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PHILIPPINE BIDDING DOCUMENTS

SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES AND CLEANING MATERIALS

IB No. 2024-096

Approved Budget for the Contract: P 3,441,026.00

October 2024

Preface

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

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

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

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

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

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

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB –Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

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

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

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

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



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BUREAU OF ANIMAL INDUSTRY
Diliman, Quezon City
Tel. No. 925 8071

INVITATION TO BID **IB No. 2024-096**

SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES AND CLEANING MATERIALS

1. The *Bureau of Animal Industry*, through the *GAA Fund* intends to apply the sum of the following:

Lot No.	Description	Approved Budget for the Contract
1	SUPPLY AND DELIVERY OF LABORATORY SUPPLIES	Php 2,221,368.00
2	SUPPLY AND DELIVERY OF CLEANING MATERIALS	Php 1,219,658.00
Total Approved Budget for the Contract		Php 3,441,026.00

being the ABC to payments under the contract for the *Supply and Delivery of Various Laboratory Supplies and Cleaning Materials* under **IB No. 2024-096**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *Bureau of Animal Industry* now invites bids for the above Procurement Project. Delivery of the Goods is required within **15 calendar days upon receipt of Notice to Proceed (NTP)**. Bidders should have completed, within **five (5) 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.
- (i) 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 *BAI-BAC* and inspect the Bidding Documents at the address given below during *8:00A.M. – 5:00 P.M., Monday to Friday until its closing period posted in the PhilGEPS*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 21, 2024 to November 11, 2024** from the *BAI-BAC Secretariat* or website of the Procuring Entity (www.bai.da.gov.ph) and upon payment of the applicable fee

for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the following amount:

Lot No.	Approved Budget for the Contract	Cost of Bidding Documents (in the Philippine Peso)
1	Php 2,221,368.00	Php 3,000.00
2	Php 1,219,658.00	Php 2,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person, by facsimile, or through electronic means.

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The Bureau of Animal Industry will hold a Pre-Bid Conference¹ on **October 28, 2024, 9:30 A.M.** at **BAI-BAC Conference Room, BAI Compound, Visayas Avenue, Diliman, Quezon City** and/or through video conferencing or webcasting via *webex* or *google meet*, which shall be open to prospective bidders.

A Personal Meeting ID will be sent through email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to bac@bai.gov.ph.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 11, 2024, 9:00 A.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **IB** Clause 14.
9. Bid opening shall be on **November 11, 2024, 9:30 A.M.** at **BAI-BAC Conference Room, BAI compound, Visayas Avenue, Diliman, Quezon City** and/or via *webex* or *google meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Bureau of Animal Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. The BUREAU OF ANIMAL INDUSTRY Bids and Awards Committee (BAC) will use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "draw lots", in the event that two or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final LCRB (In alphabetical order, the bidders shall pick

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

one rolled paper. The lucky bidder who would pick the paper with “Congratulations” remark shall be declared as the final bidder having LCRB and recommended for award of the contract.)

12. Please refer to the following schedule of activities.

Activity	Date	Remarks
Availability of Bidding documents	October 21- November 11, 2024	Downloadable through PhilGEPS, BAI Website and can be requested through email (bac@bai.gov.ph)
Pre-bid Conference	October 28, 2024 (9:30 am)	A Personal Meeting ID will be sent through email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to bac@bai.gov.ph
Deadline for the submission of bids	November 11, 2024 (9:00 am)	Late bids shall not be accepted. Through personal delivery or through courier at the BAI- BAC Secretariat Office Bidders must ensure that the Bid Proposals are properly delivered and received by the BAC Secretariat Office on or before the deadline of submission.
Bid Opening	November 11, 2024 (9:30 am)	A Personal Meeting ID will be sent to participants through email who submitted bid proposals on time.

13. For further information, please refer to:

MR. BENJAMIN R. GONZALES
Head, BAC Secretariat Office
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City
Email: bac@bai.gov.ph
Contact No.: (02) 8528 2240 local 1800 to 1804

14. For downloading of Bidding Documents, you may visit: www.bai.gov.ph

(Original signed)
CHERYL ROSE B. CAYAD-AN, DVM, MDM
Chair, Bids and Awards Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

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

1. Scope of Bid

The Procuring Entity, *Bureau of Animal Industry* wishes to receive Bids for the ***Supply and Delivery of Various Laboratory Supplies and Cleaning Materials*** with identification number ***IB No. 2024-096***.

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

The Procurement Project (referred to herein as “Project”) is composed of ***Supply and Delivery of Various Laboratory Supplies and Cleaning Materials***, 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 *FY 2024* in the following amount of:

Lot No.	Description	Approved Budget for the Contract
1	SUPPLY AND DELIVERY OF LABORATORY SUPPLIES	Php 2,221,368.00
2	SUPPLY AND DELIVERY OF CLEANING MATERIALS	Php 1,219,658.00
Total Approved Budget for the Contract		Php 3,441,026.00

2.2. The source of funding is:

(i) NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

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

5.2.

