



---

# BIDDING DOCUMENTS

---

**PROCUREMENT OF WOMEN FRIENDLY SPACE (WFS) KITS,  
CHILD FRIENDLY SPACE (CFS) KITS AND CAMP  
COORDINATION AND CAMP MANAGEMENT (CCCM) KITS**

**ITB No. GOP/21-DSWD-003**

(PR Nos. 01-20001-PR-2021-02-00248; 01-20001-PR-2021-02-00249;  
AND 01-20001-PR-2021-02-00250)



APRIL 2021

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# Procurement of **GOODS**

Government of the Republic of the Philippines

**Sixth Edition**  
**July 2020**

# TABLE OF CONTENTS

<b>SECTION I. INVITATION TO BID.....</b>	<b>3</b>
<b>SECTION II. INSTRUCTIONS TO BIDDERS .....</b>	<b>7</b>
<b>SECTION III. BID DATA SHEET .....</b>	<b>15</b>
<b>SECTION IV. GENERAL CONDITIONS OF CONTRACT .....</b>	<b>18</b>
<b>SECTION V. SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>22</b>
<b>SECTION VI. SCHEDULE OF REQUIREMENTS.....</b>	<b>26</b>
<b>SECTION VII. TECHNICAL SPECIFICATIONS.....</b>	<b>28</b>
<b>SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS .....</b>	<b>45</b>
<b>SECTION IX. BIDDING FORMS .....</b>	<b>48</b>

# **Section I. Invitation to Bid**

# INVITATION TO BID FOR

## PROCUREMENT OF WOMEN FRIENDLY SPACE (WFS) KITS, CHILD FRIENDLY SPACE (CFS) KITS AND CAMP COORDINATION AND CAMP MANAGEMENT (CCCM) KITS

— ITB No. GOP/21-DSWD-003 —

(PR Nos. 01-20001-PR-2021-02-00248; 01-20001-PR-2021-02-00249;  
AND 01-20001-PR-2021-02-00250)

- The Department of Social Welfare and Development (DSWD), through the Disaster Response Management Bureau (DRMB), Quick Response Fund (QRF) 2021, intends to apply the sum of **Nine Million One Hundred Sixty-Six Thousand Eight Hundred Twenty-Five Pesos (PhP9,166,825.00)**, being the Approved Budget for the Contract (ABC) for payments under the contract for the **Procurement of Women Friendly Space (WFS) Kits, Child Friendly Space (CFS) Kits and Camp Coordination & Camp Management (CCCM) Kits**, classified in accordance with the following lots:

Lot No.	Particulars	Quantity	Lot ABC (in Phil Peso)
1	Women Friendly Space (WFS) Kits	85 Sets	<b>4,002,225.00</b>
2	Child Friendly Space (CFS) Kits	85 Sets	<b>3,547,475.00</b>
3	Camp Coordination And Camp Management (CCCM) Kits	85 Sets	<b>1,617,125.00</b>
<b>TOTAL ABC</b>			<b>9,166,825.00</b>

Bids received in excess of the lot ABC shall be automatically rejected at bid opening.

- The DSWD now invites registered Philippine Government Electronic Procurement System (PhilGEPS) suppliers to bid for the **Procurement of Women Friendly Space (WFS) Kits, Child Friendly Space (CFS) Kits and Camp Coordination & Camp Management (CCCM) Kits**. Delivery of Goods shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed, **within three (3) years from the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Prospective bidders may obtain further information from **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 April 2021 to 5 May 2021** from the address below and upon payment of an applicable fee for the Bidding Documents in the amount indicated below corresponding to the total cost of ABC of the lot or lots to which the bidder intends to participate:

<b>Lot No.</b>	<b>Particulars</b>	<b>Lot ABC (in Phil Peso)</b>	<b>Cost of Bidding Document (in Phil Peso)</b>
1	Women Friendly Space (WFS) Kits	4,002,225.00	5,000.00
2	Child Friendly Space (CFS) Kits	3,547,475.00	5,000.00
3	Camp Coordination And Camp Management (CCCM) Kits	1,617,125.00	2,500.00

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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The DSWD will hold a **Pre-Bid Conference** on **23 April 2021, 10:00 am**, at **Procurement Management Service, BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**, and/or through video conferencing or webcasting via google meet, which shall be open to all interested parties.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **Procurement Management Service, BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** on or before **5 May 2021, 9:00 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 18.
9. Bid opening shall be on **5 May 2021, 10:00 am**, at the **Procurement Management Service, BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** and/or via google meet. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
10. **Award of Contract** is on **Per Lot** basis. The amount of Bid Security must be equivalent to the percentage of each lot to which the bidder intends to participate.
11. The DSWD 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

41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**THE CHAIRPERSON**

DSWD Bids and Awards Committee

c/o BAC Secretariat

Ground Floor, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 951-7116

Telephone Nos. (02) 931-8101 to 07 Local 123

**16 April 2021**

*(original signed)*

**RENE GLEN O. PAJE**

Undersecretary and

Bids and Awards Committee Chairperson

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



## TABLE OF CONTENTS

1.	Scope of Bid .....	9
2.	Funding Information .....	9
3.	Bidding Requirements .....	9
4.	Corrupt, Fraudulent, Collusive, and Coercive Practices .....	9
5.	Eligible Bidders .....	9
6.	Origin of Goods .....	10
7.	Subcontracts .....	10
8.	Pre-Bid Conference .....	10
9.	Clarification and Amendment of Bidding Documents .....	11
10.	Documents comprising the Bid: Eligibility and Technical Components .....	11
11.	Documents comprising the Bid: Financial Component .....	11
12.	Bid Prices .....	11
13.	Bid and Payment Currencies .....	12
14.	Bid Security .....	12
15.	Sealing and Marking of Bids .....	12
16.	Deadline for Submission of Bids .....	13
17.	Opening and Preliminary Examination of Bids .....	13
18.	Domestic Preference .....	13
19.	Detailed Evaluation and Comparison of Bids .....	13
20.	Post-Qualification .....	14
21.	Signing of the Contract .....	14

## 1. Scope of Bid

The Procuring Entity, *DSWD* wishes to receive Bids for the **Procurement of Women Friendly Space (WFS) Kits, Child Friendly Space (CFS) Kits and Camp Coordination & Camp Management (CCCM) Kits**, with identification number **ITB No. GOP/21-DSWD-003**.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2021 in the amount of **Nine Million One Hundred Sixty-Six Thousand Eight Hundred Twenty-Five Pesos (PhP 9,166,825.00)**.

