



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

# Procurement of GOODS

## Outsourcing of Multi-Skilled Workers

Project ID No. DBM-2022-01

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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  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**INVITATION TO BID**  
**“Outsourcing of Multi-Skilled Workers”**

1. The Department of Budget and Management (DBM), through the FY 2022 General Appropriations Act and Multi-Year Contractual Authority No. MYCA-BMB-C-21-0000021, intends to apply the sum of **Eleven Million Pesos (P11,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **“Outsourcing of Multi-Skilled Workers”** for FYs 2022 and 2023 (Project ID No. **DBM-2022-01**). For the purpose of **early procurement** authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2022 National Expenditure Program shall be used as basis. Further, consistent with the requirement in the same Section 7.6, **no award of contract shall be made until the approval and effectivity of the FY 2022 General Appropriations Act**. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DBM 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 the period of November 16, 2019 to November 15, 2021** 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 IRR of 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 the DBM-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DBM and the Philippine Government Electronic Procurement System (PhilGEPS).

5. A complete set of Bidding Documents may be acquired by interested Bidders on October 26, 2021 from the given address and website below and upon payment of a fee in the amount of Twenty-Five Thousand Pesos (P25,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.
6. The DBM will hold a Pre-Bid Conference on November 3, 2021, 9:30 a.m., which shall be open to prospective bidders.

To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via video-conferencing until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

The prospective bidders are advised to first log in the BAC waiting room, <https://meet.google.com/hma-jmco-dbx>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the prospective bidders before the start of the Pre-bid Conference.

7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before November 16, 2021, 9:30 a.m. Late bids shall not be accepted.
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 November 16, 2021, 9:30 a.m., at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.

Bidders are advised to first log in the BAC waiting room, <https://meet.google.com/hma-jmco-dbx>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.

10. The DBM 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-BAC Secretariat  
DBM-Administrative Service-Procurement Management Division  
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila  
Telefax No. 8657-3300 local 3115  
Email address: [procurement@dbm.gov.ph](mailto:procurement@dbm.gov.ph)

12. You may visit the following website to download the Bidding Documents:  
<https://www.dbm.gov.ph/index.php/procurement/invitation-to-bid>

*October 26, 2021*

**JANET B. ABUEL**  
*Chairperson, DBM-BAC*

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

## 1. Scope of Bid

The Procuring Entity, Department of Budget and Management, wishes to receive Bids for the “**Outsourcing of Multi-Skilled Workers**” with Project Identification No. *DBM-2022-01*.

The Procurement Project (referred to herein as “Project”) is composed of 1 lot, 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 FYs 2022 and 2023 in the amount of **Eleven Million Pesos (P11,000,000.00)**. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project.
- 2.2. The source of funding is the FY 2022 General Appropriations Act and through Multi-Year Contractual Authority No. **MYCA-BMB-C-21-0000021**. For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised IRR of RA No. 9184, the proposed budget under the FY 2022 National Expenditure Program shall be used as 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 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 Revised 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

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

The Procuring Entity has prescribed that subcontracting is not allowed.

## 8. Pre-Bid Conference

The DBM will hold a Pre-Bid Conference for this Project on November 3, 2021, 9:30 a.m., as indicated in paragraph 6 of the IB.

To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via video conferencing until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.

The prospective bidders are advised to first log in the BAC waiting room, <https://meet.google.com/hma-jmco-dbx>, and wait for further advice from the BAC Secretariat to join the BAC meeting link, which shall be provided to the prospective bidders before the start of the Pre-bid Conference.

## **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 the period of November 16, 2019 to November 15, 2021**.
- 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**

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

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

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 **March 16, 2022**. 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**

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

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

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

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

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

## **18. Domestic Preference**

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 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**

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**

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***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall:</p> <ul style="list-style-type: none"> <li>a. refer to outsourcing of multi-skilled workers; and</li> <li>b. have been completed <b>within the period of November 16, 2019 to November 15, 2021.</b></li> </ul>
7	Subcontracting is not allowed.
10.1	<p>Notarization of the required documents shall comply with the 2004 Rules on Notarial Practice which limits competent 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 the interest of safeguarding the public's health in view of the COVID-19 pandemic, notarization of the required documents is allowed through videoconferencing in cases where the notary public holds office in an area under community quarantine in accordance with the Supreme Court issuance on interim rules on notarization of documents, SC A.M. No. 20-07-04-SC (2020 Interim Rules on Remote Notarization of Paper Documents).</p> <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 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, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than P220,000.00, 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 P550,000.00, if bid security is in Surety Bond.</li> </ul>