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:

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.

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:

(i) Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **October 28, 2024, 9:30 A.M.** and either at its physical address BAI-BAC Conference Room, BAI Compound, Visayas Avenue, Diliman, Quezon City 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 *five (5) years* prior to the deadline for the submission and receipt of bids.

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

dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- (i) Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *one hundred twenty (120) calendar days from the date of the opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which 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

² 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.

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

- 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

Notes on the Bid Data Sheet

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

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

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

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

Bid Data Sheet

ITB Clause																	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Laboratory Supplies and General Merchandise equivalent to at least Twenty-Five Percent (25%) of the total Approved Budget for the Contract per lot.</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>																
7.1	<i>No further instructions.</i>																
12	The price of the Goods shall be quoted DDP at BAI, Quezon City 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> <p>a. If bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount are as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Amount of Bid Security (in PESOS) (2%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Forty Four Thousand Four Hundred Twenty Seven Pesos and Thirty Six Centavos (Php 44,427.36)</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Twenty Four Thousand Three Hundred Ninety Three Pesos and Sixteen Centavos (Php24,393.16)</td> </tr> <tr> <td style="text-align: center;">Total</td> <td>Sixty Eight Thousand Eight Hundred Twenty Pesos and Fifty Two Centavos (Php 68,820.52)</td> </tr> </tbody> </table> <p>b. If bid security is in Surety Bond, the amount are as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Amount of Bid Security (in PESOS) (5%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>One Hundred Eleven Thousand Sixty Eight Pesos and Forty Centavos (Php 111,068.40)</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Sixty Thousand Nine Hundred Eighty Two Pesos and Nine Centavos (Php60,982.90)</td> </tr> <tr> <td style="text-align: center;">Total</td> <td>One Hundred Seventy Two Thousand Fifty One Pesos and Thirty Centavos (Php 172,051.30)</td> </tr> </tbody> </table>	Lot No.	Amount of Bid Security (in PESOS) (2%)	1	Forty Four Thousand Four Hundred Twenty Seven Pesos and Thirty Six Centavos (Php 44,427.36)	2	Twenty Four Thousand Three Hundred Ninety Three Pesos and Sixteen Centavos (Php24,393.16)	Total	Sixty Eight Thousand Eight Hundred Twenty Pesos and Fifty Two Centavos (Php 68,820.52)	Lot No.	Amount of Bid Security (in PESOS) (5%)	1	One Hundred Eleven Thousand Sixty Eight Pesos and Forty Centavos (Php 111,068.40)	2	Sixty Thousand Nine Hundred Eighty Two Pesos and Nine Centavos (Php60,982.90)	Total	One Hundred Seventy Two Thousand Fifty One Pesos and Thirty Centavos (Php 172,051.30)
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15	Each bidder shall submit two (2) copies of bid proposal [one original copy and one duplicate copy (Copy I)] of the first and second components of its Bid. (see attached copy of Sealing and Marking of Bids)																
19.3	The project will be awarded <i>per lot number</i>.																
20.2	Post Qualification documents (to be submitted by the bidder with the Lowest Calculated Bid/Single Calculated Bid)																

	<p>Latest Income and Business tax returns filed and paid through the Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFPS) for the last six (6) months.</p> <p>a) VAT Returns (BIR Form 2550Q) or Percentage Tax Return (BIR Form 2551Q) with proof of payment.</p> <p>b) Latest Quarterly and Annual Income Tax Returns (BIR Forms 1701 or 1702)</p> <p>c) Latest Audited Financial Statement received by the BIR.</p>
21.2	<i>No further instructions.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

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

1. **Scope of Contract**

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

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

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

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

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

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

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

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

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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered in BAI-VLD-C.O, Quezon City.</p> <p>“The delivery terms applicable to this Contract are delivered in BAI-VLD-C.O, Quezon City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are MS. RUBY MARIA F. SAHAGUN/ DR. REINA LAUREN CUENTA.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>three times the warranty period</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>warranty time period</i> of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>
	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until</p>

	their receipt and final acceptance at the final destination.
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be:</p> <p><input checked="" type="checkbox"/> Full payment after completion of delivery and final acceptance of the goods/services</p> <p><input type="checkbox"/> Staggered payment based on actual delivery per batch</p>
4	The inspections and tests that will be conducted: as per specifications
5	<p>Warranty (Section 62.1 of the 2016 revised IRR of RA No. 9184)</p> <p>For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee.</p> <p>a) minimum period of three (3) months, in the case of Expendable Supplies, OR</p> <p>b) minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.</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.

