



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

PHILIPPINE BIDDING DOCUMENTS

Procurement of Manpower Services for DBM RO XIII

Government of the Republic of the Philippines

PUBLIC BIDDING NO. 13-2023-005

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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.

EPA – shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HOPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of their respective funding sources.

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
REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

INVITATION TO BID FOR THE
Procurement of Manpower Services for DBM RO XIII

1. The DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE XIII (DBM ROXIII), through the FY 2024 National Expenditure Program (NEP), intends to apply the total sum of *Seven Hundred Twenty-Eight Thousand Pesos (P728,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Manpower Services for DBM RO XIII for a period of one (1) year under Public Bidding No. 13-2023-005, details described below. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item	Quantity	Item Description	Approved Budget for the Contract	Price of Bid Documents (Non-refundable)
1	1	Driver/Messenger	P 240,000.00	
2	1	Administrative Aide (Accounting Unit)	P 223,000.00	
3	1	Administrative Aide (Receiving Unit)	P 265,000.00	
		Total	P 728,000.00	P 1,000.00

As stated under ITB Clause 2, the Project shall be undertaken through Early Procurement Activities (EPA) pursuant to Government Procurement Policy Board (GPPB) Circular No. 06-2019¹ dated July 17, 2019.

2. DBM RO XIII now invites bids for the above Procurement Project. Delivery of the goods shall be in accordance with the Delivery Schedule under Section VI (Schedule of Requirements). Bidders should have completed within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184.

¹ Guidelines on the Implementation of Early Procurement Activities (EPA)

- a. 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 RO XIII Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 am to 4:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on October 19, 2023 from the address below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *One Thousand Pesos* (P1,000.00) only. 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.

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

6. DBM RO XIII will hold a Pre-bid Conference on October 26, 2023, 2:00 pm at the DBM RO XIII Conference Room, Jose P. Rosales Avenue, Butuan City and through video conferencing, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the address indicated below on or before November 7, 2023, 2:00 pm. 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 15**.
9. Bid opening shall be on November 7, 2023, 2:30 pm at the DBM RO XIII Conference Room, Jose P. Rosales Avenue, Butuan City and via video conferencing. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
10. The bidders shall drop three (3) copies (1 original and 2 duplicates) of their duly accomplished eligibility requirements, technical and financial proposals in two (2) separate sealed envelopes in the bid box located at the address mentioned below. These envelopes containing the original and duplicate copies shall be enclosed in one single envelope. (*Refer to Instruction to Bidders Section 16 - Sealing and Marking of Bids*)
11. DBM RO XIII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

PAUL A. ABARCA
Chairperson, Bids and Awards Committee
Department of Budget and Management
Regional Office XIII
Jose P. Rosales Avenue, Butuan City
Telephone Nos. (085) 817-1600/342-1258 loc. 8832
Email Addresses: pabarca@dbm.gov.ph / klopez@dbm.gov.ph / rgabia@dbm.gov.ph

October 19, 2023.

(Signed)
PAUL A. ABARCA
Chairperson, Bids and Awards Committee

Section II.

Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Department of Budget and Management Regional Office XIII wishes to receive Bids for the Procurement of Manpower Services for DBM RO XIII under Public Bidding No. 13-2023-005.

The Procurement Project (referred to herein as “Project”) is composed of three (3) items, the details of which are described in Section VII (Technical Specifications).

2. Early Procurement Activities

To ensure the timely delivery of goods, the Project shall be undertaken through Early Procurement Activities (EPA). EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the BAC to the HOPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of their respective funding sources.

2.1 The procurement of the Project shall be in accordance with pertinent provisions of GPPB Circular No. 06-2019 dated July 17, 2019 providing for the guidelines of the implementation of EPA, which shall include, but not limited to the:

- 2.1.1 rules and procedure of EPA;
- 2.1.2 fixed price rule in procurement;
- 2.1.3 extension of the bid validity and security;
- 2.1.4 validity of the eligibility requirements prior to the award of contract;
- 2.1.5 conditions of award; and
- 2.1.6 date of earliest delivery.

2.2 The award of the contract for the Project undertaken through EPA may be made only upon:

- 2.2.1 approval and effectivity of the FY 2024 General Appropriations Act (GAA) providing for the Agency-Specific Budget of DBM RO XIII; and
- 2.2.2 approval of the revised FY 2024 Annual Procurement Plan (APP) of the procuring entity pursuant to Section 7.2 of the 2016 revised IRR of RA No, 9184.

