

PB 2021-02

PUBLIC BIDDING OF QUARTERLY GENERAL OFFICE SUPPLIES FOR CY 2021 REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN

Sixth Edition

Philippine Bidding Document

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.



Section I. Invitation to Bid

Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, North Triangle, Diliman, Quezon City

INVITATION TO BID

“PUBLIC BIDDING OF QUARTERLY GENERAL OFFICE SUPPLIES FOR CY 2021 REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN”

1. The Office of the Ombudsman through the General Appropriations Act for CY 2021, intends to apply the sum of **Three Million Two Hundred Two Thousand Pesos (₱ 3,202,000.00)**, being the Approved Budget for the Contract (ABC) to payments of the procurement of **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman (PB 2021-02)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman now invites bids for the **Public Bidding of Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman**, categorized as follows:

OBJECT OF BIDDING			Bidding Fees
Lot No.	Particulars	Approved Budget for the Contract (ABC)	(Non-Refundable)
Lot 1	General Office Supplies	₱ 784,000.00	₱ 1,000.00
Lot 2	Data Folder	₱ 300,000.00	₱ 500.00
Lot 3	Bookpapers	₱ 1,380,000.00	₱ 5,000.00
Lot 4	Original Toners/Ink Cartridges	₱ 738,000.00	₱ 1,000.00
Total ABC for Lots 1, 2, 3 and 4		₱ 3,202,000.00	

3. Delivery of goods and services is required within **fifteen (15) calendar days for lots 1, 3 and 4; and thirty (30) calendar days for lot 2** after receipt of the Notice to Proceed. Bidders should have completed from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instructions to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
5. 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. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).
6. A complete set of Bidding Documents may be acquired by the interested Bidders starting from **24 February 2021 to 15 March 2021 at 12:00 p.m.** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (₱1,000.00) for lots 1 and 4, Five Hundred Pesos (₱500.00) for lot 2 and Five Thousand Pesos (₱5,000.00) for lot 3. The bidder is allowed to present its proof of payment for the fees through electronic means.

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

7. The Office of the Ombudsman will hold a Pre-Bid Conference on **04 March 2021 at 1:30 p.m. through video conferencing via Microsoft Teams application**, which shall be open to prospective bidders.
8. Bids must be duly received by the authorized receiving personnel situated at the Ombudsman Main Building - Lobby through **manual/physical submission** at the office address indicated below on **15 March 2021 at 12:00 p.m. (deadline of submission of bids)**
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. **Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
10. Bid opening shall be on **16 March 2021 at 1:30 p.m. via Microsoft Teams application**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

COST OF BIDDING DOCUMENTS (Non-refundable)	Lots 1 and 4 - ₱ 1,000.00 Lot 2 - ₱ 500.00 Lot 3 - ₱ 5,000.00
INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS	24 February 2021 to 15 March 2021 - Inspection may be made through online (internet) at PhilGEPS website or Ombudsman website - For payment of bidding fee, please contact the BAC Secretariat thru its email address for the Ombudsman bank account number .
PRE-BID CONFERENCE	04 March 2021 at 1:30 p.m. - Online via Microsoft Teams app - Prospective bidders who will join may submit their email address to BAC Secretariat email on or before 11:00 a.m. of 04 March 2021
DEADLINE OF SUBMISSION OF BIDS (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected) (Reference: Sec. 25.9, 2016 RIRR of RA 9184)	On 15 March 2021 at 12:00 p.m. - Manual/physical submission of bidding documents and with 1-day disinfection of documents before opening of bids , receiving personnel situated at the Ombudsman Main Building - Lobby, Ground Floor, Agham Road, Quezon City
OPENING OF BIDS	16 March 2021, 1:30 p.m. - Online via Microsoft Teams app - Bidder/s who will join may submit their email address to BAC Secretariat email on or before 11:00 a.m. of 16 March 2021

11. The Office of the Ombudsman reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
BIDS AND AWARDS COMMITTEE SECRETARIAT (CENTRAL), Ground Floor Ombudsman Building, Agham Road, Diliman Quezon City 1105
☎ (02) 8479-73-00 loc.2206
✉ bac@ombudsman.gov.ph / bac.ombudsman@hotmail.com
13. You may visit the following websites for downloading of Bidding Documents:
[🌐] www.ombudsman.gov.ph or [🌐] **PhilGEPS Website**

ADORACION A. AGBADA
Acting Assistant Ombudsman, Luzon
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, Office of the Ombudsman wishes to receive Bids for the **Public Bidding of Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman (PB 2021-02)**.

