



**Republic of the Philippines**  
**PROVINCE OF DAVAO DEL SUR**  
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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# **BIDDING DOCUMENTS**

*Supply/ Delivery Office  
Supplies*

**PUBLIC BIDDING IB NO. G- 079-22C**

2



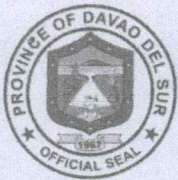
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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section I.*

## *Invitation to Bid*





## PGO - BIDS AND AWARDS COMMITTEE (BAC)

### INVITATION TO BID FOR Supply/Delivery of Office Supplies

1. The Provincial Government of Davao del Sur, through the LGDF - General Fund 2022 intends to apply the sum of ₱ 159,013.57 being the ABC to payments under the contract for IB No. G-079-22C (PGO-OSP Livelihood Dev't. Program, PGO-OSP Muslim Affairs, PGO-OSP Phihealth Program). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Davao del Sur now invites bids for the above Procurement Project. Delivery of the Goods is required by: 7 working days. Bidders should have completed, for the last 3 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from Provincial Government of Davao del Sur and inspect the Bidding Documents at the address given below during 8:00 A.M. – 4:00 P.M., Monday to Friday:

MS. NORJANNA M. CAMAGUIN, MPA  
Head of BAC Secretariat  
Office of the BAC Secretariat  
Room 4, Executive Building, Capitol Matti, Digos City

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 08, 2022 – March 15, 2022 at the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City upon accomplishing a bidder's assessment slip pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱ 500.00. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.

*[Handwritten signature]*

*[Handwritten mark]*





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## **PGO - BIDS AND AWARDS COMMITTEE (BAC)**

6. Bids must be duly received by the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City through manual submission on or before **March 15, 2022 at 9:00 A.M.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **March 15, 2022 at 10:00 A.M. via Google Meet Application through this link: [meet.google.com/ajm-bxbj-vjd](https://meet.google.com/ajm-bxbj-vjd)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Provincial Government of Davao del Sur** 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.
10. For further information, please refer to:

**The BAC Chairperson**  
**Provincial Government of Davao del Sur**  
**Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**

**MS. NORJANNA M. CAMAGUIN, MPA**  
**Head, BAC Secretariat**  
**Office of the BAC Secretariat**  
**Rm. 4 Executive Building, Capitol Matti, Digos City**  
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**Telefax: (082) 553-9579**

11. You may visit the following websites:

**For downloading of Bidding Documents: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)**

**March 07, 2022**

**RAUL D. RAUT, ENP**  
**(PGDH-HRMO)**  
**BAC Chairperson**





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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section II.*

# *Instructions to*

# *Bidders*





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## OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

### 1. Scope of Bid

The **Provincial Government of Davao del Sur** wishes to receive Bids for the **Supply/Delivery of Office Supplies** with identification number **G-079-22C**.

The Procurement Project (referred to herein as “**Supply/Delivery of Office Supplies**”) is composed of **By Item**, 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 **2022** in the amount of **P159,013.57**.

2.2. The source of funding is **LGDF-GEN FUND 2022**:

### 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.





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5.2. *[Select one, delete other/s]*

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

*[Select one, delete the other/s]*

- 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.
- b. 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.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*





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- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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 *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

### 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.





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- 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

### 12. Bid Prices

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





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- 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)**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
  - b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 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





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- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

### 15. Sealing and Marking of Bids

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

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

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

### 16. Deadline for Submission of Bids

- 16.1. Bids must be delivered to the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City on or before **March 15, 2022 at 9:00 A.M.** Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

### 17. Opening and Preliminary Examination of Bids

- 17.1. Bid Opening shall be on **March 15, 2022 at 10:00 A.M.** via Google Meet Application through this link: [meet.google.com/ajm-bxbj-yjd](https://meet.google.com/ajm-bxbj-yjd). Bids will be opened in the presence of bidders' representatives who choose to attend the activity.

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





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- 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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

### 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. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 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:  
  
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





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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. }





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# *Section III. Bid Data Sheet*





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## OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

### *Bid Data Sheet*

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the <b>last 3 years</b>, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC. Other conditions set forth under Section 23.4.1.3 of the 2016 Revised IRR of R.A. 9184 shall also be observed.</p>
7.1	<p><b><i>Subcontracting is not allowed.</i></b></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 <b>P3,180.27</b>, 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 <b>P7,950.68</b> if bid security is in Surety Bond.</p>
19.3	<p>Please see Purchase Request Nos. <b>0335-CB-22, 0336-CB-22 &amp; 0337-CB-22 dated February 23, 2022.</b></p>
20.2	<p><i>Post-Qualification Requirements</i></p>
21.2	<p><b>Each Bidder shall submit:</b></p> <p><b>1. Envelope 1 (Eligibility/Technical Documents)</b> One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b>.</p> <p><b>2. Envelope 2 (Financial Proposal)</b> One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b></p> <p>Such documents shall be duly signed by the bidders or its duly authorized representative/s.</p> <p>Eligibility/Technical and Financial Proposal <b>must be book bound</b> and properly tab at the right side. <b>Any documents submitted not book bound shall be rejected outright.</b> For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.</p> <p>All copies must be <b>properly marked</b> (<b>ORIGINAL COPY, COPY 1 AND COPY</b></p>





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Barangay Matti, DigosCity, Davao del Sur  
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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

**2)**

**Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 shall be placed in one mother envelope.**





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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section IV. General Conditions of Contract*





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## OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

### 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**.

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

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

### 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. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*





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## OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

### 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 *{[Include if Framework Agreement will be used:]*or Framework Agreement} 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





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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section V. Special Conditions of Contract*





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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

*Special Conditions of Contract*

GCC Clause	
1	<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 <b>PGSO Warehouse</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"><li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li><li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li><li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li><li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li></ul> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"><li>e. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li><li>f. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li><li>g. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li><li>h. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li></ul>





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## OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

- i. 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.
- j. *[Specify additional incidental service requirements, as needed.]*

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:

*Select appropriate requirements and delete the rest.*

- 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 cost 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 *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.





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	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>





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	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be <b>Credit Basis.</b>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>





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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section VI. Schedule of Requirements*



