

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**“Refurbishment of Various Administrative Offices  
of UP Tacloban College”  
(UPTC IB No. 2024-11)**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## *Section I. Invitation to Bid*





**UNIVERSITY OF THE PHILIPPINES  
TACLOBAN COLLEGE**

Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City 6500, Philippines

**INVITATION TO BID FOR**

**“Refurbishment of Various Administrative Offices of UP Tacloban  
College”**

(UPTC IB NO. 2024-11)

1. The *University of the Philippines Tacloban College*, through the *[insert source of funding and year]* intends to apply the sum of *One Million Nine Hundred Seventeen Thousand Seven Hundred Pesos Only (₱1,917,700.00)* being the ABC to payments under the contract for *Refurbishment of Various Administrative Offices of UP Tacloban College (UPTC IB No. 2024-11)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Tacloban College* now invites bids for the above Procurement Project. Delivery of the Goods is required by *60 calendar days from receipt of Notice to Proceed*. Bidders should have completed, within *the last 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).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *University of the Philippines Tacloban College* and inspect the Bidding Documents at the address given below during *Monday to Friday at 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *03 to 25 November 2024* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Pesos Only (₱2,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, or through electronic means by sending the deposit slip or confirmation slip to [bacsecretariat.uptacloban@up.edu.ph](mailto:bacsecretariat.uptacloban@up.edu.ph)*

6. The *University of the Philippines Tacloban College* will hold a Pre-Bid Conference<sup>1</sup> on *11 November 2024 at 1:00 PM at the UP Tacloban College*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *25 November 2024, 1:00 PM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *25 November 2024 at 1:00 PM* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *University of the Philippines Tacloban College* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

BAC Secretariat  
UP Tacloban College  
Magsaysay Boulevard, Tacloban City 6500  
bacsecretariat.uptacloban@up.edu.ph  
Telephone Nos. (053) 832-2897

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>  
<https://www.uptacloban.edu.ph/bids-and-awards/>

*03 November 2024*

  
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**ARVIN L. DE VEYRA**  
BAC Chairperson

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

## *Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, *University of the Philippines Tacloban College* wishes to receive Bids for the *Refurbishment of Various Administrative Offices of the UP Tacloban College*, with identification number *UPTC IB No. 2024-11*.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of *one lot with 13 items*, 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 *FY 2021* in the amount of *One Million Nine Hundred Seventeen Thousand Seven Hundred Pesos (₱1,917,700.00)*.

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *[Select one, delete other/s]*
- 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.
- b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 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:

Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 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 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 from the opening of bids* 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.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 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>2</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 *120 days from 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.

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

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

## 16. Deadline for Submission of Bids

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.

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<sup>2</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.



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

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

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-

Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 20.2. 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Supply and delivery of office furniture, installation of modular cubicles</i></li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP <i>UP Tacloban College</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>₱38,354.00</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>₱95,885.00</b> if bid security is in Surety Bond.</li> </ul>
15	Each bidder shall submit one (1) original copy of the first and second components of its bid.  The Procuring Entity requests for two (2) additional hard copies of the bid.
19.3	<i>Not applicable</i>
20.2	<i>No further instructions</i>
21.2	<i>Not applicable</i>

## *Section IV. General Conditions of Contract*

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the 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. 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><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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><i>For Goods supplied from abroad:</i> “The delivery terms applicable to the Contract are DDP delivered UP Tacloban College. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i> “The delivery terms applicable to this Contract are delivered UP Tacloban College. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>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.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>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.</p> <p><b>Transportation –</b></p> <p>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> <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>
	<p><b>Regular and Recurring Services –</b></p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<i>Partial payment is not allowed</i>
4	The inspections and tests that will be conducted are: <i>no further instructions</i>