3. Funding Information

3.1 The GOP through the source of funding as indicated below for FY 2024 in the amount of *Seven Hundred Twenty-Eight Thousand Pesos (P728,000.00)*.

3.2 The source of funding is:

FY 2024 National Expenditure Program (NEP).

4. 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.

Bidders shall comply with existing labor laws and standards and social legislations consistent with the pertinent provisions of RA No. 9184 and its 2016 revised IRR.

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.

5. 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.

6. Eligible Bidders

- 6.1 Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 6.2 Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - 6.2.1 When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - 6.2.2 Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - 6.2.3 When the Goods sought to be procured are not available from local suppliers; or
 - 6.2.4 When there is a need to prevent situations that defeat competition or restrain trade.
 - 6.2.5 Foreign ownership limited to those allowed under the rules may participate in this Project.

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

6.3.1 For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

6.3.2 For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of (a) will likely result to failure of bidding that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

7. 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 19**.

8. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

8.2 The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB Clause 6** in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 8.3 The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB Clause 6** to the implementing or end-user unit.
- 8.4 Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

9. Pre-bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address DBM RO XIII Conference Room, Jose P. Rosales Avenue, Butuan City and through video conferencing as indicated in paragraph 6 of the **IB**.

10. 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.

11. Documents comprising the Bid: Eligibility and Technical Components

- 11.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).
- 11.2 The Bidder's SLCC as indicated in **ITB Clause 6.3** should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.
- 11.3 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.

12. Documents comprising the Bid: Financial Component

- 12.1 The second bid envelope shall contain the financial documents for the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).
- 12.2 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.
- 12.3 Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.
- 12.4 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.

13. Bid Prices

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

14. Bid and Payment Currencies

- 14.1 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.
- 14.2 Payment of the contract price shall be made in Philippine Pesos.

15. Bid Security

- 15.1 The Bidder shall submit a Bid Securing Declaration² 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**.
- 15.2 The Bid and bid security shall be valid for one hundred twenty (120) days from the date of the opening of the bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit three (3) copies (1 original and 2 duplicates) 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.

17. Deadline for Submission of Bids

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

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Opening and Preliminary Examination of Bids

- 18.1 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.

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

19. Domestic Preference

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

20. Detailed Evaluation and Comparison of Bids

- 20.1 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.

- 20.2 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.

- 20.3 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.

- 20.4 The Project shall be awarded as follows:

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

- 20.5 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.

21. Post-Qualification

- 21.1 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**.

22. Signing of the Contract

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

Section III.
Bid Data Sheet

Bid Data Sheet

ITB Clause	
6.3	<p>For this purpose, contract/s similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Any contract relative to procurement of Manpower Services; and b. Completed within two (2) years prior to the deadline for the submission and receipt of bids. <p>Contract/s similar to the Project shall be appended with certified true copy/ies of the original Contract/s or Purchase Order/s.</p>
10.1	<p>To facilitate determination of eligibility, the BAC of the Procuring Entity shall use the contents of the PhilGEPS electronic registry of manufacturers, suppliers, distributors, contractors, and/or consultants, in accordance with Section 8.5.2 of the 2016 revised IRR of RA No. 9184.</p>
15.1	<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"> a. The amount of not less than <i>Fourteen Thousand Five Hundred Sixty Pesos (P14,560.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Thirty-Six Thousand Four Hundred Pesos (P36,400.00)</i>, if bid security is in Surety Bond.
16	<p>Each Bidder shall submit one (1) original and two [2] duplicate copies of the first and second components of its bid. Bidder shall arrange each bid documents into sections with tabs properly labeled separating each document according to the provided checklist.</p>
21.1	<p>For purposes of Post-qualification, the following document(s) shall be required:</p> <ul style="list-style-type: none"> 1. Income Tax Returns for year 2022 (BIR Form 1701 or 1702); 2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, covering the last six (6) months prior to the Opening of Bids; and 3. Other appropriate licenses / permits / documents as may be required / requested by the procuring entity. <p>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS). However, exceptions issued by the BIR are recognized (i.e. BIR RMC No. 4-2021) subject to validation and verification.</p>

	<p>All documents submitted during post-qualification or as part of the post-qualification evaluation shall be certified by the bidders/authorized representatives as true copy/ies from the original.</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

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

3.2 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>Delivery and Documents –</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 this Contract are delivered in DBM Regional Office XIII. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. Oliver Wendell C. Tiu, Chief Administrative Officer, DBM Regional Office XIII, Butuan City.</p> <p>Incidental Services –</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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <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>

Section VI.

