



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
NATIONAL CAPITAL REGION  
ARCACHE BUILDING, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## **PHILIPPINE BIDDING DOCUMENTS**

# **Procurement of One (1) Unit Motor Vehicle (Multi-Purpose Vehicle)**

Project ID No. DBMNCR-2023-002

Government of the Republic of the Philippines

**Sixth Edition  
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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

**BDS** – Bid Data Sheet. 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.

**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[j])

**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.

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

**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])

**ITB** – Instructions to Bidders. 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.

**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 (IB)***



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
NATIONAL CAPITAL REGION  
ARCACHE BUILDING, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

## INVITATION TO BID

### “Procurement of One (1) Unit Motor Vehicle (Multi-Purpose Vehicle)”

1. The Department of Budget and Management - National Capital Region (DBM-NCR), through the **FY 2024 General Appropriations Act (GAA) Early Procurement Activity (EPA)** intends to apply the sum of **One Million Eight Hundred Thousand Pesos (Php1,800,000.00)** being the ABC to payments under the contract for the **Procurement of One (1) Unit Motor Vehicle (Multi-Purpose Vehicle) with Project ID No. DBMNCR-2023-002**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DBM-NCR** now invites bids for the above Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **DBM-NCR Bids and Awards Committee (BAC) Secretariat** through the contact details given below from **9:00 a.m. to 4:00 p.m.** and inspect the Bidding Documents as posted on the DBM Website and the Philippine Government Electronic Procurement System (PhilGEPS).

Prospective Bidders shall have a **PhilGEPS Certificate of Platinum Registration** and Membership in accordance with the GPPB Resolution No. 15-2021.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 30, 2023 to December 29, 2023** from the given address and websites below and upon payment of the applicable fee for the Bidding Documents in the amount of **One Thousand Pesos (Php1,000)**.

Payments shall be made in person at the office address indicated below from **November 30, 2023 to December 29, 2023 at 9:00 a.m. to 4:00 p.m.** The Procuring Entity shall allow the bidder to present its proof of payment for the fees which shall be presented in person or through electronic means. **Only bidders who pay the P1,000 Bid Document Fee shall be allowed to participate in the bidding activities.**

6. The DBM-NCR will hold a Pre-Bid Conference on **December 07, 2023, 9:30 a.m.** through video conferencing or webcasting, which shall be open to prospective bidders.

The prospective bidders are advised to first log in to the BAC waiting room within fifteen (15) minutes before the start of the pre-bid conference through this link <https://meet.google.com/vzn-iaiu-rby> or by scanning the QR code below.



7. Bids must be duly received by the BAC Secretariat in person (through manual submission) at the office address indicated below, **on or before 4:00 p.m. of December 29, 2023**. Late bids shall not be accepted and the Bidders who have **not paid** the P1,000 Bid Document Fee shall be automatically disqualified.

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

9. Bid opening shall be on **January 04, 2024, 9:30 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity and may also join the bid opening through video conferencing.

The bidders who chose video conferencing are advised to first log in to the BAC waiting room within fifteen (15) minutes before the start of the bid opening through this link <https://meet.google.com/vzn-iaiu-rby> or by scanning the QR code below.



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



11. For further information, please refer to:

**DBM-NCR BAC Secretariat**

Department of Budget and Management - National Capital Region  
2/F DBM Arcahe Building, General Solano corner  
Nepomuceno Streets, San Miguel, Manila  
Telephone No. 8657-3300 local 8003  
Email address: [awalath@dbm.gov.ph](mailto:awalath@dbm.gov.ph)

12. You may acquire the complete set of the Bidding Documents through any of the following:
- a. Downloading from PhilGEPS or DBM Website:  
<https://notices.philgeps.gov.ph/>  
<https://www.dbm.gov.ph/index.php/ncr>
  - b. Emailing the DBM-NCR BAC Secretariat:  
**Email sent to:** [awalath@dbm.gov.ph](mailto:awalath@dbm.gov.ph)  
**Subject line:** Request for Bidding Documents Project ID No. DBMNCR-2023-002

**November 30, 2023**

  
**JOSEPH CICERO M. SY**  
*DBM-NCR, BAC Chairperson*

***Section II. Instructions to Bidders (ITB)***

## 1. Scope of Bid

The Procuring Entity, **Department of Budget and Management - National Capital Region (DBM-NCR)** wishes to receive Bids for the **Procurement of One (1) Unit Motor Vehicle (Multi-Purpose Vehicle)** with identification number **DBMNCR-2023-002**.