15	<p>Bidders shall enclose their eligibility and technical documents described in Section II. Instructions to Bidders (ITB) Clause 10 in one sealed envelope marked “TECHNICAL COMPONENT”, and their financial component described in ITB Clause 11 in another sealed envelope marked “FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “BID”.</p> <p>Further, all envelopes shall:</p> <ol 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 I. 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 “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with the aforementioned date and time.</li> </ol> <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>
19.3	<p>The computation of a prospective bidder’s NFCC must be at least equal to the ABC to be bid, pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184.</p>
20	<p>The bidder with the Lowest Calculated Bid shall submit <b>ALL</b> of the following post-qualification requirements:</p> <ol style="list-style-type: none"> <li>1. Photocopy of Single Largest Completed Contract or Purchase Order</li> <li>2. The corresponding proof of completion, which could either be: <ol style="list-style-type: none"> <li>i. Certificate of Final Acceptance/Completion from the bidder’s client; or</li> <li>ii. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract</li> </ol> </li> <li>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> <li>i. 2020 Income Tax Return with proof of payment; and</li> <li>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2021 to September 2021.</li> </ol> </li> </ol> <p>*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</p>

	<p>documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the 2016 Revised IRR of RA No. 9184.</p> <p>**In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of RA No. 9184.</p> <p>*** In case the valid Mayor's Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p> <p>**** 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.</p>
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## ***Section IV. General 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 2016 Revised 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**

- 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*



## 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 Manila. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are to be 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 the Director of the Administrative Service.</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; and</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.</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>

**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  
Name of the Supplier  
Contract Description  
Final Destination  
Gross weight  
Any special lifting instructions  
Any special handling instructions  
Any relevant HAZCHEM classifications

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.

**Transportation**

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.

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>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><b>Intellectual Property Rights</b></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	<p>Payment schedule shall be in accordance with item 5.0 of Annex “A” (Detailed Technical Specifications).</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> <ol style="list-style-type: none"> <li>a. Renewed Mayor’s/Business Permit in lieu of the submitted expired permit;</li> <li>b. Notarized Omnibus Sworn Statement in lieu of the submitted unnotarized Omnibus Sworn Statement; and</li> <li>c. 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.</li> </ol>
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> <ol 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</li> </ol>

	<p>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;</p> <p>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; and</p> <p>c. The end-user may require the winning bidder to replace 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 upon lifting of the State of the Calamity, or community quarantine or similar restriction, as the case may be.</p>
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## ***Section VI. Schedule of Requirements***

## *Section VI. Schedule of Requirements*

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

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
1	<p><b>Provision of Multi-skilled Workers</b>, as detailed in item 1.0 of Annex “A” (Detailed Technical Specifications).</p> <p>a. Multi-Skilled Workers</p> <p>b. Facilities and Maintenance Supervisor</p>	<p>10 (*)</p> <p>1</p>	<p>Within ten (10) working days from receipt of the Notice to Proceed (NTP)</p> <p>Within seven (7) calendar days from receipt of the NTP</p>
2	<p><b>Provision of Tools, Equipment and Instruments</b>, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications).</p>	<p>as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)</p>	<p>Within ten (10) working days from receipt of the NTP</p>

\* The DBM may increase or decrease the number of multi-skilled workers as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Contractor.

\*\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

**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***

## ***Section VII. 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.”

<b>Specifications</b>	<b>Bidder's Statement of Compliance</b>
<b>I. Provision of Multi-skilled Workers</b> a. Ten (10) Multi-Skilled Workers b. One (1) Facilities and Maintenance Supervisor <i>(see attached Annex “A” [Detailed Technical Specifications], item 1.0)</i>	
<b>II. Provision of Tools, Equipment and Instruments</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 2.0)</i>	
<b>III. Service Scope and Standards</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 3.0)</i>	
<b>IV. General Conditions</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 4.0)</i>	
<b>V. Payment Terms</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 5.0)</i>	
<b>VI. Performance Review and Assessment</b> <i>(see attached Annex “A” [Detailed Technical Specifications], item 6.0)</i>	

**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

### 1.0 Provision of Multi-Skilled Workers

- a. The Contract shall provide ten (10) multi-skilled workers to perform general maintenance and related services as and when required, such as, but not limited to: carpentry, painting, varnishing, plumbing works, electrical/electronic, audio-visual (AV), air conditioning works with the following qualifications:

Skilled Worker	Minimum Qualifications
Two (2) Carpenters	- With at least three (3) years of relevant experience in the field of expertise
One (1) Welder	- With at least three (3) years of relevant experience in the field of expertise  - With TESDA Shielded Metal Arc Welding (SMAW) National Certificate II (NCII)
Two (2) Plumbers	- With at least three (3) years of relevant experience in the field of expertise  - With TESDA Plumbing National Certificate II (NCII)
Two (2) Electricians	- With at least three (3) years of relevant experience in the field of expertise  - With TESDA Electrical Installation and Maintenance National Certificate II (NCII)
Three (3) Aircon Technicians	- With at least three (3) years of relevant experience in the field of expertise  - With TESDA Refrigeration and Air Conditioning Servicing (RAC) National Certificate II (NCII) or Commercial Refrigeration and Servicing NC III Certificate

- b. The Contractor shall provide one (1) Facilities and Maintenance Supervisor to oversee the outsourced maintenance team and perform other related services as and when required, with the following minimum qualifications:
- i. Must be a licensed Engineer in **any** of the following fields:
    - Mechanical Engineering
    - Civil Engineering
    - Electrical Engineering

- ii. With at least five (5) years of experience as Facilities/Building Maintenance Supervisor, with experience in **all** the following fields but not limited to: Civil Works, Building Electrical, Heating, Ventilation and Air Conditioning (HVAC), Elevators, Building Plumbing System, GENSET operation, Telecommunications, and Network Cabling.
  - iii. Must have Basic Occupational Safety and Health (BOSH) Training certificate from the Department of Labor and Employment (DOLE) or DOLE-accredited training providers.
  - iv. Must be computer literate.
- c. The Contractor shall submit within three (3) calendar days from receipt of the Notice to Proceed (NTP) the resume of the personnel to be deployed with complete attachments, including the following:
- i. Medical Clearance issued within the last two (2) months specifying that the personnel is fit to work
  - ii. Drug Test Result issued within the last two (2) months
  - iii. Valid NBI, Police, and Barangay Clearances
  - iv. Negative Reverse Transcription-Polymerase chain reaction (RT-PCR) test result for COVID-19 conducted not earlier than three (3) days before initial deployment
  - v. Certificate of Employment
  - vi. Training Certificates
  - vii. TESDA Certificate of Competency

## 2.0 Provision of Tools, Equipment and Instruments

- a. The Contractor shall provide the following tools, equipment and instruments that shall be maintained at the premises of the DBM Central Office during the contract period and shall not incur any cost to the DBM.

Description	Quantity
<b>Tools</b>	
Pliers	2 sets
Wire Cutters	2 sets
Screw Drivers	2 sets
Crimping Tools	2 sets
Hole Saw	2 sets
Socket Wrenches	2 sets
Back Wrenches	2 sets
Pipe Wrenches	2 sets
Cutter Pliers	2 sets
Holsters	2 sets
Ball peen hammers, 16oz (variety)	2 sets
Rubber mallets, 55mm, 16oz	2 sets
Socket wrenches, 6mm-32mm	2 sets

Box wrenches, 6mm-32mm, 12 pcs.	2 sets
Open-end wrenches, 6mm-32mm, 12 pcs	2 sets
Adjustable wrenches (6",8",10",12")	2 sets
Pipe wrenches (12",14",24")	2 sets
Allen wrenches (Heavy duty)	2 sets
Bench vise	2 sets
Grease guns	2 sets
Riveters	2 sets
Flaring tools, 3/16" to 5/8"	2 sets
Measuring tools (Meter rule, Caliper, Vernier)	2 sets
Locking pliers, straight jaw, 10"	2 sets
Locking pliers, wide jaw	2 sets
Tin sheet cutters	2 sets
Trouble light	2 sets
Pushcarts, Heavy duty	2 sets
Ladders (4ft., 6ft. and 8ft.)	2 sets
Cutting outfit (Acetylene)	1 unit
Ladders/ A-frame	2 units
R410A Pressure gauge	1 unit
First aid kit	1 unit
Welding gloves	5 units
Safety goggles	11 units
Safety hats	11 units
Safety shoes	11 units
Cotton hand gloves	44 units
Full body harness	4 units
R22 Pressure gauge	1 unit
Thermo laser gun	1 unit
Adjustable wrenches	2 units
Hacksaw handle	1 unit
Glass Suction 2 Cups	2 sets
Silicon guns	2 sets
Handheld Drain Snake Cleaners	2 sets
Carpentry Tools	2 sets
<b>Equipment</b>	
500 amp welding machine including wires/cables	1 unit
Welding handle	1 unit
Welding mask	1 unit
Electric grinder 5"	2 units
Electric grinder 4"	2 units
Electric drill w/ hammer	1 unit
Electric Impact drill	1 unit
Electric planer	1 unit
Electric router w/ BITS	1 unit
Air compressor	1 unit
Paint sprayer	1 unit
Pressure hose for paint	1 unit
Handheld circular saw	1 unit