Schedule of Requirements

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

Items 1 to 3 – Procurement of Manpower Services for DBM RO XIII

Item	Description	Quantity	Total	Delivered, Weeks/Months
1	Driver/Messenger	1	1	Starts on January 2, 2024
2	Administrative Aide (Accounting Unit)	1	1	
3	Administrative Aide (Receiving Unit)	1	1	

I. Period of Contract

The Contract of Service shall be for a period of one (1) year from January 2, 2024 to December 31, 2024. Manpower Services shall be subject to a periodic performance evaluation by the Finance and Administrative Division (FAD) and shall have a performance rating of *Very Satisfactory* throughout the term of the contract in compliance to Section VII (Technical Specifications).

The performance criteria to be applied shall include, among others, the following:

1. Quality of Service Delivered
2. Time Management
3. Management and Suitability of Personnel
4. Contract Administration and Management

II. Contract Management/Implementation

Manpower services shall be coordinated with the FAD. Works required by the Procuring Entity’s end-user shall be cleared from the FAD especially when it entails modifications which are not included in the Schedule of Requirements/Technical Specifications.

Office supplies, tools and equipment necessary for the operation, administration and implementation of the contract shall be shouldered by the Procuring Entity at no other additional cost to the Service Provider.

I hereby certify to comply and deliver all of the above requirements in accordance with the stated schedule.

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date

Section VII.
Technical Specifications



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	One (1) Driver/Messenger	
	<p>A. General Requirements</p> <ol style="list-style-type: none"> 1. NO EMPLOYER-EMPLOYEE relationships between the Driver/Messenger and DBM RO XIII; and 2. The FAD shall be responsible for checking the complete and satisfactory performance of driver/messenger routine works. Driver/Messenger is assigned at the FAD for proper coordination. 	

	<p>B. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Provide driving services within and outside Caraga Region; messenger services and other related tasks; and 2. Perform other task/s as may be assigned by the immediate supervisor. 	
	<p>C. Qualification Requirements</p> <ol style="list-style-type: none"> a. At least high school graduate; b. With at least two (2) years driving experience; c. With professional driver's license (1-3); d. Familiar with Mindanao area; e. Willing to do various errands besides driving assignments; f. Physically and mentally fit for work; g. Must have Police Clearance and Medical Certificate; and h. Requires to work from Monday to Saturday. 	
	<p>D. Additional Requirements</p> <ol style="list-style-type: none"> 1. The computation of wages and benefits of the Driver/Messenger to be provided by the Service Agency shall be in accordance with the rules, regulations and standards issued by the Department of Labor and Employment (DOLE), details shall be presented based on the attached Annex A. 	

	<p>2. Provision of sick leave benefits, medical insurance coverage including supplemental pay allowance when infected with or exposed to the COVID-19 disease in accordance with the latest / existing guidelines / rules and regulations issued by the relevant / authorized national government agencies / local government units.</p> <p>3. In case of absence of assigned Driver/Messenger, immediate replacement shall be effected by the Service Agency upon notice given by the Procuring Entity.</p> <p>4. The Service Agency shall submit on a monthly basis certified true copies of proof of payments of all its obligations under the provisions of the SSS Law, Employees Compensation Act, PhilHealth and other pertinent statutes presently in force and effect.</p>	
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Name of Company/Bidder

Signature Over Printed Name
Representative

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
2	<p>One (1) Administrative Aide (Accounting Unit)</p> <p>A. General Requirements</p> <ol style="list-style-type: none"> 1. NO EMPLOYER-EMPLOYEE relationships between the Administrative Aide and DBM RO XIII; and 2. The FAD shall be responsible for checking the complete and satisfactory performance of administrative aide routine works. The Administrative Aide is assigned at the FAD 	