LOT Number	Description	Unit	Quantity	Total	Delivered, Weeks/Months	End-user
1	PR No. VLD-2024-08-282 SUPPLY AND DELIVERY OF LABORATORY SUPPLIES	lot	1	P2,221,368.00	15 Calendar days upon receipt of Notice to Proceed	VLD
2	PR No. VLD-2024-08-282 SUPPLY AND DELIVERY OF CLEANING MATERIALS	lot	1	P1,219,658.00	15 Calendar days upon receipt of Notice to Proceed	VLD

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item No.	Specification	Qty	Statement of Compliance
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p>P.R No. VLD-2024-08-282</p> <p>SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES AND CLEANING MATERIALS</p> <p>ABC: P3,441,026.00</p>		<p>NOTE: ALL ITEMS THAT WILL BE OFFERED SHOULD BE HIGHLIGHTED AND CLEARLY IDENTIFIED IN THE BROCHURE. BRAND NAME/MODEL SHOULD BE CLEARLY INDICATED IN THE FINANCIAL BID FORM</p>

Lot 1- SUPPLY AND DELIVERY OF LABORATORY SUPPLIES			
Unit	Item Description	Quantity	Unit Cost
pk	Autoclaveable biohazard bag , 12 x 24", 100pcs/pk	5	6000
pk	Autoclaveable biohazard bag , 22 x 28cm, 100pcs/pk	8	3000
pk	Biohazard bag , High Molecular High Density (HMHD) polyethylene; 8.5x11 inches; Steam Autoclavable @ 121°C, color-Red, 100pcs/pk	30	2000
pk	Biohazard disposable bags , autoclavable, PP, 25 x 35 inches, 200pcs/pk	13	10000
pc	Biohazard bag , non autoclavable, YELLOW MEDICAL WASTE BAG; (10) packs 80x100cm (20) packs 61X81CM, (20) packs) 31X66CM	50	500
pk	Centrifuge tubes , conical, 15ml, plug seal cap, 50pcs/pk	10	850
bx	Clay sealer , 10's/box, non-shrinking, non-drying, wax seal, simple numbered stations for retention of capillary tubes	6	3,500
pk	Cotton swab , disposable, nylon flocked tip with ABS shaft, individually sterilized pack	6	500
case	Delicate task wipers , white, 8.2" x 4.39", 30bxs/case= 12 case ; 14.7" x 16.6", 15bx/case = 30 case	41	6200
pk	Cover slip , 22mm x 22mm, glass, thickness:1mm, 100pcs/pk	25	400
bx	Cover slip , 24x50, clear premium quality, 100pcs/box	4	800
pc	Dispenser Silicon tubing , Autoclavable, length=5 meter; Inside Diameter=6.4mm	2	2500
bx	Face mask (disposable), FDA approved, 100pc/bx, 99% BFE medical grade 3 ply w/ earloop, Cushioning nose foam	20	400
pk	External Pipette Tips , 10ml, Autoclavable, 100pcs/pk, compatible w/ existing pipettor	3	9000
pk	Foot sack , lab. medical shoe cover, non-woven, 50 pairs/pk	10	200
pc	Forceps , thumb forcep, non toothed, stainless steel	50	750
pc	Forceps (thumb and super fine tip; 4.5 inches) High quality, stainless steel	10	500
pc	Forceps (thumb type, 5.5", stainless steel = 5 pcs) (curved blade; kelly type, 5.5", stainless steel = 5pcs); (straight blade, kelly type, 5.5", stainless steel= 5pcs)	15	1000
pc	Forceps , (Allis tissue type, 6¼", stainless steel)	5	1500

Unit	Item Description	Quantity	Unit Cost
pc	Germicidal Lamp , wattage: 36W, base: tube base, G13, bulb type:T8, finish: clear, dimmable: no, dimension: 1200 x 28 x28mm, special light colour, TUV, cap base: Bi-pin flourescent	3	3500
pk	Glass Pipette (Serological 5 ml; Borosilicate glass;12 pcs/pck)	1	9500
pk	Glass Pipette (Serological 10 ml; Borosilicate glass;12 pcs/pck)	1	11000
pk	Head Cap , Non woven bouffant,100 pcs per pack	10	150
pc	Inoculating Loop , Nichrome, w/ insulated handle, overall length: 8 inches, wire portion: 3 inches long	4	1500
pc	Inoculating Needle , Nichrome, w/ insulated handle, overall length: 11 inches	3	2000
case	Isofreeze PCR rack , (Material: rugged polypropylene & inert gel, Dimension: 141 x 99 x 44mm, PCR tube & plate capacity: 96x0.1 and 0.2ml tubes & strip tubes, plates up to 96-well, Color change: from green to yellow as temperature rises to 7°C; temperature length estimated 3 hours at 4°C, 2 racks/unit & 5 units/case	2	35,500
pk	Laboratory Boufant cap , 100 pcs/pk	5	300
bx	Laboratory Gloves ,12"extended cuff, powder free,50/bx, M	24	500
bx	Laboratory Gloves , long cuff, powder free, 100s, small	10	1300
bx	Laboratory Gloves , long cuff, powder free, 100s, medium	12	1300
bx	Laboratory Gloves , long cuff, powder free, 100s, large	10	1300
pc	Laboratory Scissor , heavy duty, stainless steel w/ silicon grip, L=10 inches, blade = 5 inches	3	1000
pack	MCF Tubes Amber , cap: 1.5ml. 500pcs/pks; high clarity polypropylene; graduated in 0.1 & 0.25ml markings; easy open caps, nonpyrogenic, autoclavable & fit all standard rotors	10	5,000
bx	Microscope glass slide ; high quality,clear, frosted end, 25.4x76.2mm, 1mm-1.2mm thick, pack of 50	52	200
pack	Microscope glass slide ; clear glass, unground edges, 25.4x76.2mm, (1"x3"), 1mm-2mm thick, pack of 72	30	200
bx	Microscope slide , ground edge, frosted end,50-70 slide/bx	35	900
bx	Microhematocrit tubes , plain,,100pcs./vial,10 vials/box, 75mm length	5	3000
bx	Neoprene Gloves , 50pcs/box, chemical resistant, 5(S), 5(M) & 5(L)	15	1500
bx	Nitrile gloves , extra small , 50/box	200	400
bx	Nitrile gloves , small , 50/box	245	400
bx	Nitrile gloves , medium , 50/box	235	400

