



**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



**FOOD SUBSISTENCE  
FOR PERSONS DEPRIVED  
OF LIBERTY AT IWAHIG  
PRISON & PENAL FARM  
(January to December 2019)**

**BID REF. 2018-020**

**APPROVED BUDGET FOR THE  
CONTRACT**

**Php 52,428,600.00**



**BUREAU OF CORRECTIONS  
IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



**INVITATION TO BID**

**FOOD SUBSISTENCE FOR PERSONS DEPRIVED OF LIBERTY AT IWAHIG PRISON & PENAL FARM**

**BID REF: 2018-020**

- The **IWAHIG PRISON & PENAL FARM**, through the General Appropriations Act of 2019 intends to apply the sum of **Fifty Two Million Four Hundred Twenty Eight Thousand Thousand Six Hundred Pesos (Php 52,428,600 .00)** being the Approved Budget for the Contract (ABC) for **FOOD SUBSISTENCE OF PERSONS DEPRIVED OF LIBERTY**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

	<b>ABC (Php)</b>	<b>Bid Documents Fee (Php)</b>
Prospective Bidder shall bid unit cost of food subsistence/menu/pdl based on a 10-day cycle menu. (Basis of ABC: 2,394 x P60.00 x 365 days.)	<b>52,428,600.00</b>	<b>50,000.00</b>

- The Iwahig Prison & Penal Farm now invites bids for Food Subsistence of IP&PF PsDL CY 2019 Contract shall commence from the approval of Contract of Agreement and issuance of Notice to Proceed up to December 31, 2019

Bidders must have a Single Largest Completed Contract with an amount of at least Fifty Percent (50%) of the ABC which is Twenty Six Million Two hundred Fourteen Thousand Three Hundred Pesos (Php 26,214,300.00) within two (2) years from the date of submission and receipt of bids, a contract similar to the Project to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

- Bidding will be conducted through an open competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the 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 5183.



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Palawan



4. Interested bidders may obtain further information from Iwahig Prison & Penal Farm and inspect the bidding documents at the address given below during Mondays-Fridays at 8:00 am to 5:00 pm
5. A complete set of Bidding Documents may be acquired by interested Bidders on December 21, 2018 from the address below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest guidelines issued by the GPPB in the amount stated above.  
  
It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGeps) and BuCor website [www.bucor.gov.ph](http://www.bucor.gov.ph). Provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The Iwahig Prison & Penal Farm will hold a Pre- Bid Conference on December 28, 2018, 10:00 o'clock in the morning which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before 9:00 am January 09, 2019. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.  
  
Opening of bids shall be at 9:15 in the morning of January 09, 2019 at the Regional Conference Room, Central Sub-Colony. Bids will be opened in the presence of bidder's representative who choose to attend at the above-stated adress. Late bids shall not be accepted.
8. In the event two or more of the bidders have been post-qualified as LCRB, the IPPF-BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck as a tie-breaking tool (draw lots or similar methods of chance).
9. **The IWAHIG PRISON AND PENAL FARM reserves the right to reject any and all bids, to declare a failure, or not award the contract at any time prior to contract award, in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.**
10. For further information, please refer to: BAC Secretariat c/o Dr. MONETTE M. MARTIN/Ms. Ma. Fatima G. Dioquino at BAC Secretariat Office, Central Sub-Colony, Iwahig Prison and Penal Farm, Puerto Princesa City from 8:00 AM to 5:00 PM, Monday to Friday or at cellphone # 093551925747

  
**CTInsp. ARNEL Y. BONDOC, DMD**  
*Chairman, Bids & Awards Committee*

# **SECTION II**

## **Instructions To Bidders**

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## A. General

### 1. Scope of Bid

- 1.1. The Procuring Entity named in the [BDS](#) invites bids for the supply and delivery of the Goods as described in **Error! Reference source not found.**
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the [BDS](#). The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

### 2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the [BDS](#), and in the amount indicated in the [BDS](#). It intends to apply part of the funds received for the Project, as defined in the [BDS](#), to cover eligible payments under the contract.

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

- 3.1. Unless otherwise specified in the [BDS](#), 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. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
    - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
    - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

#### **4. Conflict of Interest**

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in



paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

- 5.1. Unless otherwise provided in the [BDS](#), the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; and
  - (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the [BDS](#):
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
  - (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4. Unless otherwise provided in the [BDS](#), the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine

Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the [BDS](#).

For this purpose, contracts similar to the Project shall be those described in the [BDS](#), and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing 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.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

## **6. Bidder's Responsibilities**

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in **Error! Reference source not found.** as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.

- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that 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;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
  - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

(iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

(k) Ensuring that it 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.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods**

Unless otherwise indicated in the [BDS](#), there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

## **8. Subcontracts**

- 8.1. Unless otherwise specified in the [BDS](#), the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the [BDS](#). However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the [BDS](#). In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Pre-Bid Conference**

- 9.1. (a) If so specified in the [BDS](#), a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- (b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the [BDS](#).
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes

of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

- 9.3 Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

## **10. Clarification and Amendment of Bidding Documents**

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the [BDS](#) at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

### **C. Preparation of Bids**

## **11. Language of Bids**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

## 12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the [BDS](#), the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

### Class “A” Documents:

(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.

(ii) Statement 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

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the [BDS](#).

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner’s name and address;
- (ii.5) kinds of Goods;
- (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- (ii.8) date of delivery; and
- (ii.9) end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.



- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class “B” Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
    - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
    - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
  - (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
  - (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in **Error! Reference source not found.**
  - (iv) For foreign bidders claiming eligibility by reason of their country’s extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

### **13. Documents Comprising the Bid: Financial Component**

13.1. Unless otherwise stated in the [BDS](#), the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the [BDS](#); and
- (c) Any other document related to the financial component of the bid as stated in the [BDS](#).

- 13.2. (a) Unless otherwise stated in the [BDS](#), all bids that exceed the ABC shall not be accepted.
- (b) Unless otherwise indicated in the [BDS](#), for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
  - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
  - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
  - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
  - (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in

the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.

- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. 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 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, listed in the [BDS](#).
  - (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations
- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the

recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the [BDS](#). 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 *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the [BDS](#), payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

17.1. Bids shall remain valid for the period specified in the [BDS](#) which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the [BDS](#), which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the [BDS](#). Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
- (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
    - (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
    - (iv) submission of eligibility requirements containing false information or falsified documents;
    - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
    - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
    - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
    - (viii) refusal or failure to post the required performance security within the prescribed time;

- (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

## **19. Format and Signing of Bids**

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in **Error! Reference source not found.** on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

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

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. \_\_\_ - TECHNICAL COMPONENT” and “COPY NO. \_\_\_ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. \_\_\_”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the [BDS](#) shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

## **D. Submission and Opening of Bids**

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

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the [BDS](#).

### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission



and opening, the Bidder's name, its representative and the time the late bid was submitted.

