Office XI Vehicles**

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.

INVITATION TO BID FOR THE PROVISION OF FUEL AND LUBRICANTS USING FLEET CARD SERVICES TECHNOLOGY FOR DSWD FIELD OFFICE XI VEHICLES

1. The Department of Social Welfare and Development – Field Office XI intends to apply the sum of **TWO MILLION PESOS ONLY (PHP 2,000,000.00)** being the ABC to payments under the contract for the **Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles** and with identification number: **24-05-PB016**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DSWD – Field Office XI, now invites Bids from eligible bidders for the above Procurement Project. For Delivery of the Goods please refer to the Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a single contract similar to the Project and equivalent to at least twenty-five percent 25% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
4. 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 5183 and subject to Commonwealth Act 138.
5. and Development – Field Office XI and inspect the Bidding Documents at the address given below during office hours from 9:00 am to 5:00 pm.
6. A complete set of Bidding Documents may be purchased by interested Bidders on June 4, 2024 from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount of Five Thousand Pesos Only (PHP 5,000.00).
7. The Department of Social Welfare and Development – Field Office XI will hold a **Pre-Bid Conference on June 11, 2024, 1:30 P.M.** at the DSWD – Field Office XI Compound, Ramon Magsaysay Avenue corner Damaso Suazo Street, Davao City which is limited to one (1) representative per bidder and through Google meeting, with meeting link: **meet.google.com/kxp-hdnf-bgg** for bidders who cannot attend personally. The Pre-Bid conference is open to all interested parties.

8. Bids must be duly received by the BAC Secretariat at the DSWD – Field Office XI Compound, Ramon Magsaysay Avenue corner Damaso Suazo Street, Davao City on or before **June 24, 2024, 1:30 P.M.**

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

9. Bid opening shall be on **June 24, 2024, 1:45 P.M.** at the DSWD – Field Office XI Compound, Ramon Magsaysay Avenue corner Damaso Suazo Street, Davao City which is limited to one (1) representative per bidder and through Google meeting, with meeting link: **meet.google.com/gsz-dghf-oar** for bidders who cannot attend personally. Bids will be opened in the presence of the Bidders' representatives who choose to attend the Bid Opening.
10. The Department of Social Welfare and Development – Field Office XI 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.
11. For further information, please refer to:

Mr. Anthony Carl C. Aguilar
Head, BAC Secretariat
DSWD Field Office XI
R. Magsaysay cor. Damaso Suazo St., Davao City
bacsec.fo11@dswd.gov.ph
(082) 227-1964 local 1114

12. You may visit the following websites for the downloading of Bidding Documents:
www.fo11.dswd.gov.ph and www.philgeps.gov.ph


MIA DULCE CORAZON S. VERGARA
Chairperson, Bids and Awards Committee

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, *Department of Social Welfare and Development* wishes to receive Bids for the **Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles** with identification number **24-05-PB016**.

The Procurement Project (referred to herein as “Project”) is composed of 1 lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding

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 and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of each ABC per lot.
 - 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.

8. Pre-Bid Conference

The Procuring Entity will hold a **Pre-bid Conference** for this Project on **June 11, 2024 at 1:30 P.M.** in the DSWD Field Office XI, Ramon Magsaysay Avenue corner Damaso Suazo St., Davao City and/or through videoconferencing/webcasting with the Meeting Link: meet.google.com/kxp-hdnf-bgg 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 *[state relevant period as provided in paragraph 2 of the **IB**]* 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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 e.
 - 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 **Section VII (Technical Specifications)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:

[Select one, delete the other/s]

- 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 *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit three (3) copies of the first and second components of its Bid, original copy, copy one (1) and copy two (2). The three (3) copies of the first components will be sealed (seal must be signed by the bidder) to one (1) envelope and must be labelled envelope one (1), the three (3) copies of the second components will be sealed (seal must be signed by the bidder) to one (1) envelope and must be labelled envelope two (2). Envelope one (1) and Envelope two (2) must be placed and sealed (seal must be signed by the bidder) inside an envelope with a label containing the name and address of the Bidder, title of the procurement project, ITB number, name of the BAC Chairperson as stated in the ITB, Procuring Entity and address of the Procuring Entity. One (1) set of the above mentioned per Lot.

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**.

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.

- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.