## *Section VI. Schedule of Requirements*

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1)	High back executive chair	1	1	60 calendar days
2)	High back chair	7	7	60 calendar days
3)	High back chair	19	19	60 calendar days
4)	Visitor's chair with armrest	45	45	60 calendar days
5)	Round table	10	10	60 calendar days
6)	L-type office table	5	5	60 calendar days
7)	4-drawer vertical cabinet	2	2	60 calendar days
8)	Glass sliding door cabinet	1	1	60 calendar days
9)	Mobile pedestal	24	24	60 calendar days
10)	Partition cubicle, fabric with glass partition (L2400mm x 2400mm)	4	4	60 calendar days
11)	Staff L-type workstation, fabric with glass partition (L1500mm x W1500mm)	13	13	60 calendar days
12)	Staff L-type workstation without front glass partition (L1500mm x W1500mm)	2	2	60 calendar days
13)	Staff L-type workstation, fabric with glass partition (L1500mm x W1200mm)	4	4	60 calendar days

## *Section VII. Technical Specifications*

# Technical Specifications

\*Notes on statement of compliance:

Statement of Compliance
<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p> <p><i>Important:</i></p> <ul style="list-style-type: none"><li>• Bidders must state either “Comply” or “Not Comply” against <b>each of the individual parameters of each Specification.</b></li><li>• Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder’s Bid. The statement “Comply” should be cross-referenced to the evidence by writing in the “Supporting Document” column the name/title of the supporting document and by writing in the “Page Number” column the corresponding page number.</li><li>• 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.</li><li>• Brochures attached should be those published and issued by the manufacturer. If printed from the manufacturer’s website, bidders shall indicate the download link of the brochure for the purpose of verification by the BAC.</li><li>• In case the reference used is the operating manual, bidders should indicate that they are referencing the operating manual and must put the specific page number and the download link.</li></ul>

<b>1) High back executive chair</b>		
Specifications:	Statement of Compliance	Supporting document
High back ergonomic mesh office chair with 2D headrest		Picture of the actual item being offered
Mesh back +2D lumbar support		
Fabric padded seat with injection foam inside + plastic seat bottom		
Height adjustable armrest with soft curve PU armpad		
BIFMA passed Class3 black gaslift		
Multifunctional mechanism with back reclining and locking at 3 positions function + seat sliding		
BIFMA passed 340mm nylon five star base		
BIFMA passed 60mm PU nylon castors		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>2) High back chair</b>		
Specifications:	Statement of Compliance	Supporting document
High back mesh office chair with 2D headrest		Picture of the actual item being offered
Mesh back + PP back frame (back strength test 102 kgs) + height adjustable lumbar support		
Foam seat with height adjustable armrest with PU armpad		
2.5mm thickness butterfly tilt & lock mechanism		
BIFMA passed Class3 gaslift		
310mm PP base with BIFMA passed 50mm nylon PU castors		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years



<b>3) High back chair</b>		
Specifications:	Statement of Compliance	Supporting document
High back mesh office chair with 2D headrest		Picture of the actual item being offered
Mesh back + PP back frame		
High density foam with fabric cover + fixed PP armrest		
BIFMA passed Class3 gaslift		
BIFMA passed 320mm nylon base with BIFMA passed 50mm nylon PU castors		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>4) Visitor's chair with armrest</b>		
Specifications:	Statement of Compliance	Supporting document
Perforated polypropylene backrest		Picture of the actual item being offered
Fabric upholstered seat rest with chrome armrest		
4-legged in chrome finish		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>5) Round table (4-seater)</b>		
Specifications:	Statement of Compliance	Supporting document
900 mm diameter		Picture of the actual item being offered
Table height: 750mm		
25mm marine plywood in high pressure wood grain laminate finish, color brown with PVC flat edging		
Tapered legs in powder coated finish, black		

Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>6) L-type office table</b>		
Specifications:	Statement of Compliance	Supporting document
Table top: 25mm thick using marine plywood in high pressure laminate woodgrain finish, PVC flat edging		Picture of the actual item being offered
Legs: steel powder coated CD legs, black powder coated finish		
Main table size: W1500 x D600 x 750 mm		
Side table size: W900 x D450 x 750 mm		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>7) 4-drawer vertical cabinet</b>		
Specifications:	Statement of Compliance	Supporting document
Material: environmental cold rolled steel		Picture of the actual item being offered
Finish: powder coated with anti-rust protection		
Features: 4-drawer vertical filing cabinet, centralized lock with duplicate keys, name card holder		
Color: light gray		
Dimension: W46 x D62 x H132.5 cm		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has

		been in the industry for at least 10 years
<b>8) Glass sliding door cabinet</b>		
Specifications:	Statement of Compliance	Supporting document
Materials: environmental cold rolled steel		Picture of the actual item being offered
Finish: powder coated with anti-rust protection		
Features: 5-layer, with adjustable shelves, glass sliding door, with lock and duplicate keys		
Color: light gray		
Dimension: W90 x D40 x H180 cm		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>9) Mobile pedestal</b>		
Specifications:	Statement of Compliance	Supporting document
Recessed handle		Picture of the actual item being offered
3-drawer, steel powder coated finish with casters		
Color: light gray		
Dimension: W40 x D56 x H65 cm		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>10) Partition cubicle, fabric with glass partition – L2400mm x W2400mm</b>		
Specifications:	Statement of Compliance	Supporting document
6 cm thick partition in aluminum anodized frame		Pictures of sample similar items
MDF panel in fabric with glass finish		
Overall size: H1500mm x W2400mm x L2400mm		

Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>11) Staff L-type workstation, fabric with glass partition – L1500mm x W1500mm</b>		
Specifications:	Statement of Compliance	Supporting document
6 mm thick panel partition in aluminum anodized frame		Pictures of sample similar items
MDF panel in fabric with glass finish		
Overall size: H1200mm x W1500mm x L1500mm		
Table top: 25mm marine plywood in high pressure wood laminate finish, color brown with PVC flat edging		
Main table top: W1500mm x D600mm x 2.5 cm thick		
Side table top: W900mm x D450mm x 2.5 cm thick		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>12) Staff L-type workstation without front glass – L1500mm x W1500mm</b>		
Specifications:	Statement of Compliance	Supporting document
6 mm thick panel partition in aluminum anodized frame in MDF panel in fabric with glass finish on sides		Pictures of sample similar items
Overall size: H1200 x L1500 x W x 1500 mm		
Table top: 25mm marine plywood in high pressured wood grain laminate finish, color brown with PVC flat edging		
Main table top: W1500mm x D600mm x 2.5 cm thick		
Side table top: W900mm x D450mm x 2.5 cm thick		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under		

normal use and conditions, from date of delivery in parts and in services		
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years
<b>13) Staff L-type workstation, fabric with glass partition – L1500mm x W1200mm</b>		
Specifications:	Statement of Compliance	Supporting document
6 mm thick panel partition in aluminum anodized frame in MDF panel in fabric with glass finish on sides		Pictures of sample similar items
Overall size: H1200 x L1500 x W1200mm		
Table top: 25mm marine plywood in high pressure wood grain laminate finish, color brown with PVC flat edging		
Main table top: W1500mm x D600mm x 2.5cm thick		
Side table top: W600mm x D450mm x 2.5 cm thick		
Warranty: one (1) year manufacturer's warranty against defects in workmanship and material under normal use and conditions, from date of delivery in parts and in services		Warranty certificate from the supplier
Manufacturer's track record: The manufacturer of the furniture should have been in the furniture manufacturing industry for at least 10 years.		Link to information/data showing that the manufacturer has been in the industry for at least 10 years