## **23. Modification and Withdrawal of Bids**

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with ITB Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

## **24. Opening and Preliminary Examination of Bids**

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the [BDS](#). In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 24.2. Unless otherwise specified in the [BDS](#), the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the [BDS](#), immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class "A" Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - (b) Mayor's/Business permit issued by the local government where the principal place of business of the bidder is located; and
  - (c) Audited Financial Statements showing, among others, the prospective bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.

- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8 The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

### **26. Clarification of Bids**

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

### **27. Domestic Preference**

- 27.1. Unless otherwise stated in the [BDS](#), the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
  - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).

- (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
  - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## **28. Detailed Evaluation and Comparison of Bids**

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
- (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. 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 following in the evaluation of bids:
- (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid

modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the [BDS](#).
- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 28.3.

## **29. Post-Qualification**

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. 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](#).

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and

13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary “pass/fail” criterion, which shall be completed within a period of twelve (12) calendar days.

- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder’s Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder’s capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.
- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

### **30. Reservation Clause**

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder’s capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
  - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
  - (ii) If the project is no longer necessary as determined by the HoPE; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective Bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
- (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

## **F. Award of Contract**

### **31. Contract Award**

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
    - (i) Valid JVA, if applicable; or
    - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;
  - (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in

31.5.

31.6.

31.7.

31.8.

31.9.

31.10.

31.11.

Bureau **OF CORRECTIONS**

**IWAHIG PRISON AND PENAL FARM**

Iwahig, 5301 Puerto Princesa City

Palawan

## **SECTION VI**



31.12. .

## 32. Signing of the Contract

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) 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;
  - (d) Performance Security;
  - (e) Notice of Award of Contract; and
  - (f) Other contract documents that may be required by existing laws and/or specified in the [BDS](#).

## 33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
------------------------------	---

<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Five percent (5%)</p>
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### **34. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the

successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### **35. Protest Mechanism**

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

**Section III**  
**BID DATA SHEETS**

# BID DATA SHEETS

ITB Clause	
1.1	<p>The Procuring Entity is Iwahig Prison &amp; Penal Farm</p> <p><i>The name of the Contract is:</i>  <i>Supply and delivery of food subsistence for Persons Deprived of Liberty (P"Sdl) at Iwahig Prison and Penal Farm for CY 2019</i>  <i>The Bid Reference is: 2018-020</i></p>
2	<p>The Funding Source is: The Government of the Philippines (GOP) through GAA 2019 Fund 101 in the amount of <b>Fifty Two Million Four Hundred Twenty Eight Thousand Six Hundred Pesos (Php 52,428,600 .00)</b></p> <p>The name of the Project is: Supply and delivery of FOOD SUBSISTENCE for Persons Deprived of Liberty (PsDL) CY 2019 at Iwahig Prison and Penal Farm</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	<p>The prospective bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1 (a.) (iii) a single contract that is similar to this project must be at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to Food subsistence such as but not limited to delivery or preparation, whether processed or in its original form, of food or edible materials for human consumption or those engaged in food business or food supply chain as defined in Food Safety Act of 2013 .</p>
7	No further instructions.
8.1	"Subcontracting is not allowed."
8.2	"Not applicable".
9.1	"Not applicable". See procurement activity schedule
10.1	<p>The Procuring Entity's address is:</p> <p>Iwahig Prison &amp; Penal Farm            Puerto Princesa City</p> <p>CTInsp. ARNEL Y. BONDOC, DMD            BAC Chairman</p>
12.1	Note: A copy of authorized representative's valid Government issue ID shall be used as competent proof of identity in all notarized documents pursuant to 2004 Rules on Notarial Law Practice

Community Tax Certificate (CTC) or Residence Certificate is not accepted as a competent proof of identity in all notarized documents for the purpose of this bidding.

The Bidder shall submit the following Eligibility Financial and Technical Documents, arranged, numbered or tabbed as enumerated below:

Deferment of Mandatory Submission of PhilGEPs Certificate of Registration and Membership

**4.1.1 For all procurement projects advertised and/or posted after the effectivity of this circular, bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPs pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPs under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPs Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184;**

Class "A" Documents:

- i. **Valid and current Registration Certificate from the Securities and Exchange Commission (SEC) including Articles of Incorporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperative**
- ii. **Valid and current Business/Mayor's Permit** issued by the city or municipality where the principal place of business of the prospective bidder is located.
- iii. **Valid and current Tax Clearance** per E.O 398 series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- iv. **Statement of 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 (Annex "A")
- v. **Statement of Single Largest Completed Contract (SLCC)** similar to the contract to be bid, whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.

**Any of the following documents shall be attached Annex "B":**

*Certificate of end-user's acceptance (EUA) or Acceptance Report or official receipt (OR) or collection receipt (CR) or sales invoice (SI) issued for the contract, if completed.*

vi. **Net Financial Contracting Capacity (NFCC)** which must be at least equal to the ABC to be bid, and calculated as follows:

**NFCC** = [Current assets minus current liabilities) (15) minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid. (**Annex “C”**)

Where:

The Values of the bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

If the bidder submits a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid in accordance with Sec 23.4.1.5 of the 2016 Revised IRR of RA 9184.

Audited Financial Statements stamped “received by the Bureau of Internal Revenue (BIR) or its duly authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the bid submission, which must include the following:

- a. Independent Auditor’s Report
- b. Balance Sheet (**Statement of Financial Position**)
- c. Income Statement (**Statement of Comprehensive Income**)  
Notes to Financial statement
- d. Statement of Cash Flow

#### CLASS “B” DOCUMENTS

vii. **In case of Joint Venture:** A Valid Joint Agreement (JVA) for the project in case it is already in existence, or duly notarized statements from all the potential joint venture partners stating they will center into and abide by the provisions of the JVA in the instance that the bid is successful.

In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated Bid (Annex “D”)

viii. **The Bidder shall have the option to post Bid Securing Declaration (Annex “E”) Bid Securing Declaration** must be duly notarized in accordance with the provision of 2004 Rules of Notarial Practice or any form of Bid Security in which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided,	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

Should the bidder opt to submit a Surety Bond as other form of Bid Security it must specify the additional grounds for forfeiture of bid security, to wit:

- a. withdraws its bid during the period of bid validity specified in ITB Clause 17;
- b. does not accept the correction of errors pursuant to ITB Clause 18.3(b);
- c. fails to submit the requirements within the prescribed period or a finding against their veracity as stated in ITB Clause 29.2;
- d. submission of eligibility requirements containing false information or falsified documents;
- e. submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
- f. allowing the use of one's name, or using the name of another for purposes of public bidding;
- g. withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
- h. refusal or failure to post the required performance security within the prescribed time;
- i. refusal to clarify or validate in writing its bid during



post qualification within a period of seven (7) calendar days from receipt of the request for clarification;

- j. any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
- k. failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
- l. all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

or if the successful Bidder:

- a. fails to sign the contract in accordance with ITB Clause 32; or
- b. fails to furnish performance security in accordance with ITB Clause 33.

