PHILIPPINE BIDDING DOCUMENTS

Republic of the Philippines

PROCUREMENT AND DOOR-TO-DOOR DELIVERY OF SCIENCE AND MATHEMATICS LEARNING TOOLS AND EQUIPMENT: MATHEMATICS MANIPULATIVES

(RE-INVITATION)

BID REFERENCE NO. 2026-11-25

First Edition
May 2025

Preface

This Philippine Bidding Documents (PBD) for the Government of the Philippines (GoP) for the procurement of Goods through *[Competitive Bidding, Limited Source Bidding, Competitive Dialogue,[1] or Unsolicited Offer with Bid Matching[2]]* have been prepared by the GoP for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCC), government financial institutions (GFI), state universities and colleges (SUC), and local government units (LGU) and autonomous regional government use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution[3] in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of Bidders, such as track record to be determined by the Head of the Procuring Entity (HoPE); (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning Bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBD groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; and Section VII. Technical Specifications. The forms to be used are provided in Section VIII. Philippine Bidding Document Related Forms.

Prudence must be exercised to check the relevance of the provisions of the PBD against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VIII. Philippine Bidding Document Related Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

a) All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Project.

b) Specific details, such as the "name of the Procuring Entity" and "address for bid submission," should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.

c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should not contain footnotes except Section VIII. Philippine Bidding Document Related Forms since these provide important guidance to Bidders.

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[1] For Second Stage of Competitive Dialogue under Section 29.4.2 of IRR of RA No. 12009.

[2] For Comparative or Competitive Bidding for Unsolicited Offer under Section 30.7 of IRR of RA No. 12009.

[3] Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

d) The cover page should be modified as required to identify the Bidding Documents and date of issue.

e) The Project title page should be modified as required to identify the Project title and number, name and address of the Procuring Entity.

f) If modifications must be made to the bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy reference and completion, clauses from the PBD and SCC shall appear in bold type face on Section II. Instructions to Bidders and Section IV. General Conditions of Contract, respectively.

Republic of the Philippines
Department of Education
REGION I
Flores Street, Catbangen, City of San Fernando, La Union

PROCUREMENT AND DOOR-TO-DOOR DELIVERY OF SCIENCE AND MATHEMATICS LEARNING TOOLS AND EQUIPMENT: MATHEMATICS MANIPULATIVES

(RE-INVITATION)

BID REFERENCE NO. 2026-11-25

TABLE OF CONTENTS

Glossary of Acronyms, Terms, and Abbreviations 6

Definition of Terms 8

Section I. Invitation to Bid 10

Section II. Instructions to Bidders 13

Section III. Bid Data Sheet 42

Section IV. General Conditions of Contract 47

Section V. Special Conditions of Contract 61

Section VI. Schedule of Requirements 71

Section VII. Technical Specifications 74

Section VIII. Philippine Bidding Document Related Forms 94

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA - Cooperative Development Authority.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

COS – Contract of Service.

CPI – Consumer Price Index.

DDP – Delivered Duty Paid.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

GCC - General Conditions of Contract.

GFI – Government Financial Institution.

GOCC – Government-Owned and/or –Controlled Corporation.

GoP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

HoPE – Head of Procuring Entity.

INCOTERMS – International Commercial Terms.

IRR – Implementing Rules and Regulations of Republic Act No. 12009.

ITB – Instructions to Bidders.

JO – Job Order.

LCB- Lowest Calculated Bid.

LCRB – Lowest Calculated Responsive Bid.

LGUs – Local Government Units.

LoC – Letter of Credit.

MAB – Most Advantageous Bid.

MARB – Most Advantageous Responsive Bid.

MEARB – Most Economically Advantageous Responsive Bid.

MYCA – Multi-Year Contracting Authority.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

PSA – Philippine Statistics Authority.

RA No. – Republic Act Number.

SARB – Single Advantageous and Responsive Bid.

SCC - Special Conditions of Contract.

SCRB – Single Calculated and Responsive Bid.

SEARB – Single Economically Advantageous Responsive Bid.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Definition of Terms

Bid – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR, Section 5[c]).

Bidder – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR, Section 5[d]).

Bidding Documents – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective Bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR, Section 5[e]).

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.

Contract Price - the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

Effective Date of the Contract – the date indicated in the contract. However, the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed.

Foreign-funded Procurement or Foreign-Assisted Project – refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

Framework Agreement – is a procurement strategy which shall be in the nature of an option contract between the Procuring Entity and the Bidder that stipulates the terms and conditions to be applied in subsequent contracts for the procurement of Goods, Infrastructure Projects, and Consulting Services with a single or multiple contractor, manufacturer, supplier, distributor, consultant, and service provider to expand the pool of prospective Bidders, take advantage of economies of scale, minimize the administrative burden of conducting separate procurement activities, and generate time and money savings. (IRR, Section 16.2).

Goods – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. Personnel Services or individual COS or JO engagements do not fall under this definition; (IRR, Section 5[n])

MARB – refers to the award criteria in the procurement of Goods where the considerations for the award of contract are the eligibility of the bidder, the responsiveness of its bid to the technical requirements, and the most advantageous bid in reference to the highest rated offer based on the quality component of the bid.

MEARB – refers to the award criteria in the procurement of Goods where the considerations for the award of contract are the eligibility of the bidder, and the responsiveness of its bid to the technical requirements, and the determination of the most economically advantageous bid in reference to the quality-price ratio allocated to the technical and financial components of the bid.

Online submission – pertains to the submission of the bid for Goods and the bid envelopes containing the technical and financial components of the bid through electronic means or through the electronic bidding facility of the PhilGEPS.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects 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.

Services - means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

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 its Bid. Supplier as used in these Bidding Documents may likewise refer to a manufacturer, distributor, contractor, or consultant, or service provider.

Verified Report - the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

a) In line with the principle of transparency and competitiveness and to ensure the widest possible dissemination thereof, all invitations to bid shall be published continuously by the Procuring Entity for seven (7) calendar days on the PhilGEPS website, in any conspicuous place reserved for this purpose in the premises of the Procuring Entity, and in the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the GPPB, and the website prescribed by the foreign government/foreign or international financing institution, if applicable.

b) For justifiable reasons, a Procuring Entity that cannot publish procurement opportunities on its website, social media platform, or such other channels authorized by the GPPB shall publish its Invitation to Bid, at least once, in a newspaper of general nationwide circulation;

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid, should also indicate the following:

a) The availability of the Bidding Documents, which shall commence on the date the Invitation to Bid is first published and continue until the deadline for submission and receipt of bids;

b) The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c) The deadline for the submission and receipt of bids from the last day of publication of the Invitation to Bid;

d) The procurement strategy/ies (e.g. Life Cycle Assessment and Life Cycle Cost Analysis, Subcontracting, Pooled Procurement); and

e) The bid award criterion/criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The Invitation to Bid should be incorporated in the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents, particularly to the relevant information in the BDS.

Republic of the Philippines
Department of Education
REGION I

INVITATION TO BID FOR
Procurement and Door-to-Door Delivery of Science and Mathematics Learning Tools and Equipment: Mathematics Manipulatives (Re-invitation)
Bid Reference No. 2026-11-25

1) The **Department of Education Regional Office I, City of San Fernando, La Union**, through the **GAA FY 2026** intends to apply the sum of **Nineteen Million Five Hundred Forty-Four Thousand Four Hundred Sixty-Seven Pesos and Ninety-Seven Centavos (₱19,544,467.97)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement and Door-to-Door Delivery of Science and Mathematics Learning Tools and Equipment: Mathematics Manipulatives (Re-invitation)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The **Department of Education Regional Office I, City of San Fernando, La Union** now invites bids for the **Procurement and Door-to-Door Delivery of Science and Mathematics Learning Tools and Equipment: Mathematics Manipulatives (Re-invitation).** Delivery of the Goods is required **within one hundred twenty (120) calendar days from receipt of the Notice to Proceed**. Bidders should have completed, at least **five (5) years** from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   i) 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) Interested Bidders may obtain further information from the **Department of Education Regional Office I, City of San Fernando, La Union** and inspect the Bidding Documents at the address indicated in **item 11 from 8:00AM to 5:00PM**.

5) A complete set of Bidding Documents may be acquired by interested Bidders on **November 18-December 7, 2026** from the address indicated in **item 11** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (₱25,000.00).**

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

6) The **Department of Education Regional Office I, City of San Fernando, La Union** will hold a **Pre-Bid Conference** at its **Executive Conference Hall** on **November 25, 9:30AM** and/or through video conferencing via **Google Meet** through this link: meet.google.com/dwy-uwky-brg, which shall be open to prospective Bidders.

7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through **manual submission** at the office address indicated in **item 11** on or before **December 7, 2026, 8:30 AM**. 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 16.1.

9) **Bid opening** shall be on **December 7, 2026, 9:30 AM** at **the Executive Conference Hall of the Department of Education Regional Office I, City of San Fernando, La Union** and/or via **Google Meet** through this link: meet.google.com/dwy-uwky-brg. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) The **Department of Education Regional Office I, City of San Fernando, La Union** 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 Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

11) For further information, please refer to:

RHEA JOY L. CARBONELL
Head, BAC Secretariat
DepEd Regional Office I, City of San Fernando, La Union
072-682-23-24 local 108
bac.region1@deped.gov.ph

12) You may visit the following websites: www.depedro1.com

For downloading of Bidding Documents: *PhilGEPS website,* **www.depedro1.com**, DepEd Region I Official Facebook Page

November 17, 2026

RHODA T. RAZON
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

This Section contains provisions that shall not be changed or modified. Any amendment shall be reflected on Section III. Bid Data Sheet which consists of provisions that supplement, amend, or specify in detail, information or requirements included in this Section.

Matters governing performance of the Supplier, payments under the contract, or those affecting the risks, rights, and obligations of the parties under the contract are not normally included in this Section, but rather under Section IV. General Conditions of Contract (GCC), and/or Section V. Special Conditions of Contract (SCC). If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, prudence must be exercised to avoid contradictions between clauses dealing with the same matter.

TABLE OF CONTENTS

A. General **16**

1) Scope of Bid **16**

2) Source of Funds **16**

3) Corrupt, Fraudulent, Collusive, and Coercive Practices **16**

4) Conflict of Interest 17

5) Eligible Bidders **19**

6) Bidder's Responsibilities **20**

7) Origin of Goods **22**

8) Subcontracts **23**

B. **Contents of Bidding Documents** **23**

9) Pre-Bid Conference **23**

10) Clarification and Amendment of Bidding Documents **23**

C. Preparation of Bids **24**

11) Language of Bids **24**

12) Documents Comprising the Bid: Technical and Financial Components **24**

13) Bid Prices **26**

14) Bid Currencies **27**

15) Bid Validity **27**

16) Bid Security **28**

D. Submission and Opening of Bids **31**

E. Evaluation and Comparison of Bids **33**

F. Award of Contract **38**

1) General Terms **49**

2) Corrupt, Fraudulent, Collusive, and Coercive Practices **49**

3) Inspection and Audit by the Funding Source **49**

4) Governing Law and Language **49**

5) Notices **49**

6) Scope of Contract **50**

7) Subcontracting **50**

8) Procuring Entity's Responsibilities **51**

9) Prices **51**

10) Advance Payment **51**

11) Payment **52**

12) Taxes and Duties **53**
13) Performance Security **53**
14) Use of Contract Documents and Information **53**
15) Standards **54**
16) Inspection and Tests **54**
17) Warranty **54**
18) Delays in the Supplier's Performance **55**
19) Liquidated Damages **55**
20) Settlement of Disputes **56**
21) Liability of the Supplier **57**
22) Termination for Breach of Contract **57**
23) Termination Due to Force Majeure **57**
24) Termination for Convenience **58**
25) Termination for Unlawful Acts **58**
26) Procedures for Termination of Contracts **59**
27) Assignment of Rights **60**
28) Amendment to Order **60**
29) Application **60**

A. General

1) Scope of Bid

1.1 The Procuring Entity, named in the **BDS** invites bids for the Project with Identification Number which shall be specified in the **BDS.**

1.2 The Project is composed of number of lots or items as provided in the **BDS**, the details of which are described in Section VII. Technical Specifications.

2) Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for this Project to cover eligible payments under the contract.

3) Corrupt, Fraudulent, Collusive, and Coercive Practices

3.1 Unless otherwise specified in the **BDS**, the Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:

a) defines, for purposes of this provision, the following terms under existing laws, rules, and regulations:

i) "corrupt practice" means an act by which officials in the public or private sectors improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA No. 3019.

ii) "fraudulent practice" means a misrepresentation of facts for purposes of influencing a procurement process or the execution of a contract to the detriment of the Procuring Entity, which includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their

participation in a procurement process, or affect the execution of a contract;

v) "obstructive practice" is

a) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution relative to allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent the latter from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

b) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

b) Undertakes to reject a proposal for award upon *prima facie* determination that the Bidder recommended for award has engaged in any of the prohibited practices mentioned in this Clause for purposes of competing for the contract.

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Bidder or Supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

4) Conflict of Interest

4.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) and (f) below:

a) A Bidder has controlling shareholders or beneficial owners in common with another Bidder;

b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;

c) A Bidder has the same legally authorized representative as that of another Bidder for purposes of this bid;

d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process; This may include a firm or an organization that lends, or temporarily seconds, its personnel to firms or organizations that are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project;

e) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.

f) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2 All Bidding Documents shall be accompanied by an omnibus sworn statement of the Bidder that it is not related, by consanguinity or affinity up to the third level, to the HoPE, Procurement Agent (if engaged), the head of the Project Management Office (PMO), the End-User or Implementing Unit or any members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and BAC Secretariat.

4.3 The Bidder shall also disclose the ultimate beneficial ownership of an entity. Failure to comply shall be a ground for the automatic disqualification of the bid in consonance with Section 59 of the IRR. For this reason, relation to the aforementioned persons within the third civil degree of consanguinity or affinity shall automatically disqualify the Bidder from participating in the procurement of contracts of the Procuring Entity notwithstanding the act of such persons inhibiting themselves from the procurement process. This Clause shall apply to the following persons and affiliates:

a) In the case of individuals or sole proprietorships, to the Bidders and their spouses;

b) In the case of partnerships, to the partnership itself and its partners;

c) In the case of cooperatives, to the cooperative itself and members of the board of directors, general manager or chief executive officer;

d) A partnership, joint venture or consortium which is blacklisted or which has blacklisted member/s or partner/s, as well as a person or entity who is a member of a blacklisted joint venture or consortium, are, likewise not allowed to participate in any government procurement during the period of suspension or blacklisting; and

e) In the case of corporations, a single stockholder, together with their relatives up to the third civil degree of consanguinity or affinity, and their assignees, holding at least twenty percent (20%) of the shares therein, its chairperson and president, shall be blacklisted after they have been determined to hold the same controlling interest in a previously blacklisted corporation or in two corporations that have been blacklisted; the corporations of which they are part of shall also be blacklisted.

5) Eligible Bidders

5.1 Only Bids found to be legally, technically, and financially eligible will be evaluated. For procurement of Goods, the following persons shall be eligible to participate in this bidding:

a) Duly-licensed Filipino citizens or sole proprietorships;

b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

d) Cooperatives duly organized under the laws of the Philippines; and

e) Persons or entities forming themselves into a Joint Venture (JV), i.e., a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement (JVA); Provided, further, that the primary purpose of each member of the JV must be similar to or related with the requirements of the project to be bid out.