The Procurement Project (referred to herein as "Project") is composed of **one (1) unit**, 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 **FY 2024** in the amount of **One Million Eight Hundred Thousand Pesos (Php1,800,000.00)**. The period for the performance of the obligations under the contract shall not go beyond the validity of the appropriations for the Project.

2.2. The source of funding is the FY 2024 General Appropriations Act. For the purpose of early procurement activity authorized under Section 7.6 of the 2016 Revised IRR of RA No. 9184, the proposed budget under the FY 2024 National Expenditure Program shall be used as the basis.

## 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 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 Procuring Entity has prescribed that subcontracting is not allowed.

## 8. Pre-Bid Conference

The DBM-NCR will hold a Pre-Bid Conference on **December 07, 2023, 9:30 a.m.** through video conferencing or webcasting, which shall be open to prospective bidders.

The prospective bidders are advised to first log in to the BAC waiting room within fifteen (15) minutes before the start of the pre-bid conference through this link <https://meet.google.com/vzn-iaiu-rby> or by scanning the QR code provided in the IB.

## 9. Clarification and Amendment of Bidding Documents

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

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

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

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

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

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

b. For Goods offered from abroad:

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

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 **April 26, 2024**. 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 (1) 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.

### 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**. The Bidders may also pay the P1,000 Bid Document Fee to DBM-NCR, in person, on the day of submission of their Bids.

## 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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the 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 may be. In this case, the Bid Security as required by **ITB** Clause 14 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 one (1) 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**

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 (BDS)***

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Completed supply and delivery of motor vehicles of similar typology.</li> <li>b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed
10.1	<p>Notarization of the required documents shall comply with the 2004 Rules on Notarial Practice which limits component evidence of identity to the following:</p> <ul style="list-style-type: none"> <li>(i) Identification documents issued by an official agency bearing the photograph and signature of the individual (i.e., passport, driver's license, Unified Multi-Purpose ID, etc.); and</li> <li>(ii) The oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.</li> </ul> <p>In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the Notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment of the performance security in accordance with item 6.3 of GPPB Resolution No. 09-2020.</p>
12	The price of the Goods shall be quoted DDP Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, <b>or</b> any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php36,000.00</b>, the amount equivalent to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php90,000.00</b>, the amount equivalent to five percent (5%) of ABC, if bid security is in Surety Bond.</li> </ul>
15	Bidders shall enclose their eligibility and technical documents described in Section II. Instructions to Bidders (ITB) Clause 10 in one sealed envelope

	<p>marked <b>“TECHNICAL COMPONENT”</b>, and their financial component described in ITB Clause 11 in another sealed envelope marked <b>“FINANCIAL COMPONENT”</b>, sealing them all in an outer envelope marked <b>“BID”</b>.</p> <p>Further, all envelopes shall:</p> <ul style="list-style-type: none"> <li>a) Contain the name of the contract to be bid in capital letters;</li> <li>b) Bear the name and address of the Bidder in capital letters;</li> <li>c) Be addressed to the Procuring Entity’s BAC in accordance with Section 1. Invitation to Bid Clause 9;</li> <li>d) Bear the specific identification of the Project indicated in ITB Clause 1; and</li> <li>e) Bear a warning <b>“DO NOT OPEN BEFORE...”</b> the date and time for the opening of bids, in accordance with the aforementioned date and time.</li> </ul> <p>See sample marking of the envelopes under Section VIII: Checklist of Technical and Financial Documents.</p> <p>Please be reminded that pursuant to Section 25.9 of the 2016 Revised IRR of RA No. 9184, unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
20	<p>The bidder with the Lowest Calculated Bid shall submit <b>ALL</b> of the following post-qualification requirements:</p> <ul style="list-style-type: none"> <li>1. Photocopy/ies of Contract or Purchase Order of a single contract that is similar to the project and whose value must be at least fifty percent (50%) of the ABC to be bid.</li> <li>2. The corresponding proof/s of completion, which could either be: <ul style="list-style-type: none"> <li>a. Certificate of Final Acceptance/Completion from the bidder’s client; or</li> <li>b. Official Receipt/s or Sales Invoice/s of the bidder covering the full amount of the contract.</li> </ul> </li> <li>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: <ul style="list-style-type: none"> <li>a. 2022 Income Tax Return with proof of payment; and</li> <li>b. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from January 2023 to November 2023.</li> </ul> </li> </ul>