	(Accounting Unit) for proper coordination.	
	<p>B. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Provides administrative/clerical support in the day-to-day activities of the unit; 2. Assists DBM-COA Unit Auditors in the retention and security of essential, operational, fiscal and other records/reports; 3. Assists DBM-COA Unit Auditors in the coordination with DBM and Procurement Service (PS) Butuan Depot in the submission of Financial, Personnel and other accountability reports as required by the Commission on Audit (COA); 4. Acts as liaison of the DBM-COA Unit; and 5. Performs all other functions assigned by the DBM-COA Unit Auditors. 	
	<p>C. Qualification Requirements</p> <ol style="list-style-type: none"> 1. Bachelor's Degree (Accounting, Budgeting, Auditing or any related courses); 2. With one (1) year of relevant experience; 3. Must possess good communication skills; 4. Must have Police Clearance and Medical Certificate; and 	

	<p>5. Requires to work from Monday to Friday.</p>	
	<p>D. Additional Requirements</p> <ol style="list-style-type: none"> 1. The computation of wages and benefits of the Administrative Aide to be provided by the Service Agency shall be in accordance with the rules, regulations and standards issued by the Department of Labor and Employment (DOLE), details shall be presented based on the attached Annex A. 2. Provision of sick leave benefits, medical insurance coverage including supplemental pay allowance when infected with or exposed to the COVID-19 disease in accordance with the latest / existing guidelines / rules and regulations issued by the relevant / authorized national government agencies / local government units. 3. In case of absence of assigned Administrative Aide, immediate replacement shall be effected by the Service Agency upon notice given by the Procuring Entity. 4. The Service Agency shall submit on a monthly basis certified true copies of proof of payments of all its obligations under the provisions of the SSS Law, Employees Compensation Act, 	

	PhilHealth and other pertinent statutes presently in force and effect.	
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 Name of Company/Bidder

 Signature Over Printed Name
 Representative

 Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 REGIONAL OFFICE NO. XIII (CARAGA), BUTUAN CITY

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
3	One (1) Administrative Aide (Receiving Unit)	
	<p>A. General Requirements</p> <ol style="list-style-type: none"> 1. NO EMPLOYER-EMPLOYEE relationships between the Administrative Aide and DBM RO XIII; and 2. The FAD shall be responsible for checking the complete and satisfactory performance of administrative aide routine works. Administrative Aide is 	

	assigned at the FAD (Receiving Unit) for proper coordination.	
	<p>B. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Provides administrative/clerical support in the day-to-day activity of the DMS unit; 2. Assists DMS Focal Person in receiving request and releasing action documents; and 3. Performs all other functions as may be assigned by Chief Administrative Officer/Assistant Regional Director/Regional Director. 	
	<p>C. Qualification Requirements</p> <ol style="list-style-type: none"> 1. At least High School graduate; 2. With at least one (1) year relevant experience; 3. Must possess good communication skills; 4. Must have Police Clearance and Medical Certificate; and 5. Requires to work from Monday to Friday. 	
	<p>D. Additional Requirements</p> <ol style="list-style-type: none"> 1. The computation of wages and benefits of the Administrative Aide to be provided by the Service Agency shall be in accordance with the rules, regulations and standards issued by the Department 	

	<p>of Labor and Employment (DOLE), details shall be presented based on the attached Annex A.</p> <p>2. Provision of sick leave benefits, medical insurance coverage including supplemental pay allowance when infected with or exposed to the COVID-19 disease in accordance with the latest / existing guidelines / rules and regulations issued by the relevant / authorized national government agencies / local government units.</p> <p>3. In case of absence of assigned Administrative Aide, immediate replacement shall be effected by the Service Agency upon notice given by the Procuring Entity.</p> <p>4. The Service Agency shall submit on a monthly basis certified true copies of proof of payments of all its obligations under the provisions of the SSS Law, Employees Compensation Act, PhilHealth and other pertinent statutes presently in force and effect.</p>	
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Name of Company/Bidder

Signature Over Printed Name
Representative

Date

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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

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

- (i) *[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.
- (j) 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; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

SAMPLE FORMS

**List of all Ongoing Government and Private Contracts including
Contracts awarded but not yet started**

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Signature over Printed Name)

Designation : _____

Date : _____

Instructions :

- i. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts which may be similar or not similar to the project being bid) prior to November 7, 2023.
- ii. If there is no on-going contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the on-going and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Statement of All Government and Private Contracts Completed Which are Similar in Nature

