



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **PROCUREMENT OF GOODS**

### **Procurement of Office and Other Supplies for CY 2025**

**ABC: PhP 1,400,000.00**

**PAP Code: GDS-028**

**Government of the Republic of the Philippines**

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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***

## INVITATION TO BID PROCUREMENT OF OFFICE AND OTHER SUPPLIES FOR CY 2025

1. The *John Hay Management Corporation*, through the *2025 JHMC Corporate Operating Budget* intends to apply the sum of One Million Four Hundred Thousand Pesos (PhP1,400,000.00), being the ABC to payments under the contract for *Procurement of Office and Other Supplies for CY 2025* under PAP Code GDS-028. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *John Hay Management Corporation* now invites bids for the above Procurement Project. 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).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 or the New Government Procurement 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 No. 5183.

4. Prospective Bidders may obtain further information from **John Hay Management Corporation** and inspect the Bidding Documents at the address given below from **9:00 AM to 4:30 PM**, Mondays through Fridays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **04 April 2025 to 30 April 2025, 9:00 AM** from the given address and website(s) [www.jhmc.com.ph](http://www.jhmc.com.ph), and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount as indicated in the above table. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

Interested bidders may personally pay for Bidding Documents at the Cashier, JHMC Office Building, Camp John Hay, Baguio City. They may also pay via electronic fund transfer or direct bank deposit using the following deposit details:

Payee Name	John Hay Management Corporation
Depository Bank	Development Bank of the Philippines Session Road, Baguio City Branch
Account Number	0510-004308-031

For payments through electronic fund transfer or direct bank deposit, transfer confirmations or deposit slips must be emailed to [bac@jhmc.com.ph](mailto:bac@jhmc.com.ph). Official receipts will only be issued upon verification with JHMC's depository bank.

Failure to pay and present proof of payment for the bidding documents shall be a ground for disqualification.

6. The John Hay Management Corporation will hold a Pre-Bid Conference on **16 April 2025 at 10:00 A.M.** at the **JHMC Office Building, Level 1, Conference Room, John Hay Special Economic Zone, Camp John Hay, Baguio City, and/or through video conferencing or webcasting via google meet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at **the JHMC Office Building, Level 2, BAC Secretariat Office, John Hay Special Economic Zone, Camp John Hay, Baguio City** or online/electronic submission as indicated below on or before **30 April 2025, 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 14.
9. Bid opening shall be on **30 April 2025, 10:00 AM** at the **JHMC Office Building, Level 1, Conference Room, John Hay Special Economic Zone, Camp John Hay, Baguio City and/or through video conferencing**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Pre-bid conference will be conducted in person or face-to-face through video conferencing. Prospective Bidders who opt for video conferencing must inform the BAC Secretariat of their intent through the electronic mail address listed below. The Pre-Bid Conference is open to prospective bidders but attendance shall not be mandatory.  
  
JHMC allows the submission of bids through personal appearance or video conferencing. Bidders may submit their bids using the two (2) separate sealed bid envelopes system or **two (2) password-protected Bidding Documents in compressed archive folders, in case of electronic bid submission**, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements, and the second shall contain the financial component of the bid.
11. The **John Hay Management Corporation** 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 64 IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:



**DARWIN C. PEREZ**

*Head, BAC Secretariat*

John Hay Management Corporation

Camp John Hay, Baguio City

Tel. No. 074-422-4360

*Email: bac@jhmc.com.ph*

- 13.** You may visit the following websites:

For downloading of Bidding Documents: *www.jhmc.com.ph*

For online bid submission, email to: *bac@jhmc.com.ph*

**SGD. JANE THERESA G. TABALINGCOS**  
BAC Chairperson

*Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, **John Hay Management Corporation** wishes to receive Bids for the **Procurement of Office and Other Supplies for CY 2025**.