5.2 Foreign Bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

a) When provided for under any treaty or international or executive agreement as provided in Section 4 of the IRR;

b) When the foreign supplier is a citizen, corporation, or association of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

c) When the Goods sought to be procured are not available from local suppliers; or

d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3 GOCCs may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

5.4 The Bidder must have completed, within a period of ten (10) years from the submission of the bid, unless a shorter period is indicated in the Invitation to Bid and **BDS**, a Single Largest Completed Contract (SLCC) that is similar to the procurement project to be bid, and whose value must be equivalent to at least fifty percent (50%) of the ABC, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices.

5.5 If the Procuring Entity determines that it is necessary to adopt a different SLCC requirement to ensure broader Bidder participation while establishing their technical capacity, it may allow Bidders to present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus:

a) The Bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and

b) The Bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.

For this purpose, the Procuring Entity may clarify in the Bidding Documents the definition or description of what it considers to be a similar project, which must be germane to the kind, class, or genus of goods or services to be procured, guided by the principle of proportionality and fit-for-purpose approach.

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

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

The values of the domestic Bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR not earlier than two (2) years prior to date of bid submission.

For purposes of computing the foreign Bidders' NFCC, the value of the current assets and current liabilities shall be based on their latest AFS prepared in accordance with International Financial Reporting Standards.

If the Bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. Provided that, if issued by a foreign bank, it shall be confirmed or authenticated by a local bank.

6) Bidder's Responsibilities

6.1 The Bidder or its duly authorized representative shall submit an omnibus sworn statement, in the form prescribed in Section VIII. Philippine Bidding Document Related Forms, as required in ITB Clause 12.1(viii).

6.2 Before submitting their bids, the Bidder is deemed to be knowledgeable with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.

6.3 The Bidder was responsible for the following:

a) Took steps to carefully examine and ensure full understanding and comprehension of the Bidding Documents, its requirements, clauses, and provisions;

b) Acknowledged all conditions, local or otherwise, affecting the implementation of the contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any;

d) Complied with the responsibility to inquire, or secured the Supplemental Bid Bulletin(s) as provided under ITB Clause 10.4;

e) Ensured that it is not "blacklisted" or barred from bidding by the Government of the Philippines (GoP) or any of its agencies, offices, corporations, or LGUs, including foreign government, or foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB; by itself or by reason of its relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

f) Ensured that each of the documents submitted in satisfaction with the bidding requirements is an authentic copy of the original, complete, and that all statements and information provided therein are true and correct;

g) Authorized the HoPE or its duly authorized representative/s to verify all the documents submitted;

h) Ensured that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, to sign, and execute the ensuing contract, accompanied by the duly-notarized Special Power of Attorney, Board or Partnership Resolution, or Secretary's Certificate, whichever is applicable;

i) Complied with the disclosure provision under Section 81 and 82 of RA No. 12009 and its IRR, in relation to other provisions of RA 3019;

j) Complied with existing labor laws and standards, in the case of procurement of services. Moreover, the Bidder undertakes to:

   i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or Collective Bargaining Agreement (CBA); or arbitration award, if and when applicable.

      In case there is a finding by the Procuring Entity or the Department of Labor and Employment (DOLE) of underpayment or non-payment of workers' wages and wage-related benefits, the Bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of RA No. 12009, without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

   ii) Comply with Occupational Safety and Health Standards (OSHS) and correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, the Bidder undertakes to suspend contract implementation pending clearance to resume from the DOLE Regional Office, in compliance with the Work Stoppage Order; and

iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or CBA; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises.

k) Ensured that it 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.

l) Examined all instructions, forms, terms, and specifications in the Bidding Documents.

m) Determined and complied with all matters pertaining to the contract to be bid, including but not limited to: (i) the location and the nature of this Project; (ii) climatic conditions; (iii) transportation facilities; and (iv) other factors that may affect the cost, duration, and execution or implementation of this Project.

n) Ensured that all information in the Bidding Documents, including bid or supplemental bid bulletin/s issued, are correct and consistent. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible Bidder out of the data furnished by the Procuring Entity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

6.4 Further, the Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

In case of failure of bidding, the Bidding Documents fee may be applied in the re-bidding for the same Project.

6.5 Furthermore, the Bidder should be aware that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7) Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

8) Subcontracts

8.1 Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the HoPE and as stated in the **BDS**. However, the subcontracted portion shall not exceed twenty percent (20%), or a different percentage of the ABC, on a per project basis, as approved by the GPPB.

8.2 Subcontracting of any portion of this Project shall not relieve the Bidder from any liability or obligation that may arise from the contract.

8.3 Subcontractors must meet the eligibility criteria and submit the same eligibility documents as the general contractor. Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the Project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor.

8.4 Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the **BDS.**

B. Contents of Bidding Documents

9) Pre-Bid Conference

9.1 If so specified in the **BDS**, a pre-bid conference shall be held either at the Procuring Entity's physical address and/or online through videoconferencing, webcasting, or similar technology, or a combination thereof, on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

9.2 The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid and other bidding documents in the PhilGEPS.

9.3 Bidders are highly encouraged to attend the pre-bid conference to fully understand the Procuring Entity's requirements. While non-attendance of the Bidder will in no way prejudice its bid. The Bidder is deemed to know any changes and/or amendments to the Bidding Documents, as may be provided in the Supplemental Bid Bulletin.

The proceedings of the pre-bid conference shall be recorded, and the corresponding minutes shall be prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective Bidders not later than five (5) days upon written request.

9.4 Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10) Clarification and Amendment of Bidding Documents

10.1 Prospective Bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the BAC of the Procuring Entity at the address or electronic mail indicated in

the **BDS** or through the electronic bidding facility of PhilGEPS, as may be applicable, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10.2 The BAC shall respond to the said request by issuing a Supplemental Bid Bulletin duly signed by the BAC Chairperson. It shall be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.

10.3 Supplemental Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.

10.4 Any Supplemental Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS, in any conspicuous place in the premises of the Procuring Entity, and on the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the GPPB. It shall be the responsibility of all prospective Bidders, including those who have properly secured the Bidding Documents, to inquire and secure Supplemental Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental Bid Bulletin must be accordingly informed by the BAC and be allowed to modify or withdraw their bids prior to the deadline for the submission and receipt of bids in accordance with ITB Clause 21.

C. Preparation of Bids

11) Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign Bidder's country. The Bidder shall cause the authentication of the translated documents and shall be authenticated by the appropriate Philippine foreign service establishment or post or the equivalent office having jurisdiction over the foreign Bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of [the] IRR, except for countries identified by the DFA that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

12) Documents Comprising the Bid: Technical and Financial Components

12.1 The first bid envelope shall contain the following technical documents, including the eligibility documents:

i) PhilGEPS Certificate of Registration (Platinum Membership);

ii) Statement of SLCC;

iii) NFCC Computation or committed Line of Credit (LoC);

iv) Statement 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;

v) *[if applicable]* JVA) or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;

vi) Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;

vii) Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;

viii) Omnibus Sworn Statement; and

ix) For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

12.2 The second bid envelope shall contain the following financial documents:

a) Bid Form which includes the Bid price;

b) Price Schedules in accordance with ITB Clause 13.1; and

c) *[if applicable]* Certificate of Domestic Preference, in accordance with ITB Clause 25.

12.3 Whenever necessary, modifications may be made to the foregoing components specifically for major and specialized procurement to suit the particular needs of the Procuring Entity, subject to the approval of the GPPB.

12.4 All bids that exceed the ABC shall not be accepted. Unless otherwise indicated in the **BDS**. For foreign-funded procurement, the ABC shall be applied as the ceiling to bid prices provided the following conditions are met:

a) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the Procuring Entity, payment could be made upon the submission of bids.

b) The Procuring Entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the Procuring Entity and that the estimates reflect the quality, supervision and risk, and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

c) The Procuring Entity has trained cost estimators in estimating prices and analyzing bid variances.

d) The Procuring Entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.

e) The Procuring Entity has established a monitoring and evaluation system for contract implementation to provide feedback on actual total costs of goods and works.

However, the GoP and the foreign government, or foreign or international financing institutions may agree to waive the foregoing conditions.

13) Bid Prices

13.1 The Bidder shall accomplish the Price Schedule Form as prescribed by the Procuring Entity, which may include the following details:

a) For Goods offered from within the Philippines:

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 the **BDS**.

b) For Goods offered from abroad:

i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted Delivery 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, listed in the **BDS**.

c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations.

13.2 The Bidder shall accomplish the appropriate Price Schedule included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project. The Bidder shall fill in rates and prices for all items of the Goods described in the Price Schedule, which shall be presented and computed using up to two (2) decimal places, unless otherwise indicated in the **BDS.**

13.3 If the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, the Price Schedule, shall be considered non-responsive and shall

be automatically disqualified. However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for.

The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

13.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

14) Bid Currencies

14.1 Prices shall be quoted in the following currencies:

a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Peso.

b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the local or tradeable currency/ies accepted by the *Bangko Sentral ng Pilipinas* (BSP), as stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate published in the BSP Daily Reference Exchange Rate Bulletin on the day of the bid opening.[4]

14.2 If so allowed in accordance with ITB Clause 14.1, the Procuring Entity, for purposes of bid evaluation and comparing the bid prices, will convert the amounts in various currencies in which the bid price is expressed to Philippine Peso at the foregoing exchange rates.

14.3 Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Peso.

15) Bid Validity

15.1 Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

15.2 Should it become necessary to extend the validity of the bids and the bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their Bid Security.

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[4] RA No. 8183, Act to assure uniform value of Philippine coin and currency

16) Bid Security

16.1 The Bidder shall at its option, submit a Bid Security in the form and amount as stated in the **BDS**, which may include the following:

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
a) Cash or cashier's or manager's check issued by a bank. *For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.*	Two Percent (2%)
b) Bank draft/guarantee or irrevocable LoC issued by a bank: Provided, however, that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank. *For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.*	Five Percent (5%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%)
d) Bid Securing Declaration	Not Applicable

The Bid Security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity.

16.2 The Bid Security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable Bid Security shall be considered as non-responsive and rejected by the Procuring Entity.

16.3 In no case shall the Bid Security be returned later than the expiration of the bid validity period indicated in the Bidding Documents, unless it has been extended. In case the Bidder is required to extend its bid validity, the Bidder may, at its discretion, substitute a Bid Securing Declaration for the extended period as a replacement of its Bid Security; Provided, that the option to substitute is indicated in the **BDS**.

16.4 Upon signing and execution of the contract pursuant to ITB Clause 30, and the posting of the performance security pursuant to ITB Clause 31, the Bid Security of the successful Bidder will be discharged, but in no case later than its validity period as indicated in the ITB Clause 16.2.

16.5 The Bid Security may be forfeited based on any of the following grounds, as provided under Rule VIII, X, XI, and XXI of the IRR.

a) if a Bidder:

i) Withdraws its bid during the period of bid validity specified in ITB Clause 15;

ii) Does not accept the correction of errors pursuant to ITB Clause 26.5(b) (arithmetical error);

iii) Has a finding against the veracity of any of the documents submitted as stated in ITB Clause 27.2;

iv) Submits eligibility requirements containing false information or falsified documents;

v) Submits bids that contain false information or falsified documents, or the concealment of such information in the bids to influence the outcome of eligibility screening or any other stage of the public bidding;

vi) Allows the use of one's name, or uses the name of another for purposes of public bidding;

vii) Refuses to accept an award or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB, Most Economically Advantageous Responsive Bid (MEARB), or Most Advantageous Responsive Bid (MARB);

viii) Refuses or fails to post the required performance security within the prescribed time;

ix) Refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;

x) Has any documented attempt by a Bidder to unduly influence the outcome of the bidding in its favor; or

xi) Commits other acts that tend to defeat the purpose of the competitive bidding, Competitive Dialogue, Unsolicited Offer with Bid Matching and Limited Source Bidding, such as but not limited to habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

b) If a winning Bidder:

i) Fails to sign the contract in accordance with ITB Clause 30;

ii) Fails to furnish performance security in accordance with ITB Clause 31; or

iii) Fails to enter into joint venture after the bid is declared successful, in the case of potential JV partners.

17) Format and Signing of Bids

17.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Philippine Bidding Document Related Forms on or before the deadline specified in ITB Clause 19 in two (2) separate sealed bid envelopes which shall be submitted simultaneously, whether through manual or online submission. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.

17.2 Forms as mentioned in ITB Clause 17.1 must be completed without any alterations to their format. No substitute form shall be accepted.

17.3 Each and every page of the Bid Form, including the Price Schedule, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

17.4 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

18) Sealing and Marking of Bids

18.1 Bidders shall enclose their technical documents described in ITB Clause 12 in one sealed envelope marked "TECHNICAL COMPONENT", and the financial component in another sealed envelope marked "FINANCIAL COMPONENT", sealing them all in an outer envelope marked "BID".

18.2 The Bid as indicated in the Bidding Documents shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

18.3 All envelopes shall:

a) contain the name of the contract to be bid in capital letters;

b) bear the name and address of the Bidder in capital letters;

c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;

d) bear the specific identification of this bidding process indicated in the ITB Clause 1.1; and

e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 19.

18.4 For manually submitted bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, the same shall be accepted; Provided, That the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. On the other hand, unsealed or unmarked bid envelopes, or bids that cannot be opened or corrupted in case of online submission, shall be rejected.

The BAC shall assume no responsibility for misplaced or lost contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

19) Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address indicated in the Invitation to bid, or through the e-bidding facility of the PhilGEPS on or before the date and time indicated in the **BDS.**

20) Late Bids

Bids, including the eligibility requirements, submitted after the deadline shall be rejected by the BAC. The BAC shall record in the Minutes of the Meeting the submission and opening of bids, the Bidder's name, its representative, and the time the late bid was submitted.

21) Modification and Withdrawal of Bids

21.1 Bidders may modify their bids before the deadline for the submission and receipt of bids.

a) For manual submission and receipt of bids, the Bidders shall not be allowed to retrieve their original bid but shall only be allowed to submit the bid modification by sending another bid, equally sealed, properly identified, linked to their original bid, marked as a "modification," thereof, and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

b) For online submission of bids, the Bidders shall not be allowed to retrieve their original Bid, but shall only be allowed to submit the bid modification, send another Bid equally secured, properly identified labelled as a "modification" of the one previously submitted. The time indicated in the latest bid receipt page generated shall be the official time of submission. Bids modification submitted after the applicable deadline shall not be accepted.

21.2 Bidders may withdraw their bids in writing before the deadline for submission and receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in the IRR.

Bidders may also express their intention not to participate in the bidding in writing, which should be received by the BAC before the deadline for submission and receipt of bids. Bidders that withdraw their bids shall no longer be allowed to submit another bid for the same contract, directly or indirectly.

21.3 No bid may be modified after the deadline for submission and receipt of bids. Further, no bid may be withdrawn in the interval between the deadline for submission and receipt of bids, and the expiration of bid validity specified by the Bidder in the Financial Bid Form. Withdrawal of bid during this interval shall result in the forfeiture of the Bidder's Bid Security pursuant to ITB Clause 16.5, and the imposition of administrative sanctions as prescribed by RA No. 12009, and without prejudice to the imposition of civil and criminal sanctions as provided under applicable laws.