ix. ***Duly accomplished Schedule of Requirements (Annex “F”)***

- ***Food and Related Technical Specification***

- ***Technical, Logistics and Organizational Competence***

- ***Other Specifications***

x. ***Duly notarized Omnibus Sworn Statement (Annex “G”).***

- ***Duly notarized Proof of Authority of the designated representative/s for purposes of this bidding***

- ***Duly notarized Special Power of Attorney -For sole proprietorship if owner opts to designate a representative/s;***

- ***Duly notarized Secretary’s Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture;***

- ***Provided that in the case of unincorporated joint venture, each member shall submit a separate Duly notarized Special Power of Attorney and/or Duly notarized Secretary’s Certificate evidencing the authority of the designated representative/s.***

***Note: Copy of competent proof of identity used in all notarized documents must be attached.***

13.1	The Bidder shall submit the complete and signed the <b>Financial Bid Form inclusive</b> of VAT. The amount should not exceed the ABC. The amount should not exceed the ABC of that particular lot.								
13.2	The ABC 52,428,600.00  Any bid with financial component exceeding this amount shall not be accepted. Late bids shall be rejected.								
15.4(a)(iii)	"No incidental services are required."								
15.4(b)	"Not applicable."								
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.								
16.3	"Not applicable"								
17.1	Bid Validity <b>Bids shall be valid for 120 calendar days from date of bid opening.</b> Bids valid for a shorter period shall be rejected outright as non-responsive.								
18.1	<p><b>The Bidder shall submit Bid Securing Declaration or at least one other form in accordance with the following (GPPB Resolution #01-2014) in the form, amount in accordance with the following</b></p> <table border="1" data-bbox="501 996 1284 1653"> <thead> <tr> <th>Form of Bid Security</th> <th>Amount of Bid Security (Equal to Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td>a.) Cash or cashier's/manager's check issued by a Universal Bank or Commercial Bank</td> <td>Two percent (2%)</td> </tr> <tr> <td>b.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security</td> <td>Five percent (5%)</td> </tr> <tr> <td>c.) Any combination of the foregoing proportionate to the share of form with respect to total amount of security</td> <td></td> </tr> </tbody> </table>	Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)	a.) Cash or cashier's/manager's check issued by a Universal Bank or Commercial Bank	Two percent (2%)	b.) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Five percent (5%)	c.) Any combination of the foregoing proportionate to the share of form with respect to total amount of security	
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c.) Any combination of the foregoing proportionate to the share of form with respect to total amount of security									
18.2	<b>Bid Security</b> The bid security in the form of <b><u>SURETY BOND and CALLABLE UPON DEMAND</u></b> shall be <b>valid for 120 calendar days</b> reckoned from the date of the opening of bids. Bids with bid security validity for a shorter period shall be rejected outright as non-responsive.								
19.4	No further instructions								
20.1	Each Bidder shall submit the following in <i>one (1)</i> big envelope duly labeled containing two sets of envelopes: <b>First envelope</b> must contain four (4) copies of Eligibility and Technical Documents duly marked as " <b>copy 1</b> ", " <b>Copy 2</b> ", " <b>Copy 3</b> and <b>Copy 4</b>  <b>Second envelope</b> must contain four (4) copies of Financial Documents duly marked as								

	<p><b>copy 1, Copy 2, Copy 3 and Copy 4”</b></p> <p>All envelopes and folders must be labeled as specified in <b>BDS 20.4</b></p>
20.4	<p>All envelopes shall:</p> <ul style="list-style-type: none"> <li>a.) Contain the name of the contract to be bid in CAPITAL LETTERS</li> <li>b.) Bear the name and address of the Bidder in CAPITAL LETTERS</li> <li>c.) Be addressed to the Procuring Entity’s BAC in accordance with ITB Clause 1.1</li> <li>d.) Bear the specific identification of this bidding process indicated in the ITB Clause 1.2 and</li> <li>e.) Bear the warning “DO NOT OPEN BEFORE ....” The date and time for the opening of bids in accordance with ITB Clause 21</li> </ul> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>TO:</b> THE BIDS AND AWARDS COMMITTEE IWAHIG PRISON AND PENAL FARM</p> <p><b>FROM:</b> _____ Name of bidders in Capital Letter</p> <p><b>ADDRESS:</b> _____ Address of bidder in Capital letter</p> <p><b>PROJECT:</b> _____</p> <p><b>BID REF.</b> 2018-020 (In capital letters, indicate the phrase)</p> <p><b>“DO NOT OPEN BEFORE _____”</b></p> </div>
21	<p>The address for submission of bid is:</p> <p>Regional Conference Room, Central Sub-Prison IWAHIG PRISON &amp; PENAL FARM Puerto Princesa City</p> <p><b>The deadline of submission is on <u>January 09, 2018 at 9:00 am</u></b></p>
24.1	<p>The place of bid opening is:</p> <p>Regional Conference Room, Central Sub-Prison Iwahig Prison &amp; Penal Farm Puerto Princesa City</p> <p>The date and time of opening is <b><u>January 09, 2018 at 9:15 am</u></b></p>
24.2	No further instructions.
27.1	No further instructions.
28.3	<b>No further instructions</b>
28.3(b)	Bid modification and withdrawal of bids shall be allowed only before the deadline for submission
28.4	No further instructions.
29.2	<p>Within <b>five (5) calendar days</b> from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> <li>I. Latest Business Tax Returns filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added tax (Form 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the previous <b>six (6) months</b> prior to submission and opening of bids.</li> </ul>

	<p><u>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payments Systems (EFPS) shall be accepted (GPPB Res. 11-2013)</u></p> <p><b>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</b></p> <p>II. Other pertinent documents that may deemed necessary for the purpose of Post Qualification</p> <p>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for award.</p> <p>Furthermore, as part of the Post Qualification, the eligibility and technical documents submitted by the LCB/SCB, shall be verified, validated and ascertained all statement made.</p>						
32.2	<p>To guarantee the faithful performance by the winning Bidder must submit an <b>acceptable forms of performance security taken from two (2) categories below that bidders may opt to use (GPPB Res. No. 25-2013)</b> denominated in Philippine Pesos and posted in favor of the Procuring Entity of its obligations under the contract, it <b>shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from IP&amp;PF and in no case later than the signing of the contract.</b></p> <p>The performance security shall be dominated in Philippine Pesos and issued in the name of the <b>IWAHIG PRISON AND PENAL FARM</b> in the amount equal to the percentage of the total contract price in accordance with the following schedule:</p> <table border="1" data-bbox="400 1050 1323 1386"> <thead> <tr> <th data-bbox="400 1050 1051 1214">Form of Performance Security</th> <th data-bbox="1051 1050 1323 1214">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 1214 1051 1285">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td data-bbox="1051 1214 1323 1285">Five percent (5%)</td> </tr> <tr> <td data-bbox="400 1285 1051 1386">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="1051 1285 1323 1386">Thirty percent (30%)</td> </tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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34	<p><b>Contract Effectivity</b></p> <p>The effective date of the Contract is the date of the Supplier's receipt of the Notice to Proceed</p>						



**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



## **Section IV**

# **GENERAL CONDITIONS OF THE CONTRACT**

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## 1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- (j) The “Funding Source” means the organization named in the **SCC**.
- (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## **2. Corrupt, Fraudulent, Collusive, and Coercive Practices**

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (o) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
  - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
  - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
  - (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in



order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(p) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause (o).