2.2. The source of funding is the General Appropriations Act – Quick Response Fund.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “P” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI.
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC of the lot participated.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is **not allowed**.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

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

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until one hundred twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

---

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

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

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

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the

2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***



# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Supply and Delivery of Women Friendly Space Kits or Child Friendly Space Kits or Camp Coordination and Camp Management Kits or Various Supplies or Welfare Goods.</li> <li>b. Completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Subcontracting is <b>not allowed</b> .
12	No further instruction.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><b>Lot No. 1:</b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Seventy Thousand Nine Hundred Forty-Nine Pesos and Fifty Centavos (PhP70,949.50)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>One Hundred Seventy-Seven Thousand Three Hundred Seventy-Three Pesos and Seventy-Five Centavos (PhP177,373.75)</b> if bid security is in Surety Bond.</li> </ol> <p><b>Lot No. 2:</b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Eighty Thousand Forty-Four Pesos and Fifty Centavos (PhP80,044.50)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Two Hundred Thousand One Hundred Eleven Pesos and Twenty-Five Centavos (PhP200,111.25)</b> if bid security is in Surety Bond.</li> </ol> <p><b>Lot No. 3:</b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Thirty-Two Thousand Three Hundred Forty-Two Pesos and Fifty Centavos (PhP32,342.50)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Eighty Thousand Eight Hundred Fifty-Six Pesos and Twenty-Five Centavos (PhP80,856.25)</b>, if bid security is in Surety Bond.</li> </ol>

19.4	<p>The Project will be awarded according to the following lots:</p> <table border="1" data-bbox="355 248 1380 674"> <thead> <tr> <th data-bbox="355 248 464 356">Lot No.</th> <th data-bbox="464 248 965 356">Particulars</th> <th data-bbox="965 248 1134 356">Quantity</th> <th data-bbox="1134 248 1380 356">Lot ABC (in Phil Peso)</th> </tr> </thead> <tbody> <tr> <td data-bbox="355 356 464 423">1</td> <td data-bbox="464 356 965 423">Women Friendly Space (WFS) Kits</td> <td data-bbox="965 356 1134 423">85 sets</td> <td data-bbox="1134 356 1380 423"><b>4,002,225.00</b></td> </tr> <tr> <td data-bbox="355 423 464 501">2</td> <td data-bbox="464 423 965 501">Child Friendly Space (CFS) Kits</td> <td data-bbox="965 423 1134 501">85 sets</td> <td data-bbox="1134 423 1380 501"><b>3,547,475.00</b></td> </tr> <tr> <td data-bbox="355 501 464 607">3</td> <td data-bbox="464 501 965 607">Camp Coordination And Camp Management (CCCM) Kits</td> <td data-bbox="965 501 1134 607">85 sets</td> <td data-bbox="1134 501 1380 607"><b>1,617,125.00</b></td> </tr> <tr> <td colspan="3" data-bbox="355 607 1134 674" style="text-align: right;"><b>TOTAL ABC</b></td> <td data-bbox="1134 607 1380 674"><b>9,166,825.00</b></td> </tr> </tbody> </table>	Lot No.	Particulars	Quantity	Lot ABC (in Phil Peso)	1	Women Friendly Space (WFS) Kits	85 sets	<b>4,002,225.00</b>	2	Child Friendly Space (CFS) Kits	85 sets	<b>3,547,475.00</b>	3	Camp Coordination And Camp Management (CCCM) Kits	85 sets	<b>1,617,125.00</b>	<b>TOTAL ABC</b>			<b>9,166,825.00</b>
Lot No.	Particulars	Quantity	Lot ABC (in Phil Peso)																		
1	Women Friendly Space (WFS) Kits	85 sets	<b>4,002,225.00</b>																		
2	Child Friendly Space (CFS) Kits	85 sets	<b>3,547,475.00</b>																		
3	Camp Coordination And Camp Management (CCCM) Kits	85 sets	<b>1,617,125.00</b>																		
<b>TOTAL ABC</b>			<b>9,166,825.00</b>																		
20.1	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case may be, shall submit the following additional documents during the Post-Qualification Stage:</p> <ol style="list-style-type: none"> <li>1) Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission, provided that such income and business tax returns is the most recent document that can be produced by the bidder without fault or delay on its part in filing the same with the BIR.</li> </ol> <p><b>Note: Only the latest income and business tax returns filed and paid through the EFPS and printed thru the Tax Return Inquiry facility of the BIR shall be accepted.</b></p> <ol style="list-style-type: none"> <li>2) Updated Certificate of PhilGEPS Registration (Platinum Membership); and</li> <li>3) To submit actual sample of the kit on the lot participated. However, printing of DSWD branding on the sample is not required.</li> </ol>																				
21.1	No further instruction.																				

## ***Section IV. General Conditions of Contract***

**TABLE OF CONTENTS**

**1. SCOPE OF CONTRACT..... 20**

**2. ADVANCE PAYMENT AND TERMS OF PAYMENT ..... 20**

**3. PERFORMANCE SECURITY ..... 20**

**4. INSPECTION AND TESTS..... 20**

**5. WARRANTY..... 21**

**6. SCOPE OF CONTRACT..... 21**

**7. LIABILITY OF THE SUPPLIER..... 21**

## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

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

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Scope of Contract**

- 6.1 The Goods and Related Services 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. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

# Special Conditions of Contract

---

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are specified in Section VI (Schedule of Requirements). Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>(ii) Original and copies of delivery receipt detailing number and description of items received signed by the authorized receiving personnel;</li> </ul> <p><i>For Goods supplied from abroad:</i></p> <p>Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable</p>



with the documentary requirements of any letter of credit issued taking precedence:

- (i) Original and copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; and
- (ii) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;

For purposes of this Clause the Procuring Entity's Representative at the Project Site are defined in Section VI (Schedule of Requirements).