- 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 15 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:
- [Select one, delete the other/s]*
- Option 1 – One Project having several items that shall be awarded as one contract.
- Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- Option 3 - One Project having several items, which shall be awarded as separate contracts per item.
- [Delete Options 2 and 3 if Framework Agreement will be used.]*
- 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

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 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, *{[Include if Framework Agreement will be used:]* or in the case of multi-year

Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,} 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**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified 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> <ul style="list-style-type: none"> a. For the procurement of Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project (Fuel and Lubricants using Fleet Card), equivalent to at least Twenty-Five percent (25%) of the ABC. b. completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	<p>a. For Goods offered from within the Procuring Entity's country:</p> <ul style="list-style-type: none"> - The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable); - The cost of all customs duties and sales and other taxes already paid or payable; - The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and - The price of other (incidental) services, if any, listed in e.
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> <ul style="list-style-type: none"> a. The amount of not less than Forty Thousand Pesos Only (<i>PHP 40,000.00</i>), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than One Hundred Thousand Pesos Only (<i>PHP 100,000.00</i>) if bid security is in Surety Bond.
19.3	One Project having several items that shall be awarded as one contract.
20.2	<p><i>Note: Expired Registrations must be renewed and Valid Prior to the Award of Contract.</i></p> <ul style="list-style-type: none"> <i>a. Registration Certificate from SEC for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;</i> <i>b. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;</i> <i>c. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR</i> <p><i>the above mentioned must be submitted to the Procuring Entity not later than five (5) calendar days from the receipt of notice of post qualification from the Bids and Awards Committee.</i></p>
21.2	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 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**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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 prior to 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. *[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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

6.1. 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.

6.2. 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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</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 is <i>[indicate name(s)]</i>.</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> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol 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. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

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

Select appropriate requirements and delete the rest.

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<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 Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The 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>Regular and Recurring Services – <i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION **Project Identification No.: 24-05-PB016**

To: *Department of Social Welfare and Development Field Office XI, corner Damaso Suazo Street Magsaysay Avenue, Davao City*

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Section VI. Schedule of Requirements

SCHEDULE OF REQUIREMENTS

Entity: Department of Social Welfare and Development, Field Office XI, Davao City

Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

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

Item	Description	Quantity	Destination of Delivery	Delivered, Weeks/Months
1	Fuel and Lubricants (Fleet Card)	1 lot	Recipient: DSWD Field Office XI Vehicles <i>(see attached list of vehicles)</i>	Contract Period: Six (6) months or upon full consumption of the services whichever comes first. <u>Start of Contract:</u> One (1) day after the receipt of the Notice to Proceed

_____ Name of Company

Address: _____

_____ Name & Signature of Bidder or Authorized Representative

Tel. No.: _____

Fax No.: _____

MATRIX FOR FLEET CARD SYSTEM OF DSWD FIELD OFFICE XI
 (6 Months Duration or upon full consumption whichever comes first)

Item No.	Vehicle Plate No.	Vehicle Type/Model	Estimated Liters per Month	Estimated Liters for 6 Months	Fuel Type
1	F2G 791	Nissan Nv30 Urvan	250.00	1,500.00	Diesel
2	F2G 817	Nissan Nv30 Urvan	250.00	1,500.00	Diesel
3	F2G 774	Nissan Nv30 Urvan	250.00	1,500.00	Diesel
4	SAA 4582	Mitsubishi Montero Sports	250.00	1,500.00	Diesel
5	SAB 4418	Isuzu D-Max	250.00	1,500.00	Diesel
6	SHE 899	Toyota Hi-Lux	250.00	1,500.00	Diesel
7	BIB 279	Mitsubishi L300	250.00	1,500.00	Diesel
8	SHF 196	Isuzu Forward Truck	277.78	1,666.67	Diesel
9	A1 756	Hino Forward Truck	277.78	1,666.67	Diesel
10	POC 502	Toyota Hiace (Ambulance-HA)	250.00	1,500.00	Diesel
11	A90 833	Toyota Hiace (Ambulance-HGW)	250.00	1,500.00	Diesel
12	POJ 501	Toyota Hiace (Ambulance-RSCC)	250.00	1,500.00	Diesel
13	POJ 465	Toyota Hiace (Ambulance-RRCY)	250.00	1,500.00	Diesel
14	P3J 736	Toyota Hiace (Ambulance-Region)	250.00	1,500.00	Diesel
15	S2T 785	Toyota Hiace Commuter Van	250.00	1,500.00	Diesel
16	S2 Z962	Toyota Hilux Conquest	250.00	1,500.00	Diesel
17	B9S 506	Mitsubishi L300	250.00	1,500.00	Diesel
18	B9S 509	Mitsubishi L300	250.00	1,500.00	Diesel
19	Y3S529	Mitsubishi L300	250.00	1,500.00	Diesel
20	S6J 327	Toyota Innova	250.00	1,500.00	Diesel
21	SND 1501	Nissan Urvan 2.5 Premium Mt	250.00	1,500.00	Diesel
22	SCB 1100	Faw Mighty Mobile Command Center	250.00	1,500.00	Diesel
TOTAL			5,555.56	33,333.33	