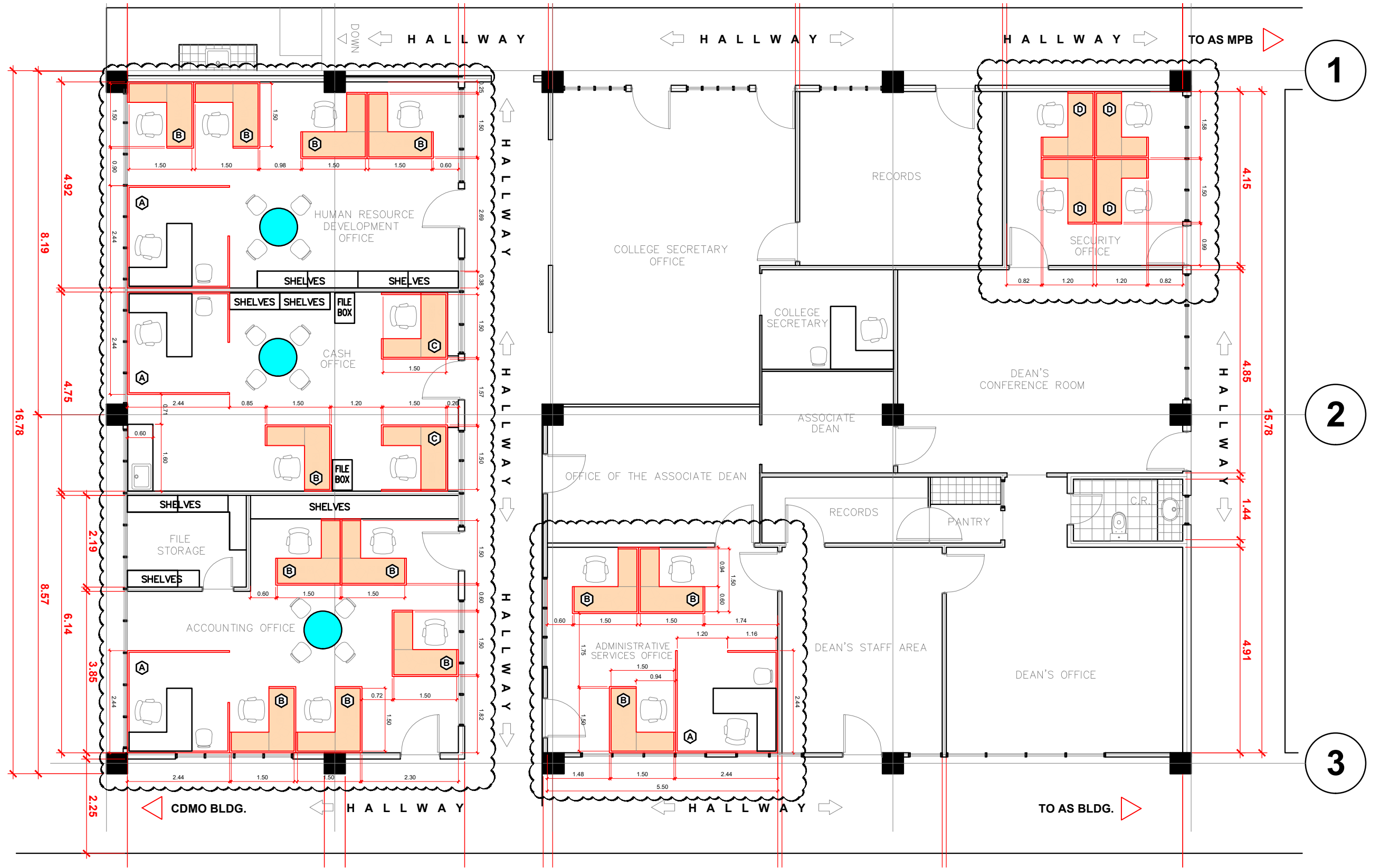
**Note: Refer to the attached drawings for the perspective, ground layout, and samples.**



**CASH OFFICE**  
**A**  
**INTERIOR PERSPECTIVE**  
 01 SCALE: 1:100 MTS.

OFFICE OF:		PROJECT NAME:		RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	STATUS:	SHEET NO. :
UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE <b>CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE</b> TACLOBAN CITY		<b>REFURBISHMENT OF OFFICE          FURNITURE FOR ADMINISTRATIVE          OFFICES</b>				AS INDICATED	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> FOR REVISION	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> <b>A</b> </div> </div> 1   4 REVISION
PREPARED BY:	CHECKED BY:	RECOMMENDED BY:	LOCATION:	PROF. ARVIN DE VEYRA <small>ASSOCIATE DEAN FOR ADMINISTRATION</small>	DR. PATRICIA B. ARINTO <small>UPTC – DEAN</small>			06
MICHAEL Y. ABALOS <small>DRAFTSMAN</small>	ROAN S. ABRAJANO <small>CMGF</small>	TELESFORO S. SALES <small>CDMO HEAD</small>	U.P. ADMINISTRATION BUILDING, TACLOBAN CITY					