**Incidental Services –**

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, and in any subsequent instructions ordered by the Procuring Entity.

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment are defined in Section VI. Schedule of Requirements
4	The DSWD-Inspection Committee in coordination with DSWD DRMB – Quality Management Section and/or DSWD Central Office shall inspect the goods upon delivery to any DSWD Designated delivery site. DSWD reserves the right to inspect or test the goods and accept or reject any or all items delivered.

## *Section VI. Schedule of Requirements*

# *Schedule of Requirements*

## **Procurement of Women Friendly Space (WFS) Kits, Child Friendly Space (CFS) Kits, Camp Coordination, and Camp Management (CCCM) Kits**

**Note:** Put a check (✓) mark on the first column of the lot/s you are intend to participate.

	Lot No.	Delivery Tranches	Delivery Schedule	Quantity
	<b>1</b>	1 <sup>st</sup>	Fifteen (15) calendar days upon the receipt of Notice to Proceed (NTP)	43 kits
		2 <sup>nd</sup>	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)	42 kits
	<b>2</b>	1 <sup>st</sup>	Fifteen (15) calendar days upon the receipt of Notice to Proceed (NTP)	43 kits
		2 <sup>nd</sup>	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)	42 kits
	<b>3</b>	1 <sup>st</sup>	Fifteen (15) calendar days upon the receipt of Notice to Proceed (NTP)	43 kits
		2 <sup>nd</sup>	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)	42 kits

**Delivery Site and Procuring Entity’s Representative:**

**Mr. Ranilo Tumata** - Receiving Officer; and/or  
**Mr. Buenaventura Valdez** - Quality Officer  
 DSWD - National Resource Operations Center (NROC)  
 Chapel Road, Pasay City

**Terms of Payment:**

Payment shall be made on per tranche of delivery for each lot and the processing will commence upon completion of all supporting documents (e.g. inspection reports, delivery receipts, etc.).

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

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

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

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

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

**\*\*\*THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS\*\*\***

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

# *Technical Specifications*

## **Procurement of Women Friendly Space (WFS) Kits, Child Friendly Space (CFS) Kits and Camp Coordination and Camp Management (CCCM) Kits**

<b>DSWD Specifications</b>	<b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i>
<b>Lot No. 1: Women Friendly Space (WFS) Kits</b>	
<b>Curtains</b> <i>Type:</i> blackout cloth curtain <i>Size:</i> at least 60" x 72" <i>Quantity:</i> 10 pcs. per kit <i>Color:</i> earth colors (stripes) <i>Material:</i> high quality polyester <i>Description:</i> 100% brand new with at least 10 pcs. eyelets, with DSWD Branding (See attached Annex B)	<i>Detailed Specifications:</i>
<b>Floor Mat (Banig)</b> <i>Type:</i> floor mat (banig) <i>Size:</i> at least 72" x 80" <i>Quantity:</i> 10 pcs. per kit <i>Color:</i> any earth color or design except plain white <i>Material:</i> synthetic plastic <i>Weight:</i> minimum of 1kg. <i>Description:</i> with DSWD branding (see attached Annex B)	<i>Detailed Specifications:</i>
<b>Markers</b> <i>Type:</i> whiteboard markers <i>Quantity:</i> 30 pcs. (10 pcs. per color per kit) <i>Color:</i> black, blue, red <i>Description:</i> felt tip, bullet type, brand shall be engraved/ embossed/ printed on the item, the barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will be easily capped and uncapped	<i>Detailed Specifications:</i>

---

<sup>2</sup> **IMPORTANT NOTE:** 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.

<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Markers</b>  <i>Type:</i> permanent markers  <i>Quantity:</i> 12 pcs. (4 pcs. Per color per kit)  <i>Colors:</i> black, blue, red  <i>Description:</i> chisel type</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Eraser</b>  <i>Type:</i> whiteboard eraser  <i>Size:</i> at least 125mm x 45mm x 19mm  <i>Quantity:</i> 2 pcs. per kit  <i>Material:</i> felt</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Cartolina</b>  <i>Type:</i> Bristol board cartolina  <i>Size:</i> at least 572mm x 721mm x 0.12mm  <i>Quantity:</i> 140 pcs. (20 pcs. per color per kit)  <i>Color:</i> light blue, orange, yellow, pink, light green, lavender, red  <i>Description:</i> non-bleed, non-feathering and non-blot, suitable for marking pen and drawing ink</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Paper</b>  <i>Type:</i> multipurpose paper  <i>Size:</i> A4 (210mm x 297mm), 70 gsm (min.)  <i>Quantity:</i> 5 reams per kit  <i>Color:</i> white  <i>Description:</i> trim sizes shall be along machine direction or long grain</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Ballpen</b>  <i>Type:</i> fine point ballpen  <i>Quantity:</i> 50 pcs. per box per kit  <i>Color:</i> black/blue  <i>Description:</i> rolling ball pen</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Pencil</b>  <i>Type:</i> lead/graphite pencil  <i>Quantity:</i> 84 pcs. per kit  <i>Description:</i> with eraser, sharpened, wood cased, hardness: HB or 2, lead/graphite size: 2mm (min.), ferrule: non-corrosive material which crimps the eraser securely to the casing, wood casing: softwood, coated, free from defects as cross grains, interlocked grains, warpage knots and the like, shall permit easy sharpening, and the eraser shall not be abrasive and shall clean erasures</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Crayons</b>  <i>Type:</i> crayons, non-toxic  <i>Quantity:</i> 36 boxes per kit (16 pcs. per box)  <i>Color:</i> 16 colors  <i>Description:</i> primary and secondary colors</p>	<p><i>Detailed Specifications:</i></p>

