

**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
79 Jocer Bldg (Annex), Commonwealth Avenue, Diliman, Quezon City

**BIDDING DOCUMENTS**  
**FOR THE**  
  
**SUPPLY AND DELIVERY OF**  
**JANITORIAL MANPOWER SERVICES**

January 1, 2020 to December 31, 2020

ITB Contract No. JS-2019-06



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## **BIDS AND AWARDS COMMITTEE**

### **INVITATION TO BID**

#### **FOR THE SUPPLY AND DELIVERY OF JANITORIAL MANPOWER SERVICES**

1. The NATIONAL COMMISSION ON MUSLIM FILIPINOS (NCMF), through the Government of the Philippines under the General Appropriations Act for 2020, intends to apply the sum of *TWO MILLION TEN THOUSAND PESOS (P2,010,000.00)* being the Approved Budget for Contract (ABC) for Supply and Delivery of Janitorial Manpower Services covering the period January 1, 2020 to December 31, 2020 for a total of nine (9) janitorial manpower. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NCMF, through its Bids and Awards Committee (BAC), now invites Philippine Government Electronic Procurement System (PhilGEPS) registered contractors to apply for eligibility and to bid for the Supply and Delivery of Janitorial Manpower Services in the NCMF covering the period from January 1, 2020 to December 31, 2020. Bidders should have completed, within three (3) years from date of submission and receipt of bids, a contract similar to the Project which is equivalent to fifty percent (50%) of the ABC for the Project. The description of eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instruction to Bidders.
3. Bidding will be conducted through open competitive procedures using a non-discretionary "Pass/Fail" criterion as specified in the Revised Implementing Rules and Regulations (R-IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act". However, only those who have purchased the Bidding Documents shall be allowed to participate in the pre-bid conference and raise or submit written queries or clarifications.
4. Bidding is restricted to Filipino citizens, sole proprietorships, partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
5. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours.
6. A complete set of bidding documents may be purchased by interested bidders on November 21, 2019 at the BAC Secretariat Office upon payment of a non-refundable fee in the amount of FIVE THOUSAND PESOS (P5,000.00). It may be downloaded free of charge from the website of the PhilGEPS and the website of the NCMF, provided that the bidders shall pay the non-refundable fee for the Bidding documents not later than the submission of their bids.
7. The NCMF will hold a Pre-bid Conference on November 29, 2019, 2:00 p.m. at the OSEC Conference Room, 3rd Floor, Jocfer Bldg., Commonwealth Avenue, Diliman, Quezon City which shall be opened to all interested parties.
8. Bids must be delivered at the address provided below on or before 12:00 noon of December 13, 2019. The bidders shall submit three (3) copies of their duly accomplished eligibility requirements,



technical and financial proposals in two (2) separate envelopes at the BAC Secretariat Office. All the Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the instructions to Bidders (ITB) Clause 18.

9. Bid Opening shall be at 2:00 pm. of December 13, 2019 at the address indicated above at the OSEC Conference Room. Bids will be opened in the presence of the bidders or their representatives who choose to attend at the address mentioned. Late bids shall not be accepted.
10. The NCMF reserves the right to accept or reject any and all bids, to annul the bidding process and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. In instances, that may arise and not specifically mentioned herein, the NCMF shall resolve bidding issues by resorting to and applying the pertinent provisions of RA 9184 and its Revised Implementing Rules and Regulations
11. For further information, please refer to:

Leonila S. Odon, Head- BAC Secretariat  
National Commission on Muslim Filipinos  
Jocfer Bldg., Brgy. Holy Spirit,  
Commonwealth Avenue, Quezon City  
Telefax No. 02-952-4875  
Email Address: ncmf.bac2016@gmail.com

**TAHIR S. LIDASAN, JR, CESO II**  
Executive Director and BAC Chairman



## II. INSTRUCTION TO BIDDERS

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## A. GENERAL

### 1. Scope of Bid

- 1.1 The procuring entity named in the BDS (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the “Goods”).
- 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 applied for or 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 polity, 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 master's 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 eject 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.

#### **4.0 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 (f) 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 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. This will include a firm 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.

(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; or



(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.

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, 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; and

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

## **5.0 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 proprietorship;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to the 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 of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and,
- (e) Unless otherwise provided in the BDS, person/entities forming themselves into a 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 joint venture 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 the R.A. 9184 and its IRR allow foreign bidders to participate;
- (b) 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;
- (c) When the Goods sought to be procured are not available from local supplier; or
- (d) When there is a need to prevent situations that defeat competition or restrain trade.