**A** GROUND FLOOR PLAN  
 02 SCALE: 1: 100 MTS.

OFFICE OF:		PROJECT NAME:		RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	STATUS:	SHEET NO. :				
UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE TACLOBAN CITY		REFURBISHMENT OF OFFICE FURNITURE FOR ADMINISTRATIVE OFFICES				AS INDICATED	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> FOR REVISION	<table border="1"><tr><td>A</td></tr><tr><td>2   4</td></tr><tr><td>REVISION</td></tr><tr><td>06</td></tr></table>	A	2   4	REVISION	06
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REVISION												
06												
PREPARED BY:	CHECKED BY:	RECOMMENDED BY:	LOCATION:	PROF. ARVIN DE VEYRA ASSOCIATE DEAN FOR ADMINISTRATION	DR. PATRICIA B. ARINTO UPTC - DEAN							
MICHAEL Y. ABALOS DRAFTSMAN	ROAN S. ABRAJANO CMGF	TELESFORO S. SALES CDMO HEAD	U.P. ADMINISTRATION BUILDING, TACLOBAN CITY									







SPECIFICATION				
<b>A. UNIT HEADS (DETACHED TABLE)</b>				
L	W	H	FINISH	COLOR
1.50m	1.50m	1.50m	GLASS & FABRIC	Green
QTY	4 UNITS			




SPECIFICATION				
<b>C. CASH OFFICE (WITHOUT FRONT GLASS)</b>				
L	W	H	FINISH	COLOR
1.50m	1.50m	1.20m	GLASS & FABRIC	Green
QTY	2 UNITS			



SPECIFICATION				
<b>B. TYPICAL STAFF CUBICLE</b>				
L	W	H	FINISH	COLOR
1.50m	1.50m	1.20m	GLASS & FABRIC	Green
QTY	13 UNITS			



SPECIFICATION				
<b>D. SECURITY OFFICE</b>				
L	W	H	FINISH	COLOR
1.50m	1.20m	1.20m	GLASS & FABRIC	Green
QTY	4 UNITS			

OFFICE OF:		PROJECT NAME:		RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	STATUS:	SHEET NO. :
 UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE TACLOBAN CITY		<b>REFURBISHMENT OF OFFICE FURNITURE FOR ADMINISTRATIVE OFFICES</b>		PROF. ARVIN DE VEYRA <small>ASSOCIATE DEAN FOR ADMINISTRATION</small>	DR. PATRICIA B. ARINTO <small>UPTC – DEAN</small>	AS INDICATED	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> FOR REVISION	A 3   4 REVISION 06
PREPARED BY:	CHECKED BY:	RECOMMENDED BY:	LOCATION:					
MICHAEL Y. ABALOS <small>DRAFTSMAN</small>	ROAN S. ABRAJANO <small>CMGF</small>	TELESFORO S. SALES <small>CDMO HEAD</small>	U.P. ADMINISTRATION BUILDING, TACLOBAN CITY					





**SPECIFICATION:**

- HIGH BACK EXECUTIVE CHAIR
- HIGH BACK ERGONOMIC MESH OFFICE CHAIR WITH 2D HEADREST
- MESH BACK + 2D LUMBAR SUPPORT
- FABRIC PADDED SEAT WITH INJECTION FOAM INSIDE + PLASTIC SEAT BOTTOM COVER
- HEIGHT ADJUSTABLE ARMREST WITH SOFT CURVE PU ARM PAD
- BIFMA PASSED CLASS 3 BLACK GAS LIFT
- MULTI-FUNCTIONAL MECHANISM WITH BACK RECLINING AND LOCKING AT 3 POSITIONS FUNCTION + SEAT SLIDING
- BIFMA PASSED 340MM NYLON FIVE STAR BASE & BIFMA PASSED 60MM PU NYLON CASTORS
- QUANTITY : 1 PC