<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Record Book</b>  <i>Type:</i> record book  <i>Quantity:</i> 2 pcs. per kit  <i>Size:</i> 214mm x 278mm (min.)  <i>Description:</i> 500 pages, with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Flashlight</b>  <i>Type:</i> torch LED flashlight  <i>Quantity:</i> 10 pcs. per kit  <i>Color:</i> black  <i>Description:</i> branded and brand new, torch LED flashlight, power: rechargeable and 110/220VAC power, LED bulb: 1 bulb (min.), charging time: 12 hrs. or less, lumens: ≥1000, watts: 10w, lens: convex lens, case material: durable aircraft-grade aluminum, zoom: telescopic zoom, package content: 1 flashlight, 1 strap, 1 charger, 1 rechargeable battery, 1 adaptor for battery, 1 plastic for battery and 1 AAA battery, with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Whistle</b>  <i>Type:</i> colorful whistle  <i>Quantity:</i> 10 pcs. per kit  <i>Color:</i> any color  <i>Description:</i> colorful whistle with matching necklace cords, patented 2 chamber pea-less design that never fails with shrillest penetrating power</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Emergency Light</b>  <i>Type:</i> LED emergency light, rechargeable  <i>Quantity:</i> 1 pc. per kit  <i>Color:</i> any color  <i>Description:</i> USB cable torch and lamp emergency light, rechargeable: 16+1 LED, rated capacity: 1500mAh, with extra LED torch light, free USB cable, using environmental and super brightness white color 1w and 16 SMD LED, with long lifespan, low power consumption, front light only consumes 1w and lighting more than 6 hours, side light only consumes 1.6w and lighting more than 4 hours, with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Alcohol</b>  <i>Type:</i> isopropyl alcohol  <i>Size:</i> 500 ml. bottle  <i>Quantity:</i> 10 bottles per kit  <i>Description:</i> branded, 70% solution, not less than two (2) years from the date of delivery</p>	<p><i>Detailed Specifications:</i></p>



<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Face Mask</b>  <i>Type:</i> surgical face mask  <i>Size:</i> fits all  <i>Quantity:</i> 2 boxes per kit (50 pcs. per box)  <i>Description:</i> 95% bacterial filtration efficiency, branded, 3-ply with ear loop, non-woven, latex free, fluid resistant, hypoallergenic, with adaptable nose bar</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Face Shield</b>  <i>Type:</i> protective face shield  <i>Quantity:</i> 100 pcs. per kit  <i>Material:</i> transparent PVC  <i>Description:</i> branded, elongated curved-shape design allows for maximum coverage and protection from particle droplets, spray, splatter, saliva, wind, smoke and debris, raised nasal attachment to give ample separation between the nose and face which can be worn comfortably with or without prescription eyeglasses or sunglasses</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Antibacterial Hand Soap</b>  <i>Type:</i> antibacterial liquid hand soap  <i>Size:</i> 250 ml.  <i>Quantity:</i> 5 bottles per kit  <i>Description:</i> branded, kills 99.9% of bacteria and germs</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Disinfectant Spray</b>  <i>Type:</i> all surface disinfectant spray  <i>Size:</i> 500 ml.  <i>Quantity:</i> 5 bottles per kit  <i>Description:</i> branded, kills 99.9% of bacteria and germs</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Poster Chart</b>  <i>Type:</i> hand washing chart  <i>Size:</i> at least A3 size  <i>Quantity:</i> 4 pcs. per kit</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Multi-purpose Storage</b>  <i>Capacity:</i> at least 70L  <i>Quantity:</i> 4 pcs. per kit  <i>Material:</i> food grade plastic  <i>Description:</i> heavy duty, with lid and wheels, can hold all items, with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Chairs</b>  <i>Type:</i> plastic monoblock chairs  <i>Size:</i> 506mm x 435mm x 775mm  <i>Quantity:</i> 30 pcs. per kit  <i>Color:</i> white  <i>Material:</i> plastic  <i>Description:</i> back rest height: 780mm, front legs distance: 355mm, seat: 375mmH x 355mmL, side legs distance: 365mm, seat width: 370mm, gross weight: 2.28Kg., with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>

DSWD Specifications	Bidder's Specifications Statement of Compliance <sup>2</sup> <i>(Please indicate detailed/actual specifications of the product being offered)</i>
<p><b>Tables</b>  <i>Type:</i> monoblock tables  <i>Size:</i> 35" x 35" (±1")  <i>Quantity:</i> 2 pcs. per kit  <i>Color:</i> white  <i>Material:</i> plastic  <i>Description:</i> four (4) seater, square, gross weight: 6.0Kg (min.), with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Whiteboard</b>  <i>Type:</i> whiteboard  <i>Size:</i> 3 ft. x 6 ft.  <i>Quantity:</i> 1 pc. per kit  <i>Description:</i> with roller stand, with DSWD branding (see attached Annex B)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Lot No. 2: Child Friendly Space (CFS) Kits</b></p>	
<p><b>Floor Mat (Banig)</b>  <i>Type:</i> floor mat (banig)  <i>Size:</i> at least 72" x 80"  <i>Quantity:</i> 10 pcs. per kit  <i>Color:</i> any earth color or design except plain white  <i>Material:</i> synthetic plastic  <i>Weight:</i> minimum of 1kg.  <i>Description:</i> with DSWD Branding (See attached Annex A)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Markers</b>  <i>Type:</i> permanent markers  <i>Quantity:</i> 12 pcs. (4 pcs. Per color per kit)  <i>Colors:</i> black, blue, red  <i>Description:</i> chisel type</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Crayons</b>  <i>Type:</i> crayons, non-toxic  <i>Quantity:</i> 36 boxes per kit (16 pcs. per box)  <i>Color:</i> 16 colors  <i>Description:</i> primary and secondary colors</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Pencil</b>  <i>Type:</i> lead/graphite pencil  <i>Quantity:</i> 84 pcs. per kit  <i>Description:</i> with eraser, sharpened, wood cased, hardness: HB or 2, lead/graphite size: 2mm (min.), ferrule: non-corrosive material which crimps the eraser securely to the casing, wood casing: softwood, coated, free from defects as cross grains, interlocked grains, warpage knots and the like, shall permit easy sharpening, and the eraser shall not be abrasive and shall clean erasures</p>	<p><i>Detailed Specifications:</i></p>

