

## **Section VI. Schedule of Requirements**

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

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
1	AIRCON: Ceiling Cassette Type, 5.0 HP Inverter Type split package air conditioning unit, 220V, 1 phase including installation (labor and materials)	6	Units	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 3 units PRO IVA-Main, FOD area (new) 2 Units LHIO-Lucena City 1 unit LHIO-Dasmariñas City
2	AIR CON: Floor Mounted Type, 3.0HP Inverter Type split package air conditioning unit, 220V, 1 phase including installation (labor and materials)	2	Units	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 1 unit PRO IVA-Main, HCDMD (new ) Conference Room  1 unit LHIO-Calamba City
3	AIR CON: Floor Mounted Type, 4.0HP/3.0TR Inverter Type split package air conditioning unit, 220V, 1 phase including installation (labor and materials)	2	Units	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 1 unit PRO IVA-Main, FOD (new ) Conference Room 1 unit LHIO-Calamba City
4	AIR CON: Window Type, Inverter, 2.5HP Cooling Capacity, Power supply: 220V/60Hz, single phase, 12-hours timer function, wireless remote control panel, includes installation, materials and labor	5	Units	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 4 units LHIO-Calamba City 1 unit LHIO-San Pablo City

5	AIR CON: Split Type, 2.5HP Inverter Type Wall Mounted air conditioning unit, 220V, 1 phase including installation (labor and materials)	2	Units	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 1 unit PRO IVA-Main (FOD Head) 1 unit LHIO-Gumaca Cashier Room
6	AIR CON: Split Type, 1.5HP Inverter Type Wall Mounted air conditioning unit, 220V, 1 phase including installation (labor and materials)	1	Unit	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 1 unit LHIO-Gumaca IT Room
7	AIR CON: Split Type, 1.5HP Inverter Type Wall Mounted air conditioning unit, 220V, 1 phase including installation (labor and materials)	1	Unit	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 1 unit PRO IVA-Main HCDMD Chief Office
8	AIR CON: Air Curtain, Length: 1200mm (4ft), efficient distance: 3.0m (10ft), low noise, includes installation, materials and labor	1	Unit	<b>30 DAYS</b> from receipt of Notice to Proceed  Area of Delivery: 1 unit LHIO San Pablo City

#### WARRANTY

1. Seven (7) days replacement for unit with factory defects
2. At least one (1) Year on Parts and Services
3. With Free General Check-up and Cleaning six (6) months or earlier after the installation

Handwritten signatures and initials in blue ink.



## ***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, descriptions of the lots or items) 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.

Care must be taken 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 and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

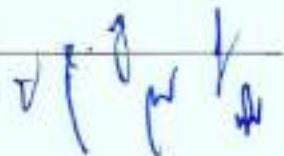
Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

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																																														
	[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]																																															
	<b>Six (6) Units</b>  AIRCON: Ceiling Cassette Type, 5.0 HP Inverter Type split package air conditioning unit, 220V, 1 phase including installation (labor and materials)																																															
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		Parts and Services 3. With Free General Check-up and Cleaning six (6) months or earlier after the installation																																															
	<b>PLACE OF INSTALLATION and Distribution</b>	3 units PRO IVA-Main, FOD area (new) 2 units LHIO-Lucena City 1 unit LHIO-Dasmariñas City																																															
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	<b>PLACE OF INSTALLATION</b>	1 unit PRO IVA-Main,HCDMD (new ) Conference Room  1 unit LHIO-Calamba City		
3	<b>Two (2) Units</b>			
	AIR CON: Floor Mounted Type, 4.0HP/3.0TR Inverter Type split package air conditioning unit, 220V, 1 phase including installation (labor and materials)			
	<b>Indoor Unit</b>	<b>Minimum Specification</b>		
	Unit Model	Inverter		
	Unit Type	Floor Mounted		
	Nominal Cooling Capacity	4.0 HP /3.0 TR		
	Electrical Characteristics			
	a. Voltage	220/230V		
	b. Phase	Single/1 phase		
	c. Frequency	60 Hz		
	Type of control	Wireless Remote		
	Air Filter	Washable		
	<b>OUTDOOR UNIT</b>			
	Type of Compressor	Scroll/Rotary		
	Refrigerant	CFC Free Refrigerant ( R410A/R32 )		
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Electrical Characteristics				
a. Voltage	220/230V			
b. Phase	Single			
c. Frequency	60 Hz			
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<b>PLACE OF INSTALLATION</b>	1 unit PRO IVA-Main,FOD (new ) Conference Room  1 unit LHIO-Calamba City			