**SPECIFICATION:**

- HIGH BACK MESH OFFICE CHAIR WITH 2D HEADREST MESH BACK + PP BACK FRAME (BACK STRENGTH TEST 102KGS) + HEIGHT ADJUSTABLE LUMBAR SUPPORT FOAM SEAT WITH HEIGHT ADJUSTABLE ARMREST WITH PU ARMPAD
- 2.5MM THICKNESS BUTTERFLY TILT & LOCK MECHANISM
- BIFMA PASSED CLASS 3 GASLIFT
- 310MM PP BASE WITH BIFMA PASSED 50MM NYLON PU CASTORS
- QUANTITY : 7 PCS



**SPECIFICATION:**

- HIGH BACK CHAIR
- HIGH BACK MESH OFFICE CHAIR WITH 2D HEADREST MESH BACK + PP BACK FRAME
- HIGH DENSITY FOAM WITH FABRIC COVER + FIXED PP ARMREST
- BIFMA PASSED CLASS 3 GASLIFT
- BIFMA PASSED 320MM NYLON BASE WITH BIFMA PASSED 50MM NYLON PU CASTORS
- QUANTITY : 19 PCS



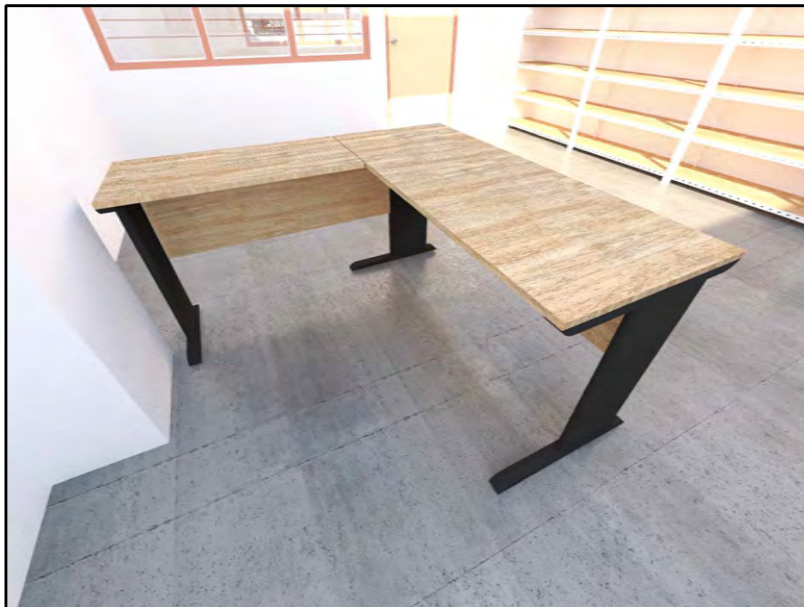
**SPECIFICATION:**

- VISITOR'S CHAIR WITH ARMREST
- PERFORATED POLYPROPYLENE BACKREST
- FABRIC UPHOLSTERED SEAT REST WITH CHROME ARMREST
- 4-LEGGED IN CHROME FINISH
- QUANTITY : 45 PCS



**SPECIFICATION:**

- 900MM DIAMETER
- TABLE HEIGHT 750MM
- 25MM THK. MARINE PLYWOOD IN HIGH PRESSURE WOOD GRAIN LAMINATE FINISH, COLOR BROWN, PVC FLAT EDGING, TAPERED LEGS IN POWDER COATED FINISH
- QUANTITY : 10 PCS