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

21.5 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

22) Opening and Preliminary Examination of Bids

22.1 The BAC shall open the bids in public, immediately after the deadline for submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the submitted Bids and reschedule the opening of Bids on the next working day or at the soonest possible time, through the issuance of a notice of postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.

22.2 The manner of opening of the bids for Goods shall depend on the award criterion to be adopted as follows:

a) For LCRB and MEARB, the BAC shall open the technical and financial proposals on the same day; and

b) For MARB, only the technical proposals shall be opened on the same day while the financial proposals shall remain unopened and shall be kept securely by the BAC until the specified time of their opening as indicated in the **BDS.** Only the financial proposals of the Bidders who have met the highest technical score for MAB shall be opened.

22.3 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of

preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

22.4 The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids, as read, and the minutes of the bid opening shall be made available to the public, upon written request and payment of a specified fee to recover the cost of materials.

22.5 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat, shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The said notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

23) Process to be Confidential

23.1 Members of the BAC, its staff and personnel, Secretariat, and TWG, as well as Observers, are prohibited from making or accepting any communication with any Bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in ITB Clause 24.

23.2 Any effort by a Bidder to influence the Procuring Entity in its decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the bid.

24) Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid that is not in response to the request of the Procuring Entity shall not be considered.

25) Domestic Preference

25.1 The Procuring Entity shall give priority and preference to Philippine products and services. The preference and priority for Philippine products shall be guaranteed at all levels of the procurement process, including raw materials, ingredients, supplies, or fixtures.

25.2 For a period of ten (10) years from the effectivity of RA No. 11981 or the "*Tatak Pinoy* (Proudly Filipino) Act," and for Philippine products and services in sectors and economic activities covered by the prevailing Tatak Pinoy Strategy, the Procuring Entity is mandated to award the contract to the domestic Bidder for Philippine products and services in sectors and economic activities covered by the prevailing *Tatak Pinoy* Strategy (TPS).

Domestic Bidder, for purposes of this provision, refers to any person or entity offering unmanufactured articles, materials, or supplies grown or produced in the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials,

or supplies that are or will be produced or manufactured in the Philippines, as the case may be.

25.3 After the said ten-year period, the domestic preference shall be subject to a margin of preference to be determined by the *Tatak Pinoy* Council which shall not be lower than fifteen percent (15%).

25.4 For products and services governed by the TPS, the domestic preference in procurement shall be in accordance with the IRR or guidelines issued for the *Tatak Pinoy Act.*

25.5 The Procuring Entity shall award the Project to the domestic Bidder if the bid is not more than twenty-five percent (25%) in excess of the lowest foreign bid. The margin of preference provided herein shall be subject to periodic review and adjustment by the GPPB, as may be necessary.

25.6 A Domestic Bidder can only claim preference if it secures from the appropriate agency a certification that the articles forming part of its bid are substantially composed of articles, materials, or supplies grown, produced, or manufactured in the Philippines.

25.7 The preference herein established may be waived should any of the following conditions be present as provided in the **BDS**:

a) Where domestic production is insufficient or unavailable in the required commercial quantities;

b) Where the specific or desired quality is not met;

c) Where domestic preference will result in inconsistencies with the Philippines' obligations under treaty or international or executive agreements; or

d) Other analogous circumstances.

26) Detailed Evaluation and Comparison of Bids

26.1 The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Price Schedule.

26.2 The Procuring Entity will undertake the detailed evaluation and comparison of the bids which have passed the opening and preliminary examination of bids, pursuant to ITB Clause 22, to determine the Lowest Calculated Bid (LCB), Most Economically Advantageous Bid (MEAB), and Most Advantageous Bid (MAB).

26.3 The award criterion shall be determined as follows:

a) For LCB

i) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and

ii) The ranking of the total bid prices as so calculated from the lowest to the highest, where the bid with the lowest price shall be identified as the Lowest Calculated Bid.

b) For MEAB, the BAC shall evaluate the quality and price proposals to determine the Most Economically Advantageous Bid (MEAB) using the following steps:

i) The quality proposal together with the price proposal shall be considered in the evaluation of bids. The quality proposals shall be evaluated first using the criteria in the **BDS**. The price proposals of the bids that meet the minimum quality score shall then be opened.

ii) The price and quality proposals shall be given corresponding weights with the price proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the quality criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the price proposal shall be equal to one hundred percent (100%).

iii) To further promote green public procurement, the sustainability of products, or materials with green specifications shall be given greater weight in the evaluation of bids. As approved by the BAC, the exact weights shall be indicated in the **BDS**. The BAC shall rank the Bidders in descending order based on the combined numerical ratings of their quality and price proposals. The Bidder with the best overall score using the quality-price ratio shall be referred to as the MEAB.

iv) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

c) For MAB

i) BAC shall evaluate the quality proposals to determine the MAB using the quality components. The quality components shall be assessed on the basis of the criteria with corresponding numerical weights indicated in the **BDS** to determine the Bidder with the highest technical rating.

ii) The second bid envelope of the Bidder obtaining the highest technical rating shall be opened. If the financial proposal is equal to or lower than the ABC, the bid shall be accepted and determined as the MAB; otherwise, the same shall be rejected and the Bidder will be disqualified.

26.4 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each Bidder for each criterion shall not be considered in determining the average scores of the Bidders, except when the evaluation is conducted in a collegial manner.

26.5 The BAC shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:

a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the **BDS**, shall be considered non-responsive and, thus, automatically disqualified.

However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for; and

b) Arithmetical corrections. The BAC shall apply arithmetical corrections on computational errors and omissions to enable proper comparison of all eligible bids. Bid corrections may also be considered if expressly allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

26.6 Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the LCB, MEAB, or MAB. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

26.7 The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties, whichever is applicable, as itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

26.8 If so indicated pursuant to ITB Clause 1.2, bids may be submitted for individual lots or for any combination thereof, provided that all bids and combinations of bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by ITB Clause 16 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 26.5.

26.9 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each Bidder for each criterion shall not be considered in determining the average scores of the Bidders, except when the evaluation is conducted in a collegial manner.

27) Post-Qualification

27.1 The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the LCB, MEAB, or MAB as the case may be, complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12.1, and 12.2. The Bidder, within five (5) calendar days from receipt of notice from the BAC that it submitted the LCB, MEAB, or MAB shall submit all the eligibility documents supporting its PhilGEPS Certificate of Registration (Platinum Membership), its latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid, and other appropriate licenses and permits required by law and stated in the **BDS**.

27.2 Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award; Provided, That in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security.

27.3 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to ITB Clauses 12.1 and 12.2, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.

27.4 If the BAC determines that the Bidder with the LCB, MEAB, or MAB fails to meet the post-qualification criteria, it shall immediately notify the said Bidder in writing of its post-disqualification and the grounds for such determination.

27.5 Immediately after the BAC has notified the first Bidder of its post-disqualification, and notwithstanding any pending request for reconsideration thereof, the BAC shall initiate and complete the same post-qualification process on the Bidder with the second LCB, MEAB, or MAB. If the second Bidder passes the post-qualification and the request for reconsideration of the first Bidder has been denied, the second Bidder shall be post-qualified as the Bidder with the LCB, MEAB, or MAB.

27.6 If the second Bidder, however, fails the post-qualification, the procedure for post-qualification shall be repeated for the Bidder with the next LCB, MEAB, or MAB–and so on, until the LCRB, MEARB, MARB, as the case may be, is determined for award, subject to the procedure of Notice and Execution of Award.

27.7 If the BAC determines that the Bidder with the LCB, MEAB, or MAB passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, MEARB, MARB, SCRB, SEARB, or SARB.

27.8 Within a period not exceeding ten (10) calendar days from the determination and declaration through a resolution by the BAC of the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be, and the recommendation of the award, the HoPE or its duly authorized representative shall approve or disapprove the said recommendation.

27.9 In case of approval, the HoPE or its duly authorized representative shall immediately issue the Notice of Award to the Bidder with the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.

In the event that the approving authority shall disapprove the resolution on the award of the contract, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing. A copy of the decision disapproving the resolution shall be furnished to the BAC and the Bidder.

28) Reservation Clause

28.1 Notwithstanding the eligibility or post-qualification of a Bidder and without incurring any liability, the HoPE or its duly authorized representative at any stage of the procurement, reserves the right to review its qualifications, reject

any and all bids, declare a failure of bidding or not award the contract in the following situations:

a) If it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements.

b) Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will adversely affect its capability to undertake the Project so that it no longer meets the prescribed eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and disqualify it from participating further in the bidding process or being awarded the contract.

28.2 Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies, or tends to restrict, suppress or nullify competition or influences or tends to influence the bidding process;

b) If the BAC is found to have failed in complying with the applicable law or in following the prescribed bidding procedures; or

c) If there are any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government, in instances where (i) the physical and economic conditions have significantly changed so as to render the Project no longer economically, financially, or technically feasible as determined by the HoPE; (ii) the Project is no longer necessary as determined by the HoPE; and (iii) the source of funds for the Project has been withheld or reduced through no fault of the Procuring Entity.

F. Award of Contract

29) Contract Award

29.1 Subject to ITB Clause 27, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.

29.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB, MEARB, MARB,

SCRB, SEARB, or SARB, as applicable and submitted personally or sent by registered mail or electronically to the Procuring Entity.

29.3 Within ten (10) calendar days from receipt by the winning Bidder of the Notice of Award, the following conditions should be complied with before the contract may be awarded:

a) Submission of the following documents:

i) Valid JVA, if applicable; or

ii) The SEC Certificate of Registration of the foreign corporation, if applicable.

b) Posting of the performance security in accordance with ITB Clause 31; and

c) Signing of the contract as provided in ITB Clause 30.

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

30) Signing of the Contract

30.1 Within ten (10) calendar days from receipt of the Notice of Award, the winning Bidder shall (i) post the required performance security, sign and date the contract, and return it to the Procuring Entity.

30.2 The Procuring Entity shall enter into a contract with the successful Bidder within the same ten (10) calendar day period, provided that all the documentary requirements are complied with.

30.3 The following documents shall form part of the contract:

a) Contract Agreement;

b) Bidding Documents;

c) Winning Bidder's bid, including the technical and financial proposals, and all other documents/statements submitted (*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;

d) Performance Security;

e) Notice of Award of Contract; and

f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

31) Performance Security

31.1 To guarantee the faithful performance of its obligations under the contract, the winning Bidder shall post a performance security prior to the signing of the

contract. Furthermore, the successful Bidder shall be required to update the performance security posted before the issuance of an amendment to order if any.

31.2 Sectors enumerated under Section 76.1[5] of the IRR may be allowed to post a Performance Securing Declaration (PSD) as specified in the **BDS.**

31.3 The performance security shall be in any form selected by the Procuring Entity in the amount indicated in the **BDS**, which shall not be less than the percentage of the ABC in accordance with the following price schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
a) Cash or Cashier's or Manager's check issued by a bank. *For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.*	Five percent (5%)
b) Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the IC as authorized to issue such security.	Thirty Percent (30%)

31.4 The performance security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning Bidder is in default in any of its obligations under the contract.

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[5] Section 76.1 The GPPB, once data is available from relevant agencies, shall maintain a registry of entities belonging to the following sectors:

a) Farmers, as certified by the Department of Agriculture (DA);
b) Fisherfolk as certified by the Bureau of Fisheries and Aquatic Resources (BFAR);
c) Persons with disabilities as certified by the National Council for Disability Affairs (NCDA) pursuant to RA No. 7277, otherwise known as the Magna Carta for Disabled Persons, as amended;
d) Solo parents as certified by the Department of Social Welfare and Development (DSWD);
e) Microenterprises and social enterprises as certified by the MSMED Council;
f) Startups, Spin-offs, and other forms of entity involved in Science, Technology, and Innovation (DOST), as may be applicable;
g) Cooperatives duly registered with the CDA pursuant to RA No. 6938, otherwise known as the Cooperative Code of the Philippines, as amended; and
h) Other relevant sectors as may be determined by the GPPB to ensure inclusivity and diversity in the procurement process.

32) Notice to Proceed

The Procuring Entity shall issue the Notice to Proceed to the winning Bidder not later than three (3) calendar days from the date of approval of the contract by the appropriate signatories. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

33) Protest Mechanism

Decisions of the BAC in all stages of procurement may be protested to the HoPE in accordance with Section 83 of the IRR.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing specific information relative to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS the information and requirements relevant to the circumstances of the Procuring Entity; including the procurement processing details; the applicable rules regarding bid price and currency; and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

a) Information that specifies and complements provisions of Section II must be incorporated;

b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is the **Department of Education Regional Office I, City of San Fernando, La Union.** The Project title is **Procurement and Door-to-Door Delivery of Science and Mathematics Learning Tools and Equipment: Mathematics Manipulatives (Re-invitation)**. **Bid Reference No. 2026-11-25**
1.2	The number of lot(s): **one (1)**
2	The Funding Source is: 2.1 The GoP through the source of funding as indicated below for **FY 2026** in the amount of **Nineteen Million Five Hundred Forty-Four Thousand Four Hundred Sixty-Seven Pesos and Ninety-Seven Centavos (₱19,544,467.97)**. 2.2 The source of funding is the **General Appropriations Act (GAA)**
3.1	No further instructions.
5.2	Foreign Bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	1. Single Largest Completed Contract (SLCC) Doc. Ref. Code RO-ORD F018 Rev Effectivity 11.07.2024 00 Page 1 of 2 The bidder must have completed, within the last five (5) years prior to the deadline for the submission and receipt of bids, one (1) contract similar to the Project, with a value of at least fifty percent (50%) of the Approved Budget for the Contract (ABC); or 2. Combination of Completed Contracts The bidder may submit a combination of contracts completed within the same five (5)-year period, with a total value of at least fifty percent (50%) of the ABC, subject to both of the following conditions: a. At least one (1) completed contract must be similar to the Project and must have a value of at least twenty-five percent (25%) of the ABC; and b. Other completed contracts, whether similar or not, must have an aggregate value of at least twenty-five percent (25%) of the ABC. Similar contracts shall refer to the **supply and delivery of science and mathematics learning tools and equipment; mathematics manipulatives; instructional mathematical models, kits, tools, and learning materials; educational manipulatives; classroom instructional aids; or other goods of similar nature and complexity to the Project.**
7	No further instructions.
8.1	Subcontracting is not allowed.
8.4	Not Applicable
9.1	The **Department of Education Regional Office I, City of San Fernando, La Union** will hold a **Pre-Bid Conference** at its **Executive Conference Hall** on **November 25, 2026 9:30 AM** and/or through video conferencing via **Google Meet** through this link: meet.google.com/dwy-uwky-brg, which shall be open to prospective Bidders.