The Procurement Project (referred to herein as “Project”) is composed of **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2021 in the amount of **Seven Hundred Eighty Four Thousand Pesos (₱784,000.00)** for Lot 1 - General Office Supplies, **Three Hundred Thousand Pesos (₱300,000.00)** for Lot 2 – Data Folder, **One Million Three Hundred Eighty Thousand Pesos (₱1,380,000.00)** for Lot 3 – Bookpapers and **Seven Hundred Thirty Eight Thousand Pesos (₱738,000.00)** for Lot 4 – Original Toners/Ink Cartridges with a total ABC of **Three Million Two Hundred Two Thousand Pesos (₱3,202,000.00)**.

2.2. The source of funding is:

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

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until one hundred twenty days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

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

- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause																											
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman</p> <p>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>																										
7.1	Subcontracting is not allowed.																										
12	The price of the Goods shall be quoted DDP [<i>state place of destination</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.																										
14.1	<p>The bid security shall be in the form of a <u>Bid Securing Declaration</u>, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Object of Bidding</th> <th rowspan="2" style="text-align: center;">Approved Budget for the Contract (ABC)</th> <th colspan="2" style="text-align: center;">Forms of Bid Security</th> </tr> <tr> <th style="text-align: center;">(b.i.1) Cash, Cashier's/Manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank. (b.i.2) Irrevocable letter of credit issued by a Universal of Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. TWO PERCENT (2%); or</th> <th style="text-align: center;">(b.i.3) 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%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lot 1</td> <td style="text-align: right;">₱ 784,000.00</td> <td style="text-align: right;">₱ 15,680.00</td> <td style="text-align: right;">₱ 39,200.00</td> </tr> <tr> <td style="text-align: center;">Lot 2</td> <td style="text-align: right;">₱ 300,000.00</td> <td style="text-align: right;">₱ 6,000.00</td> <td style="text-align: right;">₱ 15,000.00</td> </tr> <tr> <td style="text-align: center;">Lot 3</td> <td style="text-align: right;">₱ 1,380,000.00</td> <td style="text-align: right;">₱ 27,600.00</td> <td style="text-align: right;">₱ 69,000.00</td> </tr> <tr> <td style="text-align: center;">Lot 4</td> <td style="text-align: right;">₱ 738,000.00</td> <td style="text-align: right;">₱ 14,760.00</td> <td style="text-align: right;">₱ 36,900.00</td> </tr> <tr> <td style="text-align: center;">Total for Lots 1,2,3 and 4</td> <td style="text-align: right;">₱ 3,202,000.00</td> <td style="text-align: right;">₱ 64,040.00</td> <td style="text-align: right;">₱ 160,100.00</td> </tr> </tbody> </table>	Object of Bidding	Approved Budget for the Contract (ABC)	Forms of Bid Security		(b.i.1) Cash, Cashier's/Manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank. (b.i.2) Irrevocable letter of credit issued by a Universal of Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. TWO PERCENT (2%); or	(b.i.3) 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%)	Lot 1	₱ 784,000.00	₱ 15,680.00	₱ 39,200.00	Lot 2	₱ 300,000.00	₱ 6,000.00	₱ 15,000.00	Lot 3	₱ 1,380,000.00	₱ 27,600.00	₱ 69,000.00	Lot 4	₱ 738,000.00	₱ 14,760.00	₱ 36,900.00	Total for Lots 1,2,3 and 4	₱ 3,202,000.00	₱ 64,040.00	₱ 160,100.00
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19.3	Public Bidding of Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman for Lot 1 – General Office Supplies, Lot 2 – Data Folder, Lot 3 – Bookpapers and Lot 4 – Original Toners/Ink Cartridges																										
20.2	<p>Post-qualification documents:</p> <ul style="list-style-type: none"> (i) SEC/DTI Registration; (ii) Valid & Current Mayor's Permit/ Municipal Licenses–Year 2021; (iii) Valid Tax Clearance per Executive Order 398, Series of 2005; (iv) Certificate of VAT Registration; (v) Certificate of PhilGEPS Registration; (vi) Any proof of enrollment in the Electronic Filing and Payments System (EFPS); (vii) Latest income and business tax returns; 																										

