



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



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**BIDDING DOCUMENTS FOR**  
**SUPPLY AND DELIVERY OF**  
**CONSTRUCTION MATERIALS AND**  
**SUPPLIES FOR FABRICATION OF BUNK**  
**BEDS**

(164 UNITS)

**Sixth Edition PBD**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# ***Section I. Invitation to Bid***

## **Notes on the Invitation to Bid**

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

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

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

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





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



**INVITATION TO BID**

**SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS AND  
SUPPLIES FOR FABRICATION OF BUNK BEDS (164 UNITS)**

The **Iwahig Prison and Penal Farm**, through the **General Appropriations Act (Supplemental Annual Procurement Plan)**, intends to apply the sum of One Million Five Hundred Thousand Pesos (Php 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the **supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)** with reference number IPPF ITB -2023-006. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Iwahig Prison and Penal Farm, now invites bids for the above Procurement Project. Delivery of the Goods is required Thirty (30) days upon receipt of Notice to Proceed. Bidders should have completed, within **Three (3)** years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

Prospective bidders may obtain further information from the IPPF BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM.

A complete set of Bidding Documents may be acquired by interested Bidders on **16 August 2023 to 5 September 2023** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount Five Thousand Pesos (Php 5,000.00). The Procuring Entity shall allow the bidders to present its proof of payment for the fees in person or through electronic means.



5,000.00). The Procuring Entity shall allow the bidders to present its proof of payment for the fees in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

The **Iwahig Prison and Penal Farm**, will hold a Pre-Bid Conference on **23 August 2023, 10:00 AM**, at **New Conference Building, Central Sub-Colony, Iwahig Prison and Penal Farm, Puerto Princesa City** which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **05 September 2023, 10:00 AM**. Late bids shall not be accepted.

All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

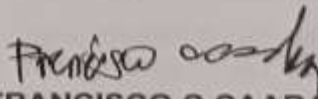
Bid opening shall be on **05 September 2023, 10:15 AM**, at the **New Conference Building, Iwahig Prison and Penal Farm, Puerto Princesa City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The **Iwahig Prison and Penal Farm**, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**Monette M Martin, DVM**  
Corrections Technical Senior Officer 3  
BAC Secretariat  
E-mail: [ippfbac@bucor.gov.ph](mailto:ippfbac@bucor.gov.ph)  
Iwahig Prison and Penal Farm

You may visit the following websites for downloading of Bidding Documents:  
<https://www.philgeps.gov.ph>

  
**FRANCISCO C CAABAY, DMD**  
BAC Chairperson

Date of Issue: August 15, 2023

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, **Iwahig Prison and Penal Farm** wishes to receive Bids for the **supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)** with **Project Identification IPPF-ITB-006**

The Project identification Number is assigned by the Procuring entity base on its own coding system and is not the same as the PhilGEPS reference number which is generated after the posting of the bid opportunity the PhilGEPS Website.

The Procurement Project (referred to herein as “Project”) composed of one (1) Lot

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below in the amount of **Php 1,500,000.00**

2.2. The source of funding is:

General Appropriations Fund (Continuing) CY 2023.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 14.

## 7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on August 23, 2023 at the New Conference Room, Iwahig Prison and Penal Farm

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **Three (3) Years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.



## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid 120 calendar days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

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

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

## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

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

## 18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.3. The Project shall be awarded as one (1) lot.

19.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

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.

## 21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>Iwahig Prison and Penal Farm</i>
1.2	The name of the Contract is  <b>supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units).</b> The identification number of the Contract is IPPF-ITB-006
2	The Funding Source is:  The Government of the Philippines (GOP) through <i>GAA (Continuing Fund for CY 2023)</i> in the amount of <i>1,500,000.00</i>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC to be bid.  For this purpose, similar contracts shall refer to “ <b>supply and delivery of construction materials and supplies</b> ”
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <i>August 23, 10:00 a.m. at New Conference Building, Iwahig Prison and Penal Farm, Puerto Princesa City, Palawan.</i>