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **4. Governing Law and Language**

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

### **5. Notices**

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned

party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for **GCC** Clause 5.1.

## **6. Scope of Contract**

- 6.1. The GOODS and Related Services to be provided shall be as specified in Section VI Schedule of Requirements
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the SCC.

## **7. Subcontracting**

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this 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.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## **8. Procuring Entity's Responsibilities**

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## **9. Prices**

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon

prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## **10. Payment**

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## **11. Advance Payment and Terms of Payment**

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
  - (q) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
  - (r) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.

- (s) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## **12. Taxes and Duties**

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## **13. Performance Security**

13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in the **ITB** Clause 33.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

13.2. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

13.3. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- (t) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
- (u) The Supplier has no pending claims for labor and materials filed against it; and
- (v) Other terms specified in the SCC.

13.4. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## **14. Use of Contract Documents and Information**

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC Clause 14.1** shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

## **15. Standards**

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

## **16. Inspection and Tests**

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity,

and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.

- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## **17. Warranty**

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI Schedule of Requirements
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the

Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

## **19. Liquidated Damages**

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."

- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

## **23. Termination for Default**

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (w) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request



made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;

(x) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or

(y) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **24. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## **25. Termination for Convenience**

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

(z) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or

- (aa) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## **26. Termination for Unlawful Acts**

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (bb) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1 (a);
- (cc) Drawing up or using forged documents;
- (dd) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (ee) Any other act analogous to the foregoing.

## **27. Procedures for Termination of Contracts**

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (ff) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (gg) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;

- (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.
- (hh) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (ii) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (jj) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (kk) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (ll) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (mm) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

## **29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

### **30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.



**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



# **SECTION V**

## **Special Conditions of Contract**

## Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>IWAHIG PRISON AND PENAL FARM</i>
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is The Government of the Philippines (GOP) through GAA in the amount of Php 52,428,600.00
1.1(k)	The Project Site is at <i>Iwahig Prison and Penal Farm</i> . The Project site are defined in Section VI. Schedule of Requirement”
5.1	<p>The Procuring Entity’s address for Notices is:</p> <p>CTInsp. ARNEL Y. BONDOC,DMD Iwahig Prison and Penal Farm City of Puerto Princesa</p> <p>The Supplier’s address for Notices is: [Insert address including, name of contact, fax and telephone number]</p>
6.2	<p>Responsibilities of the Bidder</p> <p><b>Delivery and Documents –</b> The Delivery terms of this Contract shall be as follows:</p> <p>BREAKFAST: Daily distribution to inmates on the project site shall start at 5:00 am</p> <p>LUNCH: Daily distribution to inmates on the project site shall start at 11:00 am</p> <p>DINNER: Daily distribution to inmates on the project site shall start 5:00 pm</p> <p>The delivery terms applicable to this Contract are delivered at <i>Iwahig Prison and Penal Farm</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><b>Nutritional Value, Composition, Meal Plan</b></p> <ul style="list-style-type: none"> <li>❖ The Winning Bidder shall comply to the Agency prepared Menu which shall be Annex “G-2” The Winning Bidder shall comply to the Agency prepared Menu for Persons Deprived of Liberty with special dietary requirements (e.g. diabetic, PTB patients and others</li> </ul> <p><b>Inventory</b></p> <ul style="list-style-type: none"> <li>❖ The winning Bidder shall, at any time, have a running inventory stock of</li> </ul>

NON-PERISHABLE ITEMS good for one (1) week to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the persons Deprived of Liberty.

- ❖ The winning Bidder shall, at any time, have a running inventory stock of PERISHABLE ITEMS good for not less than three (3) days to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the Persons Deprived of Liberty.

#### **Cooking Equipment**

Winning Bidder shall provide appropriate cooking and distribution system capital equipment's/tools, hygienic food containers, sufficient number of delivery truck/s, cleaning supplies, and other kitchen equipment and utensils for the Project.

All necessary cooking equipment and kitchen utensils for the project shall be provided by the winning Bidder.

#### **Delivery of Cooked Food**

Winning Bidder shall deliver the food for the Persons Deprived of Liberty on the exact commencing date of the Project strict accordance with the submitted menu and terms and conditions of the Bidding Documents, to prevent disruption of the Persons Deprived of Liberty feeding program.

#### **HOSPITAL:**

Persons Deprived of Liberty with requisite dietary regimen, as PRESCRIBED by the MEDICAL OFFICER/SPECIALIST, shall be given what is served with the general population: except for the following:

- ◆◆ Dried Fish be substituted with meat products, egg

- ◆◆ Meats must have lesser visible fats

- ◆◆ Admitted Persons Deprived of Liberty-patients and out-patients with higher caloric requirement such as TB, Diabetes, Mentally- challenged, be given 25% more of the regular serving of rice
- ◆◆ Routine Hospital Diets should also be provided (Soft Diet, Liquid Diet, Orotized Feeding, High-Fiber, Hypoallergenic) as per PSA

#### **OTHERS:**

Muslim/Seventh Day Adventist/ population, as the usual system, shall be given RAW RATIONS and Halal Food raw Ration for Muslims

#### **Registered Nutritionist Dietitian**

Winning Bidder shall employ a Registered Nutritionist-Dietitian with an experience in the field of food service for at least two (2) years to ensure nutritious and safe food. The winning Bidder shall ensure that there shall be stationed at least one (1) such Registered Nutritionist-Dietitian with the experience required.

#### **Food Safety Compliance Officer**

In view of the scale of the Food Ration project and the ever-urgent need to ensure safe food, winning Bidder shall have Food Safety Compliance Officer in its employ who will be primarily responsible in ensuring compliance with R.A. 10611, otherwise known as the Food Safety Act of 2013,

### Off-site Cold Storage Warehouse

Winning Bidder shall have off site cold storage facility (by itself or through third-party providers) accredited by Department of Agriculture (DA) within the contract duration. *(DA Guidelines and Procedures for the Mandatory Accreditation of Cold Storage Warehouse (CSW) for Agricultural and Fisheries Products, August 1, 2012)*

#### Electricity

1. Electricity consumption will be charged to the account of the winning bidder and will be billed on a monthly basis. Payment for monthly billing of energy consumption will be payable at the Cashier's Office.
2. IP&PF shall install a Kilowatt Hour Meter with ERC seal and meter test report to determine actual energy consumption including wiring components (wires & conduits, fitting accessories, switches, etc.). Electric meter installed will be property of BUCOR.

#### Water

- ◆◆ Water consumption will be charged to the account of the winning bidder and will be billed on a monthly basis. Payment for monthly billing of energy consumption will be payable at the Cashier's Office.
- ◆◆ IP&PF shall provide a brand new water meter to determine actual water consumption.
- ◆◆ Analysis of water quality shall be done by the City Health Office of Puerto Princesa on a quarterly basis at the expense of the winning bidder.