DSWD Specifications	Bidder's Specifications Statement of Compliance <sup>2</sup> (Please indicate detailed/actual specifications of the product being offered)
<p><b>Paper</b>  Type: multipurpose paper  Size: A4 (210mm x 297mm), 70 gsm (min.)  Quantity: 5 reams per kit  Color: white  Description: trim sizes shall be along machine direction or long grain</p>	Detailed Specifications:
<p><b>Art Paper</b>  Type: art paper  Size: 8.5" x 11"  Quantity: 36 packs per kit (20 pcs. per pack)  Color: variety of colors</p>	Detailed Specifications:
<p><b>Scissors</b>  Type: plastic scissors  Quantity: 36 pcs. per kit  Description: designed to only cut paper and card stock – not fingers or hair, rounded tips and plastic blades</p>	Detailed Specifications:
<p><b>Glue</b>  Type: non-toxic glue  Size: 130 grams  Quantity: 24 bottles per kit</p>	Detailed Specifications:
<p><b>Stress Balls</b>  Type: stress balls  Quantity: 30 pcs. per kit  Color: variety of colors  Description: soft and elastic</p>	Detailed Specifications:
<p><b>Skipping Rope</b>  Type: skipping jump rope  Quantity: 5 pcs. per kit  Color: variety of colors  Material: soft PVC</p>	Detailed Specifications:
<p><b>Building Blocks</b>  Type: building blocks  Quantity: 10 boxes per kit  Description: manipulative toys, at least 80 pcs. big blocks, with storage box, non-toxic</p>	Detailed Specifications:
<p><b>Puzzle</b>  Type: children's puzzle  Quantity: 6 pcs. per kit  Description: assorted sizes, farm animals design, for girls and boys</p>	Detailed Specifications:
<p><b>Flash Card</b>  Type: children's flash cards  Quantity: 12 boxes per kit  Material: thick carton  Description: assorted flash cards (numbers, letters, animals)</p>	Detailed Specifications:

<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Board Games</b>  <i>Type:</i> board games  <i>Quantity:</i> 12 boxes per kit  <i>Material:</i> carton  <i>Description:</i> assorted board games, dama/checkers, chess, scrabble, snakes and ladders</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Flashlight</b>  <i>Type:</i> torch LED flashlight  <i>Quantity:</i> 10 pcs. per kit  <i>Color:</i> black  <i>Description:</i> branded and brand new, torch LED flashlight, power: rechargeable and 110/220VAC power, LED bulb: 1 bulb (min.), charging time: 12 hrs. or less, lumens: ≥1000, watts: 10w, lens: convex lens, case material: durable aircraft-grade aluminum, zoom: telescopic zoom, package content: 1 flashlight, 1 strap, 1 charger, 1 rechargeable battery, 1 adaptor for battery, 1 plastic for battery and 1 AAA battery, with DSWD Branding (See attached Annex A)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Whistle</b>  <i>Type:</i> colorful whistle  <i>Quantity:</i> 10 pcs. per kit  <i>Color:</i> any color  <i>Description:</i> colorful whistle with matching necklace cords, patented 2 chamber pea-less design that never fails with shrillest penetrating power</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Emergency Light</b>  <i>Type:</i> LED emergency light, rechargeable  <i>Quantity:</i> 1 pc. per kit  <i>Color:</i> any color  <i>Description:</i> USB cable torch and lamp emergency light, rechargeable: 16+1 LED, rated capacity: 1500mAh, with extra LED torch light, free USB cable, using environmental and super brightness white color 1w and 16 SMD LED, with long lifespan, low power consumption, front light only consumes 1w and lighting more than 6 hours, side light only consumes 1.6w and lighting more than 4 hours, with DSWD Branding (See attached Annex A)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Alcohol</b>  <i>Type:</i> isopropyl alcohol  <i>Size:</i> 500 ml. bottle  <i>Quantity:</i> 10 bottles per kit  <i>Description:</i> branded, 70% solution, not less than two (2) years from the date of delivery</p>	<p><i>Detailed Specifications:</i></p>

<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Face Mask</b>  <i>Type:</i> surgical face mask  <i>Size:</i> fits all  <i>Quantity:</i> 2 boxes per kit (50 pcs. per box)  <i>Description:</i> 95% bacterial filtration efficiency, branded, 3-ply with ear loop, non-woven, latex free, fluid resistant, hypoallergenic, with adaptable nose bar</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Face Shield</b>  <i>Type:</i> protective face shield  <i>Quantity:</i> 100 pcs. per kit  <i>Material:</i> transparent PVC  <i>Description:</i> branded, elongated curved-shape design allows for maximum coverage and protection from particle droplets, spray, splatter, saliva, wind, smoke and debris, raised nasal attachment to give ample separation between the nose and face which can be worn comfortably with or without prescription eyeglasses or sunglasses</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Hand Soap</b>  <i>Type:</i> antibacterial liquid hand soap  <i>Size:</i> 250 ml.  <i>Quantity:</i> 5 bottles per kit  <i>Description:</i> branded, kills 99.9% of bacteria and germs</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Disinfectant Spray</b>  <i>Type:</i> all surface disinfectant spray  <i>Size:</i> 500 ml.  <i>Quantity:</i> 5 bottles per kit  <i>Description:</i> branded, kills 99.9% of bacteria and germs</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Poster Chart</b>  <i>Type:</i> hand washing chart  <i>Size:</i> at least A3 size  <i>Quantity:</i> 4 pcs. per kit</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Multi-purpose Storage</b>  <i>Capacity:</i> at least 70L  <i>Quantity:</i> 4 pcs. per kit  <i>Material:</i> food grade plastic  <i>Description:</i> heavy duty, with lid and wheels, can hold all items, with DSWD Branding (See attached Annex A)</p>	<p><i>Detailed Specifications:</i></p>