bx	Nitrile gloves , large , 50/box	64	420
bx	Nitrile Examination gloves , long cuffed, 10(S), 40(M) 10(L)	60	800
bx	Nitrile gloves , powder-free, microgrip, Small, 100/box	32	550
bx	Nitrile gloves , powder-free, microgrip, Med, 100/box	40	550
bx	Nitrile gloves , powder-free, microgrip, Large, 100/box	28	550
case	Petri Dish (Borosilicate glass;100mmx15mm;72 pcs/case)	1	45000

Unit	Item Description	Quantity	Unit Cost
pc	Petri Dish Canister (Stainless Steel;Autoclaveable;Holds 18 dishes 100 mm x 10 mm or 10 dishes 100 mm x 15 mm. Supplied with removable rack and stainless steel lid. Dimensions: 11.4 cm (4-Ω") diameter by 26.7 cm (10-Ω") high)	7	6700
bx	Respirator mask , N95 particulate respirator face mask	39	3000
pc	Round Carbouy w/ Cap & Handle , Autoclavable, flat bottom, Material: low-density polyethylene white polypropylene screw closure, Dimension: 17" (432mm x 11 3/8" (287mm), Capacity 15L	2	11500
pc	Scissors , stainless steel, straight	50	750
pack	Serological Pipette (5 ml; disposable, plugged, non pyrogenic, polysterene, individually wrapped; sterile, pack of 200	15	5,500
pack	Serological Pipette (25 ml; disposable, plugged, non pyrogenic, polysterene, individually wrapped; sterile, pack of 200	15	10,000
bx	Surgical face masks , FDA approved, 50pcs/box, earloop	210	300
bx	Surgical Gloves , sterile, 50pc/bx, size: 6.5	2	1400
pc	Surgical scissors (straight, blunt/sharp; 4.5 inches)	10	750
bx	Syringe , w/ needle, disposable, 3ml 23 G x 1", 100/box	35	500
bx	Syringe , w/ needle, disposable, 50ml 20pc/box	10	700
bx	Syringe , w/ needle, 5ml capacity, 100pcs/bx	47	504
bx	Syringes , w/ needle, 10cc (100pcs / box), 23G x 1"	5	2200
bx	Syringe needle , 25gx5/8, 100 pcs/box - 10 bxs 27gx1/2, 100 pcs/box - 5 bxs 29gx1/2, 100 pcs/box - 5 bxs 19gx 1½, 100 pcs/box - 4 bxs 18gx 1½, 100 pcs/bx - 8 bxs vbas(3) viro (5)	32	800
case	Test tube with Screw Caps, 55 mL (Autoclaveable;Borosilicate Glass;192 pcs/case;Tube Style-Culture, Bottom Style-Round, Top Style-Threaded, Cap Style-Rubber liner, Cap Material-Phenolic, Thread Finish-24, Cap Color-Black, O.D.-25 mm (approx.), Height-150 mm (approx.), Neck O.D.-24 mm (approx.))	1	46000

case	Test tube with Screw Caps 25 mL (Autoclaveable;Borosilicate Glass;192 pcs/case;Tube Style-Culture, Bottom Style-Round, Top Style-Threaded, Cap Style-Rubber liner, Cap Material-Phenolic, Thread Finish-18, Cap Color-Black, O.D.-20 mm (approx.), Height-125 mm (approx.), Neck O.D.-18 mm (approx.))	1	36000
pcs	1.5ml Tube rack, 96-well, polypropylene (holds 1.5ml tubes, molded w/ an alphanumeric grid for easy tube identification)	10	7,000
bx	Tuberculin,1cc, 25G x 5/8, 100pcs/bx	8	1800
pc	Tweezer, finetip, high quality stainless steel, fine pointed tip, 5½ length	8	625
pc	Pipette, disposable, 3-5cc, 10-15cc, disposable pipette 3 ml, 100pcs/pk, polyethelene, graduated	100	15
pc	Mortar & Pestle, stainless steel material	1	900
bx	Scalpel blade, 100pcs/box, sterile, #10	2	400
Total ABC for LOT 1		Php 2,221,368.00	