#### **Fuel**

Fuel for cooking shall be on the winning bidders discretion subject to usual Prison rules and regulations.

#### Sanitary

- ◆ Sanitary/health permits of the bidder from the local health office.
- ◆ Health certificate of food handlers from the local health authority.
- ◆ Cleaning supplies necessary for the cleanliness and sanitation of the working area, kitchen equipment & utensils shall be provided by the winning bidder.
- ◆ The Winning Bidder shall ensure that the general area used for food preparation and storage is free from vermin and other harmful insects. Fumigation and pest control shall be at least twice a year.
- ◆ Proper System for Disposal of Garbage (Segregation) shall be provided by the winning Bidder.

#### **Security Precautions**

The winning Bidder shall strictly follow all rules, regulations, and security guidelines as issued by the Office of the OIC of the Security Camps and Chief of the General Kitchen Section.

Use of General Kitchen inside Central Sub-Colony, Montible Sub-Colony and Inagawan Sub-Colony

The winning bidder may be allowed to use the general Kitchen inside the respective camps upon written request to the Superintendent and upon approval of the same subject to reasonable rent and payment of incidental expenses such as water and electricity, in such event, the procuring entity shall install water and electric meter for such purpose to monitor the water and electric consumption of the winning bidder. The



	<p>winning bidder shall directly pay their water and electricity bill to the IP&amp;PF Cashier's Office. Cooking equipment necessary for the preparation of food shall be borne by the winning bidder subject to prison rules and regulation.</p> <p>Persons Deprived of Liberty Kitchen Helpers</p> <p>Persons deprived of Liberty kitchen helpers hired shall be properly selected with medical certificate and corresponding order issued. Any violations of prison rules and regulations may result in revocation of issued order. PDLs kitchen helpers shall receive allowance of not less than 2,000.00 per month from the winning bidder.</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is OIC/Head of the security camp.</p> <p><b>Packaging –</b> The Winning Bidder shall ensure that damage/spoilage or deterioration of raw/cooked food is prevented during transit to their final destination. Sufficient and sanitary packaging shall be provided for this purpose. The packaging of the food products shall be such that they can withstand rough handling and exposure to the elements.</p> <p><b>Transportation –</b> Deliveries.\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>
7	No subcontracting shall be allowed.
10.3	Payments to the winning supplier for its supplies will be made every 10 <sup>th</sup> day, 20 <sup>th</sup> day and last day of the month.
10.4	Not applicable
16.1	<p><b>INSPECTION AND ACCEPTANCE</b></p> <p>There shall be a Food Inspection and Acceptance Committee (FIAC) that shall have the responsibility to inspect, test and accept food and food products provided to Persons Deprived of Liberty. Inspection and acceptance will be conducted by the FIT and prior to the distribution of items at the Project Site. Goods with defect or non-compliant with the scheduled menu for the day as stipulated in the Technical Specifications and/or Schedule of Requirements shall be reported to the IP&amp;PF Superintendent for appropriate penalties and/or sanctions</p> <p>The Goods shall be deemed as accepted by the end user after passing the inspection of the FIAT.</p> <p>The inspections and tests that will be conducted are: physical as to quantity; and qualitative in accordance with the APPROVED meal plan.</p>
17.3	No further instructions

17.4	<p>Any defects in the foods prepared/delivered shall be replaced immediately.</p> <p>Notice will be issued to the supplier for the non-acceptance food due to defects (unfit for human consumption food poisoning or other similar complaint) based on a substantial verified complaint/s by the end-user submitted to the FIAC for subsequent recommendation for the termination of contract subject to the approval of the HOPE .</p>
21.1	<p>All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>
22	<p>Force majeure will also include, but not limited to, fire, earthquake, typhoon, flood, riots, coups, civil disorder, war, power black-outs, brown-outs, strikes, picketing, and gang war.</p> <p>Un-availability of raw materials under circumstances which the supplier could not have foreseen, or which though foreseen, was inevitable, will be deemed as force majeure or fortuitous event.</p>



**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



## **SECTION VI**

# **Schedule of Requirements**

## SCHEDULE OF REQUIREMENTS

Description	Qty	Total
<p>BASED ON THE 10-DAY CYCLE MENU</p> <p>BREAKFAST: Daily distribution to Persons Deprived of Liberty on the project site shall start at 5:00 am.</p> <p>LUNCH: Daily distribution to Persons Deprived of Liberty on the project site shall start at 11:00 am.</p> <p>DINNER: Daily distribution to Person Deprived of Liberty on the project site shall start at 5:00 pm.</p>	<p>Based on the actual population of Persons Deprived of Liberty</p> <p>Based on the actual population of Persons Deprived of Liberty</p> <p>Based on the actual population of Persons Deprived of Liberty</p>	

I/We hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule,

CONFORME:

\_\_\_\_\_

**Name of Company in Print**

\_\_\_\_\_

**Name and Signature of Bidder's Authorized Representative**

\_\_\_\_\_

**Date**



**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



## **SECTION VII**

# **TECHNICAL SPECIFICATIONS**

**FOOD SUBSISTENCE  
FOR PERSONS DEPRIVED OF LIBERTY AT IWAHIG PRISON &  
PENAL FARM  
(January to December 2019)**

**STATEMENT OF COMPLIANCE TO  
TECHNICAL SPECIFICATIONS  
Summary**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance (State “Comply” or “Not Comply”)</b>
I.	Food and Related Technical Specifications	
II.	10-day Cycle Meal plan	
III.	Technical Competence	
IV.	Other Technical Specifications	

**Note:**

**Bidder must state in the statement of compliance either “comply or “not comply” against each of the individual parameters of each specification**

**Conforme**

\_\_\_\_\_  
Name of Company in Print

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Date

## I. FOOD AND RELATED TECHNICAL SPECIFICATIONS

### 1. Nutritional Value, Composition, Meal Plan

- The winning bidder shall comply with the Agency prepared Menu
- The winning bidder shall comply to the agency prepared menu for PsDL with special dietary requirements (Non-pork diet)

### 2. Meals should be distributed/delivered as follows:

**BREAKFAST:** Daily distribution to Persons Deprived of Liberty on the project site shall start at 5:00 am

**LUNCH:** Daily distribution to Persons Deprived of Liberty on the project site shall start at 11:00 noon

**DINNER:** Daily distribution to Persons Deprived of Liberty on the project site shall start at 5:00 pm

### 3. *Packaging*

The Winning Bidder shall ensure that damage/spoilage or deterioration of raw/cooked food is prevented during transit to their final destination. Sufficient and sanitary packaging shall be provided for this purpose. The packaging of the food products shall be such that they can withstand rough handling and exposure to the elements.