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipts(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Signature over Printed Name)

Designation : _____

Date : _____

Instructions :

- a) Cut-off date is November 7, 2023.
- b) Subject completed contract:
 - (ii) If there are more than ten (10) completed contracts in a year, state at least 10 completed contracts for said year. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.
 - (iii) If there are 10 or less completed contracts in a year, state all completed contracts for said year (government and private contracts which may be similar or not similar to the project being bid).
- c) **Single Largest Contract must be a part of the list.**

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

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

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

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

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

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

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

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

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to

deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

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

BID FORM

Date: _____

Project Identification No.: _____

To: The Chairperson
 Bids and Awards Committee
 Department of Budget and Management
 Regional Office XIII
 Jose P. Rosales Avenue, Butuan City

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

Item	Particular	Quantity	Unit Price	VAT	Total Price (inclusive of VAT)
1	Driver/Messenger	1			
2	Administrative Aide (Accounting Section)	1			
3	Administrative Aide (Receiving Section)	1			
	Total				

Note: The detailed computation of the Bid Amount shall be presented using the separate form attached as Annex A.

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; and

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

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

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

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

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

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

Name: _____

Legal capacity _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

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

CONTRACT AGREEMENT

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

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and**

Warranty Security, shall likewise form part of the Contract.

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

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

PROCUREMENT OF MANPOWER SERVICES FOR DBM RO XIII
Detailed Computation of Driver / Messenger Contract Amount
313 Days in CY 2024 (Mondays to Saturdays)
8-Hour Duty Basis

Pursuant to RTWPB-XIII Wage Order No. RXIII-17 dated May 17, 2022, re: Providing for a Minimum Wage Increase in Region XIII

Cost Contribution	Days	DBW	Remarks
Daily Basic Wage (DBW) should be at least P500.00 as required by DBM RO XIII <i>(Quotation below the DBW is automatically rejected)</i>		-	For those who do not work and are not considered paid on Sundays or rest days.
1. EQUIVALENT MONTHLY RATE = EMR (FACTOR = 313 days)			
a. Ordinary Working Day (293 x DBW)	293.00	-	
b. Regular Holidays (12 x DBW)	12.00	-	
c. Special Days (8 x DBW)	8.00	-	
ANNUAL TOTAL	313.00	-	
TOTAL EQUIVALENT MONTHLY RATE (Annual Wage/12)		-	
2. 5-DAY SERVICE INCENTIVE LEAVE PAY PER MONTH (DBW x 5/12)		-	
3. 13th MONTH PAY PER MONTH (DBW x 313/12)/12		-	13th Month Pay should be given to Driver / Messenger not later than December 24, 2024.
4. UNIFORM ALLOWANCE or as maybe agreed upon by principal and agency		-	At least P100.00 per month.
A. Total Monthly Amount Directly to Driver / Messenger		-	
5. SSS Contribution - Employer Share		-	Refer to applicable SSS Contribution Table.
6. PhilHealth Contribution - Employer Share		-	Refer to applicable PhilHealth Contribution Table.
7. SIF - Employer's Share		-	Refer to applicable ECC Contribution Table.
8. Pag-IBIG Contribution - Employer Share		-	Per Pag-IBIG Contribution Formula.
B. Total Amount to Government in favor of the Driver / Messenger (5 + 6 + 7 + 8)		-	
C. Total Amount Directly to Driver / Messenger and to Government in favor of the Driver / Messenger (A + B)		-	
D. Administrative Fee		-	
E. Total before VAT		-	
F. VAT (12% of E)		-	
G. Minimum Contract Amount (E + F) per Driver / Messenger		-	
H. Number of Driver / Messenger		-	
I. Minimum Contract Amount Per Month		-	
J. Contract Duration		-	
K. Total Annual Contract Amount		-	

Prepared by:

Bidder

PROCUREMENT OF MANPOWER SERVICES FOR DBM RO XIII**Detailed Computation of Administrative Aide (Accounting Unit) Contract Amount****261 Days in CY 2024 (Mondays to Fridays)****8-Hour Duty Basis***Pursuant to RTWBPB-XIII Wage Order No. RXIII-17 dated May 17, 2022, re: Providing for a Minimum Wage Increase in Region XIII*