5.3. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

5.4 Unless otherwise provided in the BDS, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office consumer price index, must be at least equivalent to a percentage of the SBC 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.a (a) (iii).

5.5 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this Project (CLC).

The NFCC, computed using the following formula, must be equal to the ABC to be bid:

NFCC = [(Current assets minus current liabilities) (K)] 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 for this Project.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The CLC must be at least equal to ten percent (10%) of the ABC for this Project. If issued by a foreign bank, it shall be confirmed or authenticated by a Universal or Commercial Bank. In the case of local government units (LGUs), the Bidder may also submit CLC from other banks certified by the Bangko Sentral ng Pilipinas (BSP) as authorized to issue such financial instrument.

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

6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms 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 paid, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental Bid Bulletin (s) as provided under ITB Clause 10.3.
- (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 Head of the Procuring Entity 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 in relation to other provisions of RA 3019; and
- (j) Complying with existing labor laws and standards, in the case procurement of services.

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 the bid, including: (a) the location and the nature of this Project; (b) climatic conditions; and (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.

6.6 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.

6.7 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 effect this Project in any way.

6.8 The Bidder should note that the Procuring entity will accept bids only from those that have paid the non-refundable 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 comply with the eligibility criteria and the documentary requirements 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 Bidder's 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. 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 (3) 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 discussed during the pre-bid conference.

9.3 Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

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

10.1 Bidders who have purchased the Bidding Documents may request for clarification on any part of the Bidding Documents for an interpretation. 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 Supplemental /Bid Bulletins may 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 and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

10.3 Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who 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 Bid**

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case 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) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS.
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contracts to be paid, within the relevant period as provided in the BDS; and

Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided for in Section 23.5.1.3 of IRR of R.A. 9184, within the relevant period as provided in the BDS. The statement shall include, for each contract, the following:

- (iii.1) name of the contract;
- (iii.2) date of the contract;
- (iii.3) kinds of Goods;
- (iii.4) amount of contract and the value of outstanding contracts;
- (iii.5) date of delivery; and



- (iii.6) end-user's acceptance or official receipt(s) issued for the contract, if completed.
  - (iv) Audited Financial Statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission (CY 2011-2012);
  - (v) NFCC computation or CLC in accordance with the ITB Clause 5.5; and
  - (vi) Valid Certificate of PhilGEPS Registration
  - (vii) Compliance to DOLE Department Order No. 18-A
- (viii) Class "B" Document:
- (ix) 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.
- (c) 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 specified in Sections VI and VII of the Bidding Documents; and
  - (iii) Sworn statement in accordance with Section 25.2 (a)(vi) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

### **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 bill of quantities 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 or Domestic Entity, a certification from the DTI, SEC, or CDA 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 indicated in the BDS, all bids that exceed the ABC shall not be accepted:



- (b) Unless otherwise stated 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 had 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 system to monitor and report bid prices relative to ABC and procuring entity's estimate. 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**

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a bidder in addition to or as a substitute to its original bid which may be included as part of its original bid or separately therewith for purposes of bidding. A bid with options is considered alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

#### **15. Bid Prices**

15.1 The Bidder shall complete the appropriate Price Schedules 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 Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, 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 "O" (zero) for the said item would mean that it is being offered for free to the Government.

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), including all customs duties and sales and other taxes already paid or payable:
    - (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
    - (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
  - (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
  - (iii) 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.

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 shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. 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 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 requests 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

*Each bid shall be accompanied by a bid security that is payable to the concerned agency as a guarantee that the successful bidder shall, within 15 calendar days after receipt of the Notice of Award, enter into contract with the Government and furnished the required performance security for the faithful performance of al works called for. Failure to enclose the required bid security as to form and amount prescribed herein shall automatically disqualify the bid or any combination thereof.*

18.1 The bid security in the amount stated in the BDS shall be equal to the \_\_\_\_\_ percentage \_\_\_\_\_ of the ABC in accordance with the following schedule:

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 or Commercial Bank.	Two percent (2%)
(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.	
(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%)
(d) Any combination of item a (a) to (c)	Proportionate to share of form with respect to total amount of security.



(e) Bid Securing Declaration	No percentage required.
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For Bidding conducted by LGUs, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

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, from receipt of the Notice of Award, and committing to pay the corresponding 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 bidder's after the opening of bids and before contract signing, except to those that failed or declared as post-qualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid 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 the ITB Clause 18.2.

18.4 Upon the 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
  - (ii) does not accept the correction of errors pursuant to ITB Clause 28.3
  - (iii) Fails to submit the requirements within the prescribed period or a finding against their veracity 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 Lowest Calculated and Responsive Bid;
  - (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.
- (c) 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 Section VIII.

