

PROJECT NO. R4A-BNN-2024-02

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
GOODS**

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	12
1. Scope of Bid	13
2. Funding Information.....	13
3. Bidding Requirements	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	13
5. Eligible Bidders.....	14
6. Origin of Goods	14
7. Subcontracts	14
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	15
12. Bid Prices	15
13. Bid and Payment Currencies	16
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	17
17. Opening and Preliminary Examination of Bids	17
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	18
Section III. Bid Data Sheet	20
Section IV. General Conditions of Contract	22
1. Scope of Contract	23
2. Advance Payment and Terms of Payment	23
3. Performance Security	23
4. Inspection and Tests	23
5. Warranty	24
6. Liability of the Supplier	24
Section V. Special Conditions of Contract	25
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	33
Section VIII. Checklist of Technical and Financial Documents	39

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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

**INVITATION TO BID FOR PROCUREMENT OF LEASE OF
VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE
OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF
DIVISION TRAINING OF SCHOOL LEADERS ON MATATAG
CURRICULUM IMPLEMENTATION (WITHIN CAVITE,
LAGUNA, BATANGAS ONLY)**

1. *The Department of Education (DepEd) - City Schools Division of Biñan City, in accordance with the Fiscal Year (FY) 2023 General Appropriations Act (GAA) (RA 11936) allocates the sum of One Million Six Hundred Thousand pesos only (P1,600,000.00) as the ABC to payments under the contract for **PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE, LAGUNA, BATANGAS ONLY)** identified under Project Identification Number **R4A-BNN-2024-02**. Bids received exceeding the ABC shall be automatically rejected at bid opening.*
2. The Department of Education (DepEd) - City Schools Division of Biñan City now invites qualified bidders for the aforementioned Procurement Project. Delivery of the Goods is required by **ten (10) calendar days**. Bidders should have completed a similar contract within the past five (5) years from the date of submission and receipt of bids, a contract similar to the Project. Details on eligibility criteria can be found in Section II (Instructions to Bidders) of the Bidding Documents.
3. Bidding will follow open competitive procedures with a non-discretionary “pass/fail” criterion, as outlined in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184..
 - a. Bidding is open 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. It is also open to citizens or organizations of a country laws or regulations granting similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from Department of Education (DepEd) - City Schools Division of Biñan City and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 a.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***March 25, 2024 to April 16, 2024*** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***five thousand pesos only (P5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The Department of Education (DepEd) - City Schools Division of Biñan City will hold a Pre-Bid Conference on ***April 4, 2024***, 9:00 a.m. at DepEd – City Schools Division of Biñan City, SDO Training Hall, P. Burgos St. Brgy. Sto.Domingo, Biñan City, Laguna, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before ***April 16, 2024, 8:59 a.m.***. 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 ***April 16, 2024, 9:00 a.m.*** at the given address below ***DepEd – City Schools Division of Biñan City, SDO Training Hall, P. Burgos St. Brgy. Sto. Domingo, Biñan City, Laguna***. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The ***Department of Education (DepEd) - City Schools Division of Biñan City*** 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:

SYLVIA S. TANAEL

Head, BAC Secretariat

Bids and Awards Committee (BAC)

DepEd – City Schools Division of Biñan City

P. Burgos St., Brgy. Sto. Domingo

Biñan City, Laguna

bac.sdobinacity@deped.gov.ph

Tel. No. (049) 547-0105

<https://www.depedbinan.com/>

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.depedbinan.com/>

March 22, 2024

(Sgd.)
ARLENE S. RICASATA, CESO VI
BAC Chairperson
Assistant Schools Division Superintendent

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *Department of Education (DepEd) - City Schools Division of Biñan City* wishes to receive Bids for the ***PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE, LAGUNA, BATANGAS ONLY)*** with identification number ***R4A-BNN-2024-02***.

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

The Procurement Project (referred to herein as “Project”) is composed of ***one (1) lot*** 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 **Fiscal Year (FY) 2023 General Appropriations Act (GAA) (RA 11936)** in the amount of ***One Million Six Hundred Thousand pesos only (P1,600,000.00)***.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids 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:

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 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address ***DepEd – City Schools Division of Biñan City, SDO Training Hall, P. Burgos St. Brgy. Sto.Domingo, Biñan City, Laguna*** 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 *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 **August 14, 2024**. 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 **1 (one) original** and **2 (two) copies** of the first and second components of its Bid.

