

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Photocopying Machine (Lot 1), Office Equipment (Lot 2), Information and Communication Technology (ICT) Equipment (Lot 3) and Furniture and Fixtures (Lot 4), all for COA Provincial Satellite Auditing Office (PSAO)-Quezon

**COA Regional Office No. IV-A,
Commonwealth Avenue, Quezon City**

**Sixth Edition
July 2020**

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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



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. IV-A
Commonwealth Avenue, Quezon City, Philippines

INVITATION TO BID No. 2020-015

INVITATION TO BID FOR PROCUREMENT OF PHOTOCOPIING MACHINE (LOT 1), OFFICE EQUIPMENT (LOT 2), ICT EQUIPMENT (LOT 3) AND FURNITURE AND FIXTURES (LOT 4), ALL FOR COA PROVINCIAL SATELLITE AUDITING OFFICE (PSAO)-QUEZON

1. The COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City, through the Notice of Fund Transfer Nos. 2018-0102 and 2018-0104 dated August 28, 2018 and September 27, 2018, respectively, intends to apply the sum of One Million Nine Hundred Eighty-Six Thousand Two Hundred Sixty Pesos (P1,986,260.00), broken down as follows:

Lot No.	Particulars (All for PSAO-Quezon)	Approved Budget for the Contract (ABC)
1	Photocopying Machine	P 900,000.00
2	Office Equipment	268,000.00
3	Information and Communication Technology Equipment	237,000.00
4	Furniture and Fixtures	581,260.00
Total ABC		P 1,986,260.00

being the ABC to payments under the contract for the Procurement of Photocopying Machine (Lot 1), Office Equipment (Lot 2), ICT Equipment (Lot 3) and Furniture and Fixtures (Lot 4), all for COA Provincial Satellite Auditing Office (PSAO)-Quezon. Interested bidder may bid only for one lot or combination of two or more lots. Bid prices per lot in excess of the ABC per lot shall be automatically rejected at bid opening. As long as the total calculated bid prices does not exceed the ABC per lot, the

bid shall be considered responsive, regardless whether some of the cost of the items of each lot of the bid exceed the estimated cost for an identified component.

2. The COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City now invites bids for the above Procurement Project. Delivery and Installation of the Goods is required within sixty (60) days after receipt of the Notice of the Proceed (NTP). Bidders should have completed, within three (3) years (October 2017 to October 2020) 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 COA Regional Office No. IV-A and inspect the Bidding Documents at the address given below from 9:00 A.M. to 3:00 P.M. of October 20, 2020 until 10:00 A.M. of November 9, 2020.
5. A complete set of Bidding Documents may be acquired by interested Bidders on October 20, 2020 until the deadline of bid (November 9, 2020 at 10:00 A.M.) at COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred Pesos (P500.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (notices.philgeps.gov.ph) and the website of the Commission on Audit (www.coa.gov.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City will hold a Pre-Bid Conference on October 28, 2020 at 10:00 A.M. at the Conference Room, Ground Floor, COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City, and via Zoom application, which shall be open to prospective bidders. The link for Zoom application will be send to the respective electronic mail address given by the interested bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the Conference Room, Ground Floor, COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City on or before 10:00 AM of November 9, 2020. 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 10:00 AM of November 9, 2020 at the Conference Room, Ground Floor, COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City and via Zoom application. The link for Zoom application will be sent to the respective electronic mail address given by the interested bidders. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The COA Regional Office No. IV-A 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:

Atty. JOHN ARVIN B. ATIE
Member, Technical Working Group
COA Regional Office No. IV-A
Commonwealth Avenue, Quezon City
Telefax No. (02)-8-951-1382
Or at City Auditor's Office, Lipa City
Telefax No. (043)-8-774-1685

or

Ms. RIZA L. ANDALAN
Member, BAC Secretariat
COA Regional Office No. IV-A
Commonwealth Avenue, Quezon City
Telefax No. (02)-8-951-3810
Email: bacsecretariatr4a@gmail.com
12. You may visit and download the Bidding Documents at the website of the PhilGEPS (notices.philgeps.gov.ph).

October 20, 2020

Mark Ranier C. Arenas

ATTY. MARK RANIER C. ARENAS
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, COA Regional Office No. IV-A, wishes to receive Bids for the Procurement of Photocopying Machine (Lot 1), Office Equipment (Lot 2), ICT Equipment (Lot 3) and Furniture and Fixtures (Lot 4), all for COA Provincial Satellite Auditing Office (PSAO)-Quezon.