Bidding Forms 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.

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 the event of any discrepancy between the original and the copies, the original shall prevail.

19.4 The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the fully authorized representative/s of the Bidder.

19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representatives 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 indelible 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 If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

#### **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.

##### **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, properly identified, 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.

23.3 Bids requested to be withdrawn in accordance with ITB Clause 23.1 shall be returned unopened to the Bidders. A Bidder 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 first bid envelopes of Bidders in public as specified in the BDS to determine each Bidder's compliance with the documents prescribed in ITB Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, 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".

24.2 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.

24.3 Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawal bid shall be returned to the Bidder unopened. If the withdrawing Bidder's representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.

24.4 If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in ITB Clause 12.1 (a), items (i) to (v).

24.5 In the case of an eligible foreign Bidder as described in ITB Clause 5, the Class "A" Documents described in ITB Clause 12.1 (a) may be substituted with the appropriate equivalent, if any, issued by the country of the foreign Bidder concerned.



24.6 Each partner of a joint venture agreement shall likewise submit the requirements in ITB Clauses 12.1 (a)(i) and 12.1(s)(ii). Submission of documents required under ITB Clauses 12.1 (a)(iii) to 12.1 (a)(v) by any of the joint venture partners constitutes compliance.

24.7 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, bid security, finding of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **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 (1) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.

(b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).

(c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.

(d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national 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 or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.



27.2 A Bidder may be granted preferences as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and cooperation), or CDA (in case of cooperatives) and the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippine with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the invitation to Bid for this Project.

27.3 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 established 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. Unless otherwise specified in the BDS, the ABC shall consider the following in the evaluation of bids:

- (a) Completeness of the Bid. Unless the ITB specifically allows partial bids, bid not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, 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 "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and
- (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the BDS. 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 evaluation and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluation 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 only be based on the bid price quoted in the Financial Bid Form.

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.

## **29. Post-Qualification**

29.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LBC) accomplished 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 three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements.

- (a) Tax clearance per Executive Order 398, Series of 2005;
- (b) Latest income and business tax returns in the form specified in the BDS;
- (d) Other appropriate licenses and permits required by law and stated in the BDS.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

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.

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 Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity 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 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 Lowest Calculated Responsive Bid is determined for contract award.

29.6 Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.



### **30. Reservation Clause**

30.1 Notwithstanding the eligibility nor post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process it shall be a 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 its 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 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 head of the procuring entity;
  - (ii) If the project is no longer necessary as determined by the head of the procuring entity; 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 Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

### **F. Award of Contract**

### **31. Contract Award**

31.1 Subject to ITB Clause 29, the Procuring Entity 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 received personally or sent by registered mail or electronically, receipt of which must be confirmed within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically in 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 valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
- (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.

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

## **32. Signing of the Contract**

32.1 At the 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 and 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;
- (d) Performance Security;
- (e) Credit line in accordance with ITB Clause 5.5, if applicable;
- (f) Notice of Award of Contract; and
- (g) 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 equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of performance Security (Equal to Percentage of the Total (Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(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; and/or	Thirty percent (30%)
(d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

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 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 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.

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

34.1 Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.

34.2 The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

#### **35. Protest Mechanism**

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the revised Implementing Rules and Regulations of Republic Act 9184.



## BID DATA SHEET

ITB CLAUSE	
1.1	The Procuring Entity is <i>NATIONAL COMMISSION ON MUSLIM FILIPINOS</i>
1.2	The name of the Project is <b><i>THE DELIVERY AND SUPPLY OF JANITORIAL MANPOWER SERVICES IN THE NATIONAL COMMISSION ON MUSLIM FILIPINOS FOR FY 2020.</i></b>
2.0	The Funding Source is: The Government of the Philippines (GOP) through the General Appropriations Act for FY 2020 in the amount of <i>TWO MILLION TEN THOUSAND PESOS (P2,010,000.00).</i>
3.1	No further instructions.
4.2	Standard Statement for this requirement is included in the Omnibus Sworn Statement found in Section VIII. Sample Forms. The competent evidence of identity for Notary in the Sworn Affidavit of the Bidder shall comply with Sec. 12 (a) Rule II of the 2004 Rules of Notarial Practice, to wit:  "Sec. 12. Competent Evidence of Identity - the phrase competent evidence of identify refers to the identification of an individual based on: At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, Voter's ID, National Bureau of Investigation clearance, police clearance, Postal ID, Voter's ID, Barangay Certification, Government Service Insurance System (GSIS) E-Card, Social Security System (SSS) card, Philhealth Card, Senior Citizen Card, Overseas Workers Welfare Administration (OWWA), OFW ID, Seaman's Book, Alien Certificate of Registration/Immigrant Certificate of Registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (CWDP) Department of Social Welfare and Development (DSWD) certification."
5.1	No further instructions.
5.2	No further instructions.
5.4	The Bidder must have completed, for the last five (5) years from January 2009 to January 2014, a single contract that is similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC. Such contract must be part of the statement of completed government and private contract.  Proof of completion of such contract must be submitted: 1. Certificate of completion, or satisfactory performance from the Client/s or official receipts; and 2. Contract Agreement
7.0	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The <i>Procuring Entity will hold a Pre-bid Conference for this Project on November 29, 2019 at 2:00 p.m. at the OSEC Conference Room, 79 Jocfer Building Commonwealth Avenue, Diliman, Quezon City</i>
10.1	The Procuring Entity's Address is:  National Commission on Muslim Filipinos  79 Jocfer (Annex Bldg), Commonwealth Avenue, Diliman, Quezon City  Telephone No. (02) 952-4875