	<p>(viii) General Information Sheet for CY2020 or 2021 (for corporation); (ix) Company Profile and List of Clients; and (x) <i>Current DOST Certificate (Substance Test Result) for white bookpapers</i></p>
21.1	<p>Documents that will form part of the Contract:</p> <p>1. The supplier shall submit a notarized confidentiality and non-disclosure agreement signed by the company president and all personnel who will be involved in the project implementation</p> <p>2. Warranty Security – The obligation for the warranty shall be covered by, at the supplier’s option, either retention money in an amount equivalent to five percent (5%) of every progress payment, or a special bank guarantee equivalent to five percent (5%) of the total Contract Price.</p> <p>Warranty period: One (1) year after acceptance by the Procuring Entity of the delivered items.</p> <p>Consistent with GPPB Resolution No. 30-2017, the obligation of the warranty shall be covered by either retention money in an amount equivalent to <u>five percent (5%)</u> of each payment, or a special bank guarantee equivalent to <u>five percent (5%)</u> of the total contract price. The said amounts shall only be released after the lapse of the warranty period.</p>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. **Scope of Contract**

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

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

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

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

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p><u>Delivery and Documents –</u></p> <p>Delivery of Goods is required fifteen (15) calendar days for lots 1, 3 and 4; and thirty (30) calendar days for lot 2 after receipt of the Notice to Proceed.</p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ol style="list-style-type: none"> a. Original and copies of the Supplier’s Invoice showing Good’s description, quantity, unit price and total amount; b. Original and copies of Delivery Receipt; c. Original copy of the Manufacturer’s and/or Supplier’s warranty certificate; d. Certificate of Acceptance /Inspection Report signed by the Procuring Entity’s representative at the Project Site; e. Special Bank Guarantee (may be submitted at the option of the Supplier in lieu of the retention money of 5% of the total contract price); <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is _____ <i>[indicate name(s)]</i>.</p> <p><u>Incidental Services –</u></p> <p>The Supplier is required to provide all of the following services,</p>

including additional services, if any, specified in **Error! Reference source not found.**:

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

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

- a. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

	<p>Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<ul style="list-style-type: none"> • The schedule of payment on preventive maintenance shall be on a quarterly basis and will be processed upon completion of preventive maintenance activity

4	<p>The inspections and tests that will be conducted:</p> <p>The items/goods as stated in Section VI. Schedule of Requirements of this bidding document shall be inspected upon delivery and at any time during the contract period.</p>
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Section VI. Schedule of Requirements

Item Number	Personnel, Equipment and Materials	Quantity/Unit		Delivered, Weeks/Months

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

Section VII. Technical Specifications

LOT 1 – GENERAL OFFICE SUPPLIES			
Item No.	Quantity	Unit	Ombudsman Technical Specifications
1	1500	pcs	Ballpen, black, original, fine point, durable, ribbed finger grip
2	1500	pcs	Ballpen, blue, original, fine point, durable, ribbed finger grip
3	300	packs	Battery, size AA, alkaline, 2pcs/pack*
4	300	packs	Battery, size AAA, alkaline, 2pcs/pack*
5	150	pcs	Battery, 9 volts*
			Note: * Should at least have two (2) years expiration date
6	300	boxes	Paper Clip, jumbo, 50mm, vinyl coated, 120gms
7	300	boxes	Paper Clip, small, 33mm, vinyl coated, 50gms
8	50	boxes	Clip, Binder/Backfold 1 ¼”, 12pcs/box
9	50	boxes	Clip, Binder/Backfold 1”, 12pcs/box
10	600	pcs	Correction tape, 5mm x 10m
11	30	boxes	Envelope, Documentary, 10”x15”, legal, 500/box
12	15	boxes	Envelope, Expanding, 10” x 15”, legal, with elastic strap, 100/box
13	150	boxes	Envelope, Mailing, bond 70 gsm, size: 105mm x 241mm, 500/box
14	300	boxes	Fastener, metal, non-sharp edge, holds document 2” thick, hole to hole: 7cm, 50 sets/box
15	150	reams	Folder, legal, tagboard, white, 100/pcream, 14 pts
16	300	pcs	Marker, Permanent, bullet type, black
17	300	pcs	Marker, Permanent, bullet type, blue
18	300	packs	Note pad, size: 1” x 3”, stick-on, color: assorted, three (3) pads/packs
19	1500	pcs	Pencil, with eraser, No. 2, original
20	300	pcs	Record book, size: 8.5: x 11”, binding: laminated chipboard with “Official Record Book” front title, material: white bond, 55 gsm, pre-numbered – 500 pages
21	300	pcs	Record book, size: 8.5: x 11”, binding: laminated chipboard with “Official Record Book” front title, material: white bond, 55 gsm, pre-numbered – 300 pages
22	150	kilos	Rags, all-cotton, approximate diameter: 7”
23	1500	pcs	Signpen, black, original, 1mm, liquid type ink, rollerball

			needle tip
24	1500	pcs	Signpen, blue, original, 1mm, liquid type ink, rollerball needle tip
25	300	boxes	Staple Wire, #35, size: 26/6, 5000pcs/box
26	450	rolls	Tape, Masking, size: 1" x 50 yards minimum
27	450	rolls	Tape, Masking, size: 2" x 50 yards minimum
28	450	rolls	Tape, Stationery, transparent, size: 1" x 50 yards minimum
29	150	pcs	Balikbayan box, heavy duty, size: 20" W x 20" L x 20" H