10.1	The Procuring Entity's address is: **RHODA T. RAZON** Chairperson, BAC Flores St., Catbangen, City of San Fernando, La Union 072-682-23-24 local 108 bac.region1@deped.gov.ph depedro1.com
12.4	The ABC is **Nineteen Million Five Hundred Forty-Four Thousand Four Hundred Sixty-Seven Pesos and Ninety-Seven Centavos (₱19,544,467.97)**. Any bid with a financial component exceeding the amount shall not be accepted.
13.1(a)(iv)	Incidental services shall include door-to-door delivery, unloading, proper turnover, and replacement of defective, damaged, incomplete, or noncompliant goods at the designated recipient schools division, at no additional cost to the Procuring Entity.
13.1(b)(i)	Not applicable
13.1(b)(ii)	Incidental services shall include door-to-door delivery, unloading, proper turnover, and replacement of defective, damaged, incomplete, or noncompliant goods at the designated recipient schools division, at no additional cost to the Procuring Entity.
13.2	No further instructions.
14.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.
14.3	Not applicable
15.1	Bids will be valid for **120** days from bid opening or until **April 6, 2027**
16.1	The Bid Security shall be in the form of a **Bid Securing Declaration** or any of the following: • Cash (2% of the ABC) • Cashier's Check (2% of the ABC) • Manager's Check (2% of the ABC) • Bank Draft (5% of the ABC) • Guarantee (5% of the ABC) • Irrevocable Letter of Credit (5% of the ABC) • Surety Bond (5% of the ABC)
16.2	The Bid Security shall be valid until **April 6, 2027**.
16.3	Substitution of the bid security is not allowed.
18.1	Prospective bidders shall enclose their original eligibility and technical documents in a **sealed envelope** marked as **ORIGINAL – TECHNICAL PROPOSAL.** Copies thereof shall be similarly sealed in envelopes marked as **COPY 1 – TECHNICAL PROPOSAL** and **COPY 2 – TECHNICAL PROPOSAL**. The said envelopes containing **original** and **the copies** shall then be enclosed in one single envelope marked as **TECHNICAL PROPOSAL**. On the other hand the original of their financial documents shall be enclosed in **another sealed envelope** marked as **ORIGINAL – FINANCIAL PROPOSAL**. Copies thereof shall be similarly sealed in envelopes marked as **COPY 1 – FINANCIAL PROPOSAL** and **COPY 2 – FINANCIAL PROPOSAL**. The said envelopes containing the original and the copies shall then be enclosed in one single envelope marked as **FINANCIAL PROPOSAL**. Further, the envelopes marked as **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** shall be enclosed and/or sealed in an outer envelope marked as **MOTHER ENVELOPE. Additional copies** of **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** for **COA** shall likewise be **provided.**

	To facilitate the receipt and classification of envelopes and the subsequent evaluation of the bid proposals, the **MOTHER ENVELOPE** shall be **RED**, the inner envelope containing the **TECHNICAL PROPOSAL** shall be **BLUE** and the inner envelope containing the **FINANCIAL PROPOSAL** shall be **GREEN**. The divider tabs for the table of contents and each part in the checklist shall be **LIGHT GREEN.** **Unsealed** or **unmarked bid envelopes** shall be **rejected**. However, **bid envelopes that are not properly sealed and marked**, as required in the Bid Docs, **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.**
19	The address for the **submission** of Bids is at the **Executive Conference Hall of the Department of Education Regional Office I, City of San Fernando, La Union**. The deadline for the submission of Bids is **December 7, 2026, 8:30 AM**.
22.1	The place of the **bid opening** is at the **Executive Conference Hall of the Department of Education Regional Office I, City of San Fernando, La Union** The date and time of bid opening is **December 7, 2026, 9:30 AM**.
22.2(b)	**The award criterion to be adopted shall be Lowest Calculated Responsive Bid (LCRB), the BAC shall open the technical and financial proposals on the same day.**
25.7	No further instructions.
26.3(b)(i)	For LCB: i. The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and ii. The ranking of the total bid prices as calculated from the lowest to the highest, where the bid with the lowest price shall be identified as the **Lowest Calculated Bid**.
26.3(b)(iii)	Not applicable
26.3(c)(i)	Not applicable
26.5(a)	**Partial bid is not allowed**. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
26.5(b)	Arithmetical correction is not allowed.
26.6	No further instructions.
27.1	For purposes of post-qualification, the following documents shall be required: 1. **Manufacturer's Authorization, Certificate of Distributorship, Dealership Certificate, or equivalent document** issued by the manufacturer, authorized distributor, or authorized dealer, confirming the bidder's authority to supply the offered brand and model of the science and mathematics learning tools and equipment, including biology laboratory tools, human anatomy models, and models of other biological structures and species, where applicable; 2. **Warranty Certificate or Warranty Commitment** covering items for which a warranty is required under the Technical Specifications and Special Conditions of Contract, including the applicable warranty

	period and the repair or replacement of defective or noncompliant items, where applicable; and 3. **Certificate of non-toxicity** from accredited Philippine Government Agency 4. **Supporting records for the bidder's declared ongoing government and private contracts**, including contracts awarded but not yet started, consisting of copies of the contracts or purchase orders, Notices to Proceed, approved delivery schedules, approved extensions, and available delivery and acceptance records. Where delivery delays, non-delivery, or notices of default are identified, the bidder shall provide the relevant notices, explanations, and records of corrective action for verification by the BAC. 5. **Presentation of samples offered** **Verification of Contract Performance** Pursuant to **Section 63.3 of the Implementing Rules and Regulations of Republic Act No. 12009**, the BAC shall verify and validate the bidder's qualifications and submitted statements and documents using the non-discretionary criteria stated in these Bidding Documents. As an additional technical qualification criterion for this procurement, the bidder must have **no unresolved failure, attributable to its fault or negligence, to deliver goods or perform related services amounting to at least ten percent (10%) of the total contract price in any of its ongoing government or private contracts**, measured against the contractual delivery schedule and any duly approved extension, as of the deadline for submission of bids. For this purpose, the BAC shall verify the contractual delivery obligations, the value of the overdue and undelivered goods or unperformed services, the applicable approved extensions, and the cause of the failure. The bidder shall be given an opportunity to clarify the relevant records. Delays attributable to the procuring entity or client, duly established force majeure, or other causes not attributable to the bidder's fault or negligence shall not constitute failure of this criterion. A verified failure of the foregoing criterion shall constitute a ground for post-disqualification, with written notice stating the factual and legal grounds, consistent with **Section 63.5 of the IRR**, and subject to the applicable reconsideration and protest procedures. All product-related documents must correspond to the **exact brand, model, product code, or type offered by the bidder**, as applicable, and must be properly cross-referenced to the relevant items in the Technical Specifications. Contract performance records must correspond to the contracts declared by the bidder. Any discrepancy shall be subject to verification during post-qualification.
30.3(f)	No additional requirements.
31.2	Not applicable
31.3	The Performance Security shall be in the form of **Surety Bond** in the amount of not less than 30% of ABC.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The GCC in Section IV, read in conjunction with the SCC in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

The GCC herein shall not be altered. Any changes and complementary information which may be needed shall be introduced only through the SCC in Section V.

Table of Contents

Section IV. General Conditions of Contract 47

1) General Terms 49
2) Corrupt, Fraudulent, Collusive, and Coercive Practices 49
3) Inspection and Audit by the Funding Source 49
4) Governing Law and Language 49
5) Notices 49
6) Scope of Contract 50
7) Subcontracting 50
8) Procuring Entity's Responsibilities 51
9) Prices 51
10) Advance Payment 51
11) Payment 52
12) Taxes and Duties 53
13) Performance Security 53
14) Use of Contract Documents and Information 53
15) Standards 54
16) Inspection and Tests 54
17) Warranty 54
18) Delays in the Supplier's Performance 55
19) Liquidated Damages 55
20) Settlement of Disputes 56
21) Liability of the Supplier 57
22) Termination for Breach of Contract 57
23) Termination Due to Force Majeure 57
24) Termination for Convenience 58
25) Termination for Unlawful Acts 58
26) Procedures for Termination of Contracts 59
27) Assignment of Rights 60
28) Amendment to Order 60
29) Application 60

Section V. Special Conditions of Contract 61

1) General Terms

In this Contract, the following terms shall be interpreted as indicated:

a) "The Procuring Entity" means the organization purchasing the Goods, as named in the **SCC**.

b) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.

c) The "Funding Source" means the organization named in the **SCC**.

d) "The Project Site," where applicable, means the place or places named in the **SCC**.

2) Corrupt, Fraudulent, Collusive, and Coercive Practices

Unless otherwise provided in the **SCC**, the Procuring Entity as well as the Bidders, Contractors, or Suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. Further the Funding Source, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in ITB Clause 3.1(a).

3) Inspection and Audit by the Funding Source

The Supplier shall allow the Funding Source to inspect its accounts and records related to the performance of its obligations. If the Funding Source requires a separate audit, it shall appoint its auditor and bear the cost thereof.

4) Governing Law and Language

4.1 This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5) Notices

5.1 Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or electronic mail, to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received, as may be applicable.

5.2 A Party may change its address upon notice pursuant to the provisions listed in the **SCC.**

6) Scope of Contract

6.1 The Goods to be provided shall be as specified in Section VI. Schedule of Requirements.

6.2 This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7) Subcontracting

7.1 For subcontracting arrangements, the following rules shall apply for both locally-funded projects and projects financed through Official Development Assistance, except those covered by treaty, or international, or executive agreements.

a) The subcontracted portion of the contract shall be subject to the approval of the HoPE and the following conditions:

i) The subcontracted portion shall not exceed twenty percent (20%) for Goods, or a different percentage on a per project basis, as approved by the GPPB. The threshold percentages fixed herein shall be subject to the periodic review and adjustments as may be deemed appropriate by the GPPB; and

ii) The subcontracted portion shall be limited to components that are not deemed "significant or material" to the Project, as determined by the Procuring Entity.

b) Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the Bidding Documents;

c) Subcontractors must meet the eligibility criteria and submit the same eligibility documents as the general contractor.

Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the procurement project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor;

d) The general contractor shall remain liable for the subcontractor's actions, defaults, delays, and negligence;

e) The general contractor and the subcontractor are obliged to comply with the provisions of the contract and shall share liability, jointly and severally, in cases of violation of safety standards or other labor standards insofar as the subcontracted portion is concerned; and

f) For purposes of post-qualification in accordance with its objective and process under the IRR, the value of the entire completed and accepted Project, including the subcontracted portion, shall be credited as experience of the general contractor. In the case of the subcontractor, the following rules shall apply:

i) The subcontractor shall get credit for one hundred percent (100%) of the value of the subcontracted portion of the project performed; and

ii) Subcontractors shall be eligible to concessional windows of GFIs that treat receivables from the government as loan security; the receivables of subcontractors due from their general contractor shall similarly be accepted as loan security by GFIs.

8) Procuring Entity's Responsibilities

8.1 Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity may assist the Supplier in complying with such requirements in a timely and expeditious manner.

8.2 The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with the Scope of Contract.

9) Prices

9.1 For goods and services covered under this Contract, as awarded, all bid prices shall be deemed fixed and not subject to price escalation during contract implementation, except as otherwise provided in the succeeding provisions.

9.2 Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, unless there is a change in price resulting from Amendment to Order issued in accordance with **GCC** Clause 28.

10) Advance Payment

10.1 For Goods sourced from within the Philippines, advance payments may be made as follows:

a) A single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed for contracts entered into by a procuring entity for the following services where the requirement of down payment is a standard industry practice: 1) hotel and restaurant services; 2) use of conference/seminar and exhibit areas; and 3) lease of office space;

b) Advance payment not to exceed fifteen percent (15%) of the contract amount, unless otherwise directed by the President, shall also be allowed for procurement of goods required to address contingencies arising from natural or man-made calamities in areas where a "State of Calamity" has been declared by appropriate authorities; and

c) Upon submission of an irrevocable Letter of Credit (LoC) or bank guarantee issued by local bank, advance payment not exceeding fifteen percent (15%) of the contract amount shall be allowed and paid to the Supplier within

sixty (60) calendar days from the signing of the contract. The irrevocable LoC or bank guarantee, which must be for an equivalent amount, shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

10.2 For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:

a) Upon Contract Signing: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. PBD Related Forms.

b) Upon Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.

c) Upon Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

10.3 All progress payments for Goods shall first be charged against the advance payment until the latter has been fully exhausted.

11) Payment

11.1 Payments shall be made only upon a certification by the HoPE that the Goods have been delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President, no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under the Contract.

11.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services rendered, and by documents submitted pursuant to the SCC provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract;

11.3 Pursuant to **GCC** Clause 11.2, payments shall be made promptly by the Procuring Entity after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the applicable accounting and auditing laws, rules and regulations.

11.4 Unless otherwise provided in the **SCC**, all payments to the Supplier under this Contract shall be in Philippine Peso;

11.5 Unless otherwise provided in the **SCC**, payments using LoC is allowed. For this purpose, the amount of provisional sum shall be indicated in the **SCC**. All charges for the opening of the LoC and/or incidental expenses thereto shall be for the account of the Supplier.

12) Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license and permit fees, and other such levies imposed for the completion of this Contract.

13) Performance Security

13.1 Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clauses 31.2 and 31.3.

13.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning Bidder is in default in any of its obligations under the contract.

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

13.4 The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance, subject to the following conditions:

a) There are no pending claims against the Supplier or the Surety Company filed by the Procuring Entity;

b) The Supplier has no pending claims for labor and materials filed against it; and

c) Other terms specified in the **SCC**.

13.5 The Procuring Entity shall allow a proportional reduction in the original performance security in case of a reduction in contract value, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14) Use of Contract Documents and Information

14.1 The Supplier shall not, without the Procuring Entity's prior written consent, disclose this Contract or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity, except for purposes of performing the obligations therein. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2 Other than this Contract, any document enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity. All copies shall be returned to the Procuring Entity upon completion of the Supplier's performance under this Contract, if so required by the Procuring Entity.

15) Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications. When no applicable standard is mentioned, the Goods shall comply with the latest authoritative standards appropriate to its country of origin.

16) Inspection and Tests

16.1 The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity, other than that specified under Item 16.3 below. The **SCC** and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

16.2 If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no cost to the Procuring Entity. The Supplier shall provide the Procuring Entity with the results of such inspections and tests.

16.3 The Procuring Entity or its designated representative shall be allowed to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

16.4 The Procuring Entity shall reject the Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity. Upon giving due notice to the Supplier pursuant to **GCC** Clause 5, the test and/or inspection may be repeated by the Procuring Entity, at no additional cost.

16.5 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative to the said test and/or inspection, shall release the Supplier from any warranties or other obligations under this Contract.

17) Warranty

17.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and with all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

17.2 The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

17.3 To ensure correction of manufacturing defects, the Supplier shall be required to provide a warranty for a minimum period specified in the **SCC**. At the option of the Procuring Entity, the obligation for the warranty shall be covered by:

a) Retention money in an amount equivalent to at least one percent (1%) but not to exceed five (5%) of every progress payment; or

b) Special bank guarantee equivalent to at least one percent (1%) but not to exceed five (5%) of the total Contract Price; or

c) Other such amount, if so specified in the **SCC**.

17.4 The said amounts shall only be released by the Procuring Entity after the lapse of the warranty period as specified in the **SCC**, or in case of Expendable Supplies, after the consumption thereof; Provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

17.5 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, repair or replace the defective Goods or parts thereof, at the soonest possible time, without cost to the Procuring Entity.

17.6 If the Supplier, after having been notified on the warranty claim, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.5, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense, and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and other applicable laws.

18) Delays in the Supplier's Performance

18.1 Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.