¹ 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.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the

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

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

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

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:] or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}* 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**. *{[Include if Framework Agreement will be used:] For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}*

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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
 - a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. The Bidder shall have an SLCC that is at least one (1) contract similar to the Project</p> <p>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>								
7.1	<p>The Procuring Entity has prescribed that:</p> <p>Subcontracting is not allowed.</p>								
12	<p>The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than P32,000.00 <i>(amount equivalent to two percent (2%) of ABC)</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than P80,000.00 <i>(amount equivalent to five percent (5%) of ABC)</i> if bid security is in Surety Bond.</p>								
19.3	<table><tr><th>LOT NO.</th><th>ITEM DESCRIPTION</th><th>APPROVED BUDGET FOR THE CONTRACT (ABC)</th><th>CONTRACT DURATION</th></tr><tr><td>1</td><td>DATE OF ACTIVITY: APRIL 29, 2024 - MAY 3, 2024 FOOD, VENUE AND ACCOMMODATION FOR 160 PARTICIPANTS</td><td>P1,600,000.00</td><td>10 CALENDAR DAYS</td></tr></table> <p>*Along with your bids, please also accomplish Annex “A” - Bid Quotation Form (pp 42-46)</p>	LOT NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)	CONTRACT DURATION	1	DATE OF ACTIVITY: APRIL 29, 2024 - MAY 3, 2024 FOOD, VENUE AND ACCOMMODATION FOR 160 PARTICIPANTS	P1,600,000.00	10 CALENDAR DAYS
LOT NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)	CONTRACT DURATION						
1	DATE OF ACTIVITY: APRIL 29, 2024 - MAY 3, 2024 FOOD, VENUE AND ACCOMMODATION FOR 160 PARTICIPANTS	P1,600,000.00	10 CALENDAR DAYS						
20.2	<p><i>No additional requirement.</i></p>								
21.2	<p><i>No additional requirement.</i></p>								

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>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> <p><i>Select appropriate requirements and delete the rest.</i></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

	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> 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. <p>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.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>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>
	<p>Regular and Recurring Services –</p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>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</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>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</p>

	<p>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.</p> <p>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.</p>
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Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p>Date: April 29, 2024 - May 3, 2024</p> <p>Location: Within Cavite, Laguna, Batangas only</p> <p>Venue: Plenary session with table set-up to accommodate ALL 160 participants (*waived electricity charges for all participants)</p> <p>Availability of one (1) Function Room *with an area that can accommodate 160 pax on April 29, 2024 - May 3, 2024 from 7:00 A.M. up to 6:00 P.M.;</p> <p>Round table setup for 3 Session Halls that can accommodate 50 pax for breakout session; (with center aisle)*; (1 session hall to be divided into 7 classes; 1 session hall to be divided into 5 classes and 1 session hall to be divided into 6 classes)</p> <p>Rooms: To accommodate 160 participants</p> <p>Meals:</p> <p>i. One (1) Buffet Breakfast for 160pax on April 29, 2024 - May 3, 2024 *;</p>	160	160	April 29, 2024 - May 3, 2024

	<p>ii. One (1) Buffet AM Snacks for 160 pax on April 29, 2024 - May 3, 2024*;</p> <p>iii. One (1) Buffet Lunch for 160 pax on April 29, 2024 - May 3, 2024*;</p> <p>iv. One (1) Buffet PM Snacks for 160 pax on April 29, 2024 - May 3, 2024*; and</p> <p>v. One (1) Buffet Dinner for 160 pax on April 29, 2024 - May 2, 2024.</p>			
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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