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 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-079-22C is 7 working days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0335-CB-22 (PGO-OSP)				
1	Correction Tape, 8 meters, 1 piece in individual plastic	50	Piece		
2	Data File Box, made of chipboard, with closed ends	5	Piece		
3	Clip, Back fold, 25 mm, 12 pcs per box	5	Box		
4	Paper Clip, Metal, 33 mm, 100 pcs per box	10	Box		
5	Fastener, Metal, Non-sharp edges	10	Box		
6	Mouse, Optical, USB , Connection type	3	Unit		
7	Fluorescent Marker	5	Piece		
8	Stapler, #35, Standard type with remover	3	Piece		
9	Scissors, (Big) 7 inches, Stainless steel	3	Piece		
10	Calculator, Compact, Electronic, 12 digit cap	2	Unit		
11	Gelpen (black), 0.3mm	15	Piece		
12	Ballpen (Black), 50 pcs per box	7	Box		
13	External Hard drive, 1 TB	1	Unit		
14	Flash Drive, 16GB capacity, 1 pc in individual blister pack	6	Piece		
15	Ink #664, Black, Genuine, Suitable for EPSON Printer L565	5	Btl		
16	Ink #664, Magenta, Genuine, Suitable for EPSON Printer L565	5	Btl		
17	Ink #664, Cyan, Genuine, Suitable for EPSON Printer L565	5	Btl		
18	Ink #664, Yellow, Genuine, Suitable for EPSON Printer L565	5	Btl		
19	Desk Tape Dispenser, L:21.5 x W:10.3 x D:8.5 cm	2	Piece		
20	Folder with tab, Legal, 100 pcs per pack	3	Pack		
21	Ink #003, Black, Genuine, Suitable for EPSON Printer L3110	5	Btl		
22	Ink #003, Magenta, Genuine, Suitable for EPSON Printer L3110	5	Btl		
23	Ink #003, Cyan, Genuine, Suitable for EPSON Printer L3110	5	Btl		
24	Ink #003, Yellow, Genuine, Suitable for EPSON Printer L3110	5	Btl		
25	Puncher, Paper, Heavy duty, 2 hole	2	Piece		
26	Paper, Multi- Purpose, 70gsm A4  -Can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -Preferably at least Elemental Chlorine Free (ECF) -Packaging must be recyclable	70	Ream		
27	Paper, Multi-Purpose, Legal 70gsm  -Can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -Preferably at least Elemental Chlorine Free (ECF) -Packaging must be recyclable	80	Ream		
28	Daily Planner notebook, size 3.75 x 6.75 inches, 150 pages	3	Piece		
29	Sticky note, (small) size 1x1	5	Pad		
30	Sticky note, (small) size 2x2	5	Pad		
31	Double-sided tape, 1.5 cm	7	Piece		
32	White Mailing Envelope, Long, size 4.125 x 9.5 inches, 50 pcs per pack	4	Pack		
	*****				



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**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-079-22C is 7 Working Days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# G-0336-CB-22 (OSP (Muslim Affairs))				
1	Ballpen, 25 pcs in a box	10	box		
2	Calculator [Compact, Electronic] 12 Digits	3	unit		
3	CLIP BACKFOLD, 50mm, 12 pcs per box	2	box		
4	Correction Tape, 1 piece in individual plastic, 8 meters	10	piece		
5	Data folder	5	piece		
6	Data File Box	10	Pcs		
7	Double sided tape, width 0.6mm, length 0.9mm	10	Piece		
8	Envelope, Expanding, kraft board, for legal 100 pcs per box	2	box		
9	Envelope with File tab divider, bristol board, A4	2	Piece		
10	Envelope, Mailing, white	1	box		
11	Envelope, expanding, plastic Long	100	piece		
12	Envelope, documentary, legal	1	box		
13	Fastener, Metal,70mm	1	box		
14	File organizer, legal	1	piece		
15	Flashdrive, 16gb, 1 piece in individual blister pack	6	piece		
16	Folder, with Tab, Legal,1 pack{100 pieces per pack}	1	pack		
17	Glue, all purpose, gross weight:200grams min	4	piece		
18	Marker, Permanent, bullet type, black, Refillable	10	piece		
19	MARKER, FLUORESCENT, 3 colors per set	2	set		
20	NOTEBOOK with yarn, 40 leaves, 8x6.5 inch	100	piece		
21	RULER, PLASTIC, 450MM, 1 piece in individual plast	5	piece		
22	Pencil, Lead with eraser, 12 pcs per box	10	Box		
23	PUNCHER, paper, heavy duty, with two hole guide	1	piece		
24	TAPE, MASKING, width: 48mm (±1mm)	2	roll		
25	TAPE, MASKING, width: 24mm (±1mm)	2	roll		
26	Scissors, symmetrical, blade length:65mm	6	pair		
27	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	10	piece		
28	Staple wire, Standard #35, 5000/box	3	box		
29	Stapler, Standard type, no. 10	3	piece		
30	STAMP PAD INK, purple or violet	3	bottle		
31	Tape, Transparent, width: 24mm	6	roll		
32	tape Transparent, width: 48mm	3	roll		
33	Tape dispenser, table top 24mm	3	piece		
34	INK REFILL, YELLOW for HP smart tank 515 (GT53)	5	bottle		
35	INK REFILL, CYAN for HP smart tank 515 (GT53)	5	bottle		
36	INK REFILL, MAGENTA for HP smart tank 515 (GT53)	5	bottle		
37	INK REFILL, BLACK for HP smart tank 515 (GT53)	5	bottle		
38	Cutter/Utilit KNIFE for general purposes, heavy duty	5	piece		
39	Cartolina, assorted colors	100	piece		
40	Paper clip, 30mm	1	box		
41	Paper clip, 50mm	1	box		
42	Record Book, 300 pages, size:214mm x 278mm min	5	book		
43	Sticky note, Big 3x4	5	pad		
44	Paper Multicopy, A3 size 297 x 420 mm, 80 gsm	1	ream		
45	Paper Multicopy, A4 size, 80 gsm	10	ream		
46	Paper Multicopy, Legal size, 80 gsm	10	ream		
47	Parchment Paper, A4 size, 10pcs per pack	100	pack		
	Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree plantation Preferably at least elemental chlorine free(ECF) Packaging must be recyclable  item no. 44-47 Green Procurement Specification				
	*****				



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**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: **G-079-22C is 7 Working Days**

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0337-CB-22 (OSP-Sponsored Philhealth)				
1	Paper, Multi-Purpose, A4 size, 70 GSM  -can be recycled/can be re-used preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation- preferably at least Elemental Chlorine Free (ECF)- Packaging must be recyclable	60	Ream		
2	Paper, Multi-Purpose, Legal size, 70 GSM  -can be recycled/can be re-used preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation- preferably at least Elemental Chlorine Free (ECF)- Packaging must be recyclable	70	Ream		
3	Ink #003 BLACK, GENUINE, SUITABLE FOR PRINTER EPSON L3210	6	Bottle		
4	Ink #003 CYAN, GENUINE, SUITABLE FOR PRINTER EPSON L3210	6	Bottle		
5	Ink #003 MAGENTA, GENUINE, SUITABLE FOR PRINTER EPSON L3210	6	Bottle		
6	Ink #003 YELLOW, GENUINE, SUITABLE FOR PRINTER EPSON L3210	6	Bottle		
7	Staple wire no.35	10	Box		
8	Stapler # 35, heavy duty	2	Piece		
9	Sticky notes assorted colors (5cmx7.5cm)	3	Pad		
10	Sticky Notes, Assorted Colors, 3x3 inches	15	Pad		
11	Sticky Notes, assorted colors, 1x1 size	10	Pad		
12	Pencil, Lead with Eraser, 12 pcs/box	4	Box		
13	Sign Pen, Black, 0.5mm,Gel	15	Piece		
14	Ballpen, black 50 pieces	5	Box		
15	Scissors, symmetrical blade length 65mm	5	Piece		
16	Flash Drive 16GB	6	Piece		
17	Paper Clip 100 pcs (plastic jumbo) 50 mm	8	Box		
18	Puncher (heavy duty) 2 hole	2	Piece		
19	Photo Paper, long, 10 sheets/pack	3	Pack		
20	File Organizer, legal	5	Piece		
21	Highlighter (COLOR: orange, yellow, green & pink)	10	Piece		
22	Folder with tab legal size, 100 PCS/PACK	2	Pack		
23	Tacker wire 10 mmx 8mm	6	pack		
24	Correction Tape 15 mm	21	Piece		
25	CALCULATOR, COMPACT, 12-digits	2	Unit		
26	Planner Notebook, size 6x9, 150 pages	3	Piece		
27	Envelope. Expanded, Legal (50 pcs/ pack)	1	Pack		
28	Pen Organizer	4	Piece		
29	Gel Pen, black, 0.3 mm	10	Piece		
30	Tape Dispenser	2	Piece		
31	MARKER, (broad) color black, refillable	3	Piece		
32	Tape Transparent	6	Piece		
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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section VII. Technical Specifications*



Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.: \_\_\_\_\_ Date of Opening: March 15, 2022 Quotation: By Item

Item No.	Item and Description	Supplier's Specification	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
	PR# 0335-CB-22 (PGO-OSP)					
1	Correction Tape, 8 meters, 1 piece in individual plastic			50	Piece	
2	Data File Box, made of chipboard, with closed ends			5	Piece	
3	Clip, Back fold, 25 mm, 12 pcs per box			5	Box	
4	Paper Clip, Metal, 33 mm, 100 pcs per box			10	Box	
5	Fastener, Metal, Non-sharp edges			10	Box	
6	Mouse, Optical, USB , Connection type			3	Unit	
7	Fluorescent Marker			5	Piece	
8	Stapler, #35, Standard type with remover			3	Piece	
9	Scissors, (Big) 7 inches, Stainless steel			3	Piece	
10	Calculator, Compact, Electronic, 12 digit cap			2	Unit	
11	Gelpen (black), 0.3mm			15	Piece	
12	Ballpen (Black), 50 pcs per box			7	Box	
13	External Hard drive, 1 TB			1	Unit	
14	Flash Drive, 16GB capacity, 1 pc in individual blister pack			6	Piece	
15	Ink #664, Black, Genuine, Suitable for EPSON Printer L565			5	Btl	
16	Ink #664, Magenta, Genuine, Suitable for EPSON Printer L565			5	Btl	
17	Ink #664, Cyan, Genuine, Suitable for EPSON Printer L565			5	Btl	
18	Ink #664, Yellow, Genuine, Suitable for EPSON Printer L565			5	Btl	
19	Desk Tape Dispenser, L:21.5 x W:10.3 x D:8.5 cm			2	Piece	
20	Folder with tab, Legal, 100 pcs per pack			3	Pack	
21	Ink #003, Black, Genuine, Suitable for EPSON Printer L3110			5	Btl	
22	Ink #003, Magenta, Genuine, Suitable for EPSON Printer L3110			5	Btl	
23	Ink #003, Cyan, Genuine, Suitable for EPSON Printer L3110			5	Btl	
24	Ink #003, Yellow, Genuine, Suitable for EPSON Printer L3110			5	Btl	
25	Puncher, Paper, Heavy duty, 2 hole			2	Piece	
26	Paper, Multi- Purpose, 70gsm A4  -Can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -Preferably at least Elemental Chlorine Free (ECF) -Packaging must be recyclable			70	Ream	
27	Paper, Multi-Purpose, Legal 70gsm  -Can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -Preferably at least Elemental Chlorine Free (ECF) -Packaging must be recyclable			80	Ream	
28	Daily Planner notebook, size 3.75 x 6.75 inches, 150 pages			3	Piece	
29	Sticky note, (small) size 1x1			5	Pad	
30	Sticky note, (small) size 2x2			5	Pad	
31	Double-sided tape, 1.5 cm			7	Piece	
32	White Mailing Envelope, Long, size 4.125 x 9.5 inches, 50 pcs per pack			4	Pack	
	*****					



Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Matti, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.: \_\_\_\_\_ Date of Opening: March 15, 2022 Quotation: By Item

Item No.	Item and Description	Supplier's Specification	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
	PR# G-0336-CB-22 (OSP (Muslim Affairs))					
1	Ballpen, 25 pcs in a box			10	box	
2	Calculator [Compact, Electronic] 12 Digits			3	unit	
3	CLIP BACKFOLD, 50mm, 12 pcs per box			2	box	
4	Correction Tape, 1 piece in individual plastic, 8 meters			10	piece	
5	Data folder			5	piece	
6	Data File Box			10	Pcs	
7	Double sided tape, width 0.6mm, length 0.9mm			10	Piece	
8	Envelope, Expanding, kraft board, for legal 100 pcs per box			2	box	
9	Envelope with File tab divider, bristol board, A4			2	Piece	
10	Envelope, Mailing, white			1	box	
11	Envelope, expanding, plastic Long			100	piece	
12	Envelope, documentary, legal			1	box	
13	Fastener, Metal,70mm			1	box	
14	File organizer, legal			1	piece	
15	Flashdrive, 16gb, 1 piece in individual blister pack			6	piece	
16	Folder, with Tab, Legal,1 pack{100 pieces per pack}			1	pack	
17	Glue, all purpose, gross weight:200grams min			4	piece	
18	Marker, Permanent, bullet type, black, Refillable			10	piece	
19	MARKER, FLUORESCENT, 3 colors per set			2	set	
20	NOTEBOOK with yarn, 40 leaves, 8x6.5 inch			100	piece	
21	RULER, PLASTIC, 450MM, 1 piece in individual plast			5	piece	
22	Pencil, Lead with eraser, 12 pcs per box			10	Box	
23	PUNCHER, paper, heavy duty, with two hole guide			1	piece	
24	TAPE, MASKING, width: 48mm (±1mm)			2	roll	
25	TAPE, MASKING, width: 24mm (±1mm)			2	roll	
26	Scissors, symmetrical, blade length:65mm			6	pair	
27	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip			10	piece	
28	Staple wire, Standard #35, 5000/box			3	box	
29	Stapler, Standard type, no. 10			3	piece	
30	STAMP PAD INK, purple or violet			3	bottle	
31	Tape, Transparent, width: 24mm			6	roll	
32	tape Transparent, width: 48mm			3	roll	
33	Tape dispenser, table top 24mm			3	piece	
34	INK REFILL, YELLOW for HP smart tank 515 (GT53)			5	bottle	
35	INK REFILL, CYAN for HP smart tank 515 (GT53)			5	bottle	
36	INK REFILL, MAGENTA for HP smart tank 515 (GT53)			5	bottle	
37	INK REFILL, BLACK for HP smart tank 515 (GT53)			5	bottle	
38	Cutter/Utilit KNIFE for general purposes, heavy duty			5	piece	
39	Cartolina, assorted colors			100	piece	
40	Paper clip, 30mm			1	box	
41	Paper clip, 50mm			1	box	
42	Record Book, 300 pages, size:214mm x 278mm min			5	book	
43	Sticky note, Big 3x4			5	pad	
44	Paper Multicopy, A3 size 297 x 420 mm, 80 gsm			1	ream	
45	Paper Multicopy, A4 size, 80 gsm			10	ream	
46	Paper Multicopy, Legal size, 80 gsm			10	ream	
47	Parchment Paper, A4 size, 10pcs per pack			100	pack	
	Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree planation Preferably at least elemental chlorine free(ECF) Packaging must be recyclable  item no. 44-47 Green Procurement Specification					