**Five (5) Units**

AIR CON: Window Type, Inverter, 2.5HP Cooling Capacity, Power supply: 220V/60Hz, single phase, 12-hours timer function, wireless remote control panel, includes installation, materials and labor

4

Particular	Minimum Specification
Unit Model	<b>Inverter</b>
Unit Type	Window Type
Nominal Cooling Capacity	2.5HP
Electrical Characteristics	
a. Voltage	220/230V
b. Phase	1 phase
c. Frequency	60 Hz
Type of control	Wireless Remote
Air Filter	Washable
<b>Warranty</b>	1. Seven (7) days replacement for unit with factory defects 2. At least one (1) Year on Parts and Services 3. With Free General Check-up and Cleaning six (6) months or earlier after the installation
<b>PLACE OF INSTALLATION</b>	4 units LHIO-Calamba City 1 unit LHIO-San Pablo City

**Two (2) Units**

AIR CON: Split Type, 2.5HP Inverter Type Wall Mounted air conditioning unit, 220V, 1 phase including installation (labor and materials)

5

Indoor Unit	Minimum Specification
Unit Model	<b>Inverter</b>
Unit Type	Split Type-Wall Mounted
Nominal Cooling Capacity	2.5HP
Electrical Characteristics	
d. Voltage	220/230V
e. Phase	1 phase
f. Frequency	60 Hz
Type of control	Wireless Remote
Air Filter	Washable
<b>OUTDOOR UNIT</b>	
Type of Compressor	Scroll/Rotary
Refrigerant	CFC Free Refrigerant
Condenser	Copper Coil
ACCU Fan Type	Propeller
ACCU Fan Motor	Totally Enclosed
Service Valves	Suction and Liquid Lines
Safety Controls	High and Low Controls

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	Electrical Characteristics	
	a. Voltage	220/230V
	b. Phase	Single
	c. Frequency	60 Hz
	<b>Warranty</b>	1. Seven (7) days replacement for unit with factory defects 2. At least one (1) Year on Parts and Services 3. With Free General Check-up and Cleaning six (6) months or earlier after the installation
	<b>PLACE OF INSTALLATION</b>	1 unit PRO IVA-Main (FOD Head) 1 unit LHIO-Gumaca Cashier Room
<b>6</b>	<b>One (1) Unit</b>	
	AIR CON: Split Type, 1.5HP Inverter Type Wall Mounted air conditioning unit, 220V, 1 phase including installation (labor and materials)	
	<b>Indoor Unit</b>	Minimum Specification
	Unit Model	<b>Inverter</b>
	Unit Type	Split Type-Wall Mounted
	Nominal Cooling Capacity	1.5HP
	Electrical Characteristics	
	a. Voltage	220/230V
	b. Phase	1 phase
	c. Frequency	60 Hz
	Type of control	Wireless Remote
	Air Filter	Washable
	<b>OUTDOOR UNIT</b>	
	Type of Compressor	Scroll/Rotary
	Refrigerant	CFC Free Refrigerant
	Condenser	Copper Coil
	ACCU Fan Type	Propeller
	ACCU Fan Motor	Totally Enclosed
	Service Valves	Suction and Liquid Lines
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8	AIR CON: Air Curtain, Length: 1200mm (4ft), efficient distance: 3.0m (10ft), low noise, includes installation, materials and labor																																																		