Section VII. Technical Specifications

TERMS OF REFERENCE

Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

Item no.	Particulars/Provision	STATEMENT OF COMPLIANCE (State "Comply or Not Comply")
A. QUALIFICATIONS OF THE SERVICE PROVIDER		
1.	The Service Provider shall have the necessary eligibility, experience, and expertise in providing fuel fleet card services, as provided in the Bidding Documents.	
2.	The Procuring Entity desires a Service Provider who has completed a project within the last five (5) years from the date of submission and receipt of bids and has a single largest contract that is similar to the Contract to be bid. A similar contract must be a fuel fleet card services contract equivalent to at least twenty-five percent (25%) of the ABC.	
B. SCOPE OF WORK AND DELIVERABLES		
FUEL SUPPLY		
3.	A. DIESEL conforming to current Department of Energy (DOE) Standards on Petroleum Products – Automotive Diesel Oil.	
4.	B. GASOLINE with minimum Research Octane No. (RON) 91, conforming to current DOE Standards on Petroleum Products Unleaded Gasoline.	
FLEET CARD DESIGN		
5.	Fleet Card must have the following embossed on each card: a. Company Name: DSWD XI b. Card Number c. Vehicle Plate Number d. Expiry Date	
FLEET CARD SECURITY		
6.	Fleet Card must be protected from hacking, fraud, unauthorized use. Transaction tampering, illegal cloning, copying or counterfeiting and accidental deletion of fleet records.	

Name of Company

Full Name and Signature of the
Bidder's Authorized Representative

Address: _____
Tel. No.: _____
Fax No.: _____

TERMS OF REFERENCE

Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

7.	The Fleet Card system should have a web-based program for data tracking or monitoring.	
FLEET CARD CUSTOMIZATION		
8.	A. Regular Fleet Card must have the following control features: a. Product restrictions	
9.	b. Can be deactivated and/or reactivated upon request	
10.	c. Vehicle Specific option	
11.	d. Fleet Cards can be used in any of the Fleet affiliated service stations of the Service Provider	
12.	B. Administrator Fleet Card must have the following control features: a. Product Restrictions	
13.	b. Can be deactivated and/or reactivated upon request	
14.	c. Fleet Cards can be used in any of the Fleet affiliated service stations of the supplier	
FLEET CARD SITES AND ACCESSIBILITY		
15.	The Service Provider shall have/provide: a. Minimum of 30 fleet card stations within Davao Region with at least two (2) Station per province.	
16.	b. The list of all stations/sites offering fleet card services.	
FLEET CARD SERVICES		
17.	A. The fleet card Service Provider shall provide the fuel requirements of all DSWD service vehicle using the fleet technology.	

Name of Company

Full Name and Signature of the
Bidder's Authorized Representative

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Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

18.	B. The fleet card Service Provider must: i. Have a wide service station network nationwide and all of its fleet card sites are available at all times to provide fuel to all service vehicle of DSWD following the terms and condition set in the contract.	
19.	ii. Have a web-based program for data tracking or monitoring reflecting DSWD's detailed and summarized transactions.	
20.	C. One (1) fleet card shall be issued per vehicle.	
21.	D. Two (2) administrator fleet cards should be issued for emergency purposes for Diesel and Gasoline.	
22.	E. Increase and decrease of vehicles under fleet card program are allowed subject to existing procurement laws.	
23.	F. Only the vehicle indicated in the fleet card shall be allowed to avail fuel. Alternatively, administrator fleet card can be used by other vehicle, but only in emergency, subject to the approval of the Head of the Administrative Division-General Services Section (AD-GSS).	
24.	G. Odometer reading and recording per transaction per vehicle is required.	
	FLEET CARD BILLING	
25.	A. Cashless purchase of fuel products.	
26.	B. The service provider shall issue proof of purchase for every transaction.	
27.	C. Billing system should be computer generated.	