I/WE hereby commit to comply and deliver all the requirements in accordance with the above stated schedule

CONFORME:

---

Name of Company in Print

---

Signature over Printed Name of Authorized Representative

---

Date

**I. FOOD AND RELATED TECHNICAL SPECIFICATIONS**

**4. Inventory**

- The winning Bidder shall, at any time, have a running inventory stock of NON-PERISHABLE ITEMS good for one (1) week to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the Persons Deprived of Liberty.
- The winning Bidder shall, at any time, have a running inventory stock of PERISHABLE ITEMS good for not less than three (3) days to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the Persons Deprived of Liberty.

**5. Delivery and Cooking Equipment**

- Winning Bidder shall provide appropriate cooking and distribution system capital equipment/tools, hygienic food containers, sufficient number of delivery truck/s, cleaning supplies, and other kitchen equipment and utensils for the Project.
- All necessary cooking equipment and kitchen utensils for the project shall be provided by the winning bidder.

**6. Delivery of Cooked Food**

- ❖ Winning bidder shall deliver the food for the Persons Deprived of Liberty on the exact commencing date of the Project in strict accordance with the submitted menu and terms and conditions of the Bidding Documents, to prevent disruption of the Persons Deprived of Liberty feeding program.

**7. Quantity and Quality of cooked Food and Raw Ration**

- ❖ **Winning bidder shall deliver the cooked food for the PsDL in exact quantity and good quality based on the 10-day cycle menu, guide to serving portion of the menu items,**

I/WE hereby commit to comply and deliver all the requirements in accordance with the above stated schedule

CONFORME:

\_\_\_\_\_  
Name of Company in Print

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
**Date**



## II. 10 Days Cycle Menu

	BREAKFAST	Quantity	LUNCH	Quantity	SUPPER	Quantity
<b>Day 1</b>	Cooked Rice	350g	Squid Roll with Sweet Chili Sauce	75g	Nilagang Baka with Cabbage/Pechay	90g (raw weight)
	Bologna	75g	Cooked Rice	350g	Cooked Rice	350g
			Banana (Latundan or Saba)	1 pc		
<b>Day 2</b>	Sardines	77.5g	Chopsuey Chicken & Liver/Kare-Kare (Pork/Beef Tripe)	200g	Fish Paksiw	90g (raw weight)
	Cooked Rice	350g	Cooked Rice	350g	Cooked Rice	350g
					Banana (Latundan or Saba)	1 pc
<b>Day 3</b>	Daing with Egg Omelette	35g	Chicken Tinola with Papaya or Sayote & Malunggay	90g (raw weight)	Pancit Bihon/ Canton/Mi ki - Bihon with Pork/Chicken	200g
	Cooked rice	350g	Cooked Rice	350g	Cooked Rice	350g
	Coffee (Brewed or 3-in-1)	1 cup				
<b>Day 4</b>	Chamorado (80% bigas/20% Sticky Rice)	200g	Ginisang Munggo with Pork and Malunggay	200g	Sweet and Sour Fish	90g (raw weight)
	Hard Boiled Egg	1pc	Cooked Rice	350g	Cooked Rice	350g
<b>Day 5</b>	Hotdog	1 pc (55g)	Pork Adobo	90g (raw weight)	Corned Beef Guisado with Cabbage or Sayote	200g
	Cooked Rice	350g	Cooked Rice	350g	Cooked Rice	350g

**NOTE:**

Special occasions like Christmas and New Year's Eve, special menu shall be served.  
 During Holy Week, Fish or Vegetable Menu shall be served in case meat menu were scheduled  
 Instant Oatmeal may be served in admitted inmates at the hospital in place of coffee  
 Fish menu- any fish variety

**CONFORME:**

\_\_\_\_\_  
 Name of Company in Print

\_\_\_\_\_  
 Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
 Date

## I. 10 Days Cycle Menu

	BREAKFAST	Quantity	LUNCH	Quantity	SUPPER	Quantity
Day 6	Chicken Macaroni (Sopas)	200g	Ginataang Gulay/Langka	200g	Fish Adobo	90g (raw weight)
	Hard Boiled Egg	1pc	Cooked Rice	350g	Cooked Rice	350g
Day 7	Lomi/Sotanghon	200g	Sweet and Sour Pork	90g (raw weight)	Sardines	77.5g
	Hard Boiled egg	1pc	Cooked Rice	350g	Cooked Rice	350g
					Banana	1 pc
Day 8	Longganisa (Pork or Chicken)	75g	Fish Tinola with Pechay	90g (raw weight)	Chicken Adobo	90g (raw weight)
	Cooked Rice	350g	Cooked Rice	350g	Cooked Rice	350g
Day 9	Chicken Arrozcaldo		Pinakbet (Okra, Sitaw, Kalabasa, Camote with Pork)	200g	Pork Hamonado/Asado	90g
	Hard Boiled Egg	1 pc (55g)	Cooked Rice	350g	Cooked Rice	350g
Day 10	Fish Paksiw with veggies	90g	Fish with Black Beans Sauce	90g (raw weight)	Embutido	75g
	Cooked Rice	350g	Cooked Rice	350g	Cooked Rice	350g

**NOTE:**

Special occasions like Christmas and New Year's Eve, special menu shall be served.  
 During Holy Week, Fish or Vegetable Menu shall be served in case meat menu were scheduled  
 Instant Oatmeal may be served in admitted inmates at the hospital in place of coffee  
 Fish menu- any fish variety

**CONFORME:**

\_\_\_\_\_  
 Name of Company in Print

\_\_\_\_\_  
 Signature Printed Name of Authorized Representative

\_\_\_\_\_  
 Date

## II. GUIDE TO SERVING PORTIONS FOR THE MENU

### A. REGULAR POPULATION

(Standard Measuring Tools)

	Menu	Male	Female
1	Steamed Rice Porridge/Oatmeal/Congee	2 cups(320-400g) 200g	1 ½ cup (240g-320g) 200g
2	For Meat Menus	Pork- 90g raw Beef- 90 g raw Chicken-90 g (no “palong”, “siko”, or “paa”)	Pork- 90g raw Beef- 90 g raw Chicken-90 g (no “palong”, “siko”, or “paa”)
3	For fish menus- should be common in the market (except for fresh Tamban, Asohos, Tursilyo)	Fresh -90-100g Tuyo-35-40g Dried Fish -35g	Fresh-90-100g Tuyo-35-40g Dried Fish -35g
4	For menus where meat, chicken, pork as adjunct to the vegetable or noodle dishes	1.5-2 Tablespoon	1.5-2 Tablespoon
5	Meat Product	Longganisa- 75g (1 pc) Meat/Beef Loaf-75g Hotdog/Chix Hotdog-75 g (2 pcs)	Longganisa- 75g (1 pc) Meat/Beef Loaf-75g Hotdog-75 g (2 pcs)
6	For menus that are broth-based/noodles	2 c Noodles/ 1 c or more for broth	2 c Noodles/ 1 c or more for broth
7	Sauces for Adobo, Asado, Hamonado, Mechado, Menudo,	Medium to thick consistency (at least ½ c)	Medium to thick consistency (at least ½ c)
8	For vegetable main dish	200g	200g
9	For vegetable as add-on to the dish	Cubed Camote/Potato/Squash- 25g Sayote/Papaya-25g Carrots/Cabbage Strips-5g Sili Leaves/Malunggay/Pechay- 1.5 - 2 Tablespoon Sitaw/Okra/Baguio Beans- 10-15g Bottle Gourd -5-10g Saba-20g Tomato- 1 pc (40-50g) if in season or 25g (if not in season)	Camote/Potato/Squash- 25g Sayote/Papaya-25g Carrots/Cabbage-10-15g Sili Leaves/Malunggay/Pechay- 1.5 Tablespoon Sitaw/Okra- 10-15g Bottle Gourd -10g Saba-Saba-20g Tomato- 1 pc (50g) if in season or 25g (if not in season)