Lot 2-SUPPLY AND DELIVERY OF CLEANING MATERIALS

Unit	Item Description	Quantity	Unit Cost
can	Air freshener , 275 gms/320ml, spray, feony & berry bliss scent	47	250
roll	Aluminum Foil , HD (Jumbo), 60 meter long, 12x300M	8	700
roll	Aluminum foil , 8 meter long	20	45
roll	Aluminum Foil , 300M w/ dispenser, 12"x 300M, jumbo	20	550
bot	Anti-bacterial liquid soap , 500ml/bot	5	210
bot	Anti-bacterial lotion , 50ml	10	200
pc	Automatic Fly Trap	1	5,014
pk	Battery , AA, 4 pcs/pk, leak resistant, alkaline long lasting	7	290
pk	Battery , AAA, 4pcs/pk, leak resistant, alkaline, long lasting	6	322
pk	Battery LR44 , zero mercury, 1.5V, leak resistant, 10pcs/pk	2	1,015
pk	Battery LS 14250 , 3.6V, size 1/2AA, 120mah, dia: 14.65mm, height: 24.8mm	2	1,074.50
gal	Bleach , liquid , 1 gallon, orig pack, 3785ml	148	198
pcs	Corrugated Box size: 14"x10"	100	250
pk	Cotton Rolls , 400g/pack, pure and absorbent	55	280
pk	Detergent powder , 1kg / pack	40	180
pk	Detergent powder , 680gms	20	153
pk	Detergent powder , 500gms	40	150
can	Disinfectant spray , 510g, kills 99% of germs	46	600
can	Disinfectant spray , lemon scent 510g, antibacterial	20	600
can	Disinfectant spray , 340 gms, morning breeze scent	22	500
bot	Ethyl Alcohol , 70% , 500 ml / bot, originally pack	156	120
bot	Ethyl Alcohol , 70%, gallon, original pack, original scent, no moisturizer, FDA approved, 1gal/bot	75	700
pk	Garbage bag , Small, 18x20 inch, black, 100pcs/pack	184	200
pk	Garbage bag , Medium, 22x24 inch, black, 100pcs/pack	213	200
pk	Garbage bag , Large, 26x32 inch, black, 100pcs/pack	174	200
pk	Garbage bag , extra large, 30x37 inch, black, 100pcs/pack	87	200
pk	Garbage bag black, 23(S) 23(M), 25(L), 10-20 bags / pack	75	120
bot	Hand sanitizer , hypo allergenic, w/ moiturizer, 250ml/bot	12	200
bot	Household Bleach (Sodium Hypochlorite) , original, 3.785L/gallon, package dimension: 15.9cm x 15.9cm x 30.5cm, 99.9% antibac 6-in-1 total clean, antibacterial protection, whitening, deodorizing, elimination of disease-causing germs, tough stain removal & dirt. new, unopened, comes in original package	128	300
pk	Icebag , 100pcs/pack	20	50
pcs	Incandescent Bulb , 13 watts	18	150