**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.:

Date of Opening: March 15, 2022

Quotation: By Item

Item No.	Item and Description	Supplier's Specification	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
	PR# 0337-CB-22 (OSP-Sponsored Philhealth)					
1	Paper, Multi-Purpose, A4 size, 70 GSM  -can be recycled/can be re-used preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation- preferably at least Elemental Chlorine Free (ECF)- Packaging must be recyclable			60	Ream	
2	Paper, Multi-Purpose, Legal size, 70 GSM  -can be recycled/can be re-used preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation- preferably at least Elemental Chlorine Free (ECF)- Packaging must be recyclable			70	Ream	
3	Ink #003 BLACK, GENUINE, SUITABLE FOR PRINTER EPSON L3210			6	Bottle	
4	Ink #003 CYAN, GENUINE, SUITABLE FOR PRINTER EPSON L3210			6	Bottle	
5	Ink #003 MAGENTA, GENUINE, SUITABLE FOR PRINTER EPSON L3210			6	Bottle	
6	Ink #003 YELLOW, GENUINE, SUITABLE FOR PRINTER EPSON L3210			6	Bottle	
7	Staple wire no.35			10	Box	
8	Stapler # 35, heavy duty			2	Piece	
9	Sticky notes assorted colors (5cmx7.5cm)			3	Pad	
10	Sticky Notes, Assorted Colors, 3x3 inches			15	Pad	
11	Sticky Notes, assorted colors, 1x1 size			10	Pad	
12	Pencil, Lead with Eraser, 12 pcs/box			4	Box	
13	Sign Pen, Black, 0.5mm,Gel			15	Piece	
14	Ballpen, black 50 pieces			5	Box	
15	Scissors, symmetrical blade length 65mm			5	Piece	
16	Flash Drive 16GB			6	Piece	
17	Paper Clip 100 pcs (plastic jumbo) 50 mm			8	Box	
18	Puncher (heavy duty) 2 hole			2	Piece	
19	Photo Paper, long, 10 sheets/pack			3	Pack	
20	File Organizer, legal			5	Piece	
21	Highlighter (COLOR: orange, yellow, green & pink)			10	Piece	
22	Folder with tab legal size, 100 PCS/PACK			2	Pack	
23	Tacker wire 10 mmx 8mm			6	pack	
24	Correction Tape 15 mm			21	Piece	
25	CALCULATOR, COMPACT, 12-digits			2	Unit	
26	Planner Notebook, size 6x9, 150 pages			3	Piece	
27	Envelope. Expanded, Legal (50 pcs/ pack)			1	Pack	
28	Pen Organizer			4	Piece	
29	Gel Pen, black, 0.3 mm			10	Piece	
30	Tape Dispenser			2	Piece	
31	MARKER, (broad) color black, refillable			3	Piece	
32	Tape Transparent			6	Piece	
	*****					





**Republic of the Philippines**  
**PROVINCE OF DAVAO DEL SUR**  
Barangay Matti, DigosCity, Davao del Sur  
Telephone No. (082) 553-9579  
Mobile Nos. 0905-229-0526/ 0908-3332-2024  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

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





**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**CHECKLIST-GOODS**

**IB No.** \_\_\_\_\_

Opening of Bids:

Name of Project/Brief Description of Goods:			
PR:	Dated:	ABC	End User:
Name of Contractor/Supplier			
<b>ENVELOPE 1 - TECHNICAL COMPONENT ENVELOPE</b>			
	1.	Class "A" Documents	
<b>Legal Documents</b>			
	(a)	Valid PhilGEPS Registration Certificate (Platinum Membership)	
	(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,	
	(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;	
	(d)	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	
<b>Technical Documents</b>			
	(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 (with supporting documents)	
	(g)	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the last 3 years, 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 (with supporting documents)	
	(h)	Original copy of Bid Security in the form of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash or Cashier's/Manager's check (2%)</li> <li><input type="checkbox"/> Bank Guarantee/Draft or Irrevocable Letter of Credit (2%)</li> <li><input type="checkbox"/> Surety Bond (5%) (submit a certification issued by the Insurance Commission)</li> <li><input type="checkbox"/> Notarized Bid Securing Declaration</li> </ul>	
	(i)	Conformity with the following: <ul style="list-style-type: none"> <li>a. Compliance as to Technical Specifications</li> <li>b. Production/delivery schedule</li> <li>c. Manpower requirements</li> <li>d. After sales service/parts/warranty/return policy             <ul style="list-style-type: none"> <li>- Minimum of 3 months in the case of expendable supplies from the date of acceptance of the delivered supplies.</li> <li>- Minimum of 1 year in the case of non-expendable supplies from the date of acceptance of the delivered supplies.</li> <li>Medicines Expiration – Minimum of 1 year from the date of delivery</li> </ul> </li> </ul>	
	(j)	Original duly signed Omnibus Sworn Statement (OSS); <b>and</b> 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.	
<b>Financial Documents</b>			
	(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;	
	(l)	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); <u>or</u> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	
	2.	<b>Class "B" Documents</b>	
	(m)	If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <u>or</u> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	
		Other documentary requirements under RA No. 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.	
<b>ENVELOPE 2 - FINANCIAL COMPONENT ENVELOPE</b>			
	(a)	Original of duly signed and accomplished Financial Bid Form;	
	(b)	Original of duly signed and accomplished Price Schedule(s).	



## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
	<b>PR# 0335-CB-22 (PGO-OSP)</b>								
1	Correction Tape, 8 meters, 1 piece in individual plastic		50						
2	Data File Box, made of chipboard, with closed ends		5						
3	Clip, Back fold, 25 mm, 12 pcs per box		5						
4	Paper Clip, Metal, 33 mm, 100 pcs per box		10						
5	Fastener, Metal, Non-sharp edges		10						
6	Mouse, Optical, USB , Connection type		3						
7	Fluorescent Marker		5						
8	Stapler, #35, Standard type with remover		3						
9	Scissors, (Big) 7 inches, Stainless steel		3						
10	Calculator, Compact, Electronic, 12 digit cap		2						
11	Gelpen (black), 0.3mm		15						
12	Ballpen (Black), 50 pcs per box		7						
13	External Hard drive, 1 TB		1						