18.2 If at any time during the performance of this Contract, the Supplier encounters conditions that may impede the timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 23, the Procuring Entity shall evaluate the situation and, if warranted, extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

18.3 Except as provided under **GCC** Clause 23, any delay by the Supplier in the performance of its obligations shall render it liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 28.

19) Liquidated Damages

19.1 When the Supplier fails to satisfactorily deliver the Goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier, manufacturer, or distributor shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed

goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the Procuring Entity.

19.2 The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due the supplier, manufacturer, or distributor, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to the Procuring Entity. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

19.3 If delays are likely to be incurred beyond its control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

20) Settlement of Disputes

20.1 Any dispute arising from the implementation of a contract covered by the Act and the IRR shall primarily be resolved and settled amicably by mutual consultation or agreement.

20.2 In case of failure to settle dispute amicably, the parties may mutually agree in writing to resort to other modes of alternative dispute resolution (ADR) to promote efficiency in the procurement process. Accordingly, they are encouraged to select the most expeditious mode of ADR available.

If arbitration is chosen as the ADR method, this shall be incorporated as a provision in the contract and referred to the Arbitrator specified in the **SCC.**

20.3 In case of disagreement or after exhausting the remedies provided in the preceding Section, the dispute may be submitted to arbitration or other forms of alternative dispute resolution which includes mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof in accordance with the provisions of RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."

20.4 Should the Parties fail to resolve their dispute or difference by such mutual consultation or agreement after thirty (30) days, either the Procuring Entity or the Supplier may signify its intention to commence arbitration by giving notice to the Other Party, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

20.5 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

20.6 Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under the Contract unless otherwise agreed upon in writing.

21) Liability of the Supplier

21.1 The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.

21.2 Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repair or replacement of the defective Goods.

22) Termination for Breach of Contract

The Procuring Entity may terminate for breach of contract when the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity, pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price, consistent with the provision of this IRR on liquidated damages. The Procuring Entity may likewise impose appropriate sanctions therein.

23) Termination Due to Force Majeure

23.1 For purposes of this Contract, the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean as an event which the Supplier could not have been foreseen, or though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions, and any other causes the effect/s of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

23.2 The Procuring Entity may terminate the contract and impose liquidated damages when, as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days, or earlier, as deemed necessary by the Procuring Entity, after receipt of the written notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased.

23.3 The Supplier shall not be subject to forfeiture of its performance security, payment of liquidated damages, or contract termination due to *force majeure,* provided that the Supplier's delay in performance or other failure to perform its obligations under the contract is the result of a *force majeure*.

23.4 If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity, the Supplier shall continue to perform its obligations under the Contract as far as may be practicable, when not prevented by the *force majeure*, and shall seek all reasonable alternative means in the performance of its obligation.

24) Termination for Convenience

24.1 The Procuring Entity, through a written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time, if it has determined the existence of any of the following conditions that make contract implementation economically, financially, or technically impractical or unnecessary:

a) When physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE;

b) When the HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous event/s, changes in laws and government policies;

c) When funding for the Project has been withheld or reduced by higher authorities through no fault of the Procuring Entity; or

d) Any circumstance analogous to the foregoing.

24.2 The Goods that have been performed or are ready to be delivered or performed within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices thereof. For Goods not yet delivered, performed and/or ready to be delivered or performed, the Procuring Entity may elect:

a) To have any portion delivered and/or performed and paid at the contract terms and prices thereof; or

b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25) Termination for Unlawful Acts

25.1 The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier, including any joint venture partner therein, has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

a) Corrupt, fraudulent, collusive, and coercive practices as defined in ITB Clause 3.1;

b) Drawing up or using forged documents;

c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

d) Any other act analogous to the foregoing.

26) Procedures for Termination of Contracts

26.1 The following provisions shall govern the procedures for termination of this Contract:

a) **Verification** - Upon receipt of a written report of acts or causes which may constitute grounds for termination as aforementioned, or upon its own initiative, the End-User or Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such grounds and cause the execution of a Verified Report, with all relevant evidence attached.

b) **Notice to Terminate** - Upon recommendation by the End-User or Implementing Unit, the HoPE shall terminate contracts only by written notice to the supplier conveying the termination of the contract. The notice shall state:

i) That the contract is being terminated for any of the grounds aforementioned, and a statement of the acts that constitute the grounds constituting the same;

ii) The extent of termination, whether in whole or in part;

iii) An instruction to the Supplier, to show cause as to why the contract should not be terminated; and

iv) Special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report.

c) **Show Cause** - Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Supplier, fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract.

d) **Rescission of Notice of Termination** - The Procuring Entity may, at any time before receipt of the Supplier's verified position paper, withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice.

e) **Decision** - Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate the contract. It shall serve a a written notice to the Supplier of its decision and, unless otherwise provided, the contract is deemed terminated from receipt of the Supplier of the notice of the decision. The termination shall only be based on the grounds stated in the Notice to Terminate.

f) **Contract Termination Review Committee (CTRC)** - The HoPE may create a committee to assist in the discharge of its functions under the IRR. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

g) **Take-over of Contracts** - If a Procuring Entity terminates the contract due to default, insolvency, or for a cause, it may enter into a Negotiated Procurement (Take-over of Contracts) pursuant to Section 35(c) of the IRR.

h) **Procuring Entity's Options in Termination for Convenience in Contracts for Goods** - The Goods that have been performed or are ready for delivery within thirty (30) calendar days after the supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed or ready for delivery, the Procuring Entity may elect:

   i) To have any portion delivered or performed and paid at the contract terms and prices; or

   ii) To cancel the remainder and pay to the supplier an agreed amount for partially completed or performed goods and for materials and parts previously procured by the supplier.

27) Assignment of Rights

The Supplier shall not assign its rights or obligations under this Contract, in whole or in part, except upon prior written consent of the Procuring Entity.

28) Amendment to Order

No variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties in accordance with the provisions on Amendment to Order, subject to applicable laws, rules and regulations.

29) Application

These General Conditions shall apply to the extent that they are not suspended by the provisions from other parts of this Contract.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

a) Information that complements provisions of Section IV must be incorporated.

b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

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

Special Conditions of Contract

GCC Clause	
1(a)	The Procuring Entity is the **Department of Education Regional Office I, City of San Fernando, La Union**.
1(b)	The Supplier is *[to be inserted at the time of contract award]*.
1(c)	The Funding Source is: 2.1 The GoP through the source of funding as indicated below for **FY 2026** in the amount of **Nineteen Million Five Hundred Forty-Four Thousand Four Hundred Sixty-Seven Pesos and Ninety-Seven Centavos (₱19,544,467.97).** 2.2 The source of funding is the **General Appropriations Act (GAA)**
1(d)	The Project Sites are the **Fourteen (14) Schools Division Offices of the Department of Education Regional Office I, City of San Fernando, La Union.**
2	No further instructions.
5.1	The Procuring Entity's address for Notices is: **RICA A. PEREZ** Procuring Entity, Representative End-user Flores St., Catbangen, City of San Fernando, La Union 072-682-23-24 local 122 bac.region1@deped.gov.ph depedro1.com The Supplier's address for Notices is: *[Insert address including, name of contact, fax and telephone number]*.
5.2	No further instructions.
6.2	**Delivery and Documents** The delivery terms applicable to this Contract are delivered **to the Fourteen (14) Schools Division Offices of the Department of Education Regional Office I, City of San Fernando, La Union**. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows: Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following original documents to the Procuring Entity: i) Supplier's invoice showing Goods' description, quantity, unit price, and total amount; ii) Delivery receipt/note, railway receipt, or truck receipt; iii) Supplier's factory inspection report; iv) Manufacturer's and/or Supplier's warranty certificate; v) Certificate of origin (for imported Goods);

	vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel; vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site. ix) **Original copy of dealers/suppliers invoices with BIRs Authority to Print showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his/her representative, and indicating date of receipt by the proper agency official.** For purposes of this Clause the Procuring Entity's Representatives at the Project Sites are the **Administrative Officer IV (Supply Officer) of the Administrative Section - Property and Supply Unit and the SDO Inspectorate Team**. **Incidental Services** The Supplier shall provide the following incidental services, as applicable to the Goods and as specified in Section VI. Schedule of Requirements: a) assembly, sorting, organization, and proper setup of mathematics manipulatives, including their detachable parts, components, boards, frames, stands, bases, storage cases, and other items requiring assembly or arrangement; b) provision of complete assembly instructions, user manuals, instructional guides, activity guides, and care or maintenance instructions for the proper use, handling, cleaning, storage, and maintenance of the supplied Goods; c) provision of applicable product information, technical data sheets, material specifications, safety documentation, and certificates of conformity, quality, durability, or product safety, as required under the Technical Specifications; d) verification of the completeness, dimensions, quantities, mathematical accuracy, color coding, markings, component fit, stability, and proper functioning of each manipulative or set before delivery and acceptance; e) organization of multi-piece manipulatives into suitable storage boxes, trays, pouches, containers, or cases, with an inventory or component guide identifying the required contents and quantities of each set; f) replacement or correction, at no additional cost to the Procuring Entity, of any missing, broken, cracked, deformed, improperly assembled, incorrectly marked, inaccurately scaled, mismatched, defective, damaged, or otherwise noncompliant Goods identified during delivery, inspection, or acceptance. The supplier shall also be responsible for the door-to-door delivery, unloading, proper placement, and turnover of the goods at the designated delivery sites.

	All costs associated with these incidental services shall be included in the Contract Price. The prices charged by the Supplier for such services shall not exceed the prevailing rates charged to other parties for similar services. **Spare Parts** The requirement for spare parts shall generally **not apply to single-piece, non-serviceable, or purely instructional mathematics manipulatives**. However, for manipulatives supplied as sets or consisting of detachable, movable, replaceable, or serviceable components, the Supplier shall ensure the availability of compatible replacement parts. Replacement parts may include, as applicable, number tiles, counters, cubes, blocks, rods, fraction pieces, geometric shapes, pattern pieces, cards, pegs, beads, connectors, fasteners, spinners, pointers, frames, boards, stands, bases, trays, storage boxes, pouches, cases, covers, and other detachable components. The Supplier shall provide the following materials, notifications, and information: a) a complete list and description of the replacement parts or components applicable to each supplied mathematics manipulative or set; b) replacement, at no additional cost to the Procuring Entity, of any missing, broken, cracked, deformed, incorrectly marked, inaccurately scaled, mismatched, defective, incompatible, or noncompliant part or component identified during inspection, acceptance, or the applicable warranty period; c) availability of compatible replacement parts or components for purchase by the Procuring Entity during the warranty period and for at least five (5) years thereafter, without relieving the Supplier of its warranty obligations under the Contract; d) advance written notice to the Procuring Entity if the production or distribution of any replacement part or component will be discontinued, including information on available compatible alternatives; and e) provision of sufficient information, including part numbers or product codes, descriptions, mathematical values or representations, dimensions, colors, materials, quantities, and compatibility requirements, to enable the Procuring Entity to identify and procure the appropriate replacement parts or components. All parts, components, accessories, instructional guides, and storage containers required for the completeness and proper classroom use of each mathematics manipulative or set upon delivery shall be included in the Contract Price. Any part or component ordered separately after final acceptance and outside the Supplier's warranty obligations shall be supplied within the period agreed upon by the parties. **Packaging**

	The Supplier shall package the Goods in accordance with existing laws, regulations, applicable product-safety and industry standards, and the requirements of this Contract to prevent loss, breakage, scratching, deformation, contamination, fading, mixing, or deterioration during transportation, handling, storage, and delivery to the designated recipient Schools Division Offices or final destinations. Mathematics manipulatives shall be: a) individually wrapped or adequately separated using protective cushioning, dividers, sleeves, molded inserts, sealed bags, or other suitable materials to prevent movement, impact, scratching, deformation, breakage, or loss of components during transit; b) packed in sturdy boxes, trays, pouches, cases, or containers appropriate to their type, dimensions, number of pieces, materials, weight, and fragility; c) protected against damage to numbers, symbols, scales, graduations, color coding, labels, printed markings, movable parts, and other instructional features; d) properly sorted, grouped, and secured according to their mathematical value, shape, size, color, or intended set configuration, as applicable; and e) clearly marked **"HANDLE WITH CARE," "KEEP DRY," "THIS SIDE UP,"** or with other appropriate handling instructions. Small or detachable components, including counters, cubes, tiles, rods, fraction pieces, geometric shapes, pegs, beads, cards, connectors, and fasteners, shall be placed in sealed, labeled, and appropriately compartmentalized containers to prevent loss, mixing, or damage. Sets containing multiple parts or components shall be complete, properly organized, and packed in suitable reusable storage boxes, trays, pouches, containers, or cases, when required by the Technical Specifications. Each set shall be accompanied by an inventory or component guide identifying the description and required quantity of every included part. Mathematics manipulatives with boards, frames, stands, bases, spinners, pointers, or other movable or detachable parts shall be securely restrained and separately protected to prevent bending, breakage, displacement, deformation, or damage to the main item. Instructional guides, activity cards, manuals, and other printed materials shall be packed in waterproof or moisture-resistant protective coverings to prevent folding, tearing, staining, fading, or water damage. The packaging shall be sufficiently durable to withstand handling, loading, unloading, transportation, changes in temperature, moisture, precipitation, temporary storage, and other conditions reasonably expected during door-to-door delivery. Package sizes and weights shall consider the conditions at the designated delivery sites and the possible absence of mechanical handling equipment.

	The outer packaging shall be clearly and legibly marked on at least four (4) sides, when practicable, with the following information: • Name of the Procuring Entity; • Name and address of the Supplier; • Contract or Project Title; • Contract or Purchase Order Number; • Description and quantity of the Goods; • Final destination or recipient Schools Division Office; • Gross weight and package dimensions, when applicable; • "Handle with Care," "Keep Dry," "This Side Up," "Contains Small Parts," or other applicable handling or safety instructions; and • Package number in relation to the total number of packages, such as "Package 1 of 5." A packing list indicating the item description, brand, model or product code, quantity, number of sets, number of components per set, and contents of each package shall be placed in a waterproof envelope securely attached to an accessible portion of the outer packaging. A copy shall also be placed inside the package, when practicable. All packaging materials and related costs shall be included in the Contract Price. The Supplier shall remain responsible for any loss, breakage, scratching, deformation, contamination, fading, mixing, deterioration, or other damage resulting from inadequate or improper packaging until the Goods have been delivered, inspected, and finally accepted at their designated destinations. **Insurance** The Supplier shall fully insure the Goods supplied under this Contract in a currency, local or tradeable and accepted by the *Bangko Sentral ng Pilipinas* against loss or damage incidental to manufacture, acquisition, transportation, storage, and delivery. The risk and ownership of the Goods remain with the Supplier until their final acceptance by the Procuring Entity, unless otherwise specified in this Contract. **Transportation** The Supplier shall arrange and pay for the delivery of the Goods, with the cost included in the Contract Price. When required under this Contract to deliver the Goods CIF, CIP, or DDP, the Supplier shall ensure the transport of the Goods to the port of destination or any other specified place of destination in the Philippines, as indicated in this Contract. The Supplier shall arrange for transport, insurance, and storage to the specified destination with the related costs included in the Contract Price. When required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site.