LOT 2 - DATA FOLDER			
Item No.	Quantity	Unit	Ombudsman Technical Specifications
1	1500	pcs	DATA FOLDER, chipboard size: 75mm x 230mm x 380mm gauge: 20 - with plastic pocket for labeling, transparent - with finger ring, 1" diameter

LOT 3 - BOOKPAPERS			
Item No.	Quantity	Unit	Ombudsman Technical Specifications
1	4,500	reams	Bookpaper, legal, 8.5" x 13", 80-85gsm, white
2	1,500	reams	Bookpaper, short, 8.5" x 11", 80-85gsm, white
3	1,500	reams	Bookpaper, A4 size, 80-85gsm, white
			Other requirements: 1. Gramage: 80 g/m2, minimum; 2. With current DOST Certificate (Substance Test Result) for white bookpaper; and 3. Submit minimum of 10 sheets for white bookpaper as sample, marked with company name, and/or signed by the proprietor or company's representative.

LOT 4 - Original Toners/Ink Cartridges			
Item No.	Quantity	Unit	Ombudsman Technical Specifications
<i>HP P3015 Printer</i>			
1	15	pcs	Toner, cartridge, HP CE255A
<i>HP 1560, 1566 Printer</i>			
2	75	pcs	Toner cartridge, HP CE278A
<i>HP P1102 Printer</i>			
3	75	pcs	Toner, HP CE285A
<i>HP M252dw Printer</i>			
4	6	pcs	Toner cartridge, HP CF400A, black
5	6	pcs	Toner cartridge, HP CF400A, cyan
6	6	pcs	Toner cartridge, HP CF400A, yellow
7	6	pcs	Toner cartridge, HP CF400A, magenta
Other Requirements			1. All items offered must be original (authentic/genuine). 2. All items offered must be supported by manufacturer's certificate or authorized reseller's certificate.

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE (FIRST ENVELOPE)

(Note: The Bidder must submit two copies of first envelope- Original Copy and Copy 1)

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Valid Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (d) Valid Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Reference: Standard Form No.: SF-GOOD-13a); **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the period of **five (5) years** or from March 16, 2016 up to present, as provided in the Bidding Documents (Standard Form No.: Sample Form - GOOD-13b); **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) **Ombudsman Bid Form No. 1A, 1B, 1C and 1D** - conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, supported by Original Notarized Secretary’s Certificate (Standard Form No.: SF-Goods-36) in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney (Standard Form No.: SF-GOOD-35) of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE (SECOND ENVELOPE)

(Note: The Bidder must submit two copies of second envelope- Original Copy and Copy 1)

- (a) **Ombudsman Bid Form No. 2A, 2B, 2C and 2D** - Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished **Price Schedule(s)**.

III. SAMPLE FORMS, pp. _____

Important note:

For authentication purposes, all pages of the bidding documents for submission must be certified by the authorized signatory of the participating Bidder/Company. The bidders are also reminded to put proper tab on each bidding documents.

The bidder should use the prescribed Sample Forms on pages _____.

**OMBUDSMAN BID FORM No. 1A – TECHNICAL SPECIFICATION WITH
BIDDER’S STATEMENT OF COMPLIANCE**

HON. ADORACION A. AGBADA

Chairman, Bids and Awards Committee
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

M a d a m :

Herewith is our TECHNICAL PROPOSAL for your office requirement:

(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Bidder’s Statement of Compliance
1	1500	pcs	Ballpen, black, original, fine point, durable, ribbed finger grip	<input type="checkbox"/> Comply
2	1500	pcs	Ballpen, blue, original, fine point, durable, ribbed finger grip	<input type="checkbox"/> Comply
3	300	packs	Battery, size AA, alkaline, 2pcs/pack*	<input type="checkbox"/> Comply
4	300	packs	Battery, size AAA, alkaline, 2pcs/pack*	<input type="checkbox"/> Comply
5	150	pcs	Battery, 9 volts*	<input type="checkbox"/> Comply
			Note: * Should at least have two (2) years expiration date	<input type="checkbox"/> Comply
6	300	boxes	Paper Clip, jumbo, 50mm, vinyl coated, 120gms	<input type="checkbox"/> Comply
7	300	boxes	Paper Clip, small, 33mm, vinyl coated, 50gms	<input type="checkbox"/> Comply
8	50	boxes	Clip, Binder/Backfold 1 ¼”, 12pcs/box	<input type="checkbox"/> Comply
9	50	boxes	Clip, Binder/Backfold 1”, 12pcs/box	<input type="checkbox"/> Comply
10	600	pcs	Correction tape, 5mm x 10m	<input type="checkbox"/> Comply
11	30	boxes	Envelope, Documentary, 10”x15”, legal, 500/box	<input type="checkbox"/> Comply
12	15	boxes	Envelope, Expanding, 10” x 15”, legal, with elastic strap, 100/box	<input type="checkbox"/> Comply

13	150	boxes	Envelope, Mailing, bond 70 gsm, size: 105mm x 241mm, 500/box	<input type="checkbox"/> Comply
14	300	boxes	Fastener, metal, non-sharp edge, holds document 2" thick, hole to hole: 7cm, 50 sets/box	<input type="checkbox"/> Comply
15	150	reams	Folder, legal, tagboard, white, 100/pcsream, 14 pts	<input type="checkbox"/> Comply
16	300	pcs	Marker, Permanent, bullet type, black	<input type="checkbox"/> Comply
17	300	pcs	Marker, Permanent, bullet type, blue	<input type="checkbox"/> Comply
18	300	packs	Note pad, size: 1" x 3", stick-on, color: assorted, three (3) pads/packs	<input type="checkbox"/> Comply
19	1500	pcs	Pencil, with eraser, No. 2, original	<input type="checkbox"/> Comply
20	300	pcs	Record book, size: 8.5: x 11", binding: laminated chipboard with "Official Record Book" front title, material: white bond, 55 gsm, pre-numbered – 500 pages	<input type="checkbox"/> Comply
21	300	pcs	Record book, size: 8.5: x 11", binding: laminated chipboard with "Official Record Book" front title, material: white bond, 55 gsm, pre-numbered – 300 pages	<input type="checkbox"/> Comply
22	150	kilos	Rags, all-cotton, approximate diameter: 7"	<input type="checkbox"/> Comply
23	1500	pcs	Signpen, black, original, 1mm, liquid type ink, rollerball needle tip	<input type="checkbox"/> Comply
24	1500	pcs	Signpen, blue, original, 1mm, liquid type ink, rollerball needle tip	<input type="checkbox"/> Comply
25	300	boxes	Staple Wire, #35, size: 26/6, 5000pcs/box	<input type="checkbox"/> Comply
26	450	rolls	Tape, Masking, size: 1" x 50 yards minimum	<input type="checkbox"/> Comply
27	450	rolls	Tape, Masking, size: 2" x 50 yards minimum	<input type="checkbox"/> Comply
28	450	rolls	Tape, Stationery, transparent, size: 1" x 50 yards minimum	<input type="checkbox"/> Comply

29	150	pcs	Balikbayan box, heavy duty, size: 20” W x 20” L x 20” H	<input type="checkbox"/> Comply
----	-----	-----	--	---------------------------------

Very truly yours,

Signature Over Printed Name

Position

Company

Telephone Number/s

Date

IMPORTANT NOTE:

****Statement of Compliance***

[Bidders must state above either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

OMBUDSMAN BID FORM No. 1B – TECHNICAL SPECIFICATION WITH BIDDER’S STATEMENT OF COMPLIANCE

HON. ADORACION A. AGBADA
 Chairman, Bids and Awards Committee
 Office of the Ombudsman
 Agham Road, North Triangle
 Diliman, Quezon City

M a d a m :

Herewith is our TECHNICAL PROPOSAL for your office requirement:
 (INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Bidder’s Statement of Compliance
1	1500	pcs	DATA FOLDER, chipboard size: 75mm x 230mm x 380mm gauge: 20 - with plastic pocket for labeling, transparent - with finger ring, 1” diameter	<input type="checkbox"/> Comply

Very truly yours,

 Signature Over Printed Name

 Position

 Company

 Telephone Number/s

 Date

IMPORTANT NOTE:

***Statement of Compliance**

[Bidders must state above either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