Cost Contribution	Days	DBW	Remarks
Daily Basic Wage (DBW) should be at least P560.00 as required by DBM RO XIII <i>(Quotation below the DBW is automatically rejected)</i>		-	For those who do not work and are not considered paid on Saturdays and Sundays or rest days.
1. EQUIVALENT MONTHLY RATE = EMR (FACTOR = 261 days)			
a. Ordinary Working Day (243 x DBW)	243.00	-	
b. Regular Holidays (12 x DBW)	12.00	-	
c. Special Days (6 x DBW)	6.00	-	
ANNUAL TOTAL	261.00	-	
TOTAL EQUIVALENT MONTHLY RATE (Annual Wage/12)		-	
2. 5-DAY SERVICE INCENTIVE LEAVE PAY PER MONTH (DBW x 5/12)		-	
3. 13th MONTH PAY PER MONTH (DBW x 261/12)/12		-	13th Month Pay should be given to AA not later than December 24, 2024.
A. Total Monthly Amount Directly to Administrative Aide (AA)		-	
4. SSS Contribution - Employer Share		-	Refer to applicable SSS Contribution Table.
5. PhilHealth Contribution - Employer Share		-	Refer to applicable PhilHealth Contribution Table.
6. SIF - Employer's Share		-	Refer to applicable ECC Contribution Table.
7. Pag-IBIG Contribution - Employer Share		-	Per Pag-IBIG Contribution Formula.
B. Total Amount to Government in favor of the Driver / Messenger (4 + 5 + 6 + 7)		-	
C. Total Amount Directly to AA and to Government in favor of the AA (A + B)		-	
D. Administrative Fee		-	
E. Total before VAT		-	
F. VAT (12% of E)		-	
G. Minimum Contract Amount (E + F) per AA		-	
H. Number of AA		-	
I. Minimum Contract Amount Per Month		-	
J. Contract Duration		-	
K. Total Annual Contract Amount		-	

Prepared by:

Bidder

PROCUREMENT OF MANPOWER SERVICES FOR DBM RO XIII
Detailed Computation of Administrative Aide (Receiving Unit) Contract Amount
261 Days in CY 2024 (Mondays to Fridays)
8-Hour Duty Basis

Pursuant to RTWPB-XIII Wage Order No. RXIII-17 dated May 17, 2022, re: Providing for a Minimum Wage Increase in Region XIII

Cost Contribution	Days	DBW	Remarks
Daily Basic Wage (DBW) should be at least P665.00 as required by DBM RO XIII <i>(Quotation below the DBW is automatically rejected)</i>		-	For those who do not work and are not considered paid on Saturdays and Sundays or rest days.
1. EQUIVALENT MONTHLY RATE = EMR (FACTOR = 261 days)			
a. Ordinary Working Day (243 x DBW)	243.00	-	
b. Regular Holidays (12 x DBW)	12.00	-	
c. Special Days (6 x DBW)	6.00	-	
ANNUAL TOTAL	261.00	-	
TOTAL EQUIVALENT MONTHLY RATE (Annual Wage/12)		-	
2. 5-DAY SERVICE INCENTIVE LEAVE PAY PER MONTH (DBW x 5/12)		-	
3. 13th MONTH PAY PER MONTH (DBW x 261/12)/12		-	13th Month Pay should be given to AA not later than December 24, 2024.
A. Total Monthly Amount Directly to Administrative Aide (AA)		-	
4. SSS Contribution - Employer Share		-	Refer to applicable SSS Contribution Table.
5. PhilHealth Contribution - Employer Share		-	Refer to applicable PhilHealth Contribution Table.
6. SIF - Employer's Share		-	Refer to applicable ECC Contribution Table.
7. Pag-IBIG Contribution - Employer Share		-	Per Pag-IBIG Contribution Formula.
B. Total Amount to Government in favor of the Driver / Messenger (4 + 5 + 6 + 7)		-	
C. Total Amount Directly to AA and to Government in favor of the AA (A + B)		-	
D. Administrative Fee		-	
E. Total before VAT		-	
F. VAT (12% of E)		-	
G. Minimum Contract Amount (E + F) per AA		-	
H. Number of AA		-	
I. Minimum Contract Amount Per Month		-	
J. Contract Duration		-	
K. Total Annual Contract Amount		-	

Prepared by:

Bidder

Republic of the Philippines



Government Procurement Policy Board