10.1	<p>The Procuring Entity's address is:</p> <p>Iwahig Prison and Penal Farm Puerto Princesa City Palawan 5301</p> <p>Contact Person: Monette M. Martin, DVM E-mail: ippfbac@bucor.com.ph</p>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is <i>Php 1,500,000.00</i> Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)(i)	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	Bids will be valid until <b>one hundred twenty (120) calendar days from the date of opening of bids.</b>
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. <b>2% of the <u>Approved Budget for Contract</u></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. <b>5% of the <u>Approved Budget for Contract</u></b> if bid security is in Surety Bond.</li> </ol>
18.2	The bid security shall be valid until <b>one hundred twenty (120) calendar days from the opening of bids.</b>
20.3	Each Bidder shall submit <b>one (1)</b> original and <b>two (2)</b> copies of the first and second components of its bid.

21	<p>The address for submission of bids is</p> <p>Iwahig Prison and Penal Farm, Puerto Princesa City Palawan 5301</p>
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	<p>The deadline for submission of bids is <b><i>on or before September 5, 2023, 10:00 a.m.</i></b></p>
24.1	<p>The place of bid opening is <b><i>New Conference Building, Iwahig Prison and Penal Farm, Puerto Princesa City, Palawan.</i></b></p> <p>The date and time of bid opening is <b><i>September 5, 10:15 a.m.</i></b></p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	Partial bid is not allowed.
28.4	No further instructions.
29.2	<p>The LCB shall submit the following documentary requirements within a <b><i>non-extendible period of five (5) calendar days</i></b> from receipt of notification.</p> <ol style="list-style-type: none"> <li>1. Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005);</li> <li>2. Latest Business Tax Return filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns 41 covering the previous <b>six (6)</b> months (per Revenue Regulations 3-2005) for <i>February 2020 to July 2021</i>;</li> <li>3. Sworn Statement stating the following:</li> </ol>

In the event that the bidder violated the afore-mentioned rules or found to have a misrepresentation against his/her pledge, it shall be a ground for an automatic disqualification of bid without prejudice to the institution of an administrative, civil or criminal action.

*Please refer to the attached SWORN STATEMENT form under Section VIII. Bidding Forms.*

4. Product of Single/Lowest Calculated Bidder subject for sampling if requested by the procuring entity; and
5. Other documents as may be required by the procuring entity.

32.4(f)

No additional requirement.

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

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

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

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



## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project.

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

## **5. Warranty**

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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

## *Section V. Special Conditions of Contract*

### **Notes on the Special Conditions of Contract**

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to the Contract are DDP delivered at <b>Iwahig Prison and Penal Farm</b>. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are delivered at <b>Iwahig Prison and Penal Farm</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Mr. King David Dela Cruz, Acting Supply Officer, Iwahig Prison and Penal Farm</b>.</p> <p><i>All deliveries shall be done on working days and not later than 4:00Pm</i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p style="padding-left: 40px;">a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p>

	<p><b>Packaging –</b></p> <p><i>The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</i></p> <p><i>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</i></p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>
	<p>b. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

c. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

**Intellectual Property Rights –**

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

2.2	<b>Payment shall be made upon completion and acceptance of delivery by the Procuring Entity</b> □
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## ***Section VI. Schedule of Requirements***

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

## *Section VI. Schedule of Requirements*

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

### Supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)

No.	Item Description	Qty	UOM	Delivered, Weeks/ Months	Remarks <i>Check (✓) what is applicable</i>	
1.	1" Ø G.I. PIPE SCHED. 40 <b>See attach Annex A</b>	328	pcs	Within thirty (30) working days upon the receipt of Notice to Proceed	<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID
2.	1/2" Ø G.I. PIPE SCHED. 40	328	pcs		<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID



3.	1 1/2" x 1 1/2" x 3/16" thk Angle Bar	342	pcs
4.	1" x 1" x 3/16" thk Angle Bar	163	pcs
5.	12mm Square Bar	328	pcs

<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID

6.	1/2" thk Phenolic Board	329	pcs
7.	Welding Rod E6013	111	kg
8.	Rust Converter (4L)	12	gallon

<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID

9.	Metal Primer (4L)	8	gallon
10.	QDE Paint (green) (4L)	8	gallon
11.	Electric Grinder (Heavy Duty w/ 1 year warranty)	4	units