	The Goods must be transported using carriers registered in the Philippines when the Supplier is required under this Contract to deliver the Goods CIF (Cost, Insurance, and Freight), CIP (Carriage and Insurance Paid To), or DDP (Delivered Duty Paid). If no Philippine-registered carrier is available, the Goods may be shipped using a non-Philippine carrier, provided the Supplier obtains and presents certification from the nearest Philippine consulate at the port of dispatch. If Philippine-registered carriers are available but their schedules would impede timely delivery or cause delays in the Supplier's performance of this Contract, the period of delay from when the Goods were first ready for shipment to the actual date of shipment will be considered *force majeure* in accordance with **GCC** Clause 23. 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 ownership will not be deemed transferred to the Procuring Entity until their receipt and final acceptance at the final destination. **Patent Rights** 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.
10.3	The **terms of payment** shall be as follows: Full payment shall be made upon complete delivery, inspection, testing (where applicable), and final acceptance of the Goods by the Procuring Entity, subject to the submission of the original Supplier's Sales Invoice with a valid BIR Authority to Print (ATP) or other BIR-authorized invoicing document, indicating the description of the Goods, quantity, unit price, and total amount, duly signed by the Supplier's authorized representative and bearing the date of receipt by the Procuring Entity, together with the Delivery Receipt, Inspection and Acceptance Report (IAR), and such other supporting documents as may be required under existing accounting, auditing, and procurement rules and regulations.
11.4	Not applicable
11.5	Payment using LoC is not allowed.
13.4(c)	No further instructions
16.1	The inspections and tests to be conducted shall include, but shall not be limited to, the following: a) **Documentary Inspection** – Verification of the delivered Goods against the Contract, Purchase Order, Notice to Proceed, Technical Specifications, approved Allocation or Distribution List, Packing List, Delivery Receipt, manufacturer's brochures or product literature, technical data sheets, warranty certificates, certificates of calibration, accuracy, conformity, quality, safety, or performance, test reports, operating instructions, circuit or connection diagrams, instructional guides, user manuals, and other required documents, as applicable; b) **Quantity and Allocation Inspection** – Verification of the quantity, completeness, and proper allocation of the Goods delivered to each designated recipient Schools Division Office

	or delivery site, including all required physics tools, apparatus, accessories, detachable parts, tracks, carts, pulleys, masses, springs, rods, clamps, coils, magnets, conductors, terminals, connecting leads, cables, connectors, adapters, power supplies, frames, stands, bases, supports, mounting devices, storage cases, manuals, and other specified inclusions; c) **Visual and Physical Inspection** – Examination of the Goods to confirm that they are brand new, unused, clean, and free from cracks, breakage, chipping, scratches, sharp or unfinished edges, discoloration, corrosion, warping, deformation, loose parts, damaged displays, exposed conductors, frayed wires, illegible markings, missing components, poor workmanship, and other visible defects; d) **Technical Compliance Inspection** – Verification that the items conform to the required Technical Specifications; e) **Brand and Product Verification** – Verification, where applicable, that the manufacturer, brand, model, product name, catalogue or product number, type, and specifications of the delivered Goods are consistent with those offered by the Supplier and supported by the submitted brochures, catalogues, technical data sheets, samples, photographs, certifications, or other compliance documents; f) **Completeness and Assembly Inspection** – Verification that each item or set includes all manipulatives that can be properly and securely assembled, connected, operated, disconnected, and disassembled; g) **Acceptance Inspection** – Final inspection by the Inspection and Acceptance Committee, Inspectorate Team, or other duly authorized representatives of the Procuring Entity to determine the conformity of the Goods with the Contract before the issuance and signing of the Inspection and Acceptance Report (IAR). Inspections and tests may be conducted at the designated delivery sites, testing facilities, or any other location determined by the Procuring Entity. The Supplier shall provide, without additional cost, the personnel, measuring devices, testing instruments, power sources, connection materials, product information, documentation, samples, and assistance reasonably necessary for the conduct of the inspections and tests. The Procuring Entity reserves the right to require additional verification, sampling, measurement, calibration, electrical testing, mechanical testing, safety testing, or performance testing when necessary to determine compliance with the Contract. The issuance or signing of a Delivery Receipt shall acknowledge only the physical receipt of the Goods and shall not constitute inspection or final acceptance. Any Goods found to be broken, cracked, chipped, scratched, corroded, warped, deformed, misaligned, incomplete, improperly graduated or calibrated, incorrectly wired, improperly insulated, incorrectly marked, unstable, nonfunctional, unsafe, defective, or otherwise noncompliant with the Contract or Technical Specifications shall be rejected and replaced or corrected by the Supplier, without additional cost to the

	Procuring Entity, within the period prescribed in the Contract. Final acceptance and issuance of the IAR shall be made only after the Goods have passed all required inspections and tests.
17.3	**Warranty** The Goods covered by this Contract consist of **mathematics manipulatives and their corresponding parts, components, instructional guides, and storage containers**. Reusable manipulatives, boards, frames, models, kits, and durable accessories shall be classified as non-expendable or durable learning tools and equipment. Consumable, replaceable, or wear-and-tear components, if any, shall be classified as expendable goods. Accordingly, the following warranty periods shall apply from the date of final inspection and acceptance at the designated delivery site, as evidenced by the duly signed Inspection and Acceptance Report (IAR): • **Reusable mathematics manipulatives and durable accessories:** one (1) year; and • **Consumable, replaceable, or wear-and-tear components:** three (3) months, unless a longer period is required under the Technical Specifications. The warranty shall cover manufacturing defects, faulty workmanship, defective materials or components, cracks, breakage, warping, deformation, discoloration, fading or detachment of labels and markings under normal conditions, incorrect mathematical values or symbols, inaccurate dimensions or proportions, loose or missing components, defective connectors or movable parts, unstable boards, frames, stands, or bases, and damaged storage containers. The warranty shall not cover damage attributable to misuse, accident, improper handling or storage, unauthorized alteration or repair, failure to follow the manufacturer's instructions, ordinary wear and tear, or causes beyond the Supplier's control. The Supplier shall comply with the following: a) Defective or nonconforming Goods shall be inspected, repaired, corrected, or replaced by the Supplier within **thirty (30) calendar days** from receipt of the Procuring Entity's written notice; b) Mathematics manipulatives that are broken, cracked, warped, deformed, mathematically inaccurate, incorrectly marked, improperly scaled, mismatched, incomplete, or unsafe shall be replaced with brand-new and compliant items when the defect cannot be corrected without affecting their accuracy, safety, appearance, durability, or intended instructional use; c) Missing, defective, or noncompliant parts or components shall be replaced with compatible parts having the correct mathematical value, representation, dimensions, shape, color, material, markings, and other required specifications; d) Any replacement shall be a **brand-new item of the same brand and model or an equivalent item having the same or**

	better specifications, subject to the prior approval of the Procuring Entity; e) All expenses for inspection, retrieval, transportation, testing, labor, replacement parts, repair, correction, and redelivery of defective or noncompliant Goods shall be borne by the Supplier; f) Repaired, corrected, or replacement Goods shall be subject to documentary, visual, physical, technical, dimensional, mathematical accuracy, completeness, material safety, functional, fit, and stability inspection or testing, as applicable, before acceptance; g) Any replacement reusable mathematics manipulative or durable accessory shall carry a new warranty period of **one (1) year from the date of its final inspection and acceptance**. Any replacement consumable or wear-and-tear component shall carry the applicable warranty reckoned from the date of its final inspection and acceptance; and h) Failure to repair, correct, or replace defective or nonconforming Goods within the prescribed period shall entitle the Procuring Entity to enforce the warranty security and pursue the remedies available under the Contract and applicable laws, rules, and regulations. Any Goods found during delivery, inspection, or acceptance to be broken, cracked, scratched, warped, deformed, incomplete, mathematically inaccurate, incorrectly marked, improperly scaled, mismatched, unstable, unsafe, defective, or otherwise noncompliant with the Contract or Technical Specifications shall not be accepted and shall be replaced by the Supplier without additional cost to the Procuring Entity. Such replacement shall be treated as the correction of a delivery deficiency and not as a warranty claim.
17.3(c)	Not applicable
17.4	No further instructions.
17.5	No further instructions.
20.2	Alternative Dispute Resolution. The proceedings shall be held at the DepEd Regional Office I, City of San Fernando, La Union.
21.1	No further instructions.

Section VI. Schedule of Requirements

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

Item Number	Description	Quantity	Total	Delivery Schedule
1	Mathematics Manipulatives	See distribution lists		Within 120 days from receipt of the Notice To Proceed (NTP)

General Instructions:

A. Delivery Sites

The Goods shall be delivered on a **door-to-door basis** to the fourteen (14) schools division offices of the Department of Education Regional Office I, City of San Fernando, La Union, as identified in **item H – Distribution Lists** or other written delivery instructions issued by the Procuring Entity.

The Supplier shall be responsible for all transportation, loading, unloading, handling, and placement of the Goods at the designated receiving areas of the recipient schools or delivery sites. All related expenses shall be deemed included in the Contract Price.

Goods for each schools division shall be properly segregated, packed, labeled, and delivered in accordance with the approved allocation.

B. Contract Duration and Delivery Period

The Supplier shall complete the delivery of all Goods within **one hundred twenty (120) calendar days from receipt of the Notice to Proceed (NTP)**.

The prescribed delivery period includes transportation, unloading, placement, assembly or installation where applicable, submission of the required delivery documents, inspection, testing where applicable, correction or replacement of rejected Goods, and final acceptance.

C. Delivery Schedule

The Supplier shall submit and coordinate its proposed delivery schedule with the Procuring Entity before commencing delivery.

Delivery to the different recipient schools division may be undertaken on separate dates, provided that all deliveries are completed within the prescribed delivery period. However, the allocation intended for each schools division shall be delivered completely. **Partial or incomplete delivery of a schools divisions' allocation shall not be allowed unless authorized in writing by the Procuring Entity.**

The Supplier shall not be entitled to an extension of the delivery period solely because Goods were rejected for being defective, damaged, incomplete, or non-compliant with the Contract.

D. Delivery Terms

The Goods shall be delivered on a **door-to-door basis** to the fourteen (14) schools division offices of the Department of Education Regional Office I, City of San Fernando, La Union, as identified in **item H – Distribution List** or other written delivery instructions issued by the Procuring Entity.

The Supplier shall remain responsible for the safe transportation, protection, handling, unloading, and placement of the Goods until their final inspection and acceptance at the respective delivery sites.

Risk of loss of or damage to the Goods shall remain with the Supplier. Risk and title shall pass to the Procuring Entity only upon complete delivery, inspection, testing where applicable, and final acceptance of the Goods.

The signing of a Delivery Receipt or Acknowledgment Receipt shall confirm only the physical receipt of the Goods and shall not, by itself, constitute final acceptance.

E. Delivery Days and Hours

Delivery shall be made only during official government working days, **Monday to Friday, from 8:00 A.M. to 5:00 P.M.**, excluding holidays, unless otherwise authorized in writing by the Procuring Entity.

The Supplier shall coordinate with the End-User, Property and Supply Unit, designated project focal person, and concerned schools division at least **three (3) working days before the scheduled delivery**.

Deliveries made without prior coordination or outside the prescribed working days and hours may be refused by the authorized receiving personnel.

F. Inspection, Testing and Acceptance

The Goods shall be inspected upon delivery to verify their quantity, allocation, completeness, physical condition, workmanship, and compliance with the approved Technical Specifications.

The inspection and testing shall be conducted by the Inspection and Acceptance Committee or other duly authorized representatives of the Procuring Entity.

Any Goods found to be defective, damaged, incomplete, unsafe, or non-compliant with the Contract or Technical Specifications shall be rejected and repaired or replaced by the Supplier within the period prescribed in the Contract, **without additional cost to the Procuring Entity**.

Final acceptance shall be evidenced by a duly accomplished and signed **Inspection and Acceptance Report (IAR)** or other applicable acceptance document issued by the Procuring Entity.

G. Documents to Accompany Delivery

Each delivery shall be accompanied by the following documents, as applicable:

1. Original Supplier's Sales Invoice or other BIR-authorized invoicing document;
2. Delivery Receipt or Acknowledgment Receipt;
3. Packing List indicating the contents of each package;
4. Approved Allocation or Distribution List showing the recipient school and quantity delivered;
5. Manufacturer's and/or Supplier's Warranty Certificate;
6. User's Manual, Operation Manual, and Maintenance Instructions, where required under the Technical Specifications;
7. Product brochures, technical data sheets, test reports, or certifications, where required;
8. Certificate of Origin for imported Goods, where applicable; and
9. Other documents required under the Contract or by the Procuring Entity for inspection, acceptance, and payment.

Failure to submit the required documents may be a ground for the deferment of inspection, acceptance, or payment until the deficiency has been corrected.

The delivery period stated in the Schedule of Requirements shall be reckoned from the Supplier's receipt of the Notice to Proceed. The date of delivery shall refer to the date on which the complete Goods allocated to the recipient school are physically delivered and presented for inspection and acceptance.

H. Distribution Lists

				DISTRIBUTION LIST for Key Stage 1-G1to G3														
		Breakdown of No. of Schools	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
	Item	Unit	No. of Recipient Schools	Alaminos City	Batac City	Candon City	Dagupan City	Ilocos Norte	Ilocos Sur	La Union	Laoag City	Pang I	Pang II	San Carlos City	San Fernando City	Urdaneta City	Vigan City	Total Quantity
	Mathematics - Manipulatives																	
1	Balance, Double-pan	pc	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
2	Beads	set	271	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
3	Cuisenaire Rods, set of 5	set	271	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
4	Elapsed Time (Clock) Set	pc	271	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
5	Geoboard, 5 x 5	pc	271	10	40	50	10	380	760	370	50	490	440	10	40	50	10	2710
6	Geostrips	set	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
7	Linking Cubes	set	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
8	Pattern Blocks, 250 pcs/set	set	271	2	8	10	2	76	152	74	10	98	88	2	8	10	2	542
9	Plastic Two-colored Counters, 1-inch diameter, 200 pcs/set	set	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
10	Probability Kit	set	271	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
11	Square Units/Tiles, plastic	set	271	2	8	10	2	76	152	74	10	98	88	2	8	10	2	542

				DISTRIBUTION LIST for Key Stage 2-G4to G6														
		Breakdown of No. of	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
	Item	Unit	No. of Recipient Schools	Alaminos City	Batac City	Candon City	Dagupan City	Ilocos Norte	Ilocos Sur	La Union	Laoag City	Pang I	Pang II	San Carlos City	San Fernando City	Urdaneta City	Vigan City	Total Quantity
	Mathematics - Manipulatives																	
1	Circle Area Demonstrator	pc	271	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
2	Compass, Drawing, student type	set	271	40	160	200	40	1520	3040	1480	200	1960	1760	40	160	200	40	10840
3	Geoboard, 11 x 11	set	271	10	40	50	10	380	760	370	50	490	440	10	40	50	10	2710
4	Geostrips	pc	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
5	Linking Cubes	pc	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
6	Model, Basic 3D Geometrical Collapsible	set	271	5	20	25	5	190	380	185	25	245	220	5	20	25	5	1355
7	Model, Basic 3D Geometrical Solids	set	271	1	4	5	1	38	76	37	5	49	44	1	4	5	1	271
8	Pattern Blocks, 250 pcs set	set	271	2	8	10	2	76	152	74	10	98	88	2	8	10	2	542

Page 1

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Prudence must be exercised in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable.