**OMBUDSMAN BID FORM No. 1C – TECHNICAL SPECIFICATION WITH
 BIDDER’S STATEMENT OF COMPLIANCE**

HON. ADORACION A. AGBADA

Chairman, Bids and Awards Committee
 Office of the Ombudsman
 Agham Road, North Triangle
 Diliman, Quezon City

M a d a m :

Herewith is our TECHNICAL PROPOSAL for your office requirement:

(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Bidder’s Statement of Compliance
1	4,500	reams	Bookpaper, legal, 8.5" x 13", 80-85gsm, white	<input type="checkbox"/> Comply
2	1,500	reams	Bookpaper, short, 8.5" x 11", 80-85gsm, white	<input type="checkbox"/> Comply
3	1,500	reams	Bookpaper, A4 size, 80-85gsm, white	<input type="checkbox"/> Comply
			Other requirements: 1. Gramage: 80 g/m2, minimum; 2. With current DOST Certificate (Substance Test Result) for white bookpaper; and 3. Submit minimum of 10 sheets for white bookpaper as sample, marked with company name, and/or signed by the proprietor or company’s representative.	<input type="checkbox"/> Comply

Very truly yours,

 Signature Over Printed Name

 Position

 Company

Telephone Number/s

Date

IMPORTANT NOTE:

****Statement of Compliance***

[Bidders must state above either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

**OMBUDSMAN BID FORM No. 1D – TECHNICAL SPECIFICATION WITH
BIDDER’S STATEMENT OF COMPLIANCE**

HON. ADORACION A. AGBADA

Chairman, Bids and Awards Committee

Office of the Ombudsman

Agham Road, North Triangle

Diliman, Quezon City

M a d a m :

Herewith is our TECHNICAL PROPOSAL for your office requirement:

(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Bidder’s Statement of Compliance
<i>HP P3015 Printer</i>				
1	15	pcs	Toner, cartridge, HP CE255A	<input type="checkbox"/> Comply
<i>HP 1560, 1566 Printer</i>				
2	75	pcs	Toner cartridge, HP CE278A	<input type="checkbox"/> Comply
<i>HP P1102 Printer</i>				
3	75	pcs	Toner, HP CE285A	<input type="checkbox"/> Comply
<i>HP M252dw Printer</i>				
4	6	pcs	Toner cartridge, HP CF400A, black	<input type="checkbox"/> Comply
5	6	pcs	Toner cartridge, HP CF400A, cyan	<input type="checkbox"/> Comply
6	6	pcs	Toner cartridge, HP CF400A, yellow	<input type="checkbox"/> Comply
7	6	pcs	Toner cartridge, HP CF400A, magenta	<input type="checkbox"/> Comply
Other Requirements			1. All items offered must be original (authentic/genuine). 2. All items offered must be supported by manufacturer’s certificate or authorized reseller’s certificate.	<input type="checkbox"/> Comply

Very truly yours,

Signature Over Printed Name

Position

Company

Telephone Number/s

Date

IMPORTANT NOTE:

****Statement of Compliance***

[Bidders must state above either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

OMBUDSMAN BID FORM NO. 2A - FINANCIAL PROPOSAL WITH UNDERTAKING

BID FORM

Date : _____

Project Identification No. : **PB 2021-02**

HONORABLE SAMUEL R. MARTIRES

Ombudsman
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Attention: **HON. ADORACION A. AGBADA**
The Chairman
Bids and Awards Committee

Dear Ombudsman Martires:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman for Lot 1 – General Office Supplies**, in conformity with the said PBDs for the sum of _____ (_____) [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein and in the Price Schedules,

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Unit Price	Total Price (Should be 12% VAT inclusive)
1	1500	pcs	Ballpen, black, original, fine point, durable, ribbed finger grip		
2	1500	pcs	Ballpen, blue, original, fine point, durable, ribbed finger grip		
3	300	packs	Battery, size AA, alkaline, 2pcs/pack*		
4	300	packs	Battery, size AAA, alkaline, 2pcs/pack*		
5	150	pcs	Battery, 9 volts*		
			Note: * Should at least have two (2) years expiration date		