CONFORME:

\_\_\_\_\_

**Name of Company in Print**

\_\_\_\_\_

**Signature Printed Name of Authorized Representative**

\_\_\_\_\_

**Date**

## II. GUIDE TO SERVING PORTIONS FOR THE MENU

B. (None pork Diet)

- ❖ PsDL with requisite dietary regimen, as PRESCRIBED by the MEDICAL OFFICER/SPECIALIST, shall be given what is served with the general population: except for the following:
  - ❖ Dried Fish be substituted with meat products, egg
  - ❖ Meats must have lesser visible fats
  - ❖ Admitted PsDL-patients and out-patients with higher caloric requirement such as TB, Diabetes, Mentally-challenged, be given 25% more of the regular serving of rice
  - ❖ Routine Hospital Diets should also be provided (Soft Diet, Liquid Diet, Osterized Feeding, High-Fiber, Hypoallergenic) as per PSA
- ❖ Muslim/Seventh Day Adventist/ population, as the usual system, shall be given RAW RATIONS

CONFORME:

---

Name of Company in Print

---

Signature Printed Name of Authorized Representative

---

Date

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### III. TECHNICAL, LOGISTICS AND ORGANIZATIONAL COMPETENCE

#### 8. Food Safety Compliance Officer

In view of the scale of the Food Ration project and the ever-urgent need to ensure safe food, winning Bidder shall have Food Safety Compliance Officer in its employ who will be primarily responsible in ensuring compliance with R.A. 106 11, otherwise known as the Food Safety Act of 2013.

#### 9. Off-site Cold Storage Warehouse

Winning Bidder shall have off site cold storage facility (by itself or through third-party providers) accredited by Department of Agriculture (DA) within the contract duration. *(DA Guidelines and Procedures for the Mandatory Accreditation of Cold Storage Warehouse (CSW) for Agricultural and Fisheries Products, August 1, 2012*

I/WE hereby commit to comply and deliver all the requirement in accordance with the above stated schedule

CONFORME:

---

Name of Company in Print

---

Signature Printed Name of Authorized Representative

---

Date

**IV. OTHER TECHNICAL SPECIFICATIONS**

**1. Electricity**

- ❖ Electricity consumption will be charged to the account of the winning bidder and will be billed on a monthly basis. Payment for monthly billing of energy consumption will be payable at the Cashier's Office.
- ❖ IP&PF shall install a Kilowatt Hour Meter with ERC seal and meter test report to determine actual energy consumption including wiring components (wires & conduits, fitting accessories, switches, etc.). Electric meter installed will be property of IP&PF.

**2. Water**

- ❖ Water consumption will be charged to the account of the winning bidder and will be billed on a monthly basis. Payment for monthly billing of energy consumption will be payable at the Cashier's Office.
- ❖ IP&PF shall provide a brand new water meter to determine actual water consumption.
- ❖ Analysis of water quality shall be done by the City Health Office of Puerto Princesa City on a quarterly basis at the expense of the winning bidder.

**3. Fuel**

Fuel for cooking shall be on the winning bidder discretion subject to usual Prison rules and regulations.

I/WE hereby commit to comply and deliver all the requirement in accordance with the above stated schedule

CONFORME:

\_\_\_\_\_  
Name of Company in Print

\_\_\_\_\_  
Signature Printed Name of Authorized Representative

\_\_\_\_\_  
Date

#### 4. Sanitary

- ❖ Sanitary/health permits of the bidder from the local health office.
- ❖ Health certificate of food handlers from the local health authority.
- ❖ Cleaning supplies necessary for the cleanliness and sanitation of the working area, kitchen equipment & utensils shall be provided by the winning bidder.
- ❖ The Winning Bidder shall ensure that the general area used for food preparation and storage is free from vermin and other harmful insects. Fumigation and pest control shall be at least twice a year.
- ❖ Proper System for Disposal of Garbage shall be provided by the winning Bidder.

#### 5. Security Precautions

The winning Bidder shall strictly follow all rules, regulations, and security guidelines as issued by the Office of the OIC of the Security Camps and Chief of the General Kitchen Section

I/WE hereby commit to comply and deliver all the requirement in accordance with the above stated schedule

CONFORME:

---

Name of Company in Print

---

Signature Printed Name of Authorized Representative

---

Date

**6. Use of General Kitchen inside IP&PF**

- ❖ The winning bidder may be allowed to use the general Kitchen inside the respective camps upon written request to the Superintendent and upon approval of the same subject to reasonable rent and payment of incidental expenses such as water and electricity, in such event, the procuring entity shall install water and electric meter for such purpose to monitor the water and electric consumption of the winning bidder. The winning bidder shall directly pay their water and electricity bill to the IP&PF Cashier's Office. Cooking equipment necessary for the preparation of food shall be borne by the winning bidder subject to prison rules and regulation.

**7. Persons Deprived of Liberty hired as Kitchen Helpers**

- ❖ Persons Deprived of Liberty kitchen helpers hired shall be properly selected with medical certificate and corresponding order issued. Any violations of prison rules and regulations may result in revocation of issued order.
- ❖ Persons Deprived of Liberty kitchen helpers shall receive allowance of not less than Php 2,000.00 per month from the winning Bidder.

I/WE hereby commit to comply and deliver all the requirement in accordance with the above stated schedule

CONFORME:

---

Name of Company in Print

---

Signature Printed Name of Authorized Representative

---

Date





**BUREAU OF CORRECTIONS**  
**IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



# **SECTION VIII**

## **Bidding Forms**

## Bid Form

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

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

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Food subsistence for PsDL at Iwahig Prison & Penal Farm for CY 2019* in conformity with the said Bidding Documents for the sum of \_\_\_\_\_ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 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:

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause of the Bidding Documents.

