

# **BIDDING DOCUMENTS**

## **PURCHASE OF SPORTS EQUIPMENT DEP-ED DISTRICT OFFICE, BALER, AURORA**



**MUNICIPAL GOVERNMENT OF BALER**

**BALER, AURORA**

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## **Glossary of Acronyms, Terms, and Abbreviations**

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.



Republic of the Philippines  
Province of Aurora  
**MUNICIPALITY OF BALER**

**BIDS AND AWARDS COMMITTEE**

Invitation to Bid for  
**PURCHASE OF SPORTS EQUIPMENT  
DEP-ED DISTRICT OFFICE, BALER, AURORA**

1. The MUNICIPAL GOVERNMENT OF BALER, funded through its Special Education Fund CY 2025, intends to apply the sum of **Six HUNDRED THOUSAND PESOS (PHP 600,000.00)**, being the ABC to payments under the contract for the **PURCHASE OF SPORTS EQUIPMENT, DEP-ED DISTRICT OFFICE, BALER, AURORA (MGB – 2024– 0036)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The MUNICIPAL GOVERNMENT OF BALER, now invites bids for the **PURCHASE OF SPORTS EQUIPMENT, DEP-ED DISTRICT OFFICE, BALER, AURORA (MGB – 2024– 0036)**. Delivery of the Goods is required by **THIRTY (30) CALENDAR DAYS**. Bidders should have completed, within two (2) 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.

Prospective Bidders may obtain further information from MUNICIPAL GOVERNMENT OF BALER and inspect the Bidding Documents at the address given below during 8:00 A. M. to 5:00 A. M. and shall pay an amount of FIVE HUNDRED PESOS (PHP 500.00) registration fee to be included in the list of registered bidder/supplier of the MUNICIPAL GOVERNMENT OF BALER.

4. A complete set of Bidding Documents may be acquired by interested bidders beginning NOVEMBER 29, 2024, during office hours from the address given below and websites (<http://notices.philgeps.gov.ph> and [www.baler.gov.ph](http://www.baler.gov.ph)), and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ONE THOUSAND PESOS (PHP 1,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.
5. Bids must be duly received by the BAC Secretariat through manual submission at the address mentioned below on or before **DECEMBER 19, 2024, THURSDAY at 9:00 IN THE MORNING**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.  
  
Bid opening shall be on **DECEMBER 19, 2024, THURSDAY at 9:30 IN THE MORNING** at CONFERENCE ROOM, 2<sup>ND</sup> FLOOR EXECUTIVE BUILDING, BALER, AURORA. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
6. The MUNICIPAL GOVERNMENT OF BALER 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.
7. For further information, please refer to:

BAC SECRETARIAT  
OFFICE OF THE BIDS AND AWARDS COMMITTEE  
2<sup>ND</sup> FLOOR EXECUTIVE BUILDING, BALER, AURORA  
CP # 0926 – 542 – 5784  
EMAIL ADDRESS: [BALERBACSEC20@GMAIL.COM](mailto:BALERBACSEC20@GMAIL.COM)

8. You may visit the following websites:

For downloading of Bidding Documents: <http://notices.philgeps.gov.ph>, and [www.baler.gov.ph](http://www.baler.gov.ph)

NOVEMBER 28, 2024



ENGR. MANUEL Q. HERNANDEZ  
BAC CHAIRMAN

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, MUNICIPAL GOVERNMENT OF BALER wishes to receive Bids for **PURCHASE OF SPORTS UNIFORM, DEP-ED DISTRICT OFFICE, BALER, AURORA (MGB – 2024– 0036)**.

The Procurement Project (referred to herein as “Project”) is composed of supply and delivery of sports equipment, the details of which are described in Section VII (Technical Specifications).

**2. FUNDING INFORMATION**

The source of funding is through the:

- a. SEF CY 2025

**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 (MGB – competing for the Project).

**5. Eligible Bidders**

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

5.2. Foreign ownership 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.

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

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 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.
  - 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. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.



## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

## 13. Bid and Payment Currencies

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

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>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 *120 Calendar Days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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

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

## 20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**

**21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>Supply and delivery of sports equipments</i></li> <li>b. completed within [<i>indicate period</i>] prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project
12	The price of the Goods shall be quoted DDP <i>BALER, AURORA</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>
19.3	<i>List each item indicating its quantity and ABC</i>
20.2	OTHER LICENSES AND PERMITS REQUIRED BY EXISTING LAW
21.2	OTHER LICENSES AND PERMITS REQUIRED BY EXISTING LAW

## **Section IV. General Conditions of Contract**

### **1. Scope of Contract**

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

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

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

### **2. Advance Payment and Terms of Payment**

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

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

### **3. Performance Security**

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

### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

### **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

### **6. Liability of the Supplier**

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

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

**Section V. Special Conditions of Contract**

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract.]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><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>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