Pressurized water washer	1 unit
Soldering gun	1 unit
Oxygen tank	1 unit
Acetylene tank	1 unit
<b>Instruments</b>	
Megger Tester, Sanwa Din 1008s 1000V	1 piece
Clamp Meter 600 ACV DCM 60L	1 piece
Multi Tester cd770 Sanwa	1 piece
Pressure Washer (complete)	1 set
Adaptor for Nitrogen Tank	1 set
Blower	1 piece
Vacuum cleaner, 20 ltrs cap.	1 unit
Gauge Manifold	1 set
PVC PPR Heater/Fusion	1 set
PVC PPR Pipe Cutter	1set
Portable Ventilation 12" Fan with 32' Flexible Ducting	1 set
Vacuum Pump	1 piece

### 3.0 Service Scope and Standards

#### a. **Scope of Work for the Multi-Skilled Workers**

The scope of services to provide includes, but not limited to:

##### i. **Operation**

- Daily startup of utilities systems as required.
- Daily data logging of utilities systems parameters such as water pressure and temperature, water and oil levels, ampere and volts of equipment as required.
- Make necessary machine adjustments to maintain required parameters.
- Perform regular inspection of service and utilities system to detect/ predict problems using a standard checklist.
- Perform troubleshooting in case of system malfunction and handle repair of different component in case of breakdown.
- Maintain equipment, work areas, machine rooms, electrical rooms and premises for cleanliness and safety compliance.
- Recommend major preventive maintenance and corresponding cost estimates.
- Daily monitoring of Generator set fuel, lube, water and other parameters.
- Start up (No Load Test) as per advice to ensure the proper operation during commercial power outage.
- Operate Generator set during power outage or when it is needed.
- Recommend energy savings systems to benefit client.

- Preparation of item specification and conduct of market research price quotations of equipment parts, chemicals and supplies if required.
- Daily monitoring of Job Requests from Bureau/Service/Office (B/S/O). Management of complaints and requests if within responsibility, otherwise, refer to the Administrative Service-General Services Division (AS-GSD) Chief.
- Documentation and filing of all Maintenance records, monitoring log sheets, Job Request forms from B/S/O, Service Reports, Programs, Engineering Drawings, Memos, Calibration Reports, SOPs, permits and other pertinent documents that are relevant to operation and maintenance.
- Prepare Work Permit with complete information needed and other documents.

ii. **Maintenance**

- Check-up, installation and repair of electrical systems and equipment (e.g., defective bulbs, tube lights, parameter lights, switches, sockets, plug points, short circuiting, rewiring, cleaning of panel junctions, tightening of all connections, checking/cleaning/greasing of all contacts and similar activities).
- Perform minor repairs (replacement, installation, cleaning, adjustment, alignment, and troubleshooting of minor part of equipment like bearing, belt, filter/drier, machine parts of service and utilities systems).
- Inspection and repair of roof drains and downspouts, roof, metal flashing and edge of roof. Ensure that all roofing systems are properly secured and not leaking.
- Check-up rust and/or damage and conduct necessary maintenance work.
- Cleaning of manholes using pressure pumps, if necessary, downspouts, rainwater drainages and rooftop rainwater drainages. Take out debris and clean manholes, connection pipes and water drainages to clear all blockages.
- Installation and repair of flush, shower and kitchen fixtures and repair of leakages and de-clogging of pipelines and surface drains.
- Cleaning of water tanks and cistern tanks.
- Perform carpentry/ steel fabrication such as repair, painting and fabrication of wooden office furniture, door sets, sealing doors, tiling work, concrete work and cement plaster.
- Painting and restoration of DBM facilities (gate, doors, perimeter fence).
- Repair, replacement of parts and maintenance of all DBM air-con units.