The Procurement Project (referred to herein as “Project”) is composed of four (4) lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for Notice of Fund Transfer Nos. 2018-0102 and 2018-0104 dated August 28, 2018 and September 27, 2018, respectively, in the total amount of One Million Nine Hundred Eighty-Six Thousand Two Hundred Sixty Pesos (₱1,986,260.00).

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

- 5.2. 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:
 - a. 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. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at Conference Room, Ground Floor, COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City and through Zoom application as indicated in paragraph 6 of the **IB**. The link for Zoom application will be sent a day before the pre-bid conference to the respective electronic mail address given by interested bidders.

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 (October 2017 to October 2020) prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in 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. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 March 9, 2021. 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 original copy of the first and second components of its Bid.

In addition, each bidder shall submit additional one certified true copy of the first and second components of its Bid. Further, aside from physical copy of the submitted bid, interest bidder is required to submit soft copy of their bid in PDF format saved in CD or USB to be included in the sealed envelopes. Lastly, the envelopes containing original copy and certified true copy of first and second components of bid as well as the soft copy of their bid shall be enclosed in one sealed envelope.

Interested bidders who wish to submit their bid to two or more lots or for all lots shall submit only one set of the first and second components of its Bid.

The Procuring Entity is not adopting the submission of bids through online submission.

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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. Interested bidder may bid only for one lot or combination of two or more lots. Bid prices per lot in excess of the ABC per lot shall be automatically rejected at bid opening. As long as the total calculated bid prices does not exceed the ABC per lot, the bid shall be considered responsive, regardless whether some of the cost of the items of each lot of the bid exceed the estimated cost for an identified component. 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 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

- 20.2. 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	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. For all Lots, sale and delivery of similar items stated in the TECHNICAL SPECIFICATIONS' section of this Bidding Documents.</p> <p style="margin-left: 40px;">b. completed within three (3) years (October 2017 to October 2020) prior to the deadline for the submission and receipt of bids.</p> <p>Note: The determination of the compliance of each bid to the SLCC shall be on per lot basis. Thus, interested bidder shall submit different SLCC for each lot.</p>																																		
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12	The price of the Goods shall be quoted DDP PSAO-Quezon, Brgy. Talipan, Pagbilao, Quezon, inclusive of applicable taxes and freight charges. The bidder may state the name of the brand of goods to be offered. However, in the evaluation of bids, there shall be no preference to a particular brand name.																																		
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3"></th> <th colspan="2" style="text-align: center;">Amount and Form of Bid Security</th> </tr> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">Item</th> <th style="text-align: center;">ABC</th> <th style="text-align: center;">If Bid Security in Cash, Cashier's/ Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of ABC)</th> <th style="text-align: center;">If Bid Security is in Surety Bond (5% of ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Photocopying Machine</td> <td style="text-align: right;">P900,000.00</td> <td style="text-align: right;">P18,000.00</td> <td style="text-align: right;">P45,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Office Equipment</td> <td style="text-align: right;">268,000.00</td> <td style="text-align: right;">5,360.00</td> <td style="text-align: right;">13,400.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Information and Communication Technology Equipment</td> <td style="text-align: right;">237,000.00</td> <td style="text-align: right;">4,740.00</td> <td style="text-align: right;">11,850.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Furniture and Fixtures</td> <td style="text-align: right;">581,260.00</td> <td style="text-align: right;">11,625.20</td> <td style="text-align: right;">29,063.00</td> </tr> </tbody> </table>								Amount and Form of Bid Security		Lot	Item	ABC	If Bid Security in Cash, Cashier's/ Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of ABC)	If Bid Security is in Surety Bond (5% of ABC)	1	Photocopying Machine	P900,000.00	P18,000.00	P45,000.00	2	Office Equipment	268,000.00	5,360.00	13,400.00	3	Information and Communication Technology Equipment	237,000.00	4,740.00	11,850.00	4	Furniture and Fixtures	581,260.00	11,625.20	29,063.00
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19.3	<p>The ABC is:</p> <table border="1" data-bbox="387 450 1281 790"> <thead> <tr> <th data-bbox="387 450 539 551">Lot No.</th> <th data-bbox="539 450 1018 551">Particulars (All for PSAO-Quezon)</th> <th data-bbox="1018 450 1281 551">Approved Budget for the Contract (ABC)</th> </tr> </thead> <tbody> <tr> <td data-bbox="387 551 539 591">1</td> <td data-bbox="539 551 1018 591">Photocopying Machine</td> <td data-bbox="1018 551 1281 591">₱ 900,000.00</td> </tr> <tr> <td data-bbox="387 591 539 631">2</td> <td data-bbox="539 591 1018 631">Office Equipment</td> <td data-bbox="1018 591 1281 631">268,000.00</td> </tr> <tr> <td data-bbox="387 631 539 707">3</td> <td data-bbox="539 631 1018 707">Information and Communication Technology Equipment</td> <td data-bbox="1018 631 1281 707">237,000.00</td> </tr> <tr> <td data-bbox="387 707 539 748">4</td> <td data-bbox="539 707 1018 748">Furniture and Fixtures</td> <td data-bbox="1018 707 1281 748">581,260.00</td> </tr> <tr> <td colspan="2" data-bbox="387 748 1018 790" style="text-align: center;">Total ABC</td> <td data-bbox="1018 748 1281 790">₱ 1,986,260.00</td> </tr> </tbody> </table>	Lot No.	Particulars (All for PSAO-Quezon)	Approved Budget for the Contract (ABC)	1	Photocopying Machine	₱ 900,000.00	2	Office Equipment	268,000.00	3	Information and Communication Technology Equipment	237,000.00	4	Furniture and Fixtures	581,260.00	Total ABC		₱ 1,986,260.00
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20.2	<p>Latest income and business tax returns filed and paid through the BIR Electronic and Payment System. Likewise, updated Tax Clearance and PhilGEPS Registration are required if those documents already expires during the conduct of post-qualification but not during the submission and opening of bids.</p>																		
21.2	None																		