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

*[signature]*

*[in the capacity of]*

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

**Contract Agreement Form**

**THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:**

**WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).**

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.**
- 2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:**
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;**
  - (b) the Schedule of Requirements; (c) the Technical Specifications; (d) the General Conditions of Contract; (e) the Special Conditions of Contract; (f) the Performance Security; and (g) the Entity’s Notice of Award.**
- 3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract**
- 4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.**

**IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.**

**Signed, sealed, delivered by the (for the Entity)**

**Signed, sealed, delivered by the (for the Supplier).**

**BUREAU OF CORRECTIONS  
IWAHIG PRISON AND PENAL FARM  
Puerto Princesa City**

**CHECKLIST OF DOCUMENTS FOR BIDDERS**

**FOOD SUBSISTENCE FOR PERSONS DEPRIVED OF LIBERTY AT IWAHIG PRISON  
& PENAL FARM**

**BID REF: 2018-020**

**Approved Budget : Php 52,428,600 .00**

PARTICULARS	PASSED	FAILED
<p>The Bidder shall submit the following Eligibility Technical Documents, <b><u>arranged, numbered and tabbed</u></b> as enumerated below.</p> <p>Each Bidder shall submit the following in <i>one (1)</i> big envelope duly labeled containing two sets of envelopes:</p> <p style="padding-left: 40px;"><b>First envelope</b> must contain four (4) copies of Eligibility and Technical Documents duly marked as “ <b>Copy 1</b>”, “ <b>Copy 2</b>”, “ <b>Copy 3</b> “and <b>Copy 4</b>”</p> <p style="padding-left: 40px;"><b>Second envelope</b> must contain four (4) copies of Financial Documents duly marked as “ <b>Copy 1</b>”, “ <b>Copy 2</b>”, “ <b>Copy 3</b> “and <b>Copy 4</b>”</p>		
<p><b>(a) Eligibility Documents</b></p> <p><b>A certified true copy of the authorized representative’s valid I.D. instead of Community Tax Certificate shall be used as competent proof of identity in all documents subjected for notarization (Reference: Notarial Law 2004)</b></p>		
<p><u>Documents required as Certified True Copy shall be stamped with Certified True copy and signed by the Authorized representative</u></p>		
<b>CLASS “A” DOCUMENTS</b>		
<p><b>1.) PhilGEPS Certificate of Registration</b></p> <p><b>i.) Certified True Copy of valid and current</b> Registration Certificate from the Securities and Exchange Commission (SEC) including Articles of Incorporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperative</p> <p><b>ii.) Certified True copy of valid and current</b> Business/Mayor’s Permit for 2015 issued by the city or municipality where the principal place of business of the prospective bidder is located</p> <p><b>iii.) Tax Clearance per E.O 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</b></p>		
<p><b>2.)</b> Statement of all its ongoing and completed government and or private contracts within the last two (2) years including contracts awarded but not yet started, if any. <b>(ANNEX “A”)</b> whether similar or not similar in nature and complexity to the contract to be bid</p>		
<p><b>3.)</b> Statement of the bidder’s Single Largest completed Contract (SLCC) similar to the contract to be bid , and whose value, adjusted to current prices using the PSA consumer price indices, must be</p>		

<p>at least fifty percent (50%) of the ABC to be bid <b>(ANNEX “B”)</b></p> <p><b>The following documents must be attached to ANNEX “B”</b></p> <ul style="list-style-type: none"> <li>❖ Owner’s Certificate of Final Acceptance issued by the project owner other than the contractor OR</li> <li>❖ Final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES).</li> </ul>		
<p>4.) Valid Philippine Contractors Accreditation Board (PCAB) License Or Special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract to be bid</p>		
<p>5) Net Financial Contracting Capacity (NFCC)</p> <p>NFCC = ( Current Assets minus current liabilities) (15) minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <p>The values of the domestic bidder’s current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR</p>		
<p><b><i>The prospective bidder’s audited financial statements, showing, among other, the prospective bidder’s total 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.</i></b></p> <ul style="list-style-type: none"> <li>a.) Independent Auditors Report</li> <li>b.) Balance Sheet (Statement of Financial Position); and</li> <li>c.) Income Statement (Statement of comprehensive Income)</li> <li>d.) Notes to Financial Statement</li> <li>e.) Cash flow</li> </ul>		
<b>CLASS “B” DOCUMENTS (JOINT VENTURE)</b>		
<p><b>6) If applicable, the JVA in case of 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 (ANNEX D)</b></p> <p>1.) In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid (Sec. 37.1.4 (a)(i)</p> <p>2.) Each partner of a joint venture agreement shall likewise submit the above stated items (1) and (2). Submission of items (3) to (6) by any of the joint venture partners constitutes compliance</p>		
<b>TECHNICAL DOCUMENTS</b>		

<p><b>7)</b> The Bidder has the option to post Bid Securing Declaration or any other form in accordance with the following (GPPB Resolution #01-2014) in the form, amount in accordance with ITB Clause 18.</p> <ul style="list-style-type: none"> <li>❖ Cash or cashier's/manager's check issued by a Universal or Commercial equivalent to <b>two percent (2%) of the ABC</b>.</li> <li>❖ Surety bond equivalent to <b>five percent (5%) of the ABC</b>, and it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments</li> </ul>		
<p><b>Bid Securing declaration must be duly notarized in accordance to Notarial Law 2014 (copy of competent proof of identity presented during the notarization must be attached) (Annex E).</b></p>		
<p><b>8).</b> Project Requirements:</p> <ol style="list-style-type: none"> <li>a. Organizational chart for the contract to be bid</li> <li>b. List of contractor's personnel (e.g. Project Manager, Project Engineers, Materials Engineers and Foremen) to be assigned to the contract to be bid, with their complete qualification and experience data</li> <li>c. List of contractor's major equipment units, which are owned, leased, and or purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project</li> <li>d. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data</li> </ol>		
<p><b>9.)</b> Duly Notarized Omnibus Sworn Statement in accordance with Section 25.2 (a) (iv) of the IRR of RA 9184 and using the form attached hereto as <b>ANNEX "H" (copy of competent proof of identity presented during the notarization must be attached)</b></p>		
<p>a.) Certified true copy of Proof of Authority of the designated representative/s for purposes of this bidding.</p>		
<p>b.) <b>Duly notarized Special Power of Attorney</b> – For sole proprietorship if owner opts to designate a representative/s .( copy of competent proof of identity presented during the notarization must be attached);</p>		
<p>c.) <b>Duly notarized Secretary's Certificate</b>- evidencing the authority of the designated representative/s issued by the corporation, cooperative or the members of the joint venture. .( copy of competent proof of identity presented during the notarization must be attached);</p>		
<p>d.) Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s. .( <b>copy of competent proof of identity presented during the notarization must be attached</b>)</p>		
<p><b>12.)</b> Each and every page of the <b>BID DATA SHEETS</b> and <b>SPECIAL CONDITIONS OF THE CONTRACT</b> shall be initialed by the authorized representative of the bidder and shall form part of the Eligibility Requirement</p>		

**2<sup>nd</sup> Envelope**

**1. The Bidder shall submit the complete and signed Financial Bid Form inclusive of (VAT) (ANNEX "J").**

- Bid prices in the Bill of Quantities
- Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming with the bid.
- Construction schedule or S-curve
- Manpower schedule
- Construction methods
- Equipment utilization schedule
- The amount should not exceed the ABC

**Note: ANY MISSING DOCUMENTS IN THE ABOVE-MENTIONED CHECKLIST IS A GROUND FOR OUTRIGHT REJECTION OF THE BID.**

PASSED ( )

FAILED ( )