- Check and clean the terminal of all the contractors of motors, controls.
- Tighten electrical connection, if necessary.
- Check and add refrigerant, if necessary, on split type Air-conditioning units (ACUs).
- Conduct Preventive Maintenance of split/window type ACUs.
- Perform Minor Corrective Maintenance found from Inspection and Condition Monitoring and Predictive Maintenance test results.
- Perform lubrication maintenance activities all utility machines and equipment per schedule.
- Ensure to implement the work according to the standard procedure.
- Undertake planned routine maintenance under the close supervision of AS-GSD.
- Inform the AS Director any and all known threats to the facilities.
- Perform other tasks considered minor and urgent/ emergency per assessment by AS-GSD.
- Undertake similar tasks that may be assigned by the AS Director related to building maintenance, repair and improvement.

iii. **Audio Visual Requirements**

- Provide assistance to meetings, events (DBM Anniversary, Year-end Gathering, etc.) such as, but not limited to, audio-visual operation and auxiliary services. This shall cover all Buildings and Facilities being maintained by the DBM Central Office.

b. **Scope of Work for the Facilities and Maintenance Supervisor**

- i. The work requirements should consider the following, such as but not limited thereto:
- Oversee and supervise the deployed Multi-Skilled Workers
  - Check work schedule and/ or Job Request Form for the day and make rounds to check his/her subordinate regarding their assigned work for the day with ascertain compliance and quality with directives.
  - Inspect workmanship as work progresses. Correct problems as soon as they are detected and inform the AS-GSD Chief.
  - Give advice and report, request maintenance, repair, replacement of defective equipment along DBM premises.
  - Determine materials, supplies needed and timely inform the AS-GSD Chief of the requirements.

- Provide training as possible to subordinates such as use of equipment and practice “HEALTH AND SAFETY” and work rules and regulation.
- As the case may be, shall act and make decisions on the behalf of and for the account of the Contractor on the matter arising questions or complaints raised by the bureaus/service/offices or by the services personnel themselves.

c. **Limitations of Responsibility**

The Contractor will not cover preventive maintenance of the following facilities:

- i. Fire Detection and Alarm System
- ii. Sprinkler System
- iii. Passenger Elevators
- iv. Closed Circuit Television
- v. Pest and Termite Control
- vi. Motor Vehicles
- vii. Photocopying Machines and Scanners
- viii. Water Dispensers
- ix. Under Warranty Equipment/facilities
- x. Data Center and Network Operating Server/equipment
- xi. Precision Air Conditioning Unit

- d. All tools and equipment such as audio-visual equipment, which will be accounted to the contractor upon commencement of the contract, shall be properly and completely turned over to the DBM AS Property Custodian at the end of the contract. The Contractor shall be held liable for any damages of DBM property due to personnel’s negligence and mishandling. The Contractor shall immediately replace or restore the damaged item to avoid disruption of the work process.
- e. In case of emergency, such as but not limited to water interruptions, power failures, the contractor shall monitor the incident and immediately report the situation to the AS-GSD Chief.
- f. The Contractor shall submit a standard checklist form approved by the AS-GSD Chief, monitoring documents of all maintenance works done on a monthly basis.
- g. The Contractor maintains a complete list of reports and checklist to document the history of each maintenance work.
- h. Should there be a maintenance project at the DBM Secretary’s Cottage at Baguio City requiring the services of the contractor, the DBM shall give at least two (2) to three (3) days’ notice to the Contractor on the intended travel schedule. The DBM will provide lodging and transportation to the assigned personnel, while the Contractor agrees to provide travel allowance and travel insurance as may be required by existing labor laws.

- i. Service Standards
  - i. Personnel must maintain professional working relationship with DBM personnel and staff.
  - ii. Personnel must liaise with the administrative officers concerned, where practicable, before starting work, and avoid undertaking non-emergency tasks that will disrupt office work.
  - iii. Personnel must cooperate with the AS-GSD and the Security Personnel to maintain security of premises and property while undertaking maintenance.
  - iv. Personnel must comply with the Building Contractor's/Manufacturer's warranties and maintenance recommendations.
  - v. Personnel must participate in the facility safety program, and assist in the development and improvement of safety practices.
  - vi. Personnel must Maintain good housekeeping at all times.
  - vii. Personnel must keep the machines, tools, and workplace clean and orderly.
  - viii. Personnel must keep the machines, tools, and workplace clean and orderly.