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 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 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 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 62.1 of the 2016 revised IRR of RA No. 9184.
- 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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered at Provincial Satellite Auditing Office – Quezon, Barangay Talipan, Pagbilao, Quezon. 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 are Mr. Remigio A. Arzadon, Jr, PSAO Administrator-Quezon and Mr. Prince Albert P. Salvahan, TWG-Member.</p> <p>Incidental Services –</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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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
	<ol style="list-style-type: none"> 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.

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.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. 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
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three years from the delivery.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one week of placing the order.

Packaging –

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

	<p>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>Transportation –</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>Intellectual Property Rights –</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	Partial payment is not allowed.
4	The inspections and tests that will be conducted are inspection and test run during the actual delivery of the items at PSAO-Quezon.

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.

Lot	Description	Delivered, Weeks/ Months																																							
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4	Furniture and Fixtures		Shall not exceed sixty (60) calendar days upon Supplier's receipt of the Notice to Proceed	
	NO.	ITEM		QTY.
	1	Side Table for Sofa		3
	2	Center Table with Top Glass		2
	3	Office Table with Side Drawer (Guard)		1
	4	Office Chair		3
	5	Executive Chair for Conference Table		12
	6	Bed Mattress		11
	7	4 pcs Bed Sheet (1 Fitted Sheet, 1 Flat) Sheet, and 2 Pillow Cases)		22
	8	Standard Pillows		22
	9	Sofa Set		3
	10	Television with Wall Bracket - 28"		5
	11	Television with Wall Bracket - 32"		2
	12	8-Seater Dining Set - Working Area		1
	13	8-Seater Dining Set -Table Set		2
	14	12-Seater Conference Table		1
	15	Double Deck Bed with Pull-out (wooden frame)		3
	16	Single Bed for Executive (wooden frame)		2
	17	Mirror for CR (He/She) (22 "x 30")		2
	18	Mirror for CR Room (He/She) (64" x 35")		2
	19	Mirror for CR Dorm (He/She) (22" x 30")		5
20	Mirror for CR (Common) (44" x30")	1		