The Procurement Project (referred to herein as “Project”) is composed of *one (1) lot*, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the JHMC Corporate Operating Budget CY 2025 in the amount of **One Million Four Hundred Thousand Pesos (PHP 1,400,000.00)**,

2.2. The source of funding is: GOCC and GFIs, the Corporate Operating Budget for CY 2025.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 12009 and its 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 Section 71 and 100 of the IRR of RA No. 12009 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

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

5.2. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

- 5.3. Pursuant to Section 52.4.1.3 of the IRR of RA No.12009, 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 Expendable Supplies:** The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 52.4 of the IRR of RA No. 12009.

## **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.**

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **16 April 2025 at 10:00 A.M.** at the **JHMC Office Building, Level 1, Conference Room, John Hay Special Economic Zone, Camp John Hay, Baguio City, and/or through video conferencing or webcasting via google meet** 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* a contract similar to the Project 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 79.6 of the IRR of RA No. 12009.
- 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 60.2 of the IRR of RA No. 12009.
- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## **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 e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **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 Philippine Pesos.

### **14.0 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 date of 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

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<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.

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**

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 58 of the IRR of RA No. 12009 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 59 of the IRR of RA No. 12009.

## **18. Domestic Preference**

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 79 of the IRR of RA No. 12009.

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

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Sections 61.3 and 61.8 of the IRR of RA No. 12009.

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 15 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 52.4.1.4 of the IRR of RA No. 12009. 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 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 52.4.1.4 of the IRR of RA No. 12009, 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**

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 68.1 of the IRR of RA No. 12009 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:  Refer to Section VII: Technical Specifications for the Procurement of Office and Other Supplies for CY 2025.
7.1	Subcontracting is not allowed
12	No further instructions.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than <b>2%</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or  b. The amount of not less than <b>5%</b> if bid security is in Surety Bond.
19.3	Procurement of Office and Other Supplies with an ABC of One Million Four Hundred Thousand Pesos (PhP1,400,000.00).
20.2	JHMC Applicable permits
21.2	Refer to Scope of Schedule of Requirements

## ***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. 12009 and its 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 56.5 and 92 of the IRR of RA No. 12009 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 IRR of RA No. 12009.

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 prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 56 of the 2016 revised IRR of RA No. 12009.

## 4. **Inspection and Tests**

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

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

## **5. Warranty**

- 6.1. 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 90 of the IRR of RA No. 12009.
- 6.2. 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>Refer to Schedule of requirements</i></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	Refer to Schedule of Requirements
4	The inspections and tests that will be conducted on all items stated in Section V1 of the Schedule of Requirements

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

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

<b>Delivery Site</b>	JHMC Office Building – Camp John Hay, JHSEZ, Loakan Road, Baguio City
<b>Delivery Schedule</b>	
Second Quarter	Within thirty (30) calendar days upon issuance of receipt of the Notice to Proceed (NTP).
Third Quarter	Second to Third to Fourth Week of August 2025
Fourth Quarter	Second to Third Week of October 2025