#### **4.0 General Conditions**

- a. The Contractor agrees that the DBM, through the AS-GSD reserves the right to screen and deny or accept the deployment of any personnel recommended by the contractor.
- b. The deployed personnel shall work eight (8) hours a day with a regular shift of 8:00 a.m.-5:00 p.m. six (6) days a week from Monday to Saturday. However, the personnel may be requested to assist/monitor/conduct maintenance projects outside of the regular working hours or during weekends or holidays or shift scheduled as the need arises.
- c. The DBM has the right to effect changes in the deployment of individual personnel anytime during the contract period through a written notice to the contractor. Likewise, the DBM may increase or decrease the number or personnel depending upon the exigency of the service. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.
- d. The Contractor shall make available relievers and/or replacements to ensure continuous and uninterrupted service.
- e. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Contractor shall provide the personnel their monthly pay slip containing the necessary information on it. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor.



- f. The Contractor shall have no previous record on delinquency on payment of SSS, PhilHealth, ECC, and Pag-IBIG premiums and shall secure and submit clearance certificates from the foregoing agencies three (3) calendar days from the receipt of the NTP.
- g. The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- h. The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.
- i. The Contractor shall have ten (10) relievers for the DBM available at any time to take over in case some regular personnel are absent at no extra cost to the Department. No trainees shall be allowed as a reliever even if they are allowed and identified as such. Said relievers shall be required to submit negative COVID-19 RT-PCR test conducted not earlier than three (3) days before deployment.
- j. The Contractor shall ensure the confidentiality of information.
- k. The Contractor will be held liable for any work related accident or illness occurred during the activity.

## **5.0 Payment Terms**

- a. The Contractor shall submit, along with the monthly billing statement the following:
  - i. Daily Time Records of the multi-skilled workers, signed by the AS Director or his/her duly authorized representative;
  - ii. Proof of previous month's remittances of employer's and employees' contributions to the SSS, PhilHealth, Pag-IBIG and ECC, together with the transmittal sheet stamped received by the agencies concerned and other documents that may be required;
  - iii. A certified true copy of payroll sheet;
  - iv. Certification that all personnel deployed at the DBM have been paid their salaries/ and wages and other benefits in accordance with the prevailing laws, rules, and regulations; and
  - v. Monthly Maintenance Report.
- b. The Contractor in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.

## **6.0 Performance Review and Assessment**

- a. The Contractor shall undergo a periodic review using the set of criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the DBM during the contract period.
- b. The AS shall conduct a mid-term performance review and assessment of the performance of the Contractor. Based on its assessment, the DBM may terminate the contract for failure of the Contractor to perform its obligations therein.

***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 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) 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) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Schedule of Requirements, which may include production/delivery schedule, and/or warranty period requirements, if applicable; **and**
- (i) Conformity with the Technical Specifications, which may include manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (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 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.

**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.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form.

**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:**

- i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bidded) up to **November 15, 2021**.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. 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 Acceptance*	End User's Acceptance or Official Receipt(s) Issued for the Contract

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

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

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

Instructions:

- a. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is similar to the Project, and whose value, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC to be bid.
- b. The SLCC should have been completed (i.e., accepted) within the period of **November 16, 2019 to November 15, 2021**.
- c. The similar contract for this Project shall refer to outsourcing of multi-skilled workers.

\* Date of Acceptance 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.: DBM-2022-01**

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]*



## *Omnibus Sworn Statement*

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **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; 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]*

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

**BID FORM**

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

Project Identification No. : **DBM-2022-01**

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

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 **Outsourcing of Multi-Skilled Workers** 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 details provided herein and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to those which are itemized herein.

	PARTICULARS	2022					
		NO. OF WORKER	RATE PER WORKER PER MONTH (EXCLUSIVE OF VAT)	MONTHLY RATE (EXCLUSIVE OF VAT)	ANNUAL RATE (EXCLUSIVE OF VAT)	12% VAT	ANNUAL RATE (INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
<b>I</b>	<b>Total Due to Multi-Skilled Workers</b>	<b>11</b>					
<b>A</b>	<b>Carpenter</b>	2					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>B</b>	<b>Welder</b>	1					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>C</b>	<b>Plumber</b>	2					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>D</b>	<b>Electrician</b>	2					
	Wage rate/month						
	Five (5) Day Service						