<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID

12.	Portable Welding Machine 300Amp (Heavy Duty w/ 1 year warranty)	4	units
13.	Cut-off Machine 14" (Heavy Duty w/ 1 year warranty)	4	units
14.	Circular Saw 7" (Heavy Duty w/ 1 year warranty)	4	units

<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  _____	<input type="checkbox"/> NO BID

15.	Circular Saw Blade 7"	8	pcs
16.	Cutting Disc 4" (metal)	20	pcs
17.	Cut-Off Blade 14" (metal)	8	pcs

<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID
<input type="checkbox"/> Read & Accepted & Good for Agreement Signature: _____	<input type="checkbox"/> NO BID

18.	Grinding Disc 4"	16	pcs		<input type="checkbox"/> Read & Accepted & Good for Agreement  Signature:  <hr/>	<input type="checkbox"/> NO BID
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## *Section VII. Technical Specifications*

# Technical Specifications

Supply and delivery of construction materials and supplies for bed bunks fabrication				
NO.	ITEM DESCRIPTION	QTY	UOM	Bidder's Offer
				<i>(Kindly indicate the complete information below especially the specifications &amp; brand for each item. Put "NO BID", if applicable)</i>
				STATEMENT OF COMPLIANCE
1.	1" Ø G.I. PIPE SCHED. 40 <b>See attach Annex A</b>	328	pcs	
2.	1/2" Ø G.I. PIPE SCHED. 40	328	pcs	
3.	1 1/2" x 1 1/2" x 3/16" thk Angle Bar	342	pcs	
4.	1" x 1" x 3/16" thk Angle Bar	163	pcs	
5.	12mm Square Bar	328	pcs	



6.	1/2" thk Phenolic Board	329	pcs	
7.	Welding Rod E6013	111	kg	
8.	Rust Converter (4L)	12	gallon	
9.	Metal Primer (4L)	8	gallon	
10.	QDE Paint (green) (4L)	8	gallon	
11.	Electric Grinder (Heavy Duty w/ 1 year warranty)	4	units	
12.	Portable Welding Machine 300Amp (Heavy Duty w/ 1 year warranty)	4	units	
13.	Cut-off Machine 14" (Heavy Duty w/ 1 year warranty)	4	units	
14.	Circular Saw 7" (Heavy Duty w/ 1 year warranty)	4	units	
15.	Circular Saw Blade 7"	8	pcs	
16.	Cutting Disc 4" (metal)	20	pcs	
17.	Cut-Off Blade 14" (metal)	8	pcs	
18.	Grinding Disc 4"	16	pcs	

***I hereby certify that the above information is good for agreement.***

Signature Over Printed Name of Authorized Representative.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

## BILL OF QUANTITIES

### Supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)

Project Name: <b>Supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)</b>					
Item No.	Description	Unit	Quantity	Unit Price Offered (Pesos)	Total Amount (Pesos)
1.	1" Ø G.I. PIPE SCHED. 40	pcs	328		
2.	1/2" Ø G.I. PIPE SCHED. 40	pcs	328		
3.	1 1/2" x 1 1/2" x 3/16" thk Angle Bar	pcs	342		
4.	1" x 1" x 3/16" thk Angle Bar	pcs	163		
5.	12mm Square Bar	pcs	328		
6.	1/2" thk Phenolic Board	pcs	329		
7.	Welding Rod E6013	kg	111		
8.	Rust Converter (4L)	gallon	12		
9.	Metal Primer (4L)	gallon	8		
10.	QDE Paint (green) (4L)	gallon	8		
11.	Electric Grinder (Heavy Duty w/ 1 year warranty)	units	4		
12.	Portable Welding Machine 300Amp (Heavy Duty w/ 1 year warranty)	units	4		

13.	Cut-off Machine 14" (Heavy Duty w/ 1 year warranty)	units	4		
14.	Circular Saw 7" (Heavy Duty w/ 1 year warranty)	units	4		
15.	Circular Saw Blade 7"	pcs	8		
16.	Cutting Disc 4" (metal)	pcs	20		
17.	Cut-Off Blade 14" (metal)	pcs	8		
18.	Grinding Disc 4"	pcs	16		
<i>(Total amount in words)</i>					