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Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

28.	D. Issuance of Billing Statements to DSWD shall be within fifteen (15) calendar days after the end of the applicable billing month, accompanied by a report (electronic and/or signed printed copy). Billing Statement must be on a per vehicle basis. Late payment due to the delay of receipt of the Billing Statement should not be ground for suspension of the fleet card.	
29.	E. All details in the SOA should be complete and accurate.	
	FLEET CARD REPORTS	
30.	A. Provide the following reports, such as but not limited to: i. Fuel transaction details and analysis ii. Fuel consumption report	
31.	B. Reports can be accessed and downloaded through the internet website/portal.	
32.	C. Availability of internet web module for DSWD authorized personnel through secured log-on access.	
	DELIVERY	
33.	A. Delivery of new cards must be within fifteen (15) calendar days from receipt of NTP.	
34.	B. The cards must be ready for use within 24 hours upon delivery.	
35.	C. Replacement cards must be delivered within fifteen (15) calendar days upon receipt of report/request.	
36.	D. Additional cards must be delivered within fifteen (15) calendar days upon request.	
37.	E. All cards shall be delivered at the DSWD Field Office XI, R. Magsaysay cor. D. Suazo St., Davao City subject to notice by the DSWD.	

Name of Company

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Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

	PAYMENT SYSTEM	
38.	A. Monthly Billing Cycle.	
39.	B. Proof of purchase shall be issued for every transaction.	
40.	C. During contract implementation, discount per liter offered by the bidder shall be applied to the pump price per liter at the time of purchase.	
41.	D. The amount per liter of fuel to be charged to DSWD shall be based on the pump price at the time of purchase, provided however that the pump price is within the prevailing market/retail/pump price as published in the DOE website.	
42.	E. Payment period is within thirty (30) calendar days upon receipt of the complete and correct billing documents as required by DSWD.	
43.	F. Payment is VAT inclusive.	
	OTHERS	
44.	A. Fleet card transaction can be processed in fleet card sites in remote areas with no available internet connection and telephone line.	
45.	B. Card fees, joining fees and other charges shall be free of charge/waived.	
46.	C. No handling fees.	
47.	D. No minimum monthly purchase/consumption.	
48.	E. Please see Annex "A" . for the type of vehicle and petroleum type used for each service vehicle.	
49.	F. The service provider shall allow including in the fleet card program additional or new service vehicles.	

Name of Company

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Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

C. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER		
50.	1. Provide/dispense fuel products to DSWD vehicles as indicated in Annex "A" .	
51.	2. Within fifteen (15) calendar days upon issuance of Notice to Proceed (NTP), the Supplier shall: <ul style="list-style-type: none"> a. Provide DSWD with the fuel card as indicated in Section VI above. b. Provide web-based program/application account for data tracking or monitoring, which reflect the monthly purchases of DSWD service vehicles. 	
52.	3. Allow the supply of gasoline and diesel to all service vehicles of the DSWD XI enrolled/listed in the Fleet Card Program in all of its fleet card sites.	
53.	4. Service station/branch shall load fuel only to the vehicle indicated in the fleet card and administrative card (plate number, petroleum products, i.e. gasoline or diesel).	
54.	5. Service station shall, read and record the odometer reading per transaction.	
55.	6. Transaction slip/receipt/invoice shall be issued every time fuel is withdrawn.	
56.	7. Statement of Account (SOA) shall be accurate with the receipt/invoice issued by the service station.	
57.	8. Ensure that the fleet card transaction slip accurately reflects all purchases charged to the fleet card.	
58.	9. Supply of fuels shall be made by the Service Provider in accordance with the terms specified in the Fuel Fleet Card Services Requirements.	
59.	10. Replacement of dilapidated/worn-out fleet cards shall be within fifteen (15) calendar days from receipt of report/request.	