DSWD Specifications	Bidder's Specifications Statement of Compliance <sup>2</sup> (Please indicate detailed/actual specifications of the product being offered)
<p><b>Small Books</b>  <i>Type:</i> small story books  <i>Quantity:</i> 5 pcs. per kit  <i>Description:</i> story books with publisher certification, Filipino books preferably and with sticker (please attach design and specification of the sticker) per book, five (5) books from the list (si emang enkantada, isang mayang uhaw, tiktilaok at pikpakbum, pilandok ang bantay, si mariang alimango, ang barumbadong bus, si pagong at matsing, pambilihang sombrero, ang madyik silya ni titoy, si pilandok sa pulo ng mga pawikan, si pilandok at mga buwaya), Description: with DSWD Branding (See attached Annex A)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Big Books</b>  <i>Type:</i> big story books  <i>Quantity:</i> 5 pcs. per kit  <i>Description:</i> big books, five (5) books from the list (munting patak ulan, si pilandok, ang bantay ng kalikasan, bakawan, si emang engkantada at ang tatlong haragan, apolakus, paradise of the animals, ang humuman ni Sinukulan), with DSWD Branding (See attached Annex A)</p>	<p><i>Detailed Specifications:</i></p>
<b>Lot No. 3: Camp Coordination and Camp Management (CCCM) Kits</b>	
<p><b>Paper</b>  <i>Type:</i> paper, multipurpose  <i>Quantity:</i> 5 reams per kit  <i>Size:</i> A4, 210mm x 297mm (<math>\pm 2</math>mm in either direction), 70 gsm (min.)  <i>Color:</i> white  <i>Product Description:</i> trim sizes shall be along machine direction or long grain</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Markers</b>  <i>Type:</i> marker, permanent  <i>Quantity:</i> 12 pcs. (4 pcs. Per color per kit)  <i>Colors:</i> black, blue, red  <i>Product Description:</i> marker, permanent, chisel type</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Markers</b>  <i>Type:</i> markers, whiteboard  <i>Quantity:</i> 30 pcs. (10 pcs. per color per kit)  <i>Color:</i> black, blue, red  <i>Product Description:</i> felt tip, bullet type, brand shall be engraved/ embossed/ printed on the item, the barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</p>	<p><i>Detailed Specifications:</i></p>

<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Ballpen</b>  <i>Type:</i> ballpen, fine point  <i>Quantity:</i> 50 pcs. per box per kit  <i>Color:</i> black and/or blue  <i>Product Description:</i> ballpen, fine point, rolling ball pen</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Pencil</b>  <i>Type:</i> pencil, lead/graphite  <i>Quantity:</i> 84 pcs. per kit (7 dozens per kit)  <i>Product Description:</i> pencil, lead/graphite, with eraser, sharpen, wood cased, hardness: HB or 2, lead/graphite size: 2mm (min.), ferrule: non-corrosive material which crimps the eraser securely to the casing, wood casing: softwood, coated, free from defects as cross grains, interlocked grains, warpage knots and the like, shall permit easy sharpening, and the eraser shall not be abrasive and shall clean erasures</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Cartolina</b>  <i>Type:</i> cartolina, Bristol board  <i>Size:</i> at least 572mm x 724mm (-3mm) thickness: 0.12mm  <i>Quantity:</i> 140 pcs. (20 pcs. per color per kit)  <i>Color:</i> light blue, orange, yellow, pink, neon/light green, lavender  <i>Product Description:</i> cartolina, Bristol board, non-bleed, non-feathering and non-blot, suitable for marking pen and drawing ink</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Masking Tape</b>  <i>Type:</i> masking tape  <i>Size:</i> 25mm x 66m  <i>Quantity:</i> 2 pcs. per kit  <i>Color:</i> plain  <i>Product Description:</i> clear tape, acid-free and carries a non-yellowing acrylic adhesive with a clear polypropylene base</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Clear Tape</b>  <i>Type:</i> clear tape  <i>Size:</i> at least 125mmL x 45mmW x 19mmT  <i>Quantity:</i> 2 pcs. per kit</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Record Book</b>  <i>Type:</i> record book  <i>Quantity:</i> 2 pcs. per kit  <i>Size:</i> 214mm x 278mm (min.)  <i>Product Description:</i> 500 pages, size: 214mm x 278mm min., 2 pcs. per kit, with DSWD branding (see attached Annex C)</p>	<p><i>Detailed Specifications:</i></p>

<p align="center"><b>DSWD Specifications</b></p>	<p align="center"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Stapler</b>  <i>Type:</i> no. 405 staple  <i>Quantity:</i> 1 pc. per kit  <i>Color:</i> any color  <i>Product Description:</i> no. 405 stapler, with staple remove</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Stapler Wire</b>  <i>Type:</i> staple wire no. 35  <i>Quantity:</i> 5 boxes per kit  <i>Color:</i> silver  <i>Product Description:</i> staple wire, one box contains 5,000 pieces</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Flashlight</b>  <i>Type:</i> torch LED flashlight  <i>Quantity:</i> 10 pcs. per kit  <i>Product Description:</i> branded and brand new, torch LED flashlight, power: rechargeable and 110/220VAC power, LED bulb: 1 bulb (min.), charging time: 12 hrs. or less, lumens: <math>\geq 1000</math>, watts: 10w, color: black, lens: convex lens, case material: durable aircraft-grade aluminum, zoom: telescopic zoom, lighting distance: <math>\geq 200m</math>, package content: 1 x flashlight, 1 x strap, 1 x charger, 1 x rechargeable battery, 1 x adaptor for battery, 1 x plastic for battery and AAA battery, with DSWD branding (see attached Annex C)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Megaphone</b>  <i>Type:</i> handy megaphone with siren  <i>Quantity:</i> 1 pc. per kit  <i>Color:</i> any color  <i>Product Description:</i> handy megaphone with siren, voice recorder and free lithium rechargeable battery (white), max. output power: 30w, power consumption: 25w (at rated output), powered by 8 pcs. Size D batteries or 12v lithium rechargeable batt. or 12v DC car adapter, detachable anti-howl mic on coiled lead with on-off switch and volume control</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Whistle</b>  <i>Type:</i> colorful whistle  <i>Quantity:</i> 10 pcs. per kit  <i>Color:</i> any color  <i>Product Description:</i> colorful whistle with matching necklace cords, patented 2 chamber pea-less design that never fails with shrillest penetrating power</p>	<p><i>Detailed Specifications:</i></p>