	<p>Telefax No. (02) 952-4875</p> <p>Email address of contact person: ncmf.bac2016@gmail.com</p>
12.1(a)	No further instructions.
12.1(a)(i)	<p>The Bidder must submit any of the following proof of business regulation documents:</p> <ul style="list-style-type: none"> <li>a. Sole Proprietorship – DTI Business Name Registration</li> <li>b. Corporations – SEC Certificate of Registration or SEC Filing of Amended Articles of Incorporation</li> <li>c. Partnership – SEC Certificate of Registration or SEC Filing of Amended Articles of Partnerships.</li> <li>d. Cooperative – Cooperative Development Authority Registration</li> </ul>
12.1(a)(iii)	The statement of all going and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.

	<p>The following proofs for the on-going contracts and contracts that have been awarded but not yet started must be submitted:</p> <ul style="list-style-type: none"> <li>1. Notice of Award and Notice to Proceed; or</li> <li>2. Purchase Order.</li> </ul> <p>The following proofs for the single largest similar to the contract to be bid must be submitted:</p> <ul style="list-style-type: none"> <li>1. Certificate of Satisfactory Completion or Certificate of Acceptance from the clients or Official Receipts; and</li> <li>2. Contract Agreement or Purchase order or Job Order.</li> </ul> <p>The experience or track record of a sole proprietorship which has put all its assets, personnel and resources to a corporation cannot be carried over to the said corporation, inasmuch as the latter has a separate and distinct juridical personality from the former, (SEE GPPB Opinion No. NPM 031-2013, dated 27 March 2013).</p> <p>Hence, the said corporation must submit necessary documents including permits, business registration, tax returns, and contracts under its registered name.</p>
12.1(a)(iv)	Audited Financial Statement to be submitted shall be from the period CY 2017-2018.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.2	The ABC is <b>TWO MILLION TEN THOUSAND PESOS (P2,010,000.00)</b> any bid with a financial statement exceeding this amount shall not be accepted.
15.4(a)(iii)	<p>No applicable</p> <p>No incidental services are required.</p>
16.3	Payment shall be made in Philippine Peso.
17.1	Bids will be valid until one hundred twenty (120) calendar days from the bid opening.
18.1	The <b>bid security</b> shall be in the following amount:



	<ol style="list-style-type: none"> <li>1. The amount of <b><u>P40,200.00</u></b> (2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of <b><u>P100,500.00</u></b> (5% of the ABC), if bid security is in Surety Bond; or</li> </ol>
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	<ol style="list-style-type: none"> <li>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</li> <li>4. Bid Security Declaration as stated in Section VIII. Bid Forms.</li> </ol>
18.2	The Bid security shall be valid for one hundred twenty (120) calendar days from date of opening of bids callable on demand.
18.5	<p>Grounds for forfeiture of Bid Security:</p> <p>(a) If a Bidder:</p> <ol style="list-style-type: none"> <li>(i) Withdraws its bid during the period of bid validity specified in ITB Clause 17;</li> <li>(ii) Does not accept the correction of errors pursuant to ITB Clause 28.3(b);</li> <li>(iii) Fails to submit the requirements within the prescribed period or a finding against the veracity as stated in ITB Clause 29.2;</li> <li>(iv) Submission of eligibility requirements containing false information or falsified documents;</li> <li>(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 stated of public bidding;</li> <li>(vi) Allowing the use of one's name, or using the name or another for purposes of public bidding;</li> <li>(vii) Withdrawal of a bid, or refusal to accept an award or enter into contract with the Government without justifiable cause, after the Bidder has been adjudged a having submitted the Lowest Calculated and Responsive Bid;</li> <li>(viii) Refusal or failure to post the required performance security within the prescribed time;</li> <li>(ix) Refusal to clarify or validate in writing its bud during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;</li> <li>(x) Any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;</li> <li>(xi) Failure of the potential venture partners to enter into the joint venture after the bid is declared successful; or</li> <li>(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 least three (3) times within a year, except for valid reasons.</li> </ol>