	PARTICULARS	2022					
		NO. OF WORKER	RATE PER WORKER PER MONTH (EXCLUSIVE OF VAT)	MONTHLY RATE (EXCLUSIVE OF VAT)	ANNUAL RATE (EXCLUSIVE OF VAT)	12% VAT	ANNUAL RATE (INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
	Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>E</b>	<b>Aircon Technician</b>	3					
	Wage rate/month						
	Five (5) Days Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>F</b>	<b>Facilities and Maintenance Supervisor</b>	1					
	Wage rate/month						
	Five (5) days Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>II</b>	<b>Employer's Share of Monthly Contribution in favor of the Multi Skilled Workers</b>	11				<b>0.00</b>	
<b>A</b>	<b>Carpenter</b>	2				<b>0.00</b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>B</b>	<b>Welder</b>	1				<b>0.00</b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>C</b>	<b>Plumber</b>	2				<b>0.00</b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	

	PARTICULARS	2022					
		NO. OF WORKER	RATE PER WORKER PER MONTH (EXCLUSIVE OF VAT)	MONTHLY RATE (EXCLUSIVE OF VAT)	ANNUAL RATE (EXCLUSIVE OF VAT)	12% VAT	ANNUAL RATE (INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>D</b>	<b>Electrician</b>	2				<b>0.00</b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>E</b>	<b>Aircon Technician</b>	3				<b>0.00</b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>F</b>	<b>Facilities and Maintenance Supervisor</b>	1				<b>0.00</b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>III</b>	<b>Total Compensation (Item I + Item II)</b>						
<b>IV</b>	<b>Administrative and Operating Overhead and Margin, including Cost for Equipment/Tools</b>						
<b>V</b>	<b>Contingency to Cover Cost of Additional Multi Skilled that may be required and Cost of Overtime Services</b>				P973,126.79	P 116,775.22	P 1,089,902.01
<b>VI</b>	<b>GRAND TOTAL (Item III + Item IV + Item V)</b>			<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

	PARTICULARS	2023					
		NO. OF WORKER	RATE PER WORKER PER MONTH (EXCLUSIVE OF VAT)	MONTHLY RATE (EXCLUSIVE OF VAT)	ANNUAL RATE (EXCLUSIVE OF VAT)	12% VAT	ANNUAL RATE (INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
<b>I</b>	<b>Total Due to Multi-Skilled Workers</b>	<b>11</b>					
<b>A</b>	<b>Carpenter</b>	2					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>B</b>	<b>Welder</b>	1					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>C</b>	<b>Plumber</b>	2					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>D</b>	<b>Electrician</b>	2					
	Wage rate/month						
	Five (5) Day Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>E</b>	<b>Aircon Technician</b>	3					
	Wage rate/month						
	Five (5) Days Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>F</b>	<b>Facilities and Maintenance Supervisor</b>	1					

	PARTICULARS	2023					
		NO. OF WORKER	RATE PER WORKER PER MONTH (EXCLUSIVE OF VAT)	MONTHLY RATE (EXCLUSIVE OF VAT)	ANNUAL RATE (EXCLUSIVE OF VAT)	12% VAT	ANNUAL RATE (INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
	Wage rate/month						
	Five (5) days Service Incentive Leave						
	13 <sup>th</sup> Month Pay						
<b>II</b>	<b>Employer's Share of Monthly Contribution in favor of the Multi Skilled Workers</b>	11				<b><u>0.00</u></b>	
<b>A</b>	<b>Carpenter</b>	2				<b><u>0.00</u></b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>B</b>	<b>Welder</b>	1				<b><u>0.00</u></b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>C</b>	<b>Plumber</b>	2				<b><u>0.00</u></b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
<b>D</b>	<b>Electrician</b>	2				<b><u>0.00</u></b>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	

	PARTICULARS	2023					
		NO. OF WORKER	RATE PER WORKER PER MONTH (EXCLUSIVE OF VAT)	MONTHLY RATE (EXCLUSIVE OF VAT)	ANNUAL RATE (EXCLUSIVE OF VAT)	12% VAT	ANNUAL RATE (INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
E	<b>Aircon Technician</b>	3				<u>0.00</u>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
F	<b>Facilities and Maintenance Supervisor</b>	1				<u>0.00</u>	
	SSS Premium					0.00	
	PhilHealth Premium					0.00	
	Pag-IBIG Fund Premium					0.00	
	ECC Premium					0.00	
III	<b>Total Compensation (Item 1 + Item II)</b>						
IV	<b>Administrative and Operating Overhead and Margin, including Cost for Equipment/Tools</b>						
V	<b>Contingency to Cover Cost of Additional Multi Skilled that may be required and Cost of Overtime Services</b>				P 964,924.99	P 115,791.00	P 1,080,715.99
VI	<b>GRAND TOTAL (Item III + Item IV + Item V)</b>			P	P	P	P
<b>RECAPITULATION:</b>							
FY 2022			P				
FY 2023			P				
TOTAL BID AMOUNT			P				