The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications:

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name shall not be allowed except for reasons of technical compatibility, interoperability, servicing, maintenance, or preservation of supplier warranty in order to keep the performance, functionality, and useful life of the equipment, in which case, the Procuring Entity shall indicate the reasons or justifications for availing of the exception as

part of the Technical Specifications, Scope of Work, or Terms of Reference, as the case may be.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		[Add 2 columns if the award criterion to be used is MEARB, or MARB (one for parameters and one for rating)] **Bidders must state "Comply" or "Not Comply" for each specification and provide the corresponding performance parameters for offered equipment.** Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents. Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.

Technical Specifications		
General Specifications	**Inspection and Documentary Proof**	**Statement of Compliance**
1. All items must be brand new.	All items including its parts, components and/or peripherals must not have signs of wear, scratches, dirt, and/or discoloration.	
2. All item markings, user manuals, and electronic copies must be in English.	Must be comprehensible English and not directly word per word translated from a different language.	
3. All item markings and labels especially intended for proper identification, operation, function, graduation and assembly must be permanently marked on the item.	The markings and labels must not be removable by repeated finger rubbing, fingernail scratching, or exposure to water.	

4. Items requiring assembly must include an assembly manual in English and all necessary peripherals.	Assembly manuals must show a picture/drawing illustration of the assembly with proper worded instruction, labeling of parts and sequence of assembly.	
5. Items with power line electrical requirements must conform to and operate on the standard electric supply in the Philippines	Must be compatible to 220V AC, 50/60 Hz, type A power sockets or type B provided that an adaptor for conversion to type A is included.	
6. Items requiring consumables must include an initial quantity sufficient to conduct testing.	Must provide the initial necessary consumables to fully make the item functional for testing.	
7. All items must have a brand name permanently marked on the item and/or its appropriate packaging.	The brand name marking must not be removable by repeated finger rubbing, fingernail scratching, or exposure to water.	
8. Brand Owner Certification	The bidder must submit a trademark registration proving its exclusive or non-exclusive brand ownership or an authorization from the brand owner that the bidder's manufacturer or the bidder itself will manufacture the items under the brand name for the Department of Education.	
9. Manufacturer's Certification	Must submit a Certification from the item Manufacturer that it will manufacture the items for the Department of Education, indicating the following: • The Bidder's company name, company address, and authorized representative(s) • The project name • The list of items In case of multiple Manufacturers, the Bidder must submit Certifications from each of the Manufacturer.	

10. Manufacturer's International Standards Compliance	Must submit the following valid and unexpired following Certifications:• ISO 9001:2015 – Quality Management System• ISO 14001:2015 – Environmental Management System• ISO 45001:2018 – Occupational Health and Safety Management SystemIn case of multiple Manufacturers, the Bidder must submit Certifications from each of the Manufacturer.	
11. Business Registration	Must submit a valid BIR Certificate of Registration (COR) under the Line of Business - Sub-Class 46900 (non-specialized wholesale trade).	
12. Items requiring spare parts must have parts available to DepEd for a minimum of five (5) years, using the same supplied brand.	Must submit a Certificate of Spare Parts Availability indicating the item name(s) from the item Manufacturer that spare parts shall be made available to the Department of Education for a minimum of five (5) years, using the same supplied brand. In case of multiple Manufacturers, the Bidder must submit Certificates from each of the Manufacturer.	

Mathematics Manipulatives

No.	Item	Specifications	Statement of Compliance
1	**Balance, Double-pan**	Functional Specifications: Used to compare object masses.	
		Performance Specifications: 1. Must be able to measure mass of an object up to 2000 grams. 2. Pre-adjusted i.e., as the Balance is on a level and stable surface with the main rider and supplementary rider are zero "0" and the taring poise/weight at utmost left end, the Balance can be set	

		to equilibrium zero "0" by turning the fine tuning knob.	
		Design Specifications:	
		1) Used for comparative weighing to determine the difference in mass between two (2) objects, the double-platform beam balance comes equipped with built-in sliding masses and taring poise.	
		2) Capacity: 2,000 grams	
		3) Readability: 2 grams	
		4) Weigh Beam Capacity x Readability: 10 g x 0.1 g, 200 g x 10 g	
		5) NTEP Resolution: 1 : 5,000	
		6) Platform size: Ø15-16 cm	
		7) Platform type: Plate (metal)	
		8) Dimensions (w x d x h): 35-37 cm x 24-26 cm x 17-19 cm	
		9) Comes with four (4) Weights as follows:	
		9.1) 1 pc. 1,000-gram Weight	
		9.2) 1 pc. 500-gram Weight	
		9.3) 1 pc. 200-gram Weight	
		9.4) 1 pc. 100-gram Weight	
		10) Comes with an Instruction Manual in English.	
		11) Comes with a storage plastic case.	
		12) Manufacturer of the country of origin shall issue certificate of calibration for every item.	
		13) Brand/Model must be permanently marked on the item.	
		Performance Specifications: Must be able to show relationship among sides and angles of special right triangles.	
		Design Specifications:	
		1. Material: Plastic, smooth, not flexible and with handle	

		2. Permanent graduation markings in cm in all sides	
		3. For 30° x 60°:	
		Base: 50 cm minimum	
		Thickness: 4 mm minimum	
		4. For 45° x 45°:	
		Base: 50 cm minimum	
		Thickness: 4 mm minimum	
		5. Individually packed in a sturdy plastic bag with zipper	
		6. The items shall be free from toxic materials.	
		7. Brand must be permanently marked on the item.	
2	**Beads**	Functional Specifications: Used to reinforce counting, sorting, patterning and sequencing.	
		Performance Specifications: Must be able to scaffold learners in counting and grouping of numbers, colors, patterns, etc.	
		Design Specifications:	
		1) Comprises 5 sets of beads. A set is composed of 100 beads of 10 different colors, pre-inserted in color group array in a cord that can be easy to be moved within. Cord knotted on ends to prevent loose but can be untied for easy change of grouping and patterns.	
		2) Beads hole passes through the center.	
		3) Bead diameter: 9.5 mm to 16 mm	
		4) Cord length: at least 25% longer than the total length of the 100 beads.	
		5) Comes with a plastic transparent storage container with cover.	
		6). The items shall be free from toxic materials. (Certificate of Non-Toxicity)	

		7). Comes with nylon string of 5-6 meters long that fit loosely to beads hole	
3	**Circle Area Demonstrator**	Functional Specifications: Used to demonstrate area of a circle.	
		Performance Specifications: Performance: Must be able to show/demonstrate derivation of circle's area and how dimensions of a parallelogram is related to it.	
		Design Specifications:	
		1). Material: Plastic	
		2). Circle Diameter: 196 mm (minimum) - Each half comes in different colors or all sectors come in one color to cater item availability.	
		3). Thickness: 5 mm (minimum)	
		4). Dissectible into at least 16 sectors	
		5). Comes with base for mounting the circle and the sectors.	
		6). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
4	**Compass, Drawing, student type**	Functional Specifications: Used to draw/construct arcs, semi-circles and circles.	
		Performance Specifications: Must be able to draw/construct arcs, semi-circles and circles.	
		Design Specifications:	
		1). Compass, two legs, solid metal,rigid (not bending); corrosion resistant and smooth	
		2). Length: 150mm - 200mm;	
		3). With pencil adaptor attached at or integrated on one end of one of the legs. The said adaptor must be able to adapt, also, to any kind of pencil available in the local market;	

		4). Solid metal, rigid (not bending);	
		5). Comes with transparent plastic case or box; and	
		6). Brand must be permanently printed on the item/case.	
5	**Cuisenaire Rods, set of 5**	Functional Specifications: Used to provide an interactive, hands-on way to explore mathematics and learn mathematical concepts, such as the four basic arithmetical operations, working with fractions and finding divisors.	
		Performance Specifications: Must be able to demonstrate four fundamental operations, part-to-whole concept, decimals and other concepts related to number sense and measurement.	
		Design Specifications:	
		1). Made of hard, smooth finish plastic materials.	
		2). One (1) set is composed of 74 cuisenaire rods of different colors.	
		3). Each color represents a specific rod length.	
		4). Rod Lengths are: 1cm - white, 2cm - red, 3cm - yellow green, 4cm - purple, 5cm - yellow, 6cm - green, 7cm - black, 8cm - brown, 9cm - blue, and 10cm - orange.	
		5). Comes in a plastic storage container with cover that accomodates 5 sets of cuisenaire rods.	
		6). The item shall be free from toxic materials. (Certificate of Non-Toxicity)	
		7). Brand must be permanently printed on the case.	
6	**Elapsed Time (Clock) Set**	Functional Specifications: Used to demonstrate time and other related concepts.	

		Performance Specifications: Must be able to represent and demonstrate time using hour hand and minute hand.	
		Design Specifications:	
		1). A set includes:	
		a. Two Twelve (12) hour demonstration clock, magnetic	
		b. Segmented timeline, 24-hour timeline (AM and PM) which makes up of 4 segments	
		c. Removable guide numbers	
		d. Start and End arrows	
		2). Dial diameter measures 24-26 cm	
		3). The hour number must be printed in Hindu Arabic numeral and with corresponding minute(s) number in the same numeral format.	
		4). The item shall be free from toxic materials. (Certificate of Non-Toxicity)	
		5). Brand must be permanently printed on the case.	
7	**Geoboard, 11 x 11**	Functional Specifications: Used to explore basic concepts in plane geometry such as perimeter, area and the characteristics of triangles and other polygons.	
		Performance Specifications: Must be able to demonstrate or visually represent different kinds of polygons and circles and how to compute their respective area, perimeter, and circumference.	
		Design Specifications:	
		1). Double sided geoboard - square pattern on one side (11 x 11), circle on the other;	

		2). Made of plastic material and comes in any color;	
		3). The surfaces and edges must be smooth, no warps, must sits flat when laid on the table;	
		4). Board Dimensions (W x L): 229 mm x 229 mm (minimum);	
		5). Edging Height (all sides): 6 mm from the board (minimum);	
		6). Board and Edging Thickness: 3 mm (minimum);	
		7). Array Pin Diameter: 3 mm (Minimum);	
		8). Array Pin Height: 5 mm (Minimum);	
		9). Comes with a transparent plastic case;	
		10). Comes with Instruction Manual in English with illustrations;	
		11). Comes with assorted size and color rubber bands (25 pcs); and	
		12). Brand must be permanently printed on the case	
		13). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
8	**Geoboard, 5 x 5**	Functional Specifications: Used to explore basic concepts in plane geometry such as perimeter, area and the characteristics of triangles and other polygons	
		Performance Specifications: Must be able to demonstrate or visually represent different kinds of polygons and circles and how to compute their respective area, perimeter, and circumference.	
		Design Specifications:	
		1). Enables the students to perform different kinds of shapes (like square,	

		triangle, circle, etc.) using rubber bands.	
		2). On the top surface is the Square Geoboard with 25 guiding posts arranged 5 x 5 (forming a square) at 40mm distance apart between centers.	
		3). On the bottom surface is the Circle Geoboard with 13 guiding posts. Twelve (12) of these guiding posts are arranged at 30° apart on a circle of 150mm diameter while the remaining one (1) guiding post is on the center of the said circle.	
		4). Made of plastic, color blue.	
		5). Board Dimensions (W x L): 200mm x 200mm (minimum)	
		6). Guiding post approximate Diameter: 6mm (minimum)	
		7). Guiding post approximate Height: 20mm (minimum)	
		8). Approximate Height of the Base (Edging Height): 25mm (minimum)	
		9). Board Thickness: 3-5mm	
		10). Comes with a plastic case with content description on its cover.	
		11). The surfaces and edges of the Geoboard and its Case must be smooth.	
		12). Comes with Instruction Manual in English.	
		13). Brand must be permanently printed on the case.	
		14). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
		Note: There must be no warping of the board and base. The Geoboard must be flat when laid on a table.	

9	**Geostrips**	Functional Specifications: Used to make and represent different shapes.	
		Performance Specifications: Must be able to show/demonstrate different kinds of angles and shapes.	
		Design Specifications:	
		1). The strips are made of plastic minimum of 1.8 mm thickness and minimum of 18 mm wide in assorted colors with rounded ends;	
		2). Comes in various lengths ranging from 50 mm to 350 mm. Example: Red: Blue: a) Shortest: 93-94mm a) Shortest: 124-125mm b) Shorter: 169-170mm b) Longest: 233-234mm c) Longest: 323-324mm Yellow: White: a) Shortest: 150-151mm a) Shortest: 175-176mm b) Longest: 283-284mm b) Longest: 233-234mm	
		3). They are designed to be fastened together with a plastic coated brads or plastic coated round head fasteners to form plane geometric figures.	
		4). One (1) set consists of 68 strips, a minimum of 100 pieces plastic coated brads and a protractor.	
		5). The set comes in a transparent plastic case for proper storage.	
		6). The items shall be free from toxic materials.	
		7). Brand must be permanently marked on the plastic case.	
		8). Shall be free from toxic materials. (Certificate of Non-Toxicity)	

10	**Linking Cubes**	Functional Specifications: Used to assist with the understanding of mathematical concepts	
		Performance Specifications: Must be able to interlock together to build various shapes and structures	
		Design Specifications:	
		1). Linking Plastic Cubes: 100pcs in 10 different colors (10 pcs per color).	
		a. Dimension: 1 cm x 1 cm x 1 cm (minimum)	
		c. With interlocking feature for connecting the cubes.	
		2). Comes with plastic transparent storage bucket with cover.	
		3). Fitting is push fit which can be assembled or disassembled without extra effort.	
		4). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
		5). Brand must be permanently marked on the storage.	
		Functional: Used to demonstrate relational geometric concepts between polygons and polyhedrons; aid derivation of formula (surface area and volume) of polyhedrons.	
		Performance: Must be able to demonstrate geometrical relationships between polygons (2D) and polyhedrons (3D) in terms of deriving formula on surface area and volume.	
		Design Specifications:	
		1). Set includes 12 solids made of clear plastic with rounded corners and edges, and 12 folding nets in 5 or 6 colors made from soft plastic to fit inside the corresponding solids:	

		2). Base size of solids: 7.8 to 10.5cm	
		Height of solids: 9.5 to 10.5 cm	
		3). Pairs of solid prism and pyramid shall of the same base and height the following:	
		a,b) Cube and Square pyramid	
		c,d) Cylinder and Cone	
		e,f) Triangular prism and Triangular pyramid	
		g,h) Rectangular prism and Rectangular pyramid	
		i.j) Pentagonal prism and Pentagonal pyramid	
		k.l) Hexagonal prism and Hexagonal pyramid	
		4). With activity guide.	
		5). Comes with a plastic transparent storage container with cover that can accomodate all the solids and the activity guide.	
		6). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
11	**Model, Basic 3D Geometrical Collapsible**	Functional: Used to demonstrate relational geometric concepts between polygons and polyhedrons; aid derivation of formula (surface area and volume) of polyhedrons.	
		Performance: Must be able to demonstrate geometrical relationships between polygons (2D) and polyhedrons (3D) in terms of deriving formula on surface area and volume.	
		Design Specifications:	
		1). Set includes 12 solids made of clear plastic with rounded corners and edges, and 12 folding nets in 5 or 6 colors made from soft plastic to fit inside the corresponding solids:	
		2). Base size of solids: 7.8 to 10.5cm	