	<p>(b) If the successful Bidder:</p> <ol style="list-style-type: none"> <li>(i) Fails to sign the contract in accordance with ITB Clause 32; or</li> <li>(ii) Fails to furnish performance security in accordance with ITB Clause 33.</li> </ol>
20.3	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
21.0	The address for the submission of bids is 79 Jocfer (Annex) Bldg., Commonwealth Avenue, Diliman, Quezon City.



	The <b>Deadline for submission of bids December 13, 2019 at 12:00 noon</b> . The official time is the clock located at the General Services Division.
24.1	The place of <b>Bid Opening</b> is at the OSEC Conference Room, Jocfer Bldg Commonwealth Avenue, Diliman, Quezon City The <b>time and date of Bid Opening is December 13, 2019 at 2:00pm</b>
24.2	No further instructions.
27.1	No further instructions.
28.3(b)	Bid modification is allowed provided it is done before the deadline for the submission and receipt of bids.
28.4	No further instructions.
29.2	<p>Within a non-extendible period of three (3) calendar days from receipt by the Bidder of the notice from BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> <li>(a) Tax Clearance Certificate for CY 2018 per Executive Order 398, Series of 2005, however, if during the post-qualification and it is determined that the bidder has an outstanding delinquent account with the CED-BIR, this shall result in the rejection of his bid:</li> <li>(b) Latest Income Business Tax Returns filed through the Electronic Filing and Payments System (EFPS);</li> </ul> <ul style="list-style-type: none"> <li>1. Annual Income Tax Return (BIR Form 1702) for CY 2017 and CY 2018; and</li> <li>2. Proof of VAT payments filed for CY 2016.</li> <li>3. Valid PhilGEPS Certificate of Registration</li> <li>4. Taxpayers Identification Number with photocopy of ID; and BIR Tax Registration Certificate (BIE For 2303)</li> <li>5. Taxpayer's Identification Number with photocopy of ID; and BIR Tax Registration Certificate (BIR Form 2303)</li> </ul>
34.1	The effective date of the Contract is upon receipt of the Notice to Proceed.



#### 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.

(a) 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 or 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.

- 2.2 Further the Funding Source, Borrower or Procuring Entity, appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizational deemed to be involved with any of the practices mentioned in GCC Clause 2.1 (a).

### **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 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 Contracts 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 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 the 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 23.

## **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. Then (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.

10.5

## **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 follows:

- a) 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.
- b) On Acceptance. The remaining twenty per cent (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 per cent (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 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.

## **12. 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 forms prescribed in the ITB Clause 33.2.



13.2 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.

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

13.4. 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:

- a) There are no pending claims against the Supplier or the survey company filed by the Procuring Entity;
- b) The Supplier has no pending claims for labor and materials filed against it; and
- c) Other terms specified in the SCC.

13.5 In case 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 required 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 accordance 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%) or 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(2). 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 f 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 23 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 ad 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 to 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 (40) 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 (RA 9285), other 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 limitations 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 Contracts 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:

- (a) Outside of force majeure, the Supplier fails to deliver or perform any or all 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;
- (b) 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 circumstances of *force majeure* is deemed to have ceased; or
- (c) 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 and 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:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices, and/or
- (b) 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:

- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1 (a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) 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:



- (a) 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;
- (b) 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.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) 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;
- (e) 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;
- (f) 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 the 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.
- (g) 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
- (h) 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.