can	Insecticide spray , multi-insect killer odorless, aerosol, 500ml	39	500
pk	Interfolded paper towel , 175 pull, 1 ply, white	159	100
pk	Interfolded Paper Towel , 2 layers of 100% virgin pulp fiber, 1 ply x 175pulls, free from artificial whiteners & elemental chlorine, turtleback embossing increases strength	700	70
pk	Interfolded tissue 2 layers, 1ply x 175 pulls, no artificial whiteners and elemental chlorine, turtleback embossing	74	85
pc	Interfolded towel , 175pulls, 1ply, 100% virgin pulp fiber	225	70
gal	Isoprophyl Alcohol , 70%, gallon	30	400
bot	Isoprophyl Alcohol , 70%, 250ml, hypoallergenic w/ moisturizer	147	160
	Kitchen Towel , jumbo, 140sheets, 70pulls	20	200
rolls	Kraft Paper (Heavy Duty) 48" x 50M	16	600
pc	Laboratory Masking tape , 18mm x 22mm	35	55
pk	Laboratory Shoe Cover , disposable, non woven, non conductive, latex free blue shoe covers manufactured of spun bond polypropylene, 100pcs / 50pairs	10	230
pc	Laboratory Shoes , Lightweight, durable, ethylene-vynil acetate (EVA) material, half shoes, non-slip, size 6 - 5pcs, size 7 - 1pc, size 9 - 1pc, size 10 - 1pc, size 11 - 2pc	10	500
pair	Laboratory Slippers (Closed Toe, Slip-On, Durable, Waterproof, Quick-Drying; Color-Black; EVA materials; Women's Sizes: Size 4-(4 pairs), Size 6-(16 pairs), Size 7-(8 pairs); Men's Sizes: Size 8 (5 pairs) Size 9-(6 pairs), Size 10-(9 pairs)	48	230
pad	Lens paper , soft texture, high absorbency for removal of surface moisture and grease, very strong, leaves no fibers	5	200
bot	Liquid detergent , 475ml, lemon scent	12	300
bot	Liquid detergent , 500ml / bot,	30	250
gal	Liquid detergent for glassware, 1gal, orig scent	77	310
gal	Liquid detergent (4L/gal; Antibac; Plant-based)	34	280
bot	Liquid dishwashing , concentrate antibacterial 1L/ bot	155	150
bot	Liquid handsoap , 225ml, anti bacterial, pump bottle	39	200
bot	Liquid handsoap , 225ml, anti bacterial handwashing	61	170
bottle	Liquid hand soap , 450ml, lemon fresh scent, 10 floral pink scent & 5 antibacterial	15	250
gal	Liquid soap , colorless, for glasswares, unscented, gal	30	405
pk	Multipurpose hook , with strong adhesive, 2-4pcs/pack, big size, holds up 2-3kg of weight, removes cleanly, leaves no mark	10	300
pk	Multipurpose hook , with strong adhesive, 6-8pcs/pack, mini size, holds up 1-2kg of weight, removes cleanly, leaves no mark	20	300
pk	Paper Towel 200mmx200mm, 150 to 200 pulls/pack	87	110

pk	Paper towel , 2 rolls per pack	20	200
pc	Permanent marker , super-fine point tip, fade-resistant, quick drying, permanently mark on plastic, glass & wood	20	100
pk	Plastic bag small size(approx.3 x 10",100pcs/pack)	30	60
pcs	Plastic Sando Bag , size: Large, 100 pcs/pk	40	150
pcs	Plastic Sando Bag , size Medium, 100pcs/pk	20	90
pk	Plastic Sando Bags , various sizes & color, 100pc/pks, Sizes: Small=40pks; Large: White=20pks; Blue=10pks; Red=20pks & Green=10pks	100	100
roll	Plastic Twine Straw , 500g; any color	20	110
pc	Platform trolley , 200-300 kg loading capacity, foldable handrail, 4 swiveling wheels, Dimension 90cm x 60cm	1	5000
pk	Powdered sugar 1kg/pack	9	450
pk	Refined sugar , 1kg/pack	100	120
pk	Resealable plastic bag , various sizes(7"x10") 10pks, (10"x14") 10 pks, 5.5"x8") 10 pks), durable, appropriate for freezing	30	350
pc	Resealable plastic drums (High-Density Polyethylene material) 58-65L capacity	4	1000
pk	Resealable Sample container No.2 - 2.25" x 3.25" (200 pcs/pack)	33	250
pk	Resealable Sample container No.3 - 2.75" x 4" (200 pcs/pack)	53	250
pk	Resealable Sample container No.5 - 4" x 5.5" (200 pcs/pack)	154	250
pk	Resealable Sample container 120x170x0.04mm (100 pcs/pack)	50	150
pk	Resealable Sample container No. 8 - 6.5" x 9.5"(200 pcs/pack)	50	450
pk	Resealable Sample container No.10 - 9.5" x 13" (200 pcs/pack)	150	450
pk	Resealable Sample container 170x240mm (100 pcs/pack) transparent	10	253
bx	Rubber Band (No.18,Heavy Duty; Transparent/Neutral Color)	32	200
pc	Sample container , (1) unit 1000ml Plastic Jars For Storage Powder Sealing With Inner Lid	1	500
pc	Scrub sponge with foam	201	60
pc	Scrub suit , swiss cotton fabric, scrub top with 2 pockets, scrub pants (jogger pants) with 6 pockets, teal color, with name, unit and section logo embroidered, 4 extra Large, 3 Large , 3 medium, 5 Small	15	1200
set	Scrub suits , cotton, w/ embroidered name, Top: welt chest pocket & 2 welt waist pockets Pants: 2 welts side pockets & 2 welts back pockets Sizes: M=12 set; L=10 set & XXL= 8 set	30	1000
pc	Scrub suits , dark colors, premium cotton, Sizes: S=5 ; M=10 & L= 5 (please submit sample for evaluation before delivery)	20	1000
pc	Scrub Sponge (Heavy Duty;100mm x 75mm x 30mm)	36	65