# *Section VII. Technical Specifications*

## **Notes for Preparing the Technical Specifications**

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

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

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

## Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

<b>Item Description</b>	<b>UNIT</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>Total Quantity</b>
Air Freshener, 400ml/can	can	20	20	20	<b>60</b>
Coffee Sachet, 10 pcs/pack, (Coffee black and creamy coffee mix)	pack	40	40	40	<b>120</b>
Creamer, 450g	pack	30	30	30	<b>90</b>
Detergent Powder , 500g/pack	pack	30	30	30	<b>90</b>
Dishwashing Liquid, Antibac Calamansi Scent	gallon	20	20	20	<b>60</b>
Disinfectant Spray ,510g	can	25	25	25	<b>75</b>
Insecticide, 600 ml, aerosol type, - Multi-Insect Killer	can	20	20	20	<b>60</b>
Rubber gloves, 100pcs/box, latex, powder free	box	2	2	2	<b>6</b>
Liquid Hand Soap,500 ml, with pump, Antibacterial	bottle	25	25	25	<b>75</b>
Sugar - Brown	kilo	35	35	35	<b>105</b>
Trash bag, XL, 10 pcs/pack, black	pack	70	70	70	<b>210</b>
Tissue Paper, 2-3ply, 12 rolls/pack, thick	pack	-	110	110	<b>220</b>
Tissue paper, Facial, large box	box	30	30	30	<b>90</b>
Electrical Tape, 3/4 x 16m	roll	30	30	30	<b>90</b>
Face Mask, 3D, 10 pieces per pack	pack	15	15	15	<b>45</b>
Ground Coffee , 1kg, granules, freshly grind	pack	35	35	35	<b>105</b>
Natural Green Tea, 100 tea bags/box	pack	3	3	3	<b>9</b>
Coffee Capsule for mini coffee machine, 12 pcs/box, assorted dolce gusto Americano Rich Aroma & Intenso, Grande Intenso	box	8	8	8	<b>24</b>
Liquid hand soap, Antibacterial	gallon	10	10	10	<b>30</b>
Toilet Tissue Paper, Jumbo	roll	25	25	25	<b>75</b>
Toilet bowl and urinal cleaner, powerful acid-based stain remover	gallon	10	10	10	<b>30</b>
<b>Wired USB Mouse</b> *Compatible with all notebook and desktop, its USB wire fits into any standard USB slot *Three Programmable Buttons *Optical Sensor *Powered via USB	piece	10			<b>10</b>
LED Bulb, day light, 9W	piece	-	100	-	<b>100</b>
Teflon Tape	roll	20	20	20	<b>60</b>
LED, Panel Light, 9W, Square-type	piece	-	50	-	<b>50</b>
LED, Slim Panel Light, 18W	piece	-	50	-	<b>50</b>

Betadine solution, Povidone-iodine wound solution 60 ml, 10% antiseptic	bottle	-	2	2	<b>4</b>
Bioflu	tablet	50	50	50	<b>150</b>
Cotton balls, pure and absorbent, 300's	pack	3	3	3	<b>9</b>
Loperamide	capsule	30	30	30	<b>90</b>
Mefenamic acid	capsule	30	30	30	<b>90</b>
Vitamin C with Zinc, 100cap/box, non-acidic	box	5	5	5	<b>15</b>
Paracetamol, Biogesic	tablet	50	50	50	<b>150</b>
Cetirizine 10mg (Antihistamine)	tablet	40	40	40	<b>120</b>
Burn Ointment 30g	piece	-	3	3	<b>6</b>
Neozep Forte	tablet	30	30	30	<b>90</b>
Ballpen Black, Ordinary, 0.5mm	piece	50	-	-	<b>50</b>
Ballpen Blue, Ordinary, 0.5mm	piece	120	120	120	<b>360</b>
Ballpen With String, - table top pen with string, blue	piece	20	20	20	<b>60</b>
Battery AAA, Heavy Duty, 4 pcs/pack	pack	20	20	20	<b>60</b>
Battery AA, Heavy Duty, 4 pcs/pack	pack	20	20	20	<b>60</b>
Bond Paper, A3, 70gsm	ream	5	5	5	<b>15</b>
Bond Paper, A4, 80gsm	ream	220	220	220	<b>660</b>
Data File Box, Large, thick	box	30	30	30	<b>90</b>
Envelope, Expandable, long	piece	200	200	200	<b>600</b>
Folder Long, Expandable	piece	200	200	200	<b>600</b>
Glue, multi-purpose 240g	bottle	5	5	5	<b>15</b>
Highlighter, Orange	piece	3	3	3	<b>9</b>
Highlighter, Green	piece	3	3	3	<b>9</b>
Highlighter, Yellow	piece	3	3	3	<b>9</b>
Marker, Permanent, Blue	piece	15	15	15	<b>45</b>
Paper Fastener, non-rust metal, 25mm	box	20	20	20	<b>60</b>
Paper Fastener post screw 2", aluminum	piece	300	-	-	<b>300</b>
Paper Fastener post screw 3", aluminum	piece	300	-	-	<b>300</b>
Post-it-flag, 3M, 1"x 1.7" Color: blue & green	piece	30	30	30	<b>90</b>
Rubber band, 400 g, 70mm, #18	box	2	2	2	<b>6</b>
Signpen, blue, pentel energel, 0.5mm	piece	140	140	140	<b>420</b>
Tape, Double sided tape, 1 inch, 5meters	roll	25	25	25	<b>75</b>
Tape, Masking , 1"	roll	15	15	15	<b>45</b>
Tape, Scotch , 1" , 24mm	roll	25	25	25	<b>75</b>
Tape, Scotch , 2" , 48mm	roll	15	15	15	<b>45</b>
Permanent Marker, Black	piece	30	-	-	<b>30</b>