## Section V. SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
1.1 (g)	The Procuring Entity is National Commission on Muslim Filipinos.
1.1 (i)	The supplier is the NATIONAL COMMISSION ON MUSLIM FILIPINOS
1.1 (j)	The Funding Source is: General Appropriations Act of 2020 in the amount of <i>TWO MILLION TEN THOUSAND PESOS (P2,010,000.00)</i>
1.1(k)	The Project Site is National Commission on Muslim Filipinos
5.1	<p>The Procuring Entity's Address is:</p> <p>National Commission on Muslim Filipinos</p> <p>79 Jocfer (Annex Bldg), Commonwealth Avenue, Diliman, Quezon City</p> <p>Telephone No. (02) 454-6371</p> <p>Telefax No. (02) 952-4875</p> <p>Email address of contact person: <a href="mailto:ncmf.bac2016@gmail.com">ncmf.bac2016@gmail.com</a></p>
6.2	<p>The NCMF has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Contractor. Likewise, the NCF may increase or decrease the number of janitors as may be necessary provided that the ABC for the relevant year is not exceeded. Additionally, the NCMF likewise reserves the right to increase, reduce or limit the scope of services of the Contractor. In such event, any corresponding adjustment in the contract price thereof shall be agreed upon by the parties, provided that the resulting adjustment in the contract price thereof, shall not exceed the ABC.</p> <p>The contractor shall strictly comply with Section VII. Technical Specifications, as well as other DBM rules and regulations.</p>
9	All bid prices are considered fixed prices, and is not subject to price escalation during the whole contract period, except for the following: (i) increase in the minimum daily wage pursuant to a law or wage order after bid opening; and (ii) increase in taxes, if any.
10.1	<p>Payment shall be made within ten (10) working days upon complete submission by the Contractor of the following documents:</p> <ul style="list-style-type: none"> <li>(a) DTRs of all janitors duly signed by the AS Director or his duly authorized representative;</li> <li>(b) Proof of previous months' remittances to the SSS, Philhealth and PAGIBIG, together with a transmittal sheet stamped received by the foregoing, as well as such other documents that may be required by the NCMF; and</li> <li>(c) Invoice of billing or statement of account for the period covered.</li> </ul> <p>Thereafter, payment shall be made only upon certification by the AS Director that the services were rendered by the Contractor in accordance with the terms and conditions of the contract.</p>
10.4	No. further instructions.
13.1	No further instructions.



13.3©	No further instructions.
14.	No further instructions.
15.	<p>The Contractor shall maintain a satisfactory level of performance throughout the contract based on the following set of performance criteria:</p> <ul style="list-style-type: none"> <li>(a) Quality of work delivered;</li> <li>(b) Time management;</li> <li>(c) Management and suitability of personnel;</li> <li>(d) Contract administration and management;</li> <li>(e) Provision of regular progress report;</li> <li>(f) Attentiveness to details; and</li> <li>(g) Compliance with NCMF instructions and policies.</li> </ul> <p>The AS shall conduct a quarterly review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the NCMF during contract period.</p> <p>In addition thereto, the AS shall conduct a year-end assessment of the Contractor's performance during the first year of the contract period using the above-cited criteria, and recommend to the NCMF Secretary the continuance of the contract for the second year on the basis of said assessment.</p>
16.1	No further instructions.
17.4	No further instructions.
17.5	No further instructions.
19.1	<p>The applicable rate is one tenth (1/10) and one (1) percent f the cost of the unperformed portion for every day of delay.</p> <p>The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten per cent (10%) of the amount of the contract, NCMF shall rescind the contract, without prejudice to other courses of action and remedies open to it. It may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.</p> <p>The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the NCMF before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.</p>
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 ("PA 9285), otherwise known as the "Alternative Dispute Resolution Act of 2004."
21.1	If applicable, all partners to the joint venture shall be jointly and severally liable to the DBM.



### Section VI. Schedule of Requirements

Item Number	Description	Quantity	Delivered, Weeks/Months
I.	Provision of Janitorial Manpower	9	6 days a week
II.	Cleaning Equipment/Tools		
	- Heavy duty floor polisher, size 20"		
	- Heavy duty floor polisher, size 16'		
	- Mop wringer/squeezer		
	- Glass squeegee		
	- Heavy duty vacuum cleaner		
	- Stainless step ladder, 6 ft.		
	- Stainless step ladder, 14 ft		
	- Heavy duty push cart (big)		
	- Heavy duty garbage buggy		
	- Floor warning sign		
	- Spatula		
	- Other equipment offered/as may be necessary		

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over printed Name of  
Representative