pc	Test tube brush , Nylon bristles, chemical resistant bristles, radial tufted end, stainless steel handle, corrosion resistant handle, 27-28 inches length, 3-6 cm bristle diameter	11	144
pc	Test Tube Brush (10 pcs-Small,Length-10in.,Brush Diameter x L-1 3/8 in.x4 in.; 10 pcs-Medium,Length-11inc.,Brush Diameter x L-2 3/8 in.x5 in.)	46	45
pk	Tissue Rolls , 2 rolls/pack, 2 ply x 70 pulls, no artificial whiteners and elemental chlorine, moisture-lock technology, quickly absorbs liquid	50	200
pk	Tissue Roll , 12 rolls/pk, 3 ply, 600sheets, absorbent & hygienic, high quality, eco-friendly materials & approx. sheet size 100mm x 105mm	93	260
set	Tornado Mop & Spin-Dry Bucket Set , heavy duty, bucket is made of PP plastic, pole is made of stainless steel, 360° rotating mop head, easy to assemble, Bucket size: L-46 x W-26 x H- 23cm, pole height measure 126cm	14	1,700
pc	Tornado Mop Head Refill	6	200
pc	Trash Bin w/ cover & pedal , stainless steel; 10L	11	1,000
roll	Trash Bag, heavy duty, various sizes, 10bag / roll , 0.75mil to1.2mil thickness; low polyethylene resin made; black color; small: 50rolls; Medium: 50rolls; Large: 100rolls & XL: 100rolls	300	200
pcs	Window & Glass door Cleaner, Scrapper	4	250
bot	Window & Glass door Cleaner, 500ml	6	550
pcs	Cartridge refill for labeling device , tape size: 9mm x 3M, water resistant, corrosion, abrasion & most chemicals, sticks to any smooth & clean surface, label type polyester, compatible for dymo junior embossing labeler, 10 pcs black, 5 pcs blue & 5 pcs green	20	200
pcs	Germicidal soap , 175gms	50	85
pcs	Laboratory Bottle Brush , nylon, medium	30	60
cby	Ethanol (Ethyl Alcohol) , 95%, 20liters / cby	3	2,500
Total ABC for LOT 2		Php 1,219,658.00	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

The Technical Component shall contain the following documents listed below. Kindly put tab markings/dog-ear codes on each of the requirements and arrange the documents in proper order.

Bidders are encouraged to submit the Technical and Financial Documents in two (2) copies for the following purposes:

1. **Original Copy** – reference of the BAC during the Opening of Bids/Evaluation and to be attached to the payment/voucher of the contractor/supplier
2. **Copy No. 1** - reference of the Technical Working Group for the conduct of Post-qualification

ANY discrepancy/insufficient or incomplete documents between the original and duplicate copies, the original shall prevail. Any document lacking in the bid envelope marked as ORIGINAL, the bid requirement will be marked as failed.

TECHNICAL COMPONENT (1st Envelope) please prepare in two (2) copies one original & one (1) duplicate copy (Copy No. 1).

ELIGIBILITY AND TECHNICAL DOCUMENTS	
1	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR
2	Statement of the prospective bidder of All Ongoing Government and Private Contracts including contract awarded but not yet started., if any, whether similar or not similar in nature and complexity to the contract to be bid AND
3	Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last five (5) years supported by any of the following: <ul style="list-style-type: none"> • End-user’s certificate of acceptance or equivalent document in case of private sector contracts • Official Receipt(s)/ Sales Invoice issued for the completed project/contract.
4	Original Copy of Bid Security (any of the following:): <ul style="list-style-type: none"> ▪ Notarized Bid Securing Declaration (with IB No.) original and duly signed OR ▪ Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank (2% of the total ABC) OR ▪ Surety Bond with certification issued by the Insurance Commission (5% of the total ABC)
5	Conformity with the Technical Specifications Section VI Schedule of Requirements AND Section VII Technical Specifications <ul style="list-style-type: none"> ▪ State “comply” or “not comply” against each of the individual parameter of the item to offered. ▪ Attach brochure/manufacturer’s un-amended sales literature/ unconditional statements

	<p>of specifications and compliance issued by the manufacturer, samples, independent test data...etc. as appropriate.</p> <ul style="list-style-type: none"> ▪ Conformity with the Technical Specifications which must include ▪ Production/delivery schedule ▪ Manpower requirements ▪ After- sales/parts, if applicable
6	Notarized Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
7	<p>Computation of Net Financial Contracting Capacity (NFCC) at least equivalent to the total Approved Budget for the Contract (ABC) OR</p> <p>Committed Line of Credit from Universal or Commercial Bank (10% of ABC) in lieu of its NFCC Computation.</p>
8	<p>Duly signed Joint Venture Agreement (JVA) if applicable OR</p> <p>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.</p>
9	<p>If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence OR</p> <p>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.</p>