6	300	boxes	Paper Clip, jumbo, 50mm, vinyl coated, 120gms		
7	300	boxes	Paper Clip, small, 33mm, vinyl coated, 50gms		
8	50	boxes	Clip, Binder/Backfold 1 1/4", 12pcs/box		
9	50	boxes	Clip, Binder/Backfold 1", 12pcs/box		
10	600	pcs	Correction tape, 5mm x 10m		
11	30	boxes	Envelope, Documentary, 10"x15", legal, 500/box		
12	15	boxes	Envelope, Expanding, 10" x 15", legal, with elastic strap, 100/box		
13	150	boxes	Envelope, Mailing, bond 70 gsm, size: 105mm x 241mm, 500/box		
14	300	boxes	Fastener, metal, non-sharp edge, holds document 2" thick, hole to hole: 7cm, 50 sets/box		
15	150	reams	Folder, legal, tagboard, white, 100/pcstream, 14 pts		
16	300	pcs	Marker, Permanent, bullet type, black		
17	300	pcs	Marker, Permanent, bullet type, blue		
18	300	packs	Note pad, size: 1" x 3", stick-on, color: assorted, three (3) pads/packs		
19	1500	pcs	Pencil, with eraser, No. 2, original		
20	300	pcs	Record book, size: 8.5: x 11", binding: laminated chipboard with "Official Record Book" front title, material: white bond, 55 gsm, pre-numbered – 500 pages		
21	300	pcs	Record book, size: 8.5: x 11", binding: laminated chipboard with "Official Record Book" front title, material: white bond, 55 gsm, pre-numbered – 300 pages		

22	150	kilos	Rags, all-cotton, approximate diameter: 7"		
23	1500	pcs	Signpen, black, original, 1mm, liquid type ink, rollerball needle tip		
24	1500	pcs	Signpen, blue, original, 1mm, liquid type ink, rollerball needle tip		
25	300	boxes	Staple Wire, #35, size: 26/6, 5000pcs/box		
26	450	rolls	Tape, Masking, size: 1" x 50 yards minimum		
27	450	rolls	Tape, Masking, size: 2" x 50 yards minimum		
28	450	rolls	Tape, Stationery, transparent, size: 1" x 50 yards minimum		
29	150	pcs	Balikbayan box, heavy duty, size: 20" W x 20" L x 20" H		
Grand Total					

If our Bid is accepted, we undertake:

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

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

OMBUDSMAN BID FORM NO. 2B - FINANCIAL PROPOSAL WITH UNDERTAKING

BID FORM

Date : _____

Project Identification No. : **PB 2021-02**

HONORABLE SAMUEL R. MARTIRES

Ombudsman
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Attention: **HON. ADORACION A. AGBADA**
The Chairman
Bids and Awards Committee

Dear Ombudsman Martires:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman for Lot 2 – Data Folder**, in conformity with the said PBDs for the sum of _____ (_____) [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein and in the Price Schedules,

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Unit Price	Total Price (Should be 12% VAT inclusive)
1	1500	pcs	DATA FOLDER, chipboard size: 75mm x 230mm x 380mm gauge: 20 - with plastic pocket for labeling, transparent - with finger ring, 1” diameter		

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times

prescribed in the PBDs;

- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

OMBUDSMAN BID FORM NO. 2C - FINANCIAL PROPOSAL WITH UNDERTAKING

BID FORM

Date : _____

Project Identification No. : **PB 2021-02**

HONORABLE SAMUEL R. MARTIRES

Ombudsman
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Attention: **HON. ADORACION A. AGBADA**
The Chairman
Bids and Awards Committee

Dear Ombudsman Martires:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman for Lot 3 – Bookpapers**, in conformity with the said PBDs for the sum of _____ (_____) [*total Bid amount in words and figures*] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [*specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties*], which are itemized herein and in the Price Schedules,

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Unit Price	Total Price (Should be 12% VAT inclusive)
1	4,500	reams	Bookpaper, legal, 8.5" x 13", 80-85gsm, white		
2	1,500	reams	Bookpaper, short, 8.5" x 11", 80-85gsm, white		
3	1,500	reams	Bookpaper, A4 size, 80-85gsm, white		
Grand Total					

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the

Schedule of Requirements of the Philippine Bidding Documents (PBDs);

- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

OMBUDSMAN BID FORM NO. 2D - FINANCIAL PROPOSAL WITH UNDERTAKING

BID FORM

Date : _____

Project Identification No. : **PB 2021-02**

HONORABLE SAMUEL R. MARTIRES

Ombudsman
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Attention: **HON. ADORACION A. AGBADA**
The Chairman
Bids and Awards Committee

Dear Ombudsman Martires:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman for Lot 4 – Original Toners/Ink Cartridges**, in conformity with the said PBDs for the sum of _____ (_____) [*total Bid amount in words and figures*] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [*specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties*], which are itemized herein and in the Price Schedules,