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
Lot 1	Two (2) pieces <u>Photocopying Machine</u>	
	<u>Features/Specifications</u>	
	100-sheet (min) multipurpose tray	
	Copy, print, scan and fax with color laser (Black and Colored Printing)	
	Laser Copy	
	Vivid toner /or Polymerized toner /or its equivalent	
	Minimum of 20 copies per minute speed(Black/Colored)	
	Minimum copy resolution (dpi)600 x 600(Black/Colored)	
	Warm-up time Approx. 45 sec or less	
	Magnification 25-400% or wider	
	Output up to 30,000 pages per month or higher	
	Paper	
	Capacity: Minimum of two (2) cassette/paper drawer	
	Cassette : 200 sheets or more	
	Capable of legal size, letter size, A4, A4R, A5	
	(A3 printing optional)	
	Minimum 2GB memory and 250GB Hard Disk Drive	
	With English operation's manual	
	Including setup, installation and demonstration of operation	
	Warranty : One (1) year on parts and service	
Lot 2	Office Equipment	
	(1) Two pieces <u>Binding Machine</u>	
	<u>Specifications</u>	
	Punching Capacity: 15-20 sheets	
	Binding Capacity: 450 sheets max. (70gsm)	
	Paper Size: 14 "Legal Size" (largest)	
	Punching Holes: 24 holes	
	With English operation's manual	
	Warranty : One (1) year on parts and service	
	(2) One piece <u>Cutting Machine</u>	
	<u>Specifications</u>	
	Max cutting width 450mm	

Max cutting thickness 40mm
Precision: ±0.5mm
Clamp paper automatic
Push Paper manual
Safety protective cover
Laser ruler
Motor power AC220V/ 550W (max)
With English operation's manual
Warranty: Guaranteed one (1) full year on parts and service against all inherent manufacturer's electrical and mechanical defects
(3) One piece Floor Polisher
<u>Specifications</u>
Underside Size: 20.3 cm w/ Bumper (min)
Cord: 9m Royal Cord (min)
Motor: 1/5 HP (0.2HP), 220V 60 Cycles
Brush Speed: up to 205 RPM
With English operation's manual
Warranty: One (1) year on parts and service
(4) One piece Vacuum Cleaner
<u>Specifications</u>
Color: Black
<u>Performance</u>
Input power (max): 1800 w
Input power (IEC): 1600 W
Suction power (max): 350 W
Vacuum (max): 25 kPa
Airflow (max): 35 l/s
Noise level (Lc IEC): 83 dB (max)
<u>Filtration</u>
Dust capacity: 1.5 L
Exhaust filter: Sponge
Motor filter: 10 washable filter
<u>Usability</u>
Action radius: 9 m
Cord length: at least 6m
Tube type: Metal 2-piece telescopic tube
Carrying handle: Front
Tube coupling: Conical
Wheel type: Plastic
With English operation's manual
Warranty: One (1) year on parts and service

<p align="center">(5) One piece Bundy Clock</p> <p><u>Specifications</u></p> <p>Musical Alarm</p> <p>High Speed Printing and Low Noise</p> <p>Automatic feeding and Eject of Time Card</p> <p>Uses Time Cards</p> <p>4 Column Time Entries</p> <p>Supports 12hr or 24hr time format</p> <p>Identifies Tardiness and Undertime by (*) asterisk sign</p> <p>Wall Mount or Desk Mount</p> <p>With Back -up Battery in case of power failure</p> <p>Good for 50 Employees (min)</p> <p>Warranty: One (1) year on parts and service</p>	
<p align="center">(6) Six pieces Water Dispenser, Hot, Normal, and Cold</p> <p>Triple faucet (hot, warm, cold)</p> <p>With LED indicator</p> <p>Power Source 220V /60Hz</p> <p>Heating Rated Power: 500W (min)</p> <p>Cooling Rated Power: 80W (min)</p> <p>Free standing water dispenser</p> <p>Color: White</p> <p>With Mini Storage Cabinet</p> <p>With operating manual in English</p> <p>Warranty: One (1) year on parts and service</p>	
<p align="center">(7) Six pieces Classic Fan, Stand Fan</p> <p>Electric Fan, Stand type, metal/plastic blade, 45 cm blade size (min.)</p> <p>Grill: Metal/plastic</p> <p>Speed Control: Three (3) speed setting, manufacturer's standard</p> <p>Head Adjustment and Oscillation Control: Manufacturer's standard</p> <p>Height Adjustment: Manufacturer's standard</p> <p>Base: Manufacturer's standard</p> <p>Motor: Fully enclosed</p> <p>220-240 volts</p> <p>With operating manual in English</p> <p>Warranty: One (1) year on parts and service</p>	
<p align="center">(8) Two pieces Microwave Oven</p> <p>Domestic type microwave oven at 2450 MHz</p> <p>Power Consumption: 900 w (min.)</p> <p>Touch Pad</p>	