**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.*

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

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

**Packaging –**

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

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- 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>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p><b>Regular and Recurring Services –</b></p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>



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

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

Item	Description	Quantity	Total	Delivered, Weeks/Months
1	Taekwondo Headgear	4	4	
2	Chest Protector	6	6	
3	Dobok for Girls	3	3	
4	Dobok for Boys	3	3	
5	Sensing Sock	4	4	
6	Body Armor	4	4	
7	Mouthpiece	60	60	
8	Chess Clock	4	4	
9	Chess Mat Set	4	4	
10	Shuttlecock	20	20	
11	Badminton Net Nylon	4	4	
12	Softball Balls	20	20	
13	Softball Fielder's Gloves	6	6	
14	Softball Bat	1	1	
15	Baseball Balls	23	23	
16	Baseball Bats (30cm)	2	2	
17	Baseball Bats (32cm)	2	2	
18	Baseball Fielder's Gloves	6	6	
19	Wrestling Mat (10x10) Color : Blue	20	20	
20	Singlet Men Color: Blue	4	4	
21	Singlet Women Color: Blue (Large)	4	4	
22	Singlet Women Color: Red (Medium)	4	4	
23	Table Tennis Ball (3 pcs per box)	10	10	
24	Table Tennis Many Balls	1	1	
25	Table Tennis Rubber Pads	8	8	
26	Football (Molten) Size No. 4	10	10	
27	Football (Molten) Size No. 5	10	10	

28	Football Net	2	2	
29	Football Shin Guards (mixed small, medium and large)	36	36	
30	Lawn Tennis Ball	6	6	
31	Futsal Ball	6	6	
32	Futsal Net	2	2	
33	Body Protector (Arnis)	4	4	
34	Arm Guard	4	4	
35	Leg Guard	4	4	
36	Reversible Rubber Mat 1M x 1M x 1in. 2.5cm	20	20	
37	Sepak Takraw Ball No. 511 (Marathon)	14	14	
38	Sepak Takraw Ball No. 501 (Marathon)	10	10	
39	Sepak Takraw Nylon Net with Bag	4	4	
40	Spike Shoes	30	30	
41	Boxing Mitt	4	4	
42	OneTwoFit Professional Boxing Adult Fighting Training	4	4	
43	Wushu Body Armor	2	2	
44	Wushu Gloves-Size 10/12	2	2	
45	Wushu Groin Guard (Male & Female) (Medium)	2	2	
46	Wushu Shin Guard (Medium)	2	2	
47	Wushu Head Gear (Medium)	2	2	
48	Wushu Punch Mit	2	2	
49	Wushu Thai Pad	2	2	
50	Wushu Belly Pad	2	2	
51	Wushu Mounth Guard	11	11	
52	Wushu Hand Wrap 5M	10	10	
53	Wushu Rubber Mat 1x1 meter	20	20	
54	Wooden Discuss Throw	3	3	
55	Whistle	5	5	
56	Kicking Pad (Wushu/Wrestling)	4	4	
57	Arnis Body Armor #2	2	2	
58	Arnis Head Gear Large	2	2	
59	Arnis Shin Guard	2	2	

60	Arnis Arm Guard	2	2	
61	Arnis Groin Guard	2	2	
62	Arnis Female Guard	2	2	
63	Javelin Throw Stick	3	3	
64	Shot Put Ball	3	3	

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

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

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

### **Section VII. Technical Specifications**

Item	Specifications	Statement of Compliance
1	Taekwondo Headgear	
2	Chest Protector	
3	Dobok for Girls	
4	Dobok for Boys	
5	Sensing Sock	
6	Body Armor	
7	Mouthpiece	
8	Chess Clock	
9	Chess Mat Set	
10	Shuttlecock	
11	Badminton Net Nylon	
12	Softball Balls	
13	Softball Fielder's Gloves	
14	Softball Bat	
15	Baseball Balls	
16	Baseball Bats (30cm)	
17	Baseball Bats (32cm)	
18	Baseball Fielder's Gloves	
19	Wrestling Mat (10x10) Color : Blue	
20	Singlet Men Color: Blue	
21	Singlet Women Color: Blue (Large)	
22	Singlet Women Color: Red (Medium)	
23	Table Tennis Ball (3 pcs per box)	
24	Table Tennis Many Balls	
25	Table Tennis Rubber Pads	
26	Football (Molten) Size No. 4	
27	Football (Molten) Size No. 5	