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_

Project ID No. \_\_\_\_\_

Page \_\_\_\_\_

of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
14	Flash Drive, 16GB capacity, 1 pc in individual blister pack		6						
15	Ink #664, Black, Genuine, Suitable for EPSON Printer L565		5						
16	Ink #664, Magenta, Genuine, Suitable for EPSON Printer L565		5						
17	Ink #664, Cyan, Genuine, Suitable for EPSON Printer L565		5						
18	Ink #664, Yellow, Genuine, Suitable for EPSON Printer L565		5						
19	Desk Tape Dispenser, L:21.5 x W:10.3 x D:8.5 cm		2						
20	Folder with tab, Legal, 100 pcs per pack		3						
21	Ink #003, Black, Genuine, Suitable for EPSON Printer L3110		5						
22	Ink #003, Magenta, Genuine, Suitable for EPSON Printer L3110		5						
23	Ink #003, Cyan, Genuine, Suitable for EPSON Printer L3110		5						
24	Ink #003, Yellow, Genuine, Suitable for EPSON Printer L3110		5						
25	Puncher, Paper, Heavy duty, 2 hole		2						
26	Paper, Multi-Purpose, 70gsm A4		70						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
27	Paper, Multi-Purpose, Legal 70gsm  -Can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -Preferably at least Elemental Chlorine Free (ECF) -Packaging must be recyclable		80						
28	Daily Planner notebook, size 3.75 x 6.75 inches, 150 pages  -Can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -Preferably at least Elemental Chlorine Free (ECF) -Packaging must be recyclable		3						
29	Sticky note, (small) size 1x1		5						
30	Sticky note, (small) size 2x2		5						
31	Double-sided tape, 1.5 cm		7						
32	White Mailing Envelope, Long, size 4.125 x 9.5 inches, 50 pcs per pack  Charges: LGDF- GEN FUND- CY 2022 Livelihood Development Program Account code- 5-02-03-010 Responsibility Center: 8914 Purpose: To use in the Livelihood Development Program		4						







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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
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	<b>PR# G-0336-CB-22 (OSP (Muslim Affairs))</b>								
1	Ballpen, 25 pcs in a box		10						
2	Calculator [Compact, Electronic] 12 Digits		3						
3	CLIP BACKFOLD, 50mm, 12 pcs per box		2						
4	Correction Tape, 1 piece in individual plastic, 8 meters		10						
5	Data folder		5						
6	Data File Box		10						
7	Double sided tape, width 0.6mm, length 0.9mm		10						
8	Envelope, Expanding, kraft board, for legal 100 pcs per box		2						
9	Envelope with File tab divider, bristol board, A4		2						
10	Envelope, Mailing, white		1						
11	Envelope, expanding, plastic Long		100						
12	Envelope, documentary, legal		1						
13	Fastener, Metal, 70mm		1						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
14	File organizer, legal		1						
15	Flashdrive, 16gb, 1 piece in individual blister pack		6						
16	Folder, with Tab, Legal, 1 pack(100 pieces per pack)		1						
17	Glue, all purpose, gross weight:200grams min		4						
18	Marker, Permanent, bullet type, black, Refillable		10						
19	MARKER, FLUORESCENT, 3 colors per set		2						
20	NOTEBOOK with yarn, 40 leaves, 8x6.5 inch		100						
21	RULER, PLASTIC, 450MM, 1 piece in individual plast		5						
22	Pencil, Lead with eraser, 12 pcs per box		10						
23	PUNCHER, paper, heavy duty, with two hole guide		1						
24	TAPE, MASKING, width: 48mm (±1mm)		2						
25	TAPE, MASKING, width: 24mm (±1mm)		2						
26	Scissors, symmetrical, blade length:65mm		6						
27	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip		10						
28	Staple wire, Standard #35, 5000/box		3						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
29	Stapler, Standard type, no. 10		3						
30	STAMP PAD INK, purple or violet		3						
31	Tape, Transparent, width: 24mm		6						
32	tape Transparent, width: 48mm		3						
33	Tape dispenser, table top 24mm		3						
34	INK REFILL, YELLOW for HP smart tank 515 (GT53)		5						
35	INK REFILL, CYAN for HP smart tank 515 (GT53)		5						
36	INK REFILL, MAGENTA for HP smart tank 515 (GT53)		5						
37	INK REFILL, BLACK for HP smart tank 515 (GT53)		5						
38	Cutter/Utility KNIFE for general purposes, heavy duty		5						
39	Cartolina, assorted colors		100						
40	Paper clip, 30mm		1						
41	Paper clip, 50mm		1						
42	Record Book, 300 pages, size:214mm x 278mm mln		5						
43	Sticky note, Big 3x4		5						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
44	Paper Multicopy, A3 size 297 x 420 mm, 80 gsm		1						
45	Paper Multicopy, A4 size, 80 gsm		10						
46	Paper Multicopy, Legal size, 80 gsm		10						
47	Parchment Paper, A4 size, 10pcs per pack		100						
	Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree plantation Preferably at least elemental chlorine free(ECF) Packaging must be recyclable item no. 44-47 Green Procurement Specification								
	Charges: To support to Muslim Communities Account code: 5-02-03-010 Purpose: To be used for Muslim Affairs/NCMF Activity								

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

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

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

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



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>PR# 0337-CB-22 (OSP-Sponsored Philhealth)</b>								
1	Paper, Multi-Purpose, A4 size, 70 GSM		60						
2	Paper, Multi-Purpose, Legal size, 70 GSM		70						
3	-can be recycled/can be re-used preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation- preferably at least Elemental Chlorine Free (ECF)- Packaging must be recyclable Ink #003 BLACK, GENUINE, SUITABLE FOR PRINTER EPSON L3210		6						
4	Ink #003 CYAN, GENUINE, SUITABLE FOR PRINTER EPSON L3210		6						
5	Ink #003 MAGENTA, GENUINE, SUITABLE FOR PRINTER EPSON L3210		6						
6	Ink #003 YELLOW, GENUINE, SUITABLE FOR PRINTER EPSON L3210		6						
7	Staple wire no.35		10						
8	Stapler # 35, heavy duty		2						
9	Sticky notes assorted colors (5cmx7.5cm)		3						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
10	Sticky Notes, Assorted Colors, 3x3 inches		15						
11	Sticky Notes, assorted colors, 1x1 size		10						
12	Pencil, Lead with Eraser, 12 pcs/box		4						
13	Sign Pen, Black, 0.5mm, Gel		15						
14	Ballpen, black 50 pieces		5						
15	Scissors, symmetrical blade length 65mm		5						
16	Flash Drive 16GB		6						
17	Paper Clip 100 pcs (plastic jumbo) 50 mm		8						
18	Puncher (heavy duty) 2 hole		2						
19	Photo Paper, long, 10 sheets/pack		3						
20	File Organizer, legal		5						
21	Highlighter (COLOR: orange, yellow, green & pink)		10						
22	Folder with tab legal size, 100 PCS/PACK		2						
23	Tacker wire 10 mmx 8mm		6						
24	Correction Tape 15 mm		21						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
25	CALCULATOR, COMPACT, 12-digits		2						
26	Planner Notebook, size 6x9, 150 pages		3						
27	Envelope. Expanded, Legal (50 pcs/ pack)		1						
28	Pen Organizer		4						
29	Gel Pen, black, 0.3 mm		10						
30	Tape Dispenser		2						
31	MARKER, (broad) color black, refillable		3						
32	Tape Transparent		6						
	Charges: PROVINCIAL SPONSORED PHILHEALTH PROGRAM LFDD-FUND CY-2022 Purpose: To be use in Philhealth Program								