Particular	Minimum Specification
Unit Model	<b>Air Curtain</b>
Dimension	1200mm (4ft)
Electrical Characteristics	
Voltage	220/230V
Efficient Distance	3.0 meter / 10 ft
Others	Low noise
Warranty	1. Seven (7) days replacement for unit with factory defects 2. At least one (1) Year on Parts and Services 3. With Free General Check-up and Cleaning six (6) months or earlier after the installation
PLACE OF INSTALLATION	1 unit LHIO-San Pablo City

## INSTALLATION

### 1. Refrigerant Piping

- Copper pipes – soft drawn copper pipes, 0.0028" wall Thickness for 3/4" diameter and below. Hard drawn type M or L for 7/8" diameter and above.
- Insulation – closed cell elastomeric rubber with thickness of 1" for gas Line and 1/4" for Liquid Line.
- Copper Elbow – Long Radius.

### 2. Electrical and Electrical Control Lines

- PVC Electrical conduit from FCU to ACCU.
- Liquid Tight Flexible Conduit from ACCU to Service Circuit Breaker. Use Liquid Tight Fitting connection.
- ACCU Service Circuit Breaker must be Common Trip Bolt-on type for three phase power supply with NEMA 3R enclosure.
- Wires- stranded THWN or THHN.

### 3. Drain Lines

- 1" dia. Sch. 40 PVC pipes for Ceiling Cassette Type
- Provide pipe insulation at a minimum of 3/4" thickness for drain line passing inside ceiling and unconditioned space. Provide proper slope on every drain lines.

### 4. Steel Brackets or Mounting:

- If applicable, provide steel mounting for FCU Floor Mounted Type at minimum height of 4 inches.
- Provide L-type or bases steel mounting support for ACCU, whichever is necessary.

- c. Material – 1 1/2" x 1 1/2" x 3/16" thick Angle Steel Bar welded on joints.
- d. For Multiple ACCUs, provide steel platform of suitable thickness and wide. Submit shop drawing of steel platform for approval.
- e. Fasten steel support and platform on walls using suitable grip anchors.
- f. Apply epoxy primer paint on all steel supports and Platforms.
- g. Provide steel housing for window type air con.

#### **5. Testing and Conditioning:**

- a. Refrigerant pipes should be leak tested using nitrogen gas for a minimum of 24hrs at 50% more than the operating pressure (1.5lbs times the operating pressure) but not to exceed 600psi prior to opening of service valves.
- b. Dehydration of system using suitable vacuum pump should be done at a minimum of 2hrs.
- c. During the Start-up of unit, conduct readings on voltage, amperage and system pressure. Reading should be within the norms prescribed by the manufacture as indicated in the start-up form.
- d. During the testing and commissioning set the unit thermostat temperature at 22 or 23 degrees C and conduct readings on FCU & ACCU air discharge temperature, ambient temperature, system pressure readings, unit amperage and line voltage for a minimum of 6hrs.
- e. Qualified technician should fill up properly the start-up form of every unit by showing all the readings taken during the testing and commissioning.
- f. Testing and commissioning should be done the presence of PHIC representative.

#### **CONDITIONS**

- a. Equipment should contain Specification plate showing the model, cooling capacity, electrical characteristics and other pertinent data for proper verification and checking.
- b. Submit sample of materials to be used in the installation for approval.
- c. Provide pipes support with equal distances and in orderly manner.
- d. All installation works shall be done in accordance with the standard engineering practices.
- e. Provide adequate power supply from source of MDP should there be no available one existing power supply for the unit to be installed. Materials to be used should be the same with that of the Electrical control lines.
- f. Provide materials and installation of electrical wirings and circuit breaker from source power (Main Switch/Panel Box) to outdoor NEMA box power supply. Electrical wiring should be properly protected using flexible hose or other flexible hose conduit.



- g. Provide air deflectors for proper discharging of condensed air if necessary.