Submitted by: \_\_\_\_\_  
*(Printed Name & Signature)*

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

## *Section VIII. Bidding Forms*

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 48 and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2. Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

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# CHECKLIST OF TECHNICAL & FINANCIAL REQUIREMENTS

Project Title : \_\_\_\_\_  
Bidder : \_\_\_\_\_  
Address : \_\_\_\_\_

## CHECKLIST OF TECHNICAL & FINANCIAL REQUIREMENTS

### I. TECHNICAL COMPONENT

#### A. ELIGIBILITY DOCUMENTS

##### Class "A" Documents

1) PhilGEPS Certificate of Registration and Membership in accordance w/ Section 8.5.2 of the IRR. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.

##### Technical Documents

2a) Duly signed statement of prospective bidder of all its ongoing government and private contracts, within 3 years including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid using Form 1.

2b) Duly signed statement of prospective bidder of its single largest completed contract within the last three (3) years that is similar to this project, equivalent to at least twenty five percent (25%) of the total ABC of the items to be bid using Form 2.

##### Financial Documents

3) Audited Financial Statements, showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of submission

4) Net Financial Contracting Capacity (NFCC) computation must at least equal to ABC to be bid or Committed Line of Credit equivalent to at least 10% of the ABC to be bid;

##### Class "B" Documents

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

## **B. TECHNICAL DOCUMENTS**

6) The Bid Security in the form, amount and 120 calendar days validity period in accordance with ITB Clause 18.

7) Duly accomplished and signed technical specifications (using the prescribed form) as provided in Section VII. Technical Specifications of the Bidding Documents, which also includes the following:

Production/Delivery Schedule

8) Omnibus Sworn Statement (OSS)

9) Duly notarized authority of the signatory based on paragraph no. 2 under OSS (*If prospective bidder is a partnership, corporation, cooperative or joint venture*)

## **II. FINANCIAL COMPONENT**

10) Duly accomplished and signed Bid Form

11) Duly accomplished and signed Price Schedule

12) Duly accomplished and signed Bill of Quantities

*Note: Any missing documents in the above-mentioned checklist is a ground for outright rejection of the bid.*



## NOTES TO PROSPECTIVE BIDDERS

1. All **BIDDERS** are required to register at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) as “Supplier” and/or kindly add your company to Document Request List (DRL) if already registered. The contract reference no. is **IPPF- ITB 2023-006**.
2. The **PROCURING ENTITY** already provided sample forms for the **BIDDERS** to **completely & properly** accomplish the eligibility requirements listed in the checklist.
3. The **BIDDER** must provide **Table of Contents** for their documents following the sequence as stated in the Checklist of Technical & Financial Requirements.
4. The **BIDDER** must put **tabbing per title page** in their documents (e.g. PhilGEPS Certificate, Statement of Ongoing Government and Private Contracts and so on).
5. The **BIDDER** should submit bind documents only.
6. The **BIDDER** or **BIDDER’s authorized representative** must initial every page of the documents submitted as original and photocopied.
7. The **BIDDER** must submit their eligibility requirements in a sealed envelope with **one (1) original** and **two (2) photocopies** to the BAC *on or before the deadline specified in the ITB*.
8. All envelope shall: *(see example below)*
  - 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 project indicated in the ITB Clause 1.2;
  - e. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids indicated in accordance with ITB Clause 21.; and
  - f. Bidders shall enclose their original eligibility and technical documents indicated below 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”.





## FORM 2

### Statement of Single Largest Completed Contract which is similar in nature

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

Name of Contract	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract or Purchase Order
- 2 End-User Certificate of Acceptance or Official Receipt(s) or Sales Invoice issued

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

Designation : \_\_\_\_\_

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

**NET FINANCIAL CONTRACTING CAPACITY**

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current asset – current liabilities) x 15] minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

OR

Commitment from a licensed bank to extend to it a credit line if awarded the contract

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative  
Date: \_\_\_\_\_

*NOTE:*

(a) If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

# CREDIT LINE CERTIFICATE

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

## CINSP FRANCISCO C CAABAY

BAC Chairman  
Iwahig Prison and Penal Farm  
Puerto Princesa City, 5300

CONTRACT/PROJECT : **Supply and delivery of construction materials and supplies for bed bunks fabrication**