<p style="text-align: center;"><b>DSWD Specifications</b></p>	<p style="text-align: center;"><b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i></p>
<p><b>Emergency Light</b>  <i>Type:</i> LED emergency light, rechargeable  <i>Quantity:</i> 1 pc. per kit  <i>Color:</i> any color  <i>Product Description:</i> LED emergency light rechargeable USB cable torch and lamp emergency light, rechargeable: 16+1 LED, rated capacity: 1500mAh, with extra LED torch light, free USB cable, using environmental and super brightness white color 1w and 16 SMD LED, with long lifespan, low power consumption, front light only consumes 1w and lighting more than 6 hours, side light only consumes 1.6w and lighting more than 4 hours, with DSWD branding (see attached Annex C)</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Isopropyl Alcohol</b>  <i>Type:</i> isopropyl alcohol  <i>Quantity:</i> 10 bottles per kit  <i>Expiration:</i> not less than two (2) years from the date of delivery  <i>Product Description:</i> branded, 70%, 500 ml. per bottle</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Face Mask</b>  <i>Type:</i> surgical face mask  <i>Size:</i> fits all  <i>Quantity:</i> 2 boxes per kit (50 pcs. per box)  <i>Bacterial Filtration Efficiency (BFE):</i> 95% BRF  <i>Product Description:</i> branded, 3-ply with ear loop, non-woven, latex free, fluid resistant, hypoallergenic, with nose bar adaptable, one-size/fits all</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Face Shield</b>  <i>Type:</i> protective face shield  <i>Quantity:</i> 100 pcs. per kit  <i>Product Description:</i> branded, elongated curved-shape design allows for maximum coverage and protection from particle droplets, spray, splatter, saliva, wind, smoke and debris, compatible design: made from transparent PVC material, the raised nasal attachment gives ample separation between the nose and face which can be worn comfortably with or without prescription eyeglasses or sunglasses</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Antibacterial Hand Soap</b>  <i>Type:</i> hand soap liquid antibacterial  <i>Quantity:</i> 5 bottles per kit  <i>Product Description:</i> branded, antibacterial liquid hand soap, kills 99.9% of bacteria and germs, ≥250 ml.</p>	<p><i>Detailed Specifications:</i></p>
<p><b>Disinfectant Spray</b>  <i>Type:</i> all surface disinfectant spray  <i>Quantity:</i> 5 bottles per kit  <i>Product Description:</i> branded, all surface disinfectant spray, kills 99.9% of bacteria and germs, ≥500 ml.</p>	<p><i>Detailed Specifications:</i></p>

DSWD Specifications	<b>Bidder's Specifications Statement of Compliance<sup>2</sup></b> <i>(Please indicate detailed/actual specifications of the product being offered)</i>
<b>Poster Chart</b> <i>Type:</i> hand washing chart <i>Quantity:</i> 4 pcs. per kit <i>Product Description:</i> hand washing chart, minimum size: A3 size	<i>Detailed Specifications:</i>
<b>Multi-purpose Storage</b> <i>Type:</i> multi-purpose storage <i>Quantity:</i> 4 pcs. per kit <i>Material:</i> food grade material <i>Product Description:</i> multi-purpose storage, capacity: 70L (min.), heavy duty, with lid and wheels, to hold items no. 1-21, with DSWD branding (see attached Annex C)	<i>Detailed Specifications:</i>

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

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

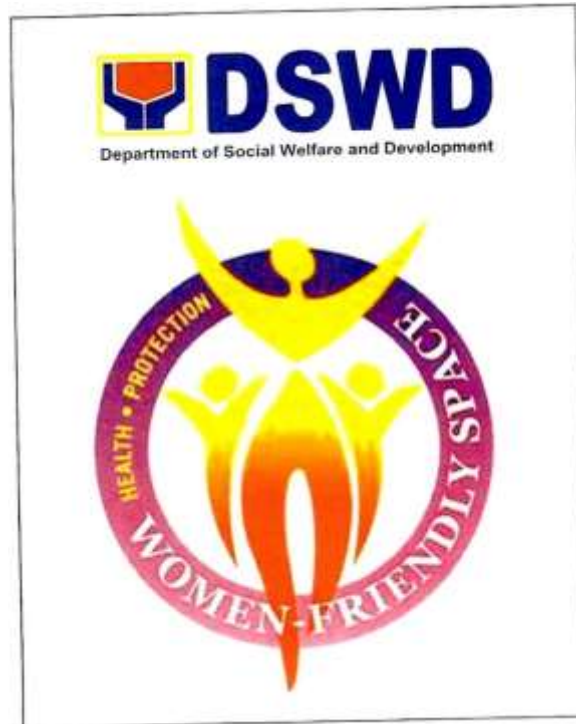
Signature: \_\_\_\_\_

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

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

**WOMEN FRIENDLY SPACE (WFS) KIT**

- 8.5 inches x 11 inches all-weather vinyl sticker, to be placed on WFS Plastic Container (Multi-Purpose Storage), Floor Mat (Banig), and Curtains
- 2 inches x 3.5 inches (calling card size) all-weather vinyl sticker, to be placed on Plastic Chairs, Tables, Whiteboard, Flashlight Container, Emergency Light, and Record Book



- 8.5 inches x 11 inches all-weather vinyl sticker, “List of Items inside the storage box” to be placed on WFS Plastic Container (Multi-Purpose Storage)