		Height of solids: 9.5 to 10.5 cm	
		3). Pairs of solid prism and pyramid shall of the same base and height the following:	
		a,b) Cube and Square pyramid	
		c,d) Cylinder and Cone	
		e,f) Triangular prism and Triangular pyramid	
		g,h) Rectangular prism and Rectangular pyramid	
		i.j) Pentagonal prism and Pentagonal pyramid	
		k.l) Hexagonal prism and Hexagonal pyramid	
		4). With activity guide.	
		5). Comes with a plastic transparent storage container with cover that can accomodate all the solids and the activity guide.	
		6). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
12	**Model, Basic 3D Geometrical Solids**	Functional Specifications: Used to represent basic three-dimensional figures.	
		Performance Specifications: Must be able to demonstrate geometrical concepts related to properties of geometrical solids.	
		Design Specifications:	
		1). At least 17 types of Hollow Geometrical 3D Solids Shapes that includes:	
		a) Cube: 9.5-10.5cm x 9.5-10.5cm x 9.5-10.5cm	
		b) Cone: Height = 9.5-10.5cm; Base diameter = 9.5-10.5cm	
		c) Cylinder: Height = 9.5-10.5cm; Base diameter = 9.5-10.5cm	
		d) Hexagonal prism: Height = 9.5-10.5cm; Length of sides (Base) = 5-6cm	

		e) Hexagonal pyramid: Height = 9.5-10.5cm; Length of sides (Base) = 5-6cm	
		f) Pentagonal prism: Height = 9.5-10.5cm; Length of sides (Base) = 6-7cm	
		g) Pentagonal pyramid: Height = 9.5-10.5cm; Length of sides (Base) = 6-7cm	
		h) Rectangular prism: 9.5-10.5cm x 5-6cm x 9.5-10.5cm	
		i) Square pyramid: Height = 9.5-10.5cm; Base diameter = 9.5-10.5cm	
		j) Triangular prism: Height = 9.5-10.5cm; Length of sides (Base) = 9.5-10.5cm;and	
		h) Triangular pyramid: Height = 9.5-10.5cm; Length of sides (Base) = 9.5-10.5cm	
		i) Sphere: Diameter of Great Circle = 9.5-10.5cm	
		j) Semisphere: Diameter of Great Circle = 9.5-10.5cm	
		k) Square prism: 9.5-10.5cm x 5-5.5cm x 5-5.5cm	
		l) Small cube: 5-5.5cm x 5-5.5cm x 5-5.5cm	
		m) Small Triangular Prism: Height = 9.5-10.5cm; Length of sides (Base) = 5-6cm	
		n) Small Cylinder: Height = 9.5-10.5cm; Base diameter = 5-6cm	
		2). Made of hard plastic	
		3). Comes in a transparent plastic container with cover to accommodate the 17 or more types of geometric solids.	
		4). Surface finish is smooth on all items.	
		5). Brand must be permanently printed on the case.	

		6). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
13	**Pattern Blocks, 250 pcs/set**	Functional Specifications: Used to explore mathematical concpets, including congruence, similarity, symmetry, area, perimeter, patterns, functions, fractions, and graphing	
		Performance Specifications: Used to demonstrate different kinds of polygons.	
		Design Specifications:	
		1). One (1) set of pattern blocks contains a total of 250 pieces of six geometrical shapes and six colors - 25 each of hexagons and squares; 50 each of trapezoids, triangles, parallelograms, and rhombi.	
		2). Made of smooth surface plastic material.	
		3). Minimum thickness: 5 mm	
		4). Comes with a plastic transparent storage container with cover.	
		5). Brand must be permanently marked on the storage container.	
		6). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
14	**Plastic Two-colored Counters, 1-inch diameter, 200 pcs/set**	Functional Specifications: Used to represent integers and demonstrate fundamental operations on integers.	
		Performance Specifications: Must be able to demonstrate/represent set of numbers, skip counting and integers; perform fundamental operations on integers.	
		Design Specifications:	
		1). Material: Hard Plastic	

		2). Minimum of 200 pieces per set (double-sided color)	
		3). Must have smooth surface and edges	
		4). Chip's diameter: 22mm (minimum)	
		5). Chip's thickness: 1mm (minimum)	
		6). Comes with a transparent plastic container with cover	
		7). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
		8). Brand must be permanently marked on the item.	
15	**Probability Kit**	Functional Specifications: A set of mathematical manipulative used to demonstrate different concept-formation activities in probability.	
		Performance Specifications: Must be able to demonstrate probability concepts using cards, counters, dice, spinners, coins, bills and/or combination of these mathematical manipulatives.	
		Design Specifications:	
		1). Demonstrate probability, random and selective sampling.	
		2). Class kit, at least 180 pcs in a box for large group or individual learning.	
		Consist of the following:	
		a. 30 combination of activities and teacher demonstration on cards	
		b. 52 pcs (1 set) playing cards	
		c. 9 pcs different spinners;	
		d. 50 pcs coins;	
		e. 5 pcs polyhedral number dice;	
		f. 3 pcs dot dice;	
		g. 30 two-color (back-to-back) counters or red and yellow chips;	

		h. 2 pcs coin dice	
		i. 6 pcs number dice	
		3). Comes with transparent plastic container with cover.	
		4). Shall be free from toxic materials. (Certificate of Non-Toxicity)	
		5). Brand must be permanently marked on the container.	
16	**Square Units/Tiles, plastic**	Functional Specifications: Used basically to illustrate and estimate the area of a square or rectangle.	
		Performance Specifications: Able to illustrate, estimate and leads in the derivation of formulas for the squares and rectangles.	
		Design Specifications:	
		1. Made of plastic.	
		1. Set of 400 pcs plastic square tiles in four (4) different colors.	
		2. Size: 24 mm to 30 mm, Thickness: 3.8 mm to 6 mm.	
		3. Must have smooth edges and surfaces.	
		4. Shall be free from toxic materials. (Certificate of Non-Toxicity)	
		5. Activity guide included.	
		6. Comes in a transparent storage container with lid.	
		7. Brand permanently mark on the container.	

Section VIII. Philippine Bidding Document Related Forms

Notes to the Philippine Bidding Document Related Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with ITB Clause 13 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Entity, pursuant to ITB Clause 16.

The **Contract Form** should incorporate any correction or modification to the accepted Bid resulting from price corrections when it is finalized at the time of contract award. The Price Schedule and Schedule of Requirements which form part of the contract should be modified accordingly.

The **Omnibus Sworn Statement** must be completed by all Bidders in accordance with ITB Clause 4.2. Failure to submit it with the Bid shall result in the rejection of the Bid and the Bidder's disqualification.

The **Performance Securing Declaration, if allowed and Bank Guarantee Form for Advance Payment** shall be completed only by the successful Bidder in accordance with one of the forms indicated herein by the Procuring Entity, and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

TABLE OF CONTENTS

Bid Form for Procurement of Goods 96
Price Schedule for Goods Offered from Within the Philippines 98
Price Schedule for Goods Offered from Abroad 99
Contract Form 100
Omnibus Sworn Statement Form 104
Bid Securing Declaration Form 108

Bid Form for Procurement of Goods

[Note: The duly accomplished form shall be submitted with the Bid]

BID FORM
Project Identification No.: *[Insert number]*

*To: [**Name of Procuring Entity]***

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project ***[Project Title]***;

b) Select one, delete the other

- I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
- I/We offer to execute the Works for this Contract in accordance with the PBD;

c) The total price of our Bid in words and figures, excluding any discount offered below, is ***[insert information]***;

d) The discounts offered and the methodology for their application are: ***[insert information***];

e) 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 ***[Select one, delete the other:*** the Price Schedules/ Detailed Estimates];

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/We commit to provide a performance security in the form, amounts, and within the times prescribed in the PBD.

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 the Bidder.

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

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

The undersigned is authorized to submit the bid on behalf of ***[Name of the Bidder]*** as evidenced by the attached ***[State the Written Authority]***.

I/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.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

Price Schedule for Goods

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

Pricing Details for Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Source of Domestic Product, as certified by the Relevant Agency	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)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name: _____

Signature: _____

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

Price Schedule for Goods

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

Pricing Details for Goods Offered from Abroad

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

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of a specific Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name:_____

Signature:_____

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

Contract Form

[Note: The duly accomplished form is not required to be submitted with the Bid but shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT FOR [Insert Project Title]

This **CONTRACT** exectuted on the _____ day of _____ 20_____ by and between:

[Name of Procuring Entity], a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

[Name of Supplier /Contractor/ Consultant] a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called "the Supplier".

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly ***[Brief description of Project]*;**

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of ***[Contract price in words and figures, including currency]***, hereinafter referred to as the "Contract Price."

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

1) Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

2) The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, *viz.*:

    a) Philippine Bidding Document (PBD); ***[Select one, delete the others]***

    - ***For Procurement of Goods***

        i) Invitation to Bid;
        ii) Instruction to Bidders;
        iii) 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;
        iv) Bid Data Sheet;
        v) Schedule of Requirements;
        vi) Technical Specifications;

vii) General and Special Conditions of Contract;
viii) Supplemental Bid Bulletins, if any; and
ix) Other contract documents that may be required by existing laws and/or the Entity.

- ***For Procurement of Infrastructure Projects***

  i) Drawings/Plans;
  ii) Specifications;/Scope of Work;
  iii) Bill of Quantities;
  iv) General and Special Conditions of Contract; and
  v) Supplemental Bid Bulletins, if any;

- ***For Procurement of Consulting Services***

  i) General and Special Conditions of Contract;
  ii) Terms of Reference;
  iii) Request for Expression of Interest;
  iv) Instructions to Bidders;
  v) Bid Data Sheet;
  vi) Addenda and/or Supplemental/Bid Bulletins, if any;
  vii) Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/ statements 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;
  viii) Eligibility requirements, documents and/or statements;
  ix) Performance Security;
  x) Notice of Award of Contract and the Bidder's *conforme* thereto; and
  xi) Other contract documents that may be required by existing laws and/or the Entity.

b) Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;

c) Performance Security;

d) Notice of Award of Contract; and the Bidder's Conforme thereto; and

e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.

3) In consideration of the Contract Price of ***[Contract Price in words and figures],*** or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the ***[Project Title]*** described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.

4) The ***[Name of the Procuring Entity]*** agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.

5) Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

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

For the Procuring Entity Head of the Procuring Entity or Duly Authorized Representative	*For the Bidder* Duly authorized to sign the Contract for and behalf of ***[Bidders Name]***:
[Signature over Printed Name] ***[Position/Designation]*** ***[Date]***	***[Signature over Printed Name]*** ***[Position/Designation]*** ***[Date]***

Signed in the presence of:

[Name and Signature] *Witness – Procuring Entity*	*[Name and Signature]* *Witness- Supplier*

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of _____, 20_____, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC

Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

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

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1) ***Select one, delete the others:***

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

   - *If 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]***;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of ***[Name of Bidder]*** with office address at *[**Address of Bidder**]*;

2) ***Select one, delete the others:***

   - *If 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 ***[Project Title]*** of the ***[Name of the Procuring Entity]****[insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 ***[Project Title]*** of the *[**Name of the Procuring Entity]***, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 ***[Project Title]*** of the ***[Name of the Procuring Entity]***, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:***

- *If sole proprietorship :* The ***[Name of Bidder]*** and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If partnership :* The partnership itself and the partners of ***[Name of Bidder]*** are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of ***[Name of Bidder]*** are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of ***[Name of Bidder]*** are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7) It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

[Select one, delete the rest:]

- *In case of corporations:* ***[Name of Bidder]*** declares its beneficial ownership consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC in accordance with its annual reportorial requirements.

- *In case of Foreign Bidders:* ***[Name of Bidder]*** submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8) ***[Name of Bidder]*** complies with existing labor laws and standards; and

9) ***[Name of Bidder]*** is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental Bid Bulletin(s) issued for the ***[Project Title]***.

10) ***[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.

11) In case advance payment was made or given to ***[Name of Bidder]***, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of ***[month] [year]*** at ***[place of execution]***, Philippines. 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 his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of ***[month] [year].***

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

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

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION

Project Identification No.: *[Number]*

To: ***[Insert name 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;

   [Insert paragraph for Unsolicited Offer with Bid Matching]

   I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

2) **Select one, delete the other:**

   - I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under 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 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c),of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

   (For Unsolicited Offer with Bid Matching)

   - I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense 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;

[Insert this paragraph for Unsolicited Offer with Bid Matching]

b) Upon contract award and the LCCRB is not the original offeror; or

c) I am/we are declared the bidder with the ***[Insert Award Criterion[1]]*** 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]*.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. 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 his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
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Doc. No. _____
Page No. _____
Book No. _____
Series of _____

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone Nos.	Contract Duration	Date of Delivery	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts
GOVERNMENT							
PRIVATE							

Note:

State all ongoing 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.

1. Notice of Award or Contract
2. Notice to Proceed issued by the owner (*in the absence of Notice to Proceed (NTP), execute an affidavit that the bidder asserted all efforts in requesting the NTP. Indicate the circumstances and state the reasons. Attach letter of request as supporting documents).*

   Not to be submitted during the Opening of Bids but to be verified, ascertained and validated during post-qualification.

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone Nos.	Contract Duration	Date of Delivery	Kinds of Goods	Amount of Completed Contract

Note: This statement shall be supported with:

1. Certificate of End-users Acceptance or Official Receipt/s or Sales Invoice.

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Checklist of Technical and Financial Documents

I. TECHNICAL DOCUMENTS

- ☐ (a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR;
- ☐ (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; **(Attachment: Notice of Award and/or Contract, and Notice to Proceed)**;
- ☐ (c) Statement of the bidder's **Single Largest Completed Contract (SLCC)** similar to the procurement project to be bid, and whose value must be equivalent to at least 50% of the ABC, adjusted to current prices using the PSA consumer price indices **(Attachment: Certificate of End-user's Acceptance or Official Receipt/s or Sales Invoice)**
- ☐ (d) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or committed Line of Credit
- ☐ (e) JVA or the duly notarized statement in accordance with Section 52.1(b) of this IRR, if applicable
- ☐ (f) Original copy of **Bid Security**: The Bid Security shall be in the form of **Bid Securing Declaration** or **any of the following:**
  - Cash (2% of the ABC)
  - Cashier's Check (2% of the ABC)
  - Manager's Check (2% of the ABC)
  - Bank Draft (5% of the ABC)
  - Guarantee (5% of the ABC)
  - Irrevocable Letter of Credit (5% of the ABC)
  - Surety Bond (5% of the ABC)
- ☐ (g) Conformity with the **Technical Specifications** which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable (Attachments: **Product brochures/catalogues)**
- ☐ (h) Original duly signed **Omnibus Sworn Statement (OSS)** in accordance with Section 54.3 of the IRR and if applicable 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
- ☐ (i) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

II. FINANCIAL DOCUMENTS

- ☐ (a) Original of duly signed and accomplished **Bid Form for Procurement of Goods**
- ☐ (b) Price Schedules in accordance with ITB Clause 13.1
- ☐ (c) Certificate of Domestic Preference in accordance with ITB Clause 25, if applicable


Republic of the Philippines
gppb
Government Procurement Policy Board