	<p>Defrosting and Reheating Function</p> <p>Capacity: 30 L and up</p> <p>With operating manual in English</p> <p>Warranty: One (1) year on parts and service</p>	
	<p>(9) Two pieces <u>Oven Toaster</u></p> <p>Toaster Oven 4 Slice (max)</p> <p>Multi-function Stainless Steel with Timer-Toast-Bake-Broil Settings</p> <p>Natural Convection - 1100 Watts of Power,</p> <p>With operating manual in English</p> <p>Warranty: One (1) year on parts and service</p>	
	<p>(10) Ten pieces <u>Emergency Light</u></p> <p><u>Specifications</u> Power: 1000-2000W Operation Mode: Touch Housing: Plastic</p> <p>Light Source: 2x1W High Power SMT LED</p> <p>Battery: 4V 4.0 Ah Sealed Lead Acid</p> <p>Charging: <20 hours</p> <p>Performance Time (at full charge): > 4 hrs</p> <p>FEATURES:</p> <p>Automatic operation-turns on instantly when power is cut-off</p> <p>Equipped with overcharge and over-discharge protection circuit</p> <p>Fuse protected - illuminates areas more than 1 lux</p> <p>Warranty: One (1) year on parts and service</p>	
	<p>(11) Two pieces <u>Coffee Maker</u></p> <p>Coffee Maker with Thermo glass carafe, make at least 10 cups</p> <p>Warranty: One (1) year on parts and service</p>	
	<p>(12) One Piece <u>Induction Stove</u></p> <p><u>Specifications</u> Power: 1000-2000W Operation Mode: Touch Housing: Plastic Burner for Induction : Single Cooker</p> <p>Multiple-level adjustable temperature setting w/ Pre-set and manual selection</p> <p>Timer Function and Preset Timer Function</p> <p>Press-button control system</p> <p>Cool-to-Touch Surface</p> <p>Durable Crystal glass plate</p> <p>Warranty: One (1) year on parts and service</p>	

Lot 3**ICT Equipment****(1) One piece Multi-media Projector with Screen**Interfaces-Ports

HDMI: Yes

USB: Yes

Native Aspect Ratio: 4:3

Native Resolution: 800 x 600 or higher

Graphic Mode: SVGA to SXGA compressed

Contrast Ratio: 20,000:1 (min)

Standard Mode Brightness: 4000 lm (min)

Maximum Resolution: 1920 x 1200

Projection Lens

Maximum Focal Length: 24.01 mm

Maximum Diagonal Image Size: 7.62 m (300")

Optical Zoom: 1.1x

Minimum Focal Length: 21.85 mm

Lamp

Lamp Power: 220 W or more

Lamp Type: UHP

Normal Mode Lamp Life: 4500 Hour or longer

Number of Lamp: 1

Economy Mode Lamp Life: 10000 Hour or longer

Power Description

Operating Power Consumption: 260 W

Video

Video Signal Standard: HDTV

Physical Characteristics

Weight Approximate: 2.65 kg

Dimensions:

Width: 315 mm (max)

Depth: 214 mm (max)

Height: 98 mm (max)

Accessories

With power cable

VGA cable

Remote control

CDs and User's Manual (Hard copy or soft copy) in English

Carrying case

Projector Screen

Dimensions: 60"x 60"

Color: White

Warranty: Two (2) years on parts and service. Ninety (90) calendar days or five hundred (500) hours warranty on lamp whichever comes first

<p>(2) Six pieces Microphone with wire</p> <p>Frequency Response: 50Hz-14000Hz</p> <p>Direction: Uni-Directional</p> <p>Wire: 10 Meters or more</p> <p>Microphone Type: Cardioid Dynamic</p> <p>Microphone Construction: Sponge Ref-Shake Type</p> <p>With English operation's manual</p> <p>Warranty: One (1) year on parts</p>	
<p>(3) Five pieces Table Microphone with Wire</p> <p>Conference system main unit control w/ USB Recordable, Chairman's Unit conference mic with speaker, Delegate's unit conference mic w/ speaker</p> <p>Color: Black</p> <p>Size: 44*24*9cm</p> <p>Weight: 1100g or less</p> <p>Sound effective distance: 30cm</p> <p>Battery: Comes with two AA batteries</p> <p>Microphone type: Capacitance</p> <p>Frequency response (Hz): 40Hz-16KHz</p> <p>Output impedance (ohm): 75Ω</p> <p>Cord: Heavy duty</p> <p>With English operation's manual</p> <p>Warranty: One (1) year on parts</p>	
<p>(4) One piece Sound System with Amplifier</p> <p><u>Features</u></p> <p>15" 2-way Full Range 800W (Painted Finish)</p> <p>Professional Power Amplifier</p> <p>Mixer 4 Channel with USB and Bluetooth function with Royal Cord of 10 meters or longer</p> <p>Speak-on Connector</p> <p>Cable 2x2 1.5 meter cord, heavy duty</p> <p>XLR metal type RCA Jack</p> <p>Royal Cord 18x2</p> <p>PL Jack Connector</p> <p>Separate EQ contour modes for speech and music playback applications</p> <p>With English operation's manual</p> <p>Warranty: Two (2) years on parts and service</p>	
<p>(5) One piece CCTV Set, 4 cameras</p> <p><u>Key Features:</u></p> <p>5 MP high performance CMOS</p> <p>2560 x 1944 resolution</p> <p>2.8mm, 3.6mm 6mm fixed lens</p>	