**CHILD FRIENDLY SPACE (CFS) KIT**

- 8.5 X 11 in. all-weather vinyl sticker, to be placed on CFS Plastic Container (Multi-Purpose Storage), and Floor Mat (Banig)
- 2 inches x 3.5 inches (calling card size) all-weather vinyl sticker, to be placed on Small and Big Books (at the back), Flashlight Container, and Emergency Light



- 8.5 inches x 11 inches all-weather vinyl sticker, “List of Items inside the storage box” to be placed on CFS Plastic Container (Multi-Purpose Storage)

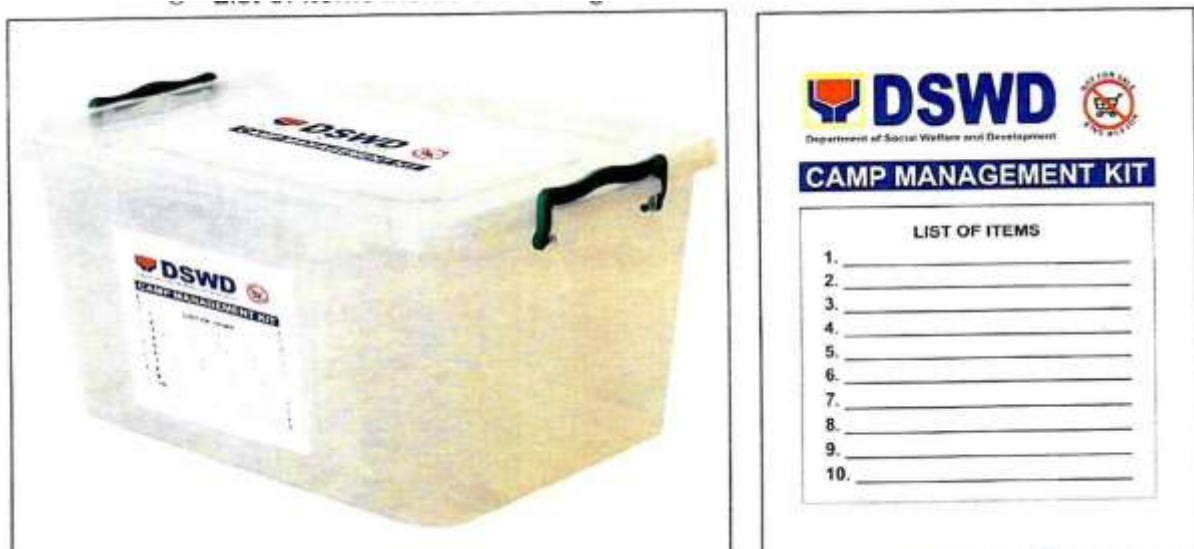


**CAMP COORDINATION AND CAMP MANAGEMENT (CCCM) KIT**

- 8.5 inches x 11 inches all-weather vinyl sticker, to be placed on WFS Plastic Container (Multi-Purpose Storage)
- 2 inches x 3.5 inches (calling card size) all-weather vinyl sticker, to be placed on Record Book, Flashlight Container, and Emergency Light



- 8.5 inches x 11 inches all-weather vinyl sticker, “List of Items inside the storage box” to be placed on CCCM Plastic Container (Multi-Purpose Storage)



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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) 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***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form;
- (n) Original of duly signed and accomplished Price Proposal Form; **and**
- (o) Original of duly signed and accomplished Price Schedule(s).

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

- (p) *[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.
- (q) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



## ***Section IX. Bidding Forms***

## TABLE OF CONTENTS

<b>BID FORM FOR THE PROCUREMENT OF GOODS .....</b>	<b>50</b>
<b>BID FORM .....</b>	<b>50</b>
<b>PRICE PROPOSAL FORM.....</b>	<b>52</b>
<b>BANK GUARANTEE FORM FOR ADVANCE PAYMENT .....</b>	<b>61</b>
<b>CERTIFICATION FROM INSURANCE COMMISSION .....</b>	<b>62</b>
<b>STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT TO BE BID.....</b>	<b>63</b>
<b>STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID.....</b>	<b>64</b>

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

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

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

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

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

We acknowledge that failure to sign each and every page of this Bid Form, 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 Proposal Form

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

Invitation to Bid No.: GOP/21-DSWD-003

### Procurement of Women Friendly Space (WFS) Kits, Child Friendly Space (CFS) Kits and Camp Coordination & Camp Management (CCCM) Kits

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b> <i>(in Phil Peso)</i>	<b>Total Price</b> <i>(in Phil Peso)</i>
1	Women Friendly Space (WFS) Kits	85 sets		
2	Child Friendly Space (CFS) Kits	85 sets		
3	Camp Coordination & Camp Management (CCCM) Kits	85 sets		
<b>Total Contract Price</b>				

**NOTE:** In case of discrepancy between unit price and total price, the unit price will prevail.  
Total Contract Price is inclusive of all applicable taxes.

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

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

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

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

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

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

---

**For Goods Offered from Within the Philippines**

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

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

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

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

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

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

**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: \_\_\_\_\_

## **Bid Securing Declaration Form**

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

---

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

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

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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



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

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

---

### CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

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

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

## 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]*

## Bank Guarantee Form for Advance Payment

---

To:     *[name and address of PROCURING ENTITY]*  
          *[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

## Certification from Insurance Commission

---

**NOTE:** Use this template for the required “Certification from the Insurance Commission”, which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

### [Insurance Commission Letterhead]

#### CERTIFICATION

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder’s Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2( c ) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner

[insert name of Authorized Representative]

[insert Position and Office]

Paid under [insert Official Receipt No.]

**Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid**

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

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

**A. Government**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

**B. Private**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

*Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Contract or Purchase Order, (b) Official Receipt(s) or Sales Invoice or (c) User's Certificate of Acceptance/Completion*

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

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

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

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

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



## Statement of Single Largest Completed Contract (SLCC)<sup>3</sup> Similar to the Contract to be Bid

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

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

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

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

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

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

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

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

<sup>3</sup> The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 5.3, a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.3.