Marker, Whiteboard, Blue	piece	30	-	-	<b>30</b>
Printer Ink, Cartridge, Canon 725 (B)	piece	4	4	4	<b>12</b>
Gel Pen, Retractable Roller, Blue (uniball, 1.0)	piece	50	50	50	<b>150</b>
Note Pad, (3"x3"), Assorted Colors, 100 sheets/pack	pad	50	50	50	<b>150</b>
Special Paper, A4, Board, 10 sheets per pack White vellum type 220GSM	set	70	70	70	<b>210</b>
Folder Press Board, long, blue	piece	200	200	200	<b>600</b>
Folder Long, Green, Clear Cover	piece	50	50	50	<b>150</b>
Sticker paper, white, A4	set	20	20	20	<b>60</b>
Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	piece	12	12	12	<b>36</b>
Clipboard	piece	6	6	6	<b>18</b>
Toilet Bowl Automatic Urinal Cleaner Block	piece	14	14	14	<b>42</b>
Metal File Tray, 3 layers, black	piece	20	0	0	<b>20</b>
Pranela, size: 17x10" with edging	piece	25	0	0	<b>200</b>
Floor Mat, Large, Rectangular Non-Slip mat, rubber, plain (for Corporate Office)	piece	100	0	0	<b>100</b>
Floor wax, white, Floor Or Any Surface Wax Non Buffable	gallon	20	0	0	<b>20</b>
Plastic Twine/ Plastic Straw	roll	15	0	0	<b>15</b>
Ceramic Plate, white, 10"	piece	60	0	0	<b>60</b>
Ceramic Deep Bowl, white, 6"	piece	60	0	0	<b>60</b>
Spoon and Fork, stainless thick	pair	60	0	0	<b>60</b>
Tissue, pre-cut table napkin, 1000s	pack	15	0	0	<b>15</b>
Certificate Holder, A4	piece	100	0	0	<b>100</b>
Clear Sheets Protector, long, thick, 100s/pack	pack	45	0	0	<b>45</b>
<b>Rice Cooker, Heavy Duty</b> Up to 50 serving cups Capacity: 10 liters Automatic rice cooker with keepwarm function Pilot light function Thermal fuse protected Wattage: 2650w	unit	1	0	0	<b>1</b>

<b>Water Dispenser, HD</b> Product Description: Bottom Load Water Galon Energy-Efficient Compressor With Spacious Cabinet 3 options: Hot, Cold, and Warm Top Buttons: Elegant Design Child Safety Lock protector – for hot water switch. Double Safety Device (to prevent overheating) Compressor Cooling Stainless Steel Hot Water Tank	unit	2	0	0	<b>2</b>
Bond Paper, A4, 120GSM	ream	50	0	0	<b>50</b>
Extension Cord (5 gang, 5 meters, with switch, universal outlet)	piece	6	0	0	<b>6</b>
External Hard Drive, 1TB	piece	1	0	0	<b>1</b>
<b>Label Maker, Labelling Machine with Twin Pack</b> Specifications: 16-character graphic display Print on 3.5,6,9,12mm durable Tze laminated tapes Ergonomic Keyboard Uses AD-24ES-01 AC Power Adapter or 6pcs of AAA Alkaline Batteries	unit	1	0	0	<b>1</b>
<b>Voice Recorder</b> FEATURES: - fast transfer with the USB direct connection - High-pass filter suppresses unwanted noise - Noise reduction thanks to the S microphone system - 8 GB internal memory, expandable to 32 GB with microSD - Recording and playback in Linear PCM or MP3 - Transcription mode playback makes it easy to check recordings - AAA battery lasts up to 55 hours	unit	1	0	0	<b>1</b>
Mechanical Weighing Scale, 130 max, HD	piece	1	0	0	<b>1</b>
Hot Compress (Rechargeable)	piece	4	0	0	<b>4</b>
Cold Compress (Gel Pack)	piece	4	0	0	<b>4</b>
Cohesive bandage, Self-Adhesive (3 inch)	piece	10	0	0	<b>10</b>
Cohesive bandage, Self-Adhesive (2 inch)	piece	10	0	0	<b>10</b>
Transpore Tape (1 Inch)	piece	10	0	0	<b>10</b>