Additional Conditions:

\* Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award: Provided, that in the event that a finding against the veracity of any of the documents submitted are made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the 2016 Revised IRR of RA No. 9184.

\*\* In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

\*\*\* In case of a tie and two (2) or more bidders have been post-qualified as Lowest Calculated Responsive Bidders (LCRBs), the tie-breaking measure determined by the procuring entity shall be non-discretionary and nondiscriminatory such that the same is based on sheer luck or chance.

As a matter of information to the prospective bidders, the DBM-NCR BAC has determined to use the method of a "raffle," wherein the names of the bidders involved in the tie and declared as LCRBs will be written in separate similar unmarked papers, and will be folded and placed in a container.

Thereafter, a DBM-NCR BAC representative will draw the raffle in an order wherein the first drawn bidder shall be considered as the winning LCRB and awarded the contract. The second drawn bidder shall be the second ranked LCRB, and so on until all LCRBs are drawn and ranked. In case of the failure, refusal or inability of the winning LCRB to submit the documents required under Section

37.1 of the 2016 Revised IRR of RA No. 9184 or to enter into contract and post the required Performance Security, as provided in Section 40 of the same IRR, the BAC shall disqualify the said LCRB, and shall proceed to award the contract to the second ranked LCRB. This procedure shall be repeated until a Notice to Proceed has been issued.

***Section IV. General Conditions of Contract  
(GCC)***

## 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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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**

- 5.1 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.
- 5.2 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  
(SCC)***



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered in Manila. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered in Manila. 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 Mr. Joseph Cicero M. Sy.</p> <p><b>Incidental Services</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol> <p>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.</p>

2.2	<p>One-time payment shall be made, upon issuance of a Certificate of Acceptance by the Administrative Service, in accordance with budgeting, accounting, and auditing laws, rules, and regulations.</p> <p>In order to proceed with the payment process, the bidder must submit the following documents in case they were not submitted during the deadline for the submission of bidding documents/post-qualification stage/contract signing stage, as applicable:</p> <ul style="list-style-type: none"> <li>a. Notarized Omnibus Sworn Statement in lieu of the submitted unnotarized Omnibus Sworn Statement;</li> <li>b. Notarized Performance Securing Declaration (PSD) or any form of Performance Security, as stated in Section 39 of the 2016 Revised IRR of RA No. 9184, in lieu of the unnotarized PSD; and</li> </ul> <p>Further, payment shall be made promptly, but in no case later than sixty (60) calendar days, through Land Bank of the Philippines' LDDAP-ADA after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.</p>
3	<p>In accordance with item 6.4 of GPPB Resolution No. 09-2020, a Performance Securing Declaration (PSD) shall be accepted in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:</p> <ul style="list-style-type: none"> <li>a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract; and</li> <li>b. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below.</li> </ul>
4	<p>The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior written notice to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p>

## *Section VI. Schedule of Requirements*

## *Section VI. Schedule of Requirements*

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item Number	Description	Quantity	Delivery Schedule
I.	<p>Procurement of One (1) Unit Multi-Purpose Vehicle (MPV)</p> <p>In accordance with Annex "A" (Detailed Technical Specifications) of Section VII (Technical Specifications)</p>	1 unit	<p>Within Ninety (90) calendar days from the receipt of the Notice to Proceed, to be delivered to the DBM-NCR.</p>
II.	<p><b>Insurance:</b></p> <p>One (1) year comprehensive insurance from GSIS or any In-house accredited Private Insurance Company of the Supplier.</p> <p>Third Party Liability (TPL) Insurance</p> <p>In accordance with Annex "A" (Detailed Technical Specifications) of Section VII. Technical Specifications</p> <p><b>Registration:</b></p> <p>Official Receipt and Certificate of Registration (OR/CR) for three (3) years from the Land Transportation Office (under the name of the Department of Budget and Management - National Capital Region).</p> <p>In accordance with Annex "A" (Detailed Technical Specifications) of Section VII. Technical Specifications</p>	1 vehicle	