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

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

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

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







**Statement of Single Largest Completed Contract (SLCC)**

(Similar in Nature for the Last 3 years)

Name of Project/Contract: \_\_\_\_\_

IB No. \_\_\_\_\_

Location: \_\_\_\_\_

Name of Contract / Location Project Cost	a) Owner's Name b) Address c) Telephone No.	Nature of Work	Bidder's Role		a) Amount at Award b) Amount at Completion c) Duration	a) Date Awarded b) Date Started c) Date of Completion
			Description	%		

Note: This statement shall be supported with:

1. Contract/Purchase Order
2. Certificate of Completion/Acceptance or Inspection and Acceptance Report or Official Receipts

Submitted by: \_\_\_\_\_

(Printed Name &amp; Signature)

Designation: \_\_\_\_\_

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



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical



Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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



## Bid Securing Declaration Form

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

---

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

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

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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



**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

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

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------


(if none, state "None") ]

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

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

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



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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

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

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

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

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





Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
 Barangay Matti, Digos City, Davao del Sur  
 TELEFAX NO. (082) 553-9579

CPY of GOV ORDER TO  
 Capitol Bulletin 10/10/17

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**



**Resolution No. 547**  
 Series of 2017

PHO Bulletin  
 SA-1 YBAÑEZ W/DJ  
 10/10/17

A RESOLUTION

RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY, GOVERNOR DOUGLAS RA. GONZALES, LLB, MBE, MNSA TO ADOPT THE 3-STRIKE POLICY IN THE PROCUREMENT OF CONTRACTS FOR INFRASTRUCTURE WORKS, GOODS AND CONSULTING SERVICES OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL SUR-

**WHEREAS**, the Provincial Government of Davao del Sur encounters several failures of biddings due to constant errors committed by the participating Bidders in the submission of their bidding documents despite of the orientation during Pre-Bid Conference and the Instruction To Bidders;

**WHEREAS**, to further strengthen the integrity of the competitive bidding process, the Bids and Awards Committee together with the Members of the Technical Working Group Unanimously agreed that the following instructions are hereby issued pertaining to the implementation of the 3-Strike Policy of the Provincial Government of Davao del Sur against violations of Section 69 of the IRR of RA 9184:

1. The provision of Section 69.1 of the said IRR, pertaining to 3-strike policy of the Provincial Government of Davao del Sur, is hereby reiterated as follows:

*"In addition to the provisions of Rules XXI and XXII of this IRR, the Head of the Procuring Entity, subject to the authority delegated to the BAC, if any, shall impose on bidders or prospective bidders, the administrative penalty of suspension for one (1) year for the first offense, and suspension of two (2) years for the second offense from participating in the competitive bidding process, as well as disqualification from further participating in the competitive bidding being undertaken by the Procuring Entity concerned, where applicable, for the following violations: 69.1.i. All other acts that tend to defeat the purpose of competitive bidding, such as habitually withdrawing from bidding, submitting late bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons."*

2. The violations enumerated, which are considered as acts that tend to defeat the purpose of competitive bidding under the 3-strike policy, are hereby clarified to read as follows:
  - 2.a A Bidder that had purchased bidding documents, but subsequently (a) withdrawn from the bidding or (b) submitted a letter of non-participation, or (c) did not submit a bid or late submission of bid – without a valid cause, as determined by the Bids and Awards Committee (BAC);
  - 2.b Submission of erroneous, insufficient, defective documents such as, but not limited to, insufficient bid securities, any computational/typographical error in the submitted bidding documents and other deficiencies which causes bid disqualification;
  - 2.c Non-submission of post-qualification and other requirements within the prescribed period as specified in the notice issued by the BAC;
3. Each "offense" by a bidder referred to in Section 69.1.i. of the IRR, as stated in the said Resolution No. 547 dated August 15, 2017, consists of three violations or strikes within a period of one year starting from the date of the first strike, for all procurements by all offices of the Provincial Government of Davao del Sur;
4. Every time a bidder is observed to have done any of the three acts enumerated in Item 2 of par. a, b & c of this Resolution No. 547 dated August 15, 2017, the Chairperson of the BAC shall immediately serve a written notice to the bidder informing him of his act, and giving him five (5) days to show cause why he should not be sanctioned committing an act which tends to defeat the purpose of public bidding under the 3-strike policy of the Provincial Government of Davao del Sur;

Pranin A /





**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

BAC RES. NO. 547, S. 2017

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x-x-x-x-x-x-x-x-x-x-x

5. Based on the evaluation by the BAC of the bidder's response to the show-cause notice mentioned in Item No. 4 of this Resolution, the BAC shall, within seven (7) days from receipt of the bidder's response, determine whether the bidder's act was done with or without a valid cause;
6. The BAC Secretariat shall submit to the BAC a 3-Strike Policy Report, which shall contain the information in item 3 and 4 of this Resolution. The Report must be received by the BAC through its Chairperson within fifteen (15) days after the date of opening of the bids;
7. The BAC through its Secretariat shall monitor the participation of bidders in all of its projects and maintain a tally of violations by each bidder of the 3-strike policy in its jurisdiction as well as of the violations by the bidder of the said policy in other offices of the Provincial Government of Davao del Sur;
8. Based on the 3-strike reports, the Bids and Awards Committee, shall recommend to the Head of the Procuring Entity, for approval, the following administrative sanctions on the erring contractor/Supplier for violation of the 3-strike policy:
  - a. For the first violation or strike – a first warning,
  - b. For the second strike – a second warning,
  - c. For the third strike, which together with the first two strikes constitutes the first offense against the 3-strike policy- an administrative penalty of suspension for one (1) year from participating in any procurement process in the Provincial Government of Davao del Sur,
  - d. For the second offense- the second set of three strikes committed by the bidder- an administrative penalty of suspension for two (2) years from participating in any procurement process in the Provincial Government of Davao del Sur;
9. In addition, a cumulative violations of at least three (3) to the 3-strike policy committed within 2 succeeding years by any Contractor/Supplier which is not covered in the preceding paragraphs shall be sanctioned administratively by (1) year suspension from participating in any procurement process of the Provincial Government of Davao del Sur.

**WHEREFORE**, on motion of BAC Member, Engr. Roderick R. Milana, duly Seconded by all the BAC Members present, it was –

**RESOLVED**, as it is hereby RESOLVED, to recommend to the Head of the Procuring Entity, DOUGLAS RA. CAGAS, LLB, MBE, MNSA to ADOPT the *3-Strike Policy in the Procurement of Contracts for Infrastructure Works, Goods, and Consulting Services of the Provincial Government of Davao del Sur*,

**RESOLVED FINALLY**, to furnish copies of this Resolution to the Provincial General Services Office, Commission on Audit, Concerned End Users, and Various Suppliers/Bidders, for their information and appropriate action;





Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
 Barangay Matti, Digos City, Davao del Sur  
 TELEFAX NO. (082) 553-9579

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

BAC RES. NO. 547, S. 2017  
 Page - 3 -  
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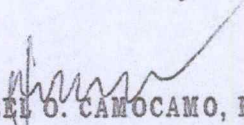
**UNANIMOUSLY APPROVED** at the PGSO Conference Room, PGSO Building, Provincial Capitol, Matti, Digos City, Province of Davao del Sur, this 15<sup>th</sup> day of August, 2017.