*Note: Salaries/wages, other benefits, and administrative and operating overhead should be in accordance with the prevailing laws, rules and regulations.*



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, 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: \_\_\_\_\_

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

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**CONTRACT No. 2022-\_\_**  
**NAME OF PROJECT**

This CONTRACT made and entered into by and between the following:

**DEPARTMENT OF BUDGET AND MANAGEMENT**, a government agency created by virtue of the laws of the Republic of the Philippines, with principal office address at General Solano St., San Miguel, Manila, represented herein by its **SECRETARY**, \_\_\_\_\_, hereinafter called the “**DBM**”;

- and -

\_\_\_\_\_, a corporation duly organized and existing under the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented by its **AUTHORIZED REPRESENTATIVE**, \_\_\_\_\_, hereinafter referred to as the “**SUPPLIER**”;

Collectively, the “**PARTIES**”;

**WITNESSETH:**

**WHEREAS**, the DBM conducted a public bidding for the Project, “Name of Project,” and the bid of the Supplier was declared as the Lowest/Single Calculated and Responsive Bid in the amount of \_\_\_\_\_ (P \_\_\_\_\_), hereinafter called the “Contract Price”;

**WHEREAS**, pursuant to Sections 37 and 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act (RA) No. 9184, the Notice of Award was issued to the Supplier last \_\_\_\_\_, and the Supplier posted its performance security in the form of a \_\_\_\_\_ on \_\_\_\_\_, in the amount of \_\_\_\_\_ (P \_\_\_\_\_);

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties hereby mutually stipulate and agree as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to in Annex D and E, respectively.
2. The following documents shall form and be read and construed as part of this Contract:

Annex	A	-	Bid Form
	B	-	Schedule of Requirements
	C	-	Technical Specifications
	D	-	General Conditions of Contract
	E	-	Special Conditions of Contract
	F	-	Notice of Award
	G	-	Performance Security

3. In consideration of the payments to be made by the DBM to the Supplier, the Supplier hereby covenants with the DBM to provide the Goods and Services, which is the NAME OF THE PROJECT, and to remedy defects therein in conformity with the provisions of the Contract.
4. The DBM hereby covenants to pay the Supplier, in consideration of the provision of the Goods and Services, which is the NAME OF THE PROJECT, and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.
5. The period for the performance of the obligations under this Contract shall not go beyond the validity of the corresponding appropriations for this Project.
6. Entire Agreement. All parties agree that this Contract, including the attached Annexes, contains their full agreement and supersedes all previous agreements, either written or oral, if there are any. No agreements, understandings, commitments, discussions, warranty, representations or other covenants, whether oral or written, between the parties are included in this Contract, including the attached Annexes, except as set forth herein.
7. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform 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 signed this Contract on this \_\_\_\_ day of \_\_\_\_\_, 2022 at General Solano St., San Miguel, Manila, Philippines.

**DEPARTMENT OF BUDGET  
AND MANAGEMENT**

by:

by:

\_\_\_\_\_  
*Secretary*

\_\_\_\_\_  
*Authorized and Designated Representative*

SIGNED IN THE PRESENCE OF

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENT**

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

**BEFORE ME**, a Notary Public for and in the City of \_\_\_\_\_, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 personally appeared the following:

NAME	VALID ID	VALID UNTIL
_____		

**(Name of Bidder's Authorized Representative)**

known to me 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 the entities they respectively represent.

This CONTRACT for the NAME OF THE PROJECT was signed by the parties, and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Book No \_\_\_\_\_;  
Series of 2022.

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

X-----X

**PERFORMANCE SECURING DECLARATION**

*Invitation to Bid: **DBM-2022-01***

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 if in case it is my first offense, or two (2) years if I have a prior similar 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 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'S AUTHORIZED REPRESENTATIVE]***

***[Insert signatory's legal capacity]***

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines.

*[Select one of the two following paragraphs and delete the other]*

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC).

Affiant/s exhibited to me his/her *[insert type of government identification card used]* with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

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