Lot 1

Description	Technical Specifications	Statement of Compliance
PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE, LAGUNA, BATANGAS ONLY)	April 29, 2024 - May 3, 2024 (160 pax) Food, Venue and Accommodation	
	<p>I. Availability of the Function Room/s (to be confirmed within two days before the event) April 29, 2024 - May 3, 2024</p> <ol style="list-style-type: none"> 1. Location- Within Cavite, Batangas, Laguna 2. Free Parking Space reserved within or near the venue 3. With access to main roads and national highways* <p>II. Neighborhood data*</p> <ol style="list-style-type: none"> 1. Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority 2. Proximity to Police and Fire Stations 3. Proximity to banks, postal, and telecommunications service provider <p>III. Venue*</p> <ol style="list-style-type: none"> 1. Structural Condition: The foundation is made of concrete and structural steel materials or combination of both.* 2. Functionality of the Function Room: 1 Big Hall for Plenary that can accommodate 160pax and 3-Session Hall that can accommodate 50pax for breakout session. 3. Rooms/sleeping quarters should accommodate a minimum of 2 pax and a maximum of 4 pax. <p>Day 1 - 5 (April 29, 2024 - May 3, 2024)</p> <ol style="list-style-type: none"> a. Availability of one (1) Function Room * with an area that can accommodate for 160 pax on April 29, 2024 - May 3, 2024 from 7:00 A.M. up to 6:00 P.M.; b. Round table setup for 3 Session Halls that can accommodate 50 pax for breakout session; (with center aisle)*; (1 session hall to be divided into 7 	

	<p>classes; 1 session hall to be divided into 5 classes and 1 session hall to be divided into 6 classes)</p> <p>c. Pillars, if any, should not obstruct the view of the participants towards the stage and projector screen;</p> <p>d. Amenities that include the following*:</p> <ul style="list-style-type: none"> i. Secretariat's Table*; 3 rooms for break-out sessions and can accommodate 50 participants. ii. At least three (8) microphone units* (preferably wireless); iii. Projector screen and table for LCD projector iv. Podium; v. Philippine Flag and pole*; vi. Whiteboard and/or flipchart, and markers*; vii. Free and steady Wi-Fi connection in the Function Rooms*; and viii. Waived electricity charges for use of laptops and projectors*; ix. The Function Rooms should be able to accommodate 160 pax and the 3 session halls can accommodate 50 pax for breakout session; (1 session hall to be divided into 7 classes; 1 session hall to be divided into 5 classes and 1 session hall to be divided into 6 classes) <p>3. Facilities:</p> <ul style="list-style-type: none"> a. Continuous water supply and accessible comfort rooms*; b. Provision for toiletries*; c. Compliance with the standards provided by the Building Code of the Philippines*; d. At least one (1) operational elevator (available 24/7), if applicable*; e. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*; and f. Available telephone and/or internet connection within the premises of the building*. <p>4. Other Requirements:</p> <ul style="list-style-type: none"> a. Provision of janitorial and maintenance services*; b. Ambience promotes learning*; and 	
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	<p>c. Adequate security services (24/7)</p> <p>IV. Catering Services*</p> <ol style="list-style-type: none"> 1. Location must be inside the Function Room/s and/or outside but near the Function Room/s* 2. Meals for the participants*: <ol style="list-style-type: none"> i. One (1) Buffet Breakfast for 160 pax on April 29, 2024 - May 3, 2024 *; ii. One (1) Buffet AM Snacks for 160 pax on April 29, 2024 - May 3, 2024*; iii. One (1) Buffet Lunch for 160 pax on April 29, 2024 - May 3, 2024*; iv. One (1) Buffet PM Snacks for 160 pax on April 29, 2024 - May 3, 2024*; and v. One (1) Buffet Dinner for 160 pax on April 29, 2024 - May 2, 2024. 3. Meals should be composed of the following*: <ol style="list-style-type: none"> a. Buffet Lunch and Dinner: <ol style="list-style-type: none"> i. Salad or Soup*; ii. Main Course consisting of at least two (2) variants of meat or at least one (1) variant of meat and one (1) variant of fish and one (1) variant of vegetables* iii. Rice*; iv. Dessert*; and v. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)*. b. Drinks: <ol style="list-style-type: none"> i. At least one (1) round of iced tea or juice for every meal and every snack*; and ii. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)*. <p>V. Accommodations - 160 pax for April 29, 2024 - May 3, 2024</p> <p>VI. Client's satisfactory rating based on online hotel reviews or GPPB-TSO General Evaluation Rating Result for the past year, if applicable.</p> <p>Mandatory Requirement - Observance of Safety Health Protocols</p> <p>**** nothing follows ****</p>	
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[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

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government

office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

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



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

Bids and Awards Committee (BAC)
BID QUOTATION

**PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE
 OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF
 SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE,
 LAGUNA, BATANGAS ONLY)**
[R4A-BNN-2024-02]

Date: _____ | **Project No:** R4A-BNN-2024-02

Name of Hotel / Venue: _____

Address: _____

Name of Company: _____

Address: _____

INSTRUCTIONS:

1. Accomplish this Bid Quotation Form correctly and accurately. If your establishment is deemed compliant for each item, please put a check under the **YES column**; otherwise, under the NO. Additional information or explanation should be put under the REMARKS column.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (*) are **mandatory requirements**. Failure to comply with any of the mandatory requirements will disqualify your bid quotation.
4. Failure to follow these instructions will disqualify your entire bid quotation.

**CHECKLIST OF REQUIREMENTS TO BE SUBMITTED
 MANUALLY/HAND CARRIED BY PRIVATE LESSORS:**

1. The lessor's quotation/proposal
2. Completely accomplished Bid Quotation Form (page 1 to 5/total of 5 pages)
3. Business/Mayor's Permit;
4. PhilGEPS Certificate of Registration and Membership;
5. Electronically Filed Income or Business Tax Return [filed through the BIR Electronic Filing and Payment System (eFPS)] or Annual Income or Business Tax Return; and
6. Other pertinent government permits and certifications.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotations for the item/s as follows:



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Website: depedbinan.com



Procurement Project		Approved Budget for the Contract (ABC)	
PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE, LAGUNA, BATANGAS ONLY)		P1,600,000.00	
TECHNICAL SPECIFICATIONS			
Item Description	Compliance		Remarks
I. Availability	YES	NO	
_____ (5D/4N)*			

II. Location	YES	NO	
a. Within <u>Cavite, Laguna, Batangas</u>			
b. Free parking space reserved within or near venue*	[]	[]	
i. 10 slots and more	[]	[]	
ii. 8 slots	[]	[]	
iii. 6 slots	[]	[]	
iv. 5 slots and below	[]	[]	

III. Neighborhood Data	YES	NO	
a. Proper waste management system such as regular garbage collection and Sanitary Permit from appropriate authority*			
b. Proximity to police and fire stations			
c. Proximity to banks, postal, and telecommunications service provide			

IV. Venue	YES	NO	
Structural condition – The foundation is made of concrete and structural steel materials or combination of both.*			
a. Plenary / function room must be available from <u>April 29, 2024 - May 3, 2024, 7:00 a.m - 6:00 p.m.</u>	[]	[]	
b. Plenary/function room amenities:			
i. Waived electricity charges for all participants for the use of laptops, projector, and other equipment or devices*	[]	[]	
ii. Room must not contain pillars	[]	[]	



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iii. At least three (3) Secretariat's tables*	<input type="checkbox"/>	<input type="checkbox"/>	
iv. At least 8 wireless microphone units*	<input type="checkbox"/>	<input type="checkbox"/>	
v. Free use of LCD projector, screen/board, and table for LCD projector*	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Podium*	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Whiteboard and/or flipchart and markers*	<input type="checkbox"/>	<input type="checkbox"/>	
viii. Free and steady wi-fi connection*	<input type="checkbox"/>	<input type="checkbox"/>	
ix. Area should comfortably accommodate at least <u>160</u> participants*	<input type="checkbox"/>	<input type="checkbox"/>	
x. Round table setup for 3 Session Halls that can accommodate 50 pax for breakout session; (1 session hall to be divided into 7 classes; 1 session hall to be divided into 5 classes and 1 session hall to be divided into 6 classes)	<input type="checkbox"/>	<input type="checkbox"/>	
xi. Tarpaulin/welcome banner*	<input type="checkbox"/>	<input type="checkbox"/>	
Room arrangement: At least Twin, Triple, or Quadruple Sharing only to accommodate 160 participants; strictly no beds on the floor*	<input type="checkbox"/>	<input type="checkbox"/>	
a. Facilities:			
i. Continuous water supply and accessible clean comfort room*	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Compliance with the standards provided by the Building Code of the Philippines*	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Available telephone and/or Internet connection within the premises of the building*	<input type="checkbox"/>	<input type="checkbox"/>	
v. At least one (1) operational elevator (available 24/7), if applicable*;	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Audible/operational sound system*	<input type="checkbox"/>	<input type="checkbox"/>	
b. Other requirements:			
i. Provision of janitorial and maintenance services*	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Ambience promotes learning*	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Adequate security service*	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Provision of medical and first-aid services*	<input type="checkbox"/>	<input type="checkbox"/>	
c. Catering Services: Location must be inside and/or near the Function Room*			
i. Meals for <u>160</u> participants*	<input type="checkbox"/>	<input type="checkbox"/>	
ii. First meal for all <u>160</u> participants is breakfast on Day 1 (<u>April 29, 2024</u>)*	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Last meal for all <u>160</u> participants is PM Snacks on Day 5 (May 3, 2024)*	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Five (5) AM snacks*	<input type="checkbox"/>	<input type="checkbox"/>	
v. Five (5) PM snacks*	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Five (5) buffet lunch*			
1. Salad/soup*	<input type="checkbox"/>	<input type="checkbox"/>	
2. Main course (at least 2 variants of meat or fish, and 1 variant of vegetables*)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Rice*	<input type="checkbox"/>	<input type="checkbox"/>	
4. Dessert/Fruits*	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Four (4) buffet dinner*	<input type="checkbox"/>	<input type="checkbox"/>	



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1. Salad/soup*			
2. Main course (at least 2 variants of meat and fish, and 1 variant of vegetables*)	[]	[]	
3. Rice*	[]	[]	
4. Dessert/Fruits*	[]	[]	
viii. Drinks (at least one round of iced tea/juice for every meal and every snack)*	[]	[]	
ix. Free-flowing coffee*	[]	[]	
d. Clients' satisfactory rating based on online hotel reviews			

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation.

Offered Quotation						
Please accomplish this form completely and correctly. Room arrangement: Rooms to accommodate _____ participants inclusive of free breakfast on Day 1 (_____)						
Item	A Offered rate (PhP)	B Number of rooms	C Maximum number of nights	D Maximum number of pax	E Maximum number of meals	SUBTOTAL For accommodation: A x B x C For meals: A x D x E
Day 1-5 (April 29-May 3, 2024)						
Accommodation for _____ participants:						
a. Twin sharing			4	n/a	n/a	
b. Triple sharing			4	n/a	n/a	
c. Quadruple sharing			4	n/a	n/a	
Meals- Breakfast		n/a	n/a	160	5	
Meals – AM snacks		n/a	n/a	160	5	
Meals – PM snacks		n/a	n/a	160	5	
Meals – Buffet lunch		n/a	n/a	160	5	
Meals – Buffet dinner		n/a	n/a	160	4	
Total Offered Bid Quotation						PhP

Submitted By:

Signature over Printed Name

Office Telephone Number

Mobile Telephone Number

Date: _____

Email Address



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Bids and Awards Committee (BAC)

**PROCUREMENT OF LEASE OF VENUE WITH BOARD AND LODGING SERVICES INCLUSIVE
OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF DIVISION TRAINING OF
SCHOOL LEADERS ON MATATAG CURRICULUM IMPLEMENTATION (WITHIN CAVITE,
LAGUNA, BATANGAS ONLY)
[R4A-BNN-2024-02]**

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Bid quotation/s must be **valid** for a period of **30 calendar days** from the date of submission.
3. Price quotation/s, to be determined in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Any modifications in the room arrangements during contract implementation must be approved by the Department of Education – Schools Division Office of Biñan City (“Division”), through its Bids and Awards Committee.
6. Award of contract shall be made to the lowest bid quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. In the case the number of attendees exceeds the guaranteed number of participants, the winning lessor shall charge the Division based on their offered rates reflected in the contract.
9. The winning lessor shall shoulder the expenses to be incurred in the notarization of the contracts.
10. The Division shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
11. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
12. The Division shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Division shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

CONFORME:

Signature over Printed Name

Date: _____



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