COMPANY/FIRM : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

BANK/FINANCING INSTITUTION : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the <Supplier/Distributor/Manufacturer/Contractor>, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the <Supplier/Distributor/Manufacturer/Contractor> of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

This Certification is being issued in favor of said <Supplier/Distributor/Manufacturer/Contractor> in connection with the bidding requirement of (Name of the Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized  
Financing Institution Officer : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Concurred by:

Name & Signature of <Supplier/Distributor/Manufacturer/Contractor's>  
Authorized Representative : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Note:

*The amount committed should be machine validated.*

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
Until  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_ Series of  
\_\_\_\_\_.

## JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the hereunder stated project to be conducted by the Iwahig Prison and Penal Farm

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord 2023.



## BANK GUARANTEE (FORM OF BID SECURITY)

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder" has submitted his bid dated (Date) for the \_\_\_\_\_ (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at \_\_\_\_\_ hereinafter called "the Bank" are bound unto (Name of Employer) hereinafter called "the Employer" in the sum of \_\_\_\_\_<sup>1</sup> for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
  - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date \_\_\_\_\_<sup>2</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
(Signature,  
Name and Address)

*1 The bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Employer's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.*

\_\_\_\_\_  
*Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Employer before the bidding documents are issued.*

## **BID SECURING DECLARATION**

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

X-----X

### **BID SECURING DECLARATION** **Invitation to Bid: IPPF-ITB 2023- 006**

**To: CTINSP FRANCISCO C CAABAY**  
BAC Chairman  
Iwahig Prison and Penal Farm  
Puerto Princesa City, 5300

I/We<sup>3</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

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<sup>3</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

- (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Series of \_\_\_\_\_

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

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

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

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules

on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Series of \_\_\_\_\_

## Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid N<sup>o</sup>: **IPPF ITB 2023-006**

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause 17.1** 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:<sup>4</sup>

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

(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.

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<sup>4</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

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

**With**                      **Total**                      **Bid**                      **Amount**                      **of**                      **(In**  
**words)** \_\_\_\_\_

**(In Figures)** \_\_\_\_\_ ---

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

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

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

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



## BILL OF QUANTITIES

### Supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)

Project Name: <b>Supply and delivery of construction materials and supplies for fabrication of bunk beds (164 units)</b>					
Item No.	Description	Unit	Quantity	Unit Price Offered (Pesos)	Total Amount (Pesos)
1.	1" Ø G.I. PIPE SCHED. 40	pcs	328		
2.	1/2" Ø G.I. PIPE SCHED. 40	pcs	328		
3.	1 1/2" x 1 1/2" x 3/16" thk Angle Bar	pcs	342		
4.	1" x 1" x 3/16" thk Angle Bar	pcs	163		
5.	12mm Square Bar	pcs	328		
6.	1/2" thk Phenolic Board	pcs	329		
7.	Welding Rod E6013	kg	111		
8.	Rust Converter (4L)	gallon	12		
9.	Metal Primer (4L)	gallon	8		
10.	QDE Paint (green) (4L)	gallon	8		
11.	Electric Grinder (Heavy Duty w/ 1 year warranty)	units	4		
12.	Portable Welding Machine 300Amp (Heavy Duty w/ 1 year warranty)	units	4		

13.	Cut-off Machine 14" (Heavy Duty w/ 1 year warranty)	units	4		
14.	Circular Saw 7" (Heavy Duty w/ 1 year warranty)	units	4		
15.	Circular Saw Blade 7"	pcs	8		
16.	Cutting Disc 4" (metal)	pcs	20		
17.	Cut-Off Blade 14" (metal)	pcs	8		
18.	Grinding Disc 4"	pcs	16		
<i>(Total amount in words)</i>					

Submitted by: \_\_\_\_\_  
*(Printed Name & Signature)*

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

## Contract Agreement Form

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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).

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 45 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

*[name of bank or financial institution]*

*[address]* \_\_\_\_\_

*[date]* \_\_\_\_\_

Republic of the Philippines



Government Procurement Policy Board