<b>Glucometer set</b> 1 1 lancing 50 blood glucose strips 50 lancet needles 1 Bag Battery	set	2	0	0	<b>2</b>
Digital Thermometer	piece	4	0	0	<b>4</b>
<b>Wheel Measure</b> Specifications: -Measure up to 10,000 meters, Increment 10 cm, Patent Protected Wrist Design, High Traction Flat PU tire mounted onto Rim, Wheel Diameter 318.5 mm, Wheel Circumference 100 cm, Frim and solid kickstand.	piece	1	0	0	<b>1</b>
<b>Measuring Tape</b> Specifications: - Open Type Long tape Measure, 30 meters long, Yellow Blade Print, Corrosion-resistant, UV procted, Large Grip handle, Ground Spike, UV protected, non-conductive tape.	piece	1	0	0	<b>1</b>
<b>Steel tape measure</b> Measuring features: 8 meters/26 ft., width 25mm, Tylon carded tape metric/english length, Compact case design and ergonomically shaped	piece	2	0	0	<b>2</b>
<b>Walking meter</b> Walking meter, wheel diameter: 6", Aluminum with rubber handle, max distance: 9,999.9m, w/ reset switch, extendable handle up to 980mm,	piece	1	0	0	<b>1</b>
HP Laserjet 12A	piece	3	0	0	<b>3</b>
HP Laserjet 17A	piece	3	0	0	<b>3</b>
HP Laserjet 19A	piece	3	0	0	<b>3</b>
HP Laserjet 201A - Black	piece	3	0	0	<b>3</b>
HP Laserjet 201A - Cyan	piece	3	0	0	<b>3</b>
HP Laserjet 201A - Magenta	piece	3	0	0	<b>3</b>
HP Laserjet 201A - Yellow	piece	3	0	0	<b>3</b>
RJ45 Connector, 100 pcs per pack	pack	2	0	0	<b>2</b>
Storage Box, HD, 95L	piece	3	0	0	<b>3</b>
Microphone Boom Stand, HD	piece	2	0	0	<b>2</b>
Table Microphone Boom Stand, HD	piece	2	0	0	<b>2</b>



<b>Wireless Microphone</b> 8 Channel Desktop Dynamic Mike Wireless Gooseneck Handheld / Desk / Pocket Conferences Mic Work Range 100m/328ft Designed For Meeting Public Speaking Events	Set	2	0	0	<b>2</b>
<b>Portable Speaker</b> for Small Events **Up to 18 hours of play time **Telescopic handle and wide, sturdy wheels **Splash proof **AI Sound Boost **Dual Mic & Guitar Inputs **Output Power: 240 W **Bluetooth Version: 5.4	unit	1	0	0	<b>1</b>
<b>External Hard Drive</b> Fully compatible with Windows, macOS, and Chrome OS systems With password protection and hardware encryption	unit	2	0	0	<b>2</b>
<b>Laminating Machine</b> , A4 and above, Heavy Duty, Laminator Machine HOT/COLD/REVERSE Function 220V	unit	2	0	0	<b>2</b>
<b>Laminating Lamination Film</b> , A4 Thickness: 125-200 microns Quantity: 100 sheets / Box Compatible with various Laminating Machines	box	5	0	0	<b>5</b>

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

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

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

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

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 59 of the IRR of RA No. 12009.

# 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 52.4.1.3 and 52.4.2.4 of the IRR of RA 12009, 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.

***Other documentary requirements under RA No. 12009 (as applicable)***

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

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s) using the provided form (Bidder's Estimate)