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

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

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

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

## Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Specifications	Bidder's Statement of Compliance
<p><b>One (1) unit Multi-Purpose Vehicle (MPV), Brand New</b></p> <p><b>Engine Displacement:</b> 2700cc to 2800cc</p> <p><b>Fuel Type:</b> Diesel</p> <p><b>Engine Type:</b> 4-cylinder, In-line 16 valve, Double Overhead Camshaft (Variable Nozzle Turbo Charger w/ Intercooler)</p> <p><b>Transmission:</b> 6-speed Automatic</p> <p><b>Drivetrain:</b> Rear Wheel Drive (RWD)</p> <p><b>Maximum Output:</b> 174 PS / 3400 Rpm</p> <p><b>Maximum Torque:</b> 360 Nm/1200-3400 Rpm</p> <p><b>Maximum Seating Capacity:</b> 8</p> <p><b>Body Color:</b> Any color except Black (preferably Silver or Gray)</p> <p><b>Window Tint:</b> Regular 3M Tint (Manufacturer's Standard)            Front WindShield - Medium Dark            All other Windows including Rear - Super Dark</p> <p><b>Manufacturer's Accessories:</b>            Standard accessories</p> <p><b>Insurance and Registration:</b>            One (1) year comprehensive insurance from GSIS or any In-house accredited Private Insurance Company of the Supplier.            Third Party Liability (TPL) Insurance            Three (3) years LTO Registration with Official Receipt (OR) and Certificate of Registration (CR)</p> <p><b>Delivery:</b>            The Supplier shall deliver one (1) unit of MPV to the DBM-NCR within ninety (90) calendar days upon receipt of Notice to Proceed.</p>	

**I hereby certify to comply with all the above Technical Specifications.**

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

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

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

## Detailed Technical Specifications

### I. Project Title

Procurement of one (1) unit Motor Vehicle (Multi-Purpose Vehicle)

### II. Objective

Procurement of one (1) unit of Multi-Purpose Vehicle (MPV) for the Exercise of Executive Functions of the Office of the Regional Director

### III. Vehicle Requirements

The procurement of one (1) unit of MPV is in accordance with the allowed motor vehicle specifications for the Office of the Regional Director provided under DBM Budget Circular No. 2022-1<sup>1</sup> and BC No. 2022-1A<sup>2</sup>.

- Description
  - Brand New, Four-wheel enclosed vehicle with dual conventional side doors and fifth rear door of lift-up tailgate
  - Seating capacity of eight (8) passengers including the driver
  - Rear Wheel Drive
- Engine
  - Engine displacement: 2700 to 2800 cc
  - Fuel Type: Diesel
  - Type: 4-cylinder, In-line 16 valve, Double Overhead Camshaft (Variable Nozzle Turbo Charger w/ Intercooler)
  - Max Output or Power: at least 174 PS / 3400 Rpm
  - Max Torque: at least 360 Nm/1200-3400 Rpm
  - Transmission: Six (6) speed Automatic
  - Fuel Tank Capacity: at least 55 Liters
- Chassis
  - Suspension: Independent, Double Wishbone with Coil Spring and 4-link with Coil Spring
  - Front Brakes: Ventilated disc brakes
  - Rear Brakes: Leading-Trailing Drum
  - Tires/Wheels: 205/65R16 alloy
  - Steering: Power Steering
  - Drivetrain: Rear Wheel Drive (RWD)
- Functions/Features
  - Dual Air-conditioning System with Automatic Climate Control
  - Keyless entry
  - Power window: (Driver) Auto Up/Down + Jam protect

<sup>1</sup> Omnibus Guidelines on the Acquisition, Use, Rental, and Replacement of Government Motor Vehicles, dated February 11, 2022

<sup>2</sup> Supplemental Guidelines on the Acquisition, Use, Rental, and Replacement of Government Motor Vehicles, dated March 1, 2023