FINANCIAL COMPONENT (2nd Envelope) please prepare in two (2) copies one original & one (1) duplicate copy (Copy No. 1)

	FINANCIAL DOCUMENTS
1	Financial Bid Form (original and duly signed)
2	Price Schedule for Goods from the Abroad/Philippines (original and duly signed)

SAMPLE GUIDE FOR MARKING OF BIDS (7 ENVELOPES)

ORIGINAL-TECHNICAL COMPONENT

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

ORIGINAL-FINANCIAL COMPONENT

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

COPY NO. 1-TECHNICAL COMPONENT

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

COPY NO. 1-FINANCIAL COMPONENT

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

ORIGINAL BID (TECHNICAL & FINANCIAL)

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

COPY NO. 1 (TECHNICAL & FINANCIAL)

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

MOTHER ENVELOPE

TO: BIDS AND AWARDS COMMITTEE
BUREAU OF ANIMAL INDUSTRY
Visayas Avenue, Diliman, Quezon City

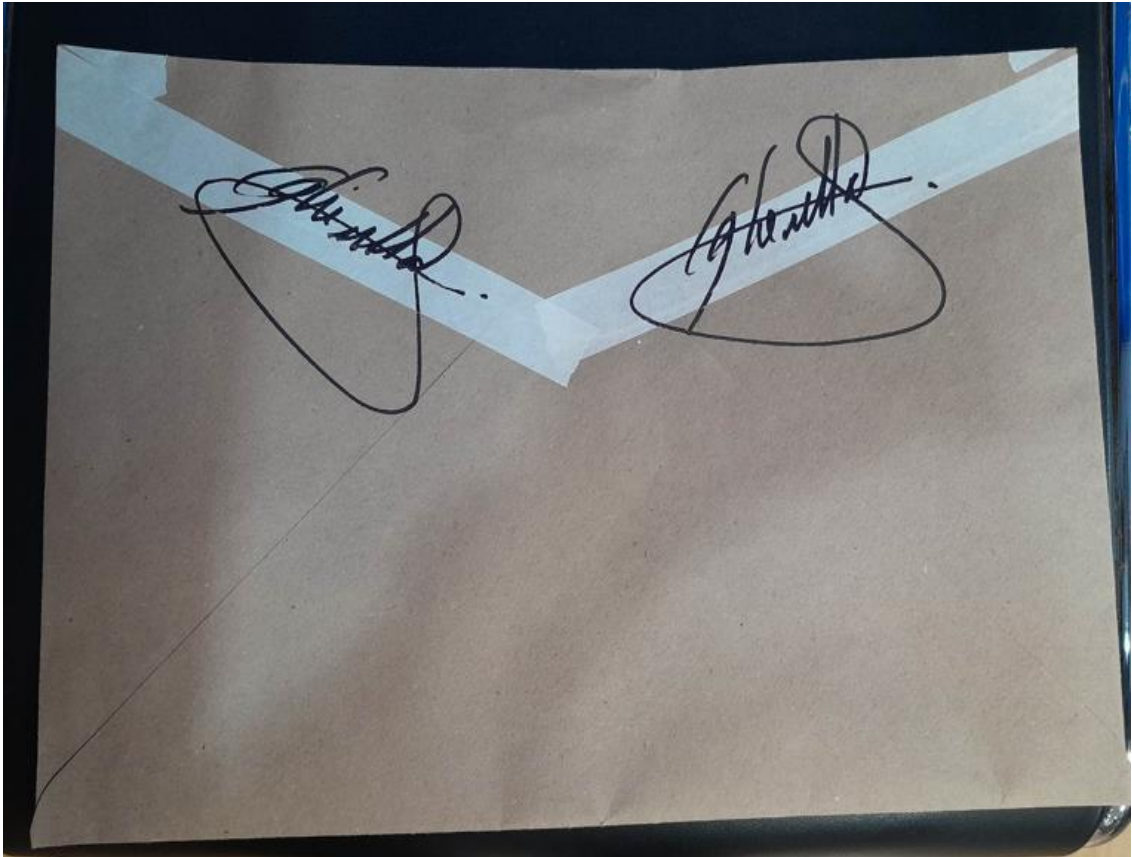
PROJECT TITLE: _____
IB No. 2024-_____

BIDDER/COMPANY NAME
ADDRESS AND CONTACT NO.

DO NOT OPEN BEFORE ... [insert date and time for the Opening of Bids]

**SAMPLE GUIDE FOR SEALING OF BIDS
(7 ENVELOPES)**

- **All envelopes shall be duly signed in the sealed overlaps or flaps by the bidder or duly authorized representative in order to maintain the integrity of the documents.**



Other Additional Instruction/s:

FOR GOODS AND INFRASTRUCTURE PROJECTS

- All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class “A” eligibility documents under Sections 23.1(a) and 24.1(a) of RA 9184.

Refer for PhilGEPS Advisory No. 