	<p>up to 20 m IR distance</p> <p>OSD menu, 2D DNR, DWDR</p> <p>4 in 1 video output (switchable TV/AHD/CVI/CVBS)</p> <p>Include installation</p> <p>With English operation's manual</p> <p>Warranty: One (1) year comprehensive warranty which include support, provision of service unit and parts replacement for the hardware</p>	
	<p>(6) Four pieces <u>Telefax Machine</u></p> <p><u>Key Features:</u></p> <p>uses thermal paper, 50m/roll</p> <p>for documents 216mm x 600mm</p> <p>15 sec, transmission speed or faster</p> <p>running width 2018mm</p> <p>document feeder holds 10 pages or more</p> <p>with automatic paper cutter, redial, and fax/tel switchover</p> <p>Warranty: One (1) year on parts and service</p>	
Lot 4	<p>Furniture and Fixtures</p> <p>(1) Three pieces <u>Side Table for Sofa</u></p> <p>Dimensions: W 78cm x D 70 cm x H 61.5 cm</p> <p>Material: Square wooden side table, two-tier with storage shelf</p> <p>Table Top: Glass</p> <p>Frame & Legs: Black</p> <p>Warranty: One (1) year on parts and service</p> <p>(2) Two pieces <u>Center Table with Top Glass</u></p> <p>Material: 8mm Clear Tempered Glass Top</p> <p>Color: Oak</p> <p>Dimensions: L 47.25" x W 25.5" x H 17.75"</p> <p>Warranty: One (1) year on parts and service</p> <p>(3) One piece <u>Office Table with Side Drawer (Guard)</u></p> <p>Dimension: W46" x D22.4" x H28.4"</p> <p>Made from sturdy laminated wood, Elegant and stylish look</p> <p>Smooth and Easy to clean, functional</p> <p>Warranty: One (1) year on parts and service</p> <p>(4) Three piece <u>Office Chair</u></p> <p><u>Features</u></p> <p>Materials: Fabric Seat & Back, PVC Armrest & Starbase</p>	

Accessories: Gaslift, caster wheel, armrest
360 degrees swivel function
Color: Black
Dimensions:
(WDH) 480mm x 430mm x 930mm (min)
Pneumatic height adjustment
Warranty: One (1) year on parts and service
(5) Twelve pieces <u>Executive Chair for Conference Table</u>
Soft Cushioned arm pad
Accessories: Gaslift, caster wheel, armrest
360 degrees swivel function
Pneumatic height adjustment
320mm Chromed steel base
Color: Black
Dimensions:
(WDH) 500mm x 530mm x 930mm (min)
Tilt lock mechanism
Warranty: One (1) year on parts and service
(6) Eleven pieces <u>Bed Mattress</u>
Size: 4" x 36" x 75"
High Quality Foam
Warranty: Thirty (30) days replacement
(7) Twenty-two sets <u>4-piece Bed Sheet (1 Fitted Sheet, 1 Flat Sheet, and 2 Pillow Cases)</u>
<u>1 Fitted Sheet</u>
Materials: Polyester/cotton blend
Fit mattress size: 4" x 36" x 75"
(22) <u>1 Flat Sheet</u>
Materials: Cotton-Polyester
Size: 54" x 90"
Machine Washable
(22) <u>2 Pillow Cases</u>
Can fit pillows, 20" x 30"
Machine Washable
Warranty: Thirty (30) days replacement