\_\_\_\_\_  
Date



## SECTION VII

### TECHNICAL SPECIFICATIONS

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

Item	Specifications	Statement of Compliance
I	<b>PERFORMANCE CRITERIA</b>	
A	The Contractor shall maintain a satisfactory level of performance throughout the contract period based on the following set of performance criteria:	
	1. Quality of service delivered	
	2. Time management	
	3. Management and suitability of personnel	
	4. Contract administration and management	
	5. Provision of regular progress report	
	6. Attentiveness and presence of mind	
	7. Compliance with NCMF instructions and policies	
	The foregoing criteria shall be used to assess the quarterly level of performance of the Contractor and its janitorial personnel as basis for continuity of the contract.	
II.	<b>TECHNICAL EVALUATION PARAMETERS</b>	
1.	<b>Stability</b>	
	a. Years of experience – At least 5 years in the janitorial business	
	b. Liquidity of Contractor – At least Five Million Pesos (P5,000,000) (Current assets minus stocks minus current liabilities based on the Contractor's balance sheet as of December 31, 2015)	
	c. Organizational set up – with good and efficient office set-up, personnel, office tools and equipment	
2.	<b>Resources</b>	
	a. Number and Kind of Equipment and Supplies – With the minimum number and kind of equipment and supplies as specified under Section VI. Schedule of Requirements	
	b. Number of Janitors – with at least 50 janitors	
	c. Number of Supervisors – At least 5 supervisors	
3.	<b>Housekeeping Plan</b> – Said plan must be tailored fit for the service requirements of the NCMF. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan should accordingly be made part of the Contractor's submission.	
4.	<b>Other Factors</b>	
	a. Recruitment and Selection Criteria – The Contractor shall ensure that the janitors to be assigned in the NCMF have undergone adequate and relevant training before deployment, and have satisfactorily passed the Contractor's relevant screening and selection tests to determine their fitness to perform said services.	
	b. Completeness of uniforms and other paraphernalia.	



III.	<b>HOUSEKEEPING PLAN</b>	
1.	Daily Housekeeping Responsibilities Including but not limited to the following areas: (i) common office area; (ii) conference rooms; (iii) hallways/corridors; (iv) stairways; (v) pantry; (vi) restrooms; and (vii) storage rooms.	
	a. Report to each respective assigned area; sweep the floor and pick-up with the dustpan litters scattered around the NCMF premises.	
	b. Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag.	
	c. Mop the floor with damp mop head. Finish cleaning with clean and dry mop head.	
	d. Wipe with damp cloth or rag all tables, chairs, computers, steel and wooden cabinets, electric fans, telephone instruments, refrigerators, air conditioning grilles and casing, and other office equipment. Finish cleaning with a clean and dry cloth or rag.	
	e. Empty ashtrays and waste baskets/receptacles. Clean same with liquid detergent and rinse off with water and let dry. Return ashtrays and wastebaskets, receptacles to their respective places.	
	f. Wipe with damp cloth all window sills, window panes/glass, mirrors, roman shades, aluminum/stainless steel frame doors and stair railings.	
	g. Remove stain marks or dirt on walls, doors and building posts with chemical removers or with cloth, soak in liquid detergent or cleanser. Finish cleaning with damp cloth or rag.	
	h. Wash with water the whole area of the comfort room, then sweep and drain. Drain or remove water inside toilet bowl before pouring cleanser. Let it stay for a while, in the meantime, sprinkle cleanser on walls and floor tiles, water closet tank, lavatory and sink, and toilet bowl. Scrub inside of toilet bowl with brush or sponge with handle, then flush. Scrub with brush or sponge the whole area of the comfort room. Rinse off with water and dry and clean mop/cloth. Clean mirrors with damp newspaper or cloth and finish cleaning with dry cloth. Spray comfort room with air freshener.	
	i. Sweep and clean driveways.	
	j. Cut/Uproot unsightly grass growth (if applicable)	
	k. Water potted/indoor ornamental plants inside the NCMF offices. (if applicable)	
	l. Trim and remove dried leaves both inside and outside NCMF(if applicable)	
	m. Attend to the needs of any meetings as may be required by each office or bureau.	
	n. Report any unnecessary maintenance repairs immediately.	
	o. Stay in their respective post for messengerial/errand work.	
2.	Weekly Maintenance – general cleaning of all areas every Saturday.	
	a. Scrub and strip off sticking dirt, guns and other similar substances, particularly those inner areas and corners. Wash clean with soap and water, then dry.	