Item No.	Quantity	Unit	Ombudsman Technical Specifications	Unit Price	Total Price (Should be 12% VAT inclusive)
<i>HP P3015 Printer</i>					
1	15	pcs	Toner, cartridge, HP CE255A		
<i>HP 1560, 1566 Printer</i>					
2	75	pcs	Toner cartridge, HP CE278A		
<i>HP P1102 Printer</i>					
3	75	pcs	Toner, HP CE285A		
<i>HP M252dw Printer</i>					

4	6	pcs	Toner cartridge, HP CF400A, black		
5	6	pcs	Toner cartridge, HP CF400A, cyan		
6	6	pcs	Toner cartridge, HP CF400A, yellow		
7	6	pcs	Toner cartridge, HP CF400A, magenta		
Grand Total					

If our Bid is accepted, we undertake:

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

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Abroad (If applicable)
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

**Price Schedule for Goods Offered from Within the Philippines
(If applicable)**

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

OFFICE OF THE OMBUDSMAN
Bids and Awards Committee

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Statement of All Ongoing Government and Private Contracts Including Contracts awarded but not yet started either similar in nature or not (SF-GOOD-13a)	63
Statement identifying the bidder’s Single Largest Completed Contract (SLCC) to be bid, <i>from March 16, 2016 up to Present</i> , except under conditions provided for in Sec. 23.5.1.3 of the IRR (as amended, GPPB Res. No. 16-2014). (SF-GOOD-13b)	64
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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized

representative(s) to verify all the documents submitted;

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards including wage orders and relevant regulations of SSS, PhilHealth, Pag-Ibig, ECC, PNP-SOSIA, etc.;

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____, with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

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

Affiant

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____ 20__, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Notary Public
Until 31 December 20__
PTR No. _____
Issued at: _____
TIN No. _____

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____ DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of _____ by the Office of the Ombudsman; and that if awarded the project shall enter into contract with the Office of the Ombudsman; and in connection therewith hereby appoint _____ acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against the Office of the Ombudsman or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__
affiant exhibited to me his/her _____ issued on
at _____, Philippines.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Statement of all ongoing government and private contracts including those awarded but not yet started which may be similar or not similar to the project being bid

Business Name : _____
 Business Address : _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion	Title of the Project in the Contract	% of Accomplishment		Contract Amount	Value of Outstanding Contracts	Date of Delivery
				Planned	Actual			
<u>Government:</u>								
<u>Private:</u>								

Important notes:

- This statement shall be supported with:
 1 Notice of Award and/or Contract
 2 Notice to Proceed issued by the owner

Submitted by : _____
 (Print Name and Signature)
 Designation : _____
 Date : _____

Statement of Bidder's Single Largest Completed Contract (SLCC) from March 16, 2016 up to present, which is similar in nature

Business Name : _____

Business Address : _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	Title of the Project in the Contract	a. Date Awarded b. Contract Effectivity c. Date Completed/ Delivery	Bidder's Role		a. Amount at Awarded b. Amount at Completion c. Duration
				Description	%	
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Official Receipt(s) issued for the contract
- 3 End-user's Certificate of Acceptance

Submitted by : _____
(Print Name and Signature)

Designation : _____

Date : _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

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

NFCC = P _____

K = is fixed to 15 (Reference 2016 IRR, RA 9184)

The bidder may submit a committed Line of Credit from a Universal or Commercial Bank which must be equal to 10% of the ABC, in lieu of its NFCC computation (Reference: 2016 IRR, RA 9184).

Submitted by:

 Name of Supplier / Distributor / Manufacturer

 Signature of Authorized Representative

Date: _____

CREDIT LINE CERTIFICATE

Date: _____

HON. SAMUEL R. MARTIRES

Ombudsman
Office of the Ombudsman
Agham Rd. North Triangle,
Diliman, Quezon City

CONTRACT / PROJECT : _____
COMPANY / FIRM : _____
ADDRESS : _____
BANK : _____
ADDRESS : _____
AMOUNT : _____

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

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

This Certification is being issued in favor of said _____ in connection with the bidding requirement of the Office of the Ombudsman for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer : _____
Official Designation : _____

Concurred By:
Name & Signature of Supplier/Distributor/Manufacturer/Contractor's Authorized Representative : _____
Official Designation : _____

Note: The amount committed should be machine validated.

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__
affiant exhibited to me his/her _____
issued on _____ at _____,
Philippines.

Notary Public
Until December 20_____
PTR No. _____
Issued at: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bank Guarantee Form for Advance Payment

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

Gentlemen and/or Ladies:

In accordance with the payment provision included in Section 2.2, General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [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 in specified currency*] (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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract**

execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION
Project Identification No.: [Insert number]

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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