**SPECIFICATION:**

- L-TYPE OFFICE TABLE
- TABLE TOP: 25MM THICK USING MARINE PLYWOOD IN HPL WOODGRAIN FINISH, PVC FLAT EDGING
- LEGS: STEEL POWDER COATED CD LEGS, BLACK POWDER COATED FINISH
- MAIN TABLE SIZE: W1500 x D600 x H750MM
- SIDE TABLE SIZE: W1000 x D450 x H750MM



**SPECIFICATION:**

- 4 DRAWER VERTICAL CABINET
- MATERIALS: ENVIRONMENTAL COLD ROLLED STEEL
- FINISH: POWDER COATED WITH ANTI-RUST PROTECTION
- FEATURES: 4-DRAWER VERTICAL FILING CABINET, CENTRALIZED LOCK WITH DUPLICATE KEYS, NAME CARD HOLDER
- COLOR: LIGHT GRAY
- DIMENSIONS: W46CM x D62CM x H132.5CM
- QUANTITY : 2 PCS




**SPECIFICATION:**

- GLASS SLIDING DOOR CABINET
- MATERIALS: ENVIRONMENTAL COLD ROLLED STEEL
- FINISH: POWDER COATED WITH ANTI-RUST PROTECTION
- FEATURES: 5 LAYER, WITH 4 ADJUSTABLE SHELVES, GLASS SLIDING DOOR, WITH LOCK AND DUPLICATE KEYS
- COLOR: LIGHT GRAY
- DIMENSION: W90CM x D40CM x H180CM
- QUANTITY : 1 PC



**SPECIFICATION:**

- MOBILE PEDESTAL, RECESSED HANDLE,
- 3 - DRAWERS, STEEL POWDER COATED FINISH WITH CASTERS
- COLOR: LIGHT GRAY
- DIMENSIONS: W40CM x D56CM x H65CM
- QUANTITY : 24 PCS

OFFICE OF:		PROJECT NAME:		RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	STATUS:	SHEET NO. :
 <p>UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE TACLOBAN CITY</p>		<p><b>REFURBISHMENT OF OFFICE FURNITURE FOR ADMINISTRATIVE OFFICES</b></p>				AS INDICATED	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> FOR REVISION	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold;">A</span> </div> <div style="display: flex; justify-content: space-between; width: 40px; height: 20px; margin: 0 auto;"> <span style="font-size: 18px; font-weight: bold;">4</span> <span style="font-size: 18px; font-weight: bold;">4</span> </div> <p>REVISION</p> <p style="text-align: center;">06</p>
PREPARED BY:	CHECKED BY:	RECOMMENDED BY:	LOCATION:	PROF. ARVIN DE VEYRA	DR. PATRICIA B. ARINTO			
MICHAEL Y. ABALOS DRAFTSMAN	ROAN S. ABRAJANO CMGF	TELESFORO S. SALES CDMO HEAD	U.P. ADMINISTRATION BUILDING, TACLOBAN CITY	ASSOCIATE DEAN FOR ADMINISTRATION	UPTC - DEAN			

*Section VIII. Checklist of Technical and  
Financial Documents*

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

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

- (k) [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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**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]*

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

# *Annex 1*

For the purchase of the bidding documents for the said project, please see details below:

Bank Name: **Land Bank of the Philippines**  
**Sagkahan, Tacloban City Branch**  
Bank Account Name: **UP Tacloban College**  
Bank Account Number: **0182-1056-19**

Please take note of the following:

1. LBP to LBP fund transfer and Over-the-Counter Cash Deposit - **amount is credited on the next banking day**
2. Other banks to LBP - **amount is credited within 3-5 banking days** (except when the transfer is done via *Instapay*)

Bidders may email the scanned copy of deposit slip or confirmation slip as proof of payment together with the list of items they are intending to bid to [bacsecretariat.uptacloban@up.edu.ph](mailto:bacsecretariat.uptacloban@up.edu.ph)

**Bids will be declared officially received by the BAC Secretariat only upon validation of the proof of payment by the UPTC Cash Office.** If payment is credited beyond the validation period and the deadline of submission, bids will automatically be declared late and therefore will not be accepted.

For guidance and information of all concerned.