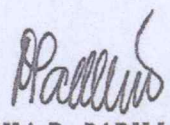
I hereby certify the correctness of the above-mentioned resolution.

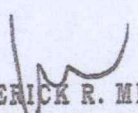
**NORJANNA M. CAMAGUIN, MPA**  
 (AO V-PTO)  
 Head-BAC Secretariat

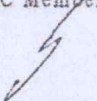
Attested by:


  
**Engr. ANGELIE R. GELLA**  
 (Engineer IV, PEO)  
 BAC Member

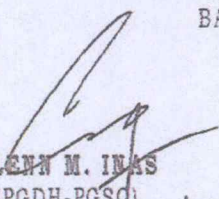
  
**Engr. ISABEL O. CAMOCAMO, EnP**  
 (Planning Officer IV, PPDO)  
 BAC Member

  
**Engr. DULCESIMA D. PADILLO, EnP**  
 Provincial ENRO, PENRO  
 BAC Member

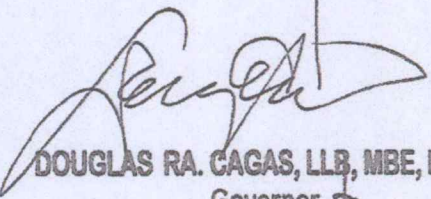
  
**Engr. RODERICK R. MILANA, REA**  
 (PGDH-PASSO)  
 BAC Member

  
**Mr. DANILO P. CADUNOG**  
 (PGDH-PCO)  
 BAC Member

  
**RAUL D. RAUT, EnP**  
 HRMO IV, PGO-HRMO  
 BAC Vice-Chairperson

  
**GLENN M. INAS**  
 (PGDH-PGSO)  
 BAC Chairperson - Presiding Officer

Approved:

  
**DOUGLAS RA. CAGAS, LLB, MBE, MNSA**  
 Governor  
 Head of the Procuring Entity





Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Barangay Matti, Digos City, Davao del Sur  
TELEFAX: (082) 553-95-79  
Email Add.: bac9579davaodelsur@gmail.com

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**Resolution No. 913**  
Series of 2018

A RESOLUTION

RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY, GOVERNOR DOUGLAS RA. CAGAS, LLB, MBE, MNSA TO DEFINE, CLARIFY AND/OR AMEND SOME OF THE PROVISIONS OF THE 3-STRIKES POLICY IN THE PROCUREMENT OF CONTRACTS FOR GOODS AND CONSULTING SERVICES OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL SUR -

**WHEREAS**, the Bids and Awards Committee was able to receive several replies from the Show Cause Order issued to participating bidders/suppliers whose bid participation were outrightly rejected, disqualified, and post-disqualified for violations committed as specified in the 3-Strikes Policy of the Provincial Government of Davao del Sur covered under BAC Resolution No. 547 dated August 15, 2017;

**WHEREAS**, the Bids and Awards Committee during series of deliberations on the matter realized the importance to revisit the 3-Strikes Policy;

**WHEREAS**, justifications and reasons presented by the aforementioned participating bidders/suppliers were discussed and examined by the Bids and Awards Committee, and concludes that such disqualification that causes failure of biddings were not done intentionally by the bidders to defeat the purpose of competitive bidding;

**WHEREAS**, to have uniformity and clarity in the interpretation of the policy, and at the same time to attract and encourage more Suppliers/Bidders to participate in the procurement activities of the Provincial Government of Davao del Sur, it was Unanimously agreed to Define, Clarify and/or Amend some of the provisions of the 3-Strikes Policy as enumerated hereunder:

1. To issue Show Cause Order for violations specified under 2.a of BAC Resolution No. 547, Series of 2017:
  - A bidder that had purchased bidding documents, but (a) withdrawn from the bidding, or (b) submitted a letter of non-participation, or (c) did not submit a bid or late submission of bid - without a valid cause, as determined by the Bids and Awards Committee,
2. To impose Automatic Violation (1<sup>st</sup> or 2<sup>nd</sup>, or 3<sup>rd</sup> strikes) to the bidders that committed violations under line items 2.b and 2.c of BAC Resolution No. 547, Series of 2017,
  - 2.b Submission of erroneous, insufficient, defective documents such as, but not limited to, insufficient bid securities, any computational/typographical error in the submitted bidding documents and other deficiencies which causes bid disqualification;
  - 2.c Non-submission of post-qualification and other requirements within the prescribed period as specified in the notice issued by the BAC;
3. To issue one (1) Strike only - for various IB Nos. participated in by the bidder with the same nature of violation opened on the same date; or was disqualified during post-qualification stage with the same case of the latter;
4. To issue Multiple Strikes - with different discrepancies/offenses under different IB Nos. opened on the same date; or was disqualified during post-qualification stage with the same case of the latter;





Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Barangay Matti, Digos City, Davao del Sur  
TELEFAX: (082) 553-95-79  
Email Add.: bac9579davaodelsur@gmail.com

## OFFICE OF THE BIDS AND AWARDS COMMITTEE

BAC Res. No. 913, S. 2018

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5. The counting of number of "strikes" in one (1) year period shall be meant Calendar Year. A Fresh Period of one (1) year in counting of "strikes" shall be observed in the succeeding year;
6. For the bidders who were sanctioned for the 3<sup>rd</sup> Time with administrative suspension of 1 year from participating in the procurement process of the Provincial Government of Davao del Sur, the reckoning period of penalty will be from the time he was sanctioned for the 3<sup>rd</sup> Strike until its Anniversary date for one (1) year;
7. This Policy is applicable only to Competitive Bidding as mode of procurement;

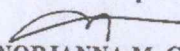

**WHEREFORE**, on motion of BAC Vice-Chairperson, EnP Raul D. Raut, J.D., duly Seconded by all BAC Members present, it was -


**RESOLVED**, as it is hereby RESOLVED, to recommend to the Head of the Procuring Entity, Governor DOUGLAS RA. CAGAS, LLB, MBE, MNSA to Define, Clarify and/or Amend some of the Provisions of the 3-Strikes Policy in the Procurement of Contracts for Goods and Consulting Services of the Provincial Government of Davao Del Sur on the provisions enumerated above;

**RESOLVED FINALLY**, to furnish copies of this Resolution to the Provincial General Services Office, Commission on Audit and Concerned End Users, for their information and appropriate action;

**UNANIMOUSLY APPROVED** at the PGSO Conference Room, PGSO Building, Provincial Capitol, Matti, Digos City, Province of Davao del Sur, this 11<sup>th</sup> day of December, 2018.

I hereby certify the correctness of the above-mentioned resolution.