Name of Company

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Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

60.	11. Additional cards must be delivered within fifteen (15) calendar days upon receipt of request.	
61.	12. Issuance of Billing Statements to DSWD XI shall be within fifteen (15) calendar days after the end of the applicable billing month, accompanied by a monthly report (electronic and/or signed printed copy). Billing Statement must be on a per vehicle basis. Late payment due to the delay of receipt of the Billing Statement should not be a ground for suspension of the fleet card.	
62.	13. Issuance of the corresponding Official Receipt on payments made by DSWD XI.	
63.	14. All cards shall be delivered at the DSWD FO XI, Ramon Magsaysay corner Damaso Suazo St., Davao City, subject to notice by the DSWD FO XI.	
D. TERMS OF PAYMENT		
64.	1. Payment shall be computed at actual consumption based on prevailing pump prices.	
65.	2. The Service Provider shall provide a Statement of Account (SOA) or Billing Statement as basis for the payment of actual consumption per billing cycle. The SOA should contain the following information: a. Date and Time of Purchase b. Vehicle Plate No. c. No. of liters d. Name of Driver e. Fuel Card No.	
66.	3. In case the Fuel Card is damaged, lost or stolen, without the fault or negligence of concerned DSWD official/personnel, the Service Provider shall replace the same without additional cost on the part of DSWD.	

Name of Company

Full Name and Signature of the
Bidder's Authorized Representative

Address: _____
Tel. No.: _____
Fax No.: _____

MATRIX FOR FLEET CARD SYSTEM OF DSWD FIELD OFFICE XI
 (6 Months Duration or upon full consumption whichever comes first)

Item No.	Vehicle Plate No.	Vehicle Type/Model	Estimated Liters per Month	Estimated Liters for 6 Months	Fuel Type
1	F2G 791	Nissan Nv30 Urvan	250.00	1,500.00	Diesel
2	F2G 817	Nissan Nv30 Urvan	250.00	1,500.00	Diesel
3	F2G 774	Nissan Nv30 Urvan	250.00	1,500.00	Diesel
4	SAA 4582	Mitsubishi Montero Sports	250.00	1,500.00	Diesel
5	SAB 4418	Isuzu D-Max	250.00	1,500.00	Diesel
6	SHE 899	Toyota Hi-Lux	250.00	1,500.00	Diesel
7	BIB 279	Mitsubishi L300	250.00	1,500.00	Diesel
8	SHF 196	Isuzu Forward Truck	277.78	1,666.67	Diesel
9	A1 756	Hino Forward Truck	277.78	1,666.67	Diesel
10	POC 502	Toyota Hiace (Ambulance-HA)	250.00	1,500.00	Diesel
11	A90 833	Toyota Hiace (Ambulance-HGW)	250.00	1,500.00	Diesel
12	POJ 501	Toyota Hiace (Ambulance-RSCC)	250.00	1,500.00	Diesel
13	POJ 465	Toyota Hiace (Ambulance-RRCY)	250.00	1,500.00	Diesel
14	P3J 736	Toyota Hiace (Ambulance-Region)	250.00	1,500.00	Diesel
15	S2T 785	Toyota Hiace Commuter Van	250.00	1,500.00	Diesel
16	S2 Z962	Toyota Hilux Conquest	250.00	1,500.00	Diesel
17	B9S 506	Mitsubishi L300	250.00	1,500.00	Diesel
18	B9S 509	Mitsubishi L300	250.00	1,500.00	Diesel
19	Y3S529	Mitsubishi L300	250.00	1,500.00	Diesel
20	S6J 327	Toyota Innova	250.00	1,500.00	Diesel
21	SND 1501	Nissan Urvan 2.5 Premium Mt	250.00	1,500.00	Diesel
22	SCB 1100	Faw Mighty Mobile Command Center	250.00	1,500.00	Diesel
TOTAL			5,555.56	33,333.33	

BILL OF QUANTITIES

Provision of Fuel and Lubricants using Fleet Card Services Technology for DSWD Field Office XI Vehicles

Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, FIELD OFFICE XI, DAVAO CITY

Item	PARTICULAR/DESCRIPTIONS	QUANTITY	UNIT	UNIT PRICE	TOTAL UNIT PRICE ((col. 5) x (col. 3))
1	Fuel and Lubricants (Fleet Card)	1	lot		

Note: Please attach breakdown cost.

TOTAL PRICE (Item No. 1, including taxes):

TOTAL PRICE (IN WORDS):

Name of Company

Address: _____

Name and Signature of Bidder
or Authorized Representative

Tel. No.: _____

Fax No.: _____

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

BID FORM

Date: _____

Project Identification No.: 24-05-PB016

To: *Department of Social Welfare and Development Field Office XI, corner Damaso Suazo Street Magsaysay Avenue, Davao City*

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

If our Bid is accepted, we undertake:

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

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

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

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

(if none, state “None”)]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