#### **DELIVERY PERIOD**

Within 30 days after receipt of Notice to Proceed

#### **PAYMENT**

PRO IVA shall remit to the winning bidder the payment for the Supply, Delivery and Installation of Brand New Air Conditioners, within thirty (30) working days from receipt of billing statements, warranty certificate and other required documents, if any, in accordance with the existing accounting and auditing rules and regulations.

The updated BIR Tax Clearance shall be presented by the winning Service Provider during the duration of the contract. Non-submission of such tax clearance entitled PRO IVA to suspend the final settlement for the services delivered by the Service Provider

#### **LAYOUT**

For security purposes, copy of layout will be provided only upon request of the bidders.

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

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

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

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

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).



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

**BID FORM**

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

Project Identification No. : \_\_\_\_\_

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

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

**If our Bid is accepted, we undertake:**

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

\_\_\_\_\_  
**Signature**

Name and address Amount and  
Purpose of agent Currency  
Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None") ]

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

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

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

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

✓ ✓ ✓ ✓ ✓



### ***Price Schedule for Goods Offered from Abroad***

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

#### **For Goods Offered from Abroad**

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

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

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

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

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

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

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

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

[illegible]

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

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

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

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

4.  $f(x) = \frac{1}{x^2}$



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

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Jurat]

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

**Contract Agreement Form for the Procurement of Goods  
(Revised)**

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

---

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

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

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

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

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



- iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Name of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal  
Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Procuring Entity]*

*[Insert Name of  
Supplier]*

### **Acknowledgment**

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

*[Handwritten signatures and initials]*

## ***Omnibus Sworn Statement (Revised)***

*[shall be submitted with the Bid]*

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

### **AFFIDAVIT**

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

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

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

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

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

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

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

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

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information



provided therein are true and correct;

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

6. [Select one, delete the rest:]

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

3815 s. 1930, as amended, or the Revised Penal Code.

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

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

*[Insert signatory's legal capacity]*  
Affiant

[Jurat]

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



**Performance Securing Declaration (Revised)**

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

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

**PERFORMANCE SECURING DECLARATION**

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

I/We, the undersigned, declare that:

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

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

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

**[Jurat]**

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



## NFCC COMPUTATION

NAME OF BIDDER:

---

PB NUMBER: 2025-PB-13

APPROVED BUDGET FOR THE CONTRACT: ₱ 2,639,270.07

PARTICULARS	AMOUNT
CURRENT ASSETS <i>(based on current Audited Financial Statement)</i>	
MINUS CURRENT LIABILITIES <i>(based on current Audited Financial Statement)</i>	
SUB TOTAL	
MULTIPLY BY VALUE OF K	15
SUB TOTAL	
MINUS TOTAL VALUE OF ALL OUTSTANDING CONTRACTS, INCLUDING THOSE AWARDED BUT NOT YET STARTED <i>(Based on Statement of All Ongoing Government and Private Contracts including Contracts Awarded But Not Yet Started)</i>	
TOTAL NFCC COMPUTATION	

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
In the Capacity of Duly authorized to  
sign Bid for and on Behalf of

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE  
CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET  
STARTED**

Name of Bidder: \_\_\_\_\_

Name of Contract	Date of the Contract	Contract Period	a. Owner Name b. Address c. Telephone Nos.	Kinds of Goods	Date of Delivery	Amount of Contract	Value of Outstanding Contracts
<b>GOVERNMENT</b>							
<b>PRIVATE</b>							
					<b>TOTAL COST</b>		

Submitted by: \_\_\_\_\_

Printed Name & Signature

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

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

2



**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
SIMILAR TO THE CONTRACT TO BE BID**

Name of Bidder: \_\_\_\_\_

Name of Contract	Date of the Contract	Contract Period	a. Owner Name b. Address c. Telephone Nos.	Kinds of Goods	Amount of Contract	Date of Delivery	End-User's Acceptance or Official Receipt(s) or Sales Invoice shall be attached to the statement

Submitted by: \_\_\_\_\_

Printed Name & Signature

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

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



Handwritten blue ink marks, including a checkmark and several arrows, are visible in the bottom right corner of the page.