- Audio system: Compatible with Apple Carplay and Android Auto
- Door locks: Speed Sensing
- Safety and Security
  - Compliant with safety standards under existing law, rules and regulations
  - SRS Airbags: Driver + Front passenger + Knee (driver)
  - Seatbelts for all seats
  - With Rear Parking Sensor
  - With Reverse Camera
  - With Anti-lock Brake System (ABS)
  - With Hill-Start Assist Control (HAC)
  - With Vehicle Stability Control (VSC)
  - Immobilizer
- Other Accessories
  - Regular 3M Window Tint (Front Windshield [Medium Dark] while all other windows including Rear [Super Dark])
  - Standard accessories that come with the vehicle
- Color
  - Any color except Black (preferably Silver or Gray)
- Manufacturer's Warranty and After Sales Service
  - Comes with the Car Company's standard manufacturing warranty and the Supplier shall have accredited service centers in Metro Manila

#### IV. Delivery

The Supplier shall deliver one (1) unit of MPV to the DBM-NCR within ninety (90) calendar days upon receipt of Notice to Proceed, inclusive of:

- Insurance for the vehicle:
  - One (1) year Comprehensive Insurance Policy from the Government Service Insurance System (GSIS) or any In-house accredited Private Insurance Company of the Supplier
  - Third Party Liability (TPL) Insurance Certificate of Cover and Policy
- Registration for the vehicle
  - Official Receipt and Certificate of Registration (OR/CR) from the Land Transportation Office (LTO) for three (3) years, under the name of the **Department of Budget and Management - National Capital Region.**

It is understood that the DBM-NCR will only **accept** the MV upon complete delivery of all the above-mentioned requirements. The DBM-NCR reserves the right not to accept a vehicle if found with technical specification deficiency, defect, damage, or scratch upon complete delivery and submission of all the requirements.



***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184 and the GPPB Resolution No. 15-2021.

#### Technical Documents

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

#### Financial Documents

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

*Class "B" Documents*

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

**Statement of all Ongoing Government and Private Contracts  
Including Contracts Awarded but not yet Started**  
*[shall be submitted with the Bid]*

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

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<u>Government</u>						
<u>Private</u>						

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

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

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

**Instructions:**

1. State ALL ongoing contracts including those awarded but not yet started (government including the DBM-NCR) and private contracts which may be similar or not similar to the project being bidded.
2. If there is **NO** ongoing contract awarded but not yet started as of the aforementioned period, state **NONE** or **NOT APPLICABLE**
3. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**Statement of Single Largest Completed Contract  
which is Similar in Nature**  
*[shall be submitted with the Bid]*

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

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Completion*	End User's Acceptance or Official Receipt(s) Issued for the Contract

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

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

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

**Instructions:**

1. 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 at least fifty percent (50%) of the ABC.
2. The SLCC should have been completed (i.e., accepted) within two (2) years from the date of submission and receipt of bids.
3. The similar contract for this Project shall refer to the Completed supply and delivery of motor vehicles of similar typology.

\*Date of Completion shall mean the date when the items delivered have satisfactorily met the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

## Bid Securing Declaration Form

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

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

### BID SECURING DECLARATION Project Identification No.: **DBMNCR-2023-002**

To: **Department of Budget and Management - National Capital Region**  
*2/F DBM Arcache Building, General Solano corner  
Nepomuceno Streets, San Miguel, Manila*

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

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



## COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

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

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

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by 15	
Sub-Total	
Minus: Value of Outstanding Contracts	
<b>NFCC</b>	

Submitted by : \_\_\_\_\_  
(Name and Signature of Authorized Representative)

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

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

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

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

**BID FORM**

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

Project Identification No. : **DBMNCR-2023-002**

**To: Department of Budget and Management - National Capital Region**  
 2/F DBM Arcache Building, General Solano corner  
 Nepomuceno Streets, San Miguel, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver the **“Procurement of One (1) Unit Motor Vehicle (Multi-Purpose Vehicle)”** 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.