28	Football Net	
29	Football Shin Guards (mixed small, medium and large)	
30	Lawn Tennis Ball	
31	Futsal Ball	
32	Futsal Net	
33	Body Protector (Arnis)	
34	Arm Guard	
35	Leg Guard	
36	Reversible Rubber Mat 1M x 1M x 1in. 2.5cm	
37	Sepak Takraw Ball No. 511 (Marathon)	
38	Sepak Takraw Ball No. 501 (Marathon)	
39	Sepak Takraw Nylon Net with Bag	
40	Spike Shoes	
41	Boxing Mitt	
42	OneTwoFit Professional Boxing Adult Fighting Training	
43	Wushu Body Armor	
44	Wushu Gloves-Size 10/12	
45	Wushu Groin Guard (Male & Female) (Medium)	
46	Wushu Shin Guard (Medium)	
47	Wushu Head Gear (Medium)	
48	Wushu Punch Mit	
49	Wushu Thai Pad	
50	Wushu Belly Pad	
51	Wushu Mounth Guard	
52	Wushu Hand Wrap 5M	
53	Wushu Rubber Mat 1x1 meter	
54	Wooden Discuss Throw	
55	Whistle	
56	Kicking Pad (Wushu/Wrestling)	
57	Arnis Body Armor #2	
58	Arnis Head Gear Large	

59	Arnis Shin Guard	
60	Arnis Arm Guard	
61	Arnis Groin Guard	
62	Arnis Female Guard	
63	Javelin Throw Stick	
64	Shot Put Ball	

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

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

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

LETTER HEAD OF THE BIDDER

PRICE SCHEDULE

Name of Project: \_\_\_\_\_

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

Item	Quantity	Unit	Description	Unit Cost	Total Cost
1	4	PC	Taekwondo Headgear		
2	6	PC	Chest Protector		
3	3	PC	Dobok for Girls		
4	3	PC	Dobok for Boys		
5	4	PAIR	Sensing Sock		
6	4	PC	Body Armor		
7	60	PC	Mouthpiece		
8	4	PC	Chess Clock		
9	4	SET	Chess Mat Set		
10	20	TUBE	Shuttlecock		
11	4	PC	Badminton Net Nylon		
12	20	PC	Softball Balls		
13	6	PC	Softball Fielder's Gloves		
14	1	PC	Softball Bat		
15	23	PC	Baseball Balls		

16	2	PC	Baseball Bats (30cm)		
17	2	PC	Baseball Bats (32cm)		
18	6	PC	Baseball Fielder's Gloves		
19	20	PC	Wrestling Mat (10x10) Color : Blue		
20	4	PC	Singlet Men Color: Blue		
21	4	PC	Singlet Women Color: Blue (Large)		
22	4	PC	Singlet Women Color: Red (Medium)		
23	10	BOX	Table Tennis Ball (3 pcs per box)		
24	1	SET	Table Tennis Many Balls		
25	8	PAIR	Table Tennis Rubber Pads		
26	10	PC	Football (Molten) Size No. 4		
27	10	PC	Football (Molten) Size No. 5		
28	2	PAIR	Football Net		
29	36	PC	Football Shin Guards (mixed small, medium and large)		
30	6	TUBE	Lawn Tennis Ball		
31	6	PC	Futsal Ball		
32	2	PC	Futsal Net		
33	4	PC	Body Protector (Arnis)		
34	4	PC	Arm Guard		



35	4	PC	Leg Guard		
36	20	PC	Reversible Rubber Mat 1M x 1M x 1in. 2.5cm		
37	14	PC	Sepak Takraw Ball No. 511 (Marathon)		
38	10	PC	Sepak Takraw Ball No. 501 (Marathon)		
39	4	PC	Sepak Takraw Nylon Net with Bag		
40	30	PAIR	Spike Shoes		
41	4	PC	Boxing Mitt		
42	4	PAIR	OneTwoFit Professional Boxing Adult Fighting Training		
43	2	PC	Wushu Body Armor		
44	2	SET	Wushu Gloves-Size 10/12		
45	2	PC	Wushu Groin Guard (Male & Female) (Medium)		
46	2	SET	Wushu Shin Guard (Medium)		
47	2	SET	Wushu Head Gear (Medium)		
48	2	PC	Wushu Punch Mit		
49	2	PC	Wushu Thai Pad		
50	2	PC	Wushu Belly Pad		
51	11	PC	Wushu Mounth Guard		
52	10	PAIR	Wushu Hand Wrap 5M		
53	20	PC	Wushu Rubber Mat 1x1 meter		

54	3	PC	Wooden Discuss Throw		
55	5	PC	Whistle		
56	4	PC	Kicking Pad (Wushu/Wrestling)		
57	2	PC	Arnis Body Armor #2		
58	2	PC	Arnis Head Gear Large		
59	2	SET	Arnis Shin Guard		
60	2	SET	Arnis Arm Guard		
61	2	SET	Arnis Groin Guard		
62	2	SET	Arnis Female Guard		
63	3	PC	Javelin Throw Stick		
64	3	PC	Shot Put Ball		
				TOTAL	

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(Amount in Figures and Words)

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

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

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