<p>(8) <u>Twenty-two pieces Standard Pillows</u></p> <p>Pillows, 20" x 30", Soft Down Fibers, Machine Washable</p> <p>Warranty: Thirty (30) days replacement</p>
<p>(9) <u>Three pieces Sofa Set</u></p> <p>Upholstery Material: Design fabric (top) and symphony leather (base) combination</p> <p>Color: Meltique Taupe/Symblack or Custom Swatch</p> <p>Orientation: L-Shape with Stool</p> <p>Sofa Dimension: L103.75" x W68.5" x H34.5"</p> <p>Stool Dimension: L44" x W23" x H16"</p> <p>Warranty: One (1) year on parts and service</p>
<p>(10) <u>Five pieces Television with Wall Bracket - 28"</u></p> <p><u>Features:</u></p> <p>Display: 28 Inch, LED, Full HD, 1920x1080</p> <p>Connectivity: 1 USB Ports (min.), 1 HDMI Ports (min.)</p> <p>Colour: Black</p> <p><u>Wall Bracket</u></p> <p>Supported Flat-Panel TV Sizes: 26" to 55"</p> <p>Max Load: 50 kg/110 lbs</p> <p>Warranty: One (1) year on parts and service</p>
<p>(11) <u>Two pieces Television with Wall Bracket - 32"</u></p> <p>Screen Size: 32 inch</p> <p>TV Resolution: HD Ready, (1366 x 768) or higher</p> <p>CONNECTIVITY-LAN AV-In, Headphone, Analogue Audio Output, PC Input</p> <p>HDMI Ports: 2</p> <p>USB Ports: 1 (min.)</p> <p>Voltage: 110-220 Volts</p> <p>Wattage: 50 watts (max)</p> <p><u>Wall Bracket</u></p> <p>Supported Flat-Panel TV Sizes: 26" to 55"</p> <p>Max Load: 50 kg/110 lbs</p> <p>Warranty: One (1) year on parts and service</p>
<p>(12) <u>One piece 8-Seater Dining Set - Working Area</u></p> <p>Material: Malaysian Wood, Cushion</p> <p>Size: 8-Seater</p> <p>Color of Cushion: Beige Brown</p>

Color of Wood: Dirty Oak
Dimensions: Chair: L16.5" x W17.5" x H40" 8-Seater Table: L79" x W39" x H30"
Warranty: One (1) year on parts and service
(13) Two pieces <u>8-Seater Dining Set -Table Set</u>
Material: Malaysian Wood
Size: 8-Seater
Color of Cushion: Beige Brown
Dimensions: 8-Seater Table: L180 x W900 x H740mm
Warranty: One (1) year on parts and service
(14) One piece <u>12-Seater Conference Table</u>
Dimensions: L 3200mm x W 1200 mm x H 750 mm
Laminated Finish
With grommet hole for wire accommodation
Warranty: One (1) year on parts and service
(15) Three pieces <u>Double Deck Bed with Pull-out (wooden frame)</u>
Materials: solid wood
Color: Brown
<u>Upper Deck Single Bed</u>
Dimensions: 36" x 75"
<u>Lower Deck Single Bed</u>
Dimensions: 36" x 75"
Warranty: One (1) year on parts and service
(16) Two pieces <u>Single Bed for Executive (wooden frame)</u>
Materials: solid wood
Dimensions: 36" x 75"
Color: Brown
Warranty: One (1) year on parts and service
(17) Two pieces <u>Mirror for CR (He/She) (22 "x 30")</u>
Unframed Mirror
No unsightly wood or exposed J-hooks
Thickness: 4mm
Warranty: One (1) year on parts and service
(18) Two pieces <u>Mirror for CR Room (He/She) (64" x 35")</u>
Unframed Mirror
No unsightly wood or exposed J-hooks
Thickness: 4mm

	Warranty: One (1) year on parts and service	
	(19) Five pieces Mirror for CR Dorm (He/She) (22" x 30")	
	Unframed Mirror	
	No unsightly wood or exposed J-hooks	
	Thickness: 4mm	
	Warranty: One (1) year on parts and service	
	(20) One piece Mirror for CR (Common) (44" x30")	
	Unframed Mirror	
	No unsightly wood or exposed J-hooks	
	Thickness: 4mm	
	Warranty: One (1) year on parts and service	

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.

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) 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**
- (l) 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

- (m) Joint Venture is not applicable.

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

- (n) *[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.
- (o) 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).