Particulars	Quantity	Unit Cost	Total Cost (inclusive of VAT)
<b>I. Procurement of Motor Vehicle</b>			
Multi-Purpose Vehicle	1		
<b>II. One (1) Year Third Party Liability (TPL) Insurance (inclusive of tax)</b>			
Multi-Purpose Vehicle	1		
<b>III. One (1) Year Comprehensive Insurance (inclusive of tax)</b>			
Multi-Purpose Vehicle	1		
<b>IV. Three (3) Years LTO Registration (inclusive of tax)</b>			
Multi-Purpose Vehicle	1		
<b>Grand Total (I+II+III+IV)</b>			

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;

Signature of Authorized Signatory: \_\_\_\_\_

- 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 Within the Philippines**  
*[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. **DBMNCR-2023-002** 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)
1.	Multi-Purpose Vehicle		1						

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. **DBMNCR-2023-002** 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)
1..	Multi-Purpose Vehicle		1					

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**CONTRACT NO.**

**PROCUREMENT OF ONE (1) UNIT MOTOR VEHICLE  
(MULTI-PURPOSE VEHICLE)**

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**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **DEPARTMENT OF BUDGET AND MANAGEMENT - NATIONAL CAPITAL REGION (DBM-NCR)** 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 **DBM-NCR** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.
6. In compliance with item 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020 (Directing Strict Compliance By All Agencies and Instrumentalities of the Executive Department with Transparency, Accountability and Good Governance Policies and Measures in the Procurement Process), the DBM shall publish in its official website the following post-award information:
  - (a) Project name;
  - (b) Approved budget for the contract;
  - (c) Contract period;
  - (d) Name of the winning bidder and its official business address;
  - (e) Amount of contract awarded;
  - (f) Date of award and acceptance; and
  - (g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

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.

\_\_\_\_\_  
**Director IV**

\_\_\_\_\_  
*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*

*for:*

**DEPARTMENT OF BUDGET AND MANAGEMENT-  
NATIONAL CAPITAL REGION**

*[Insert Name of Supplier]*

**ACKNOWLEDGMENT**

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

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared the following:

NAME	VALID ID	VALID UNTIL
_____	_____	_____
_____	_____	_____

known to me and to be the same persons who executed the foregoing Contract and who acknowledged to me that the same is their free and voluntary act and deed and of entities they respectively represent.

This CONTRACT for the \_\_\_\_\_ was signed by both parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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



## SAMPLE MARKING OF THE ENVELOPE

First Envelope

### TECHNICAL COMPONENT

PROCUREMENT OF ONE (1) UNIT MOTOR VEHICLE  
(MULTI-PURPOSE VEHICLE)

XYZ COMPANY  
MANILA, METRO MANILA

JOSEPH CICERO M. SY  
DBM-NCR, BAC Chairperson  
2/F DBM Arcache Building, General Solano corner  
Nepomuceno Streets, San Miguel, Manila

PROJECT ID NO. DBMNCR-2023-002

DO NOT OPEN BEFORE DECEMBER 29, 2023, 4:00 P.M.

- Legal Documents
- Technical Documents
- Financial Documents

Second Envelope

### FINANCIAL COMPONENT

PROCUREMENT OF ONE (1) UNIT MOTOR VEHICLE  
(MULTI-PURPOSE VEHICLE)

XYZ COMPANY  
MANILA, METRO MANILA

JOSEPH CICERO M. SY  
DBM-NCR, BAC Chairperson  
2/F DBM Arcache Building, General Solano corner  
Nepomuceno Streets, San Miguel, Manila

PROJECT ID NO. DBMNCR-2023-002

DO NOT OPEN BEFORE DECEMBER 29, 2023, 4:00 P.M.

- Bid Form
- Price Schedule/s

Outer Envelope

## BID

PROCUREMENT OF ONE (1) UNIT MOTOR VEHICLE  
(MULTI-PURPOSE VEHICLE)

XYZ COMPANY  
MANILA, METRO MANILA

JOSEPH CICERO M. SY  
DBM-NCR, BAC Chairperson  
2/F DBM Arcache Building, General Solano corner  
Nepomuceno Streets, San Miguel, Manila

PROJECT ID NO. DBMNCR-2023-002

DO NOT OPEN BEFORE DECEMBER 29, 2023, 4:00 P.M.



Bid envelopes that are not properly sealed and marked shall be **rejected**.

Republic of the Philippines



Government Procurement Policy Board