	b. High clean/sweep cobwebs off the ceiling and wipe light fixtures/diffuser and upper walls.	
	c. Remove dirt and wash clean with soap and water all window grilles and panes, stairways, balcony and walls.	
	d. Thoroughly clean all comfort rooms particularly the toilet bowls, lavatories and men's urinals. Apply disinfectant and deodorize all areas.	
	e. Thoroughly clean office furniture and fixtures and other office equipment, taking extra care in moving the same to avoid damage.	
	f. Apply floor wax on floors and polish shine.	
	g. Spray insecticide or apply rodenticides inside NCMF offices to eradicate rats, flies, mosquitoes, termites, white ants and other pests.	
	h. Cultivate soil and fertilize indoor and outdoor plans (if applicable)	
	i. Clean catch basins and all planter boxes.	
	j. Clean/wash garbage cans.	
	k. Clean all parts of the refrigerator.	
	l. Clean microwave oven/oven toasters.	
3.	Monthly maintenance every Saturday of the month.	
	a. Wipe/clean venetian blinds.	
	b. Clean inside windows.	
	c. Clean door jambs, balusters, and handrails.	
	d. Clean glass walls/partitions.	
	e. Vacuum and clean all upholstered furniture.	
	f. Wash walls.	
4.	Miscellaneous services to be performed whenever required.	
	a. Provide logistical assistance during meetings and conferences.	
	b. Haul/move office furniture, fixtures and equipment.	
	c. Messengerial and errand work.	
	d. Make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absence of the janitor regularly assigned to each office or bureau or area.	
	e. Exercise the necessary supervisory work.	
5.	Other services officered/as may be necessarily required.	

**I HEREBY CERTIFY TO COMPLY AND DELIVER ALL THE ABOVE REQUIREMENTS.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date



## **VIII. BIDDING FORMS**

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## OMNIBUS SWORN STATEMENT

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

### A F F I D A V I T

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 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 of (*Name of Bidder*), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for (*Name of Project*) of the (*Name of the Procuring Entity*);

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 and/or to represent the (Name of Bidder) in the bidding as shown in the attached (*state title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*);

**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*: I am 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 or (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 of 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 f 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 \_\_\_\_\_, 20\_\_\_\_ in the City of \_\_\_\_\_.  
Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_, Number \_\_\_\_\_.

NOTARY PUBLIC

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



**Statement of all Government & Private Contracts Completed  
which are similar in nature**

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

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

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

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

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

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

**Instructions:**

- a) Cut-off date is December 2016.
- b) Subject completed contract:
  - (i) If there are more than ten (10) completed contracts in a year, state at least 10 completed contracts for said year. Contracts that are similar to the project being bidden in terms of nature and amount shall be prioritized in inclusion in the list.
  - (ii) If there are 10 or less completed contracts in a year, state all completed contracts for said year (government and private contracts which may be similar or not similar to the project being bidden).
  - (iii) If there are no completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
- c) Single Largest Contract to be submitted must be a part of the list.



**List of all ongoing Government & private Contracts including Contracts awarded but not yet started**

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

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

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								

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

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

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

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts which may be similar or not similar to the project being bid) prior to December 2016.
- ii. If there is on-going contract awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the on-going and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.



## BID FORM

---

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

The Chairperson  
NCMF-Bids and Awards Committee  
National Commission on Muslim Filipinos  
Commonwealth Avenue, Quezon City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin (*insert numbers*), the receipt of which is hereby duly acknowledged, we the undersigned, officer 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 as may be ascertained in accordance with the Schedule of Prices attached herewith and made part if the 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 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contracts 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 5 of the Bidding Documents.

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

\_\_\_\_\_  
(Signature)  
Financial Proposal Submission Sheet

\_\_\_\_\_  
(in the capacity of)

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



The Chairperson  
NCMF-Bids and Awards Committee  
National Commission on Muslim Filipinos  
Commonwealth Avenue, Quezon City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the Provision of Janitorial Manpower Services for FY 2017

- a. Monthly charge for NINE (9) janitorial attendants including the janitorial supervision/team leader (Detailed computation attached) ..... P \_\_\_\_\_  
Amount in words: \_\_\_\_\_

- b. Total costs for the cleaning equipment/tools ..... P \_\_\_\_\_  
Amount in words: \_\_\_\_\_

- c. Total Annual Contract Cost (Inclusive of VAT) ..... P \_\_\_\_\_  
Amount in words: \_\_\_\_\_

- d. Overtime Annual Contract Cost (Inclusive of VAT) ..... P \_\_\_\_\_  
Amount in words: \_\_\_\_\_

Regular day/s	P _____, Amount in words _____
Legal holiday/s	P _____, Amount in words _____
Special holiday/s	P _____, Amount in words _____

Very truly yours,

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

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date



## Contract Agreement Form

---

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between (name of PROCURING ENTITY) of the Philippines (hereafter called "the Entity") of the one part and (name of Supplier) 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 Bid Form and the price Schedule submitted by the Bidder;
  - (b) The Schedule of Requirements;
  - (c) The Technical Specifications;
  - (d) The General Conditions of Contract;
  - (e) The Special Conditions of Contract; and
  - (f) The Entity's Notification 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)