  
NORJANNA M. CAMAGUIN,MPA  
(AO V-PTO)  
Head-BAC Secretariat  








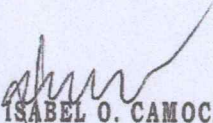
Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
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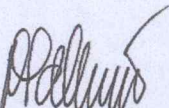
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

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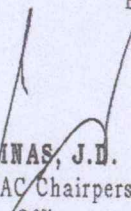
Attested by:

  
**Engr. ANGELIE R. GELLA**  
 (APGDH-PEO)  
 BAC Member

  
**Engr. ISABEL O. CAMOCAMO, EnP**  
 (APGDH-PPDO)  
 BAC Member

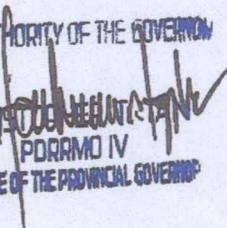
  
**Engr. DULCESIMA D. PADILLO, EnP**  
 (PGDH-PENRO)  
 BAC Member

  
**EnP RAUL D. RAUT, J.D.**  
 (HRMO IV-PGO-HRMO)  
 BAC Vice-Chairperson

  
**GLENN M. INAS, J.D.**  
 (PGDH-PGSO)-BAC Chairperson  
 Presiding Officer

Approved:

**DOUGLAS RA. CAGAS, LLB, MBE, MNSA**  
 Governor  
 Head of the Procuring Entity

  
 IN AUTHORITY OF THE GOVERNOR  
 CHRISTOU M. PALARAO IV  
 OFFICE OF THE PROVINCIAL GOVERNOR





**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**Resolution No. 242**  
Series of 2021

A RESOLUTION

RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY, GOVERNOR DOUGLAS RA. CAGAS, LLB, MBE, MNSA TO FURTHER AMEND SOME PROVISIONS OF THE 3-STRIKES POLICY IN THE PROCUREMENT OF CONTRACTS FOR GOODS AND CONSULTING SERVICES OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL SUR -

**WHEREAS**, the Bids and Awards Committee was able to receive several answers in response to the Show Cause Orders issued to participating bidders/suppliers whose bid participation were outrightly rejected, disqualified, or post-disqualified for violating the 3-Strikes Policy of the Provincial Government of Davao del Sur embraced under BAC Resolution No. 547, series of 2017 as amended by BAC Resolution No. 913, series of 2018;

**WHEREAS**, the Bids and Awards Committee after series of deliberations on the matter realized the importance to revisit and/or amend the 3-Strikes Policy;

**WHEREAS**, after the justifications and reasons presented by the aforementioned participating bidders/suppliers were exhaustively examined and judiciously discussed by the Bids and Awards Committee, the latter is of the considered finding that such disqualifications that causes failure of biddings were not intentionally done by the bidders to defeat the purpose of public bidding;

**WHEREAS**, to have uniformity in the interpretation of the policy, and at the same time in order to attract and encourage more Suppliers/Bidders to participate in the procurement undertakings of the Provincial Government of Davao del Sur, the Committee **UNANIMOUSLY** agreed to Define with Clarity the Imposable sanctions and in connection thereto some provisions of the 3-Strikes Policy be **AMENDED** which shall now read as follows:

**To issue Show Cause Order for committing the following violations:**

- a. A bidder that had purchased bidding documents, but (a) withdrawn from the bidding, or (b) submitted a letter of non-participation, or (c) did not submit a bid or late submission of bid - without a valid cause, as determined by the Bids and Awards Committee,
- b. Submission of erroneous, insufficient, defective documents such as, but not limited to, insufficient bid securities, any computational/typographical error in the submitted bidding documents and other deficiencies which causes bid disqualification,
- c. Non-submission of post-qualification and other requirements within the prescribed period as specified in the notice issued by the BAC,

**WHEREAS**, after thorough and considerable BAC deliberations to the Show Cause Order Reply of the erring supplier/bidder, the BAC may impose the following sanction/s:

- a. **ONE (1) STRIKE** for various IB Nos. participated by the bidder with the same nature of violation opened on the same date, or was disqualified during post-qualification stage with the same case of the latter;
- b. **MULTIPLE STRIKES** for different discrepancies/offenses under different IB Nos. opened on the same date, or was disqualified during post-qualification stage with the same case of the latter;

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**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

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**WHEREAS,** The counting of number of "strikes" in one (1) year period shall be meant Calendar Year. A Fresh Period of one (1) year in counting of "strikes" shall be observed in the succeeding year;

**WHEREAS,** For the bidders who were sanctioned for the 3<sup>rd</sup> Time with administrative suspension of 1 year from participating in the procurement process of the Provincial Government of Davao del Sur, the reckoning period of penalty shall be from the time he was sanctioned for the 3<sup>rd</sup> Strike until its Anniversary date for one (1) year;

**WHEREAS,** This Policy is applicable only to Competitive Bidding as mode of procurement;

**WHEREAS,** all previous resolutions relative to the Bids and Awards Committee (BAC) Three (3) Strikes Policy of the Province which are inconsistent with the provisions of the instant resolution are hereby repealed, modified or amended accordingly;

**WHEREFORE,** on motion of BAC Member, Dominic S. Bucol, J.D., duly Seconded by all BAC Members present, it was -

**RESOLVED,** as it is hereby RESOLVED, to recommend to the Head of the Procuring Entity, Governor DOUGLAS RA. CAGAS, LLB, MBE, MNSA to **Further Amend** some provisions of the 3-Strikes Policy in the Procurement of Contracts for Goods and Consulting Services of the Provincial Government of Davao Del Sur;

**RESOLVED FINALLY,** to furnish copies of this Resolution to the Commission on Audit, Suppliers, and the Concerned End Users, for their information and appropriate action;

**UNANIMOUSLY APPROVED** at the RALOTA Hall, Davao del Sur Provincial Coliseum, Barangay Matti, Digos City, Province of Davao del Sur, this 26<sup>th</sup> day of March, 2021.

I hereby certify the correctness of the above-mentioned resolution.

NORJANNA M. CAMAGUIN,MPA  
(LTOO IV-PTO)  
Head-BAC Secretariat

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**OFFICE OF THE BIDS AND AWARDS COMMITTEE**


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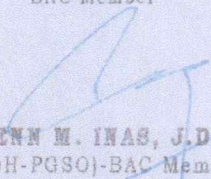
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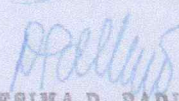
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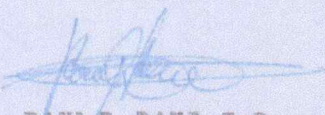
Attested by:

  
Engr. ANGELIE R. GELLA  
(APGDH-PEO)  
BAC Member

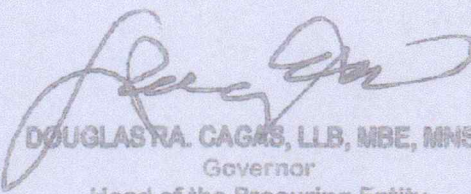
  
DOMINIC S. BUCOL, J.D.  
(Provincial Warden-PWO)  
BAC Member

  
GLENN M. INAS, J.D.  
(APGDH-PGSO)-BAC Member

  
Engr. DULCESIMA D. PADILLO, EnP  
(PGDH-PENRO)  
BAC Vice-Chairperson

  
RAUL D. RAUT, EnP  
(PGDH-PHRMO)  
BAC Chairperson/Presiding Officer

Approved:

  
DOUGLAS R. CAGAS, LLB, MBE, MNSA  
Governor  
Head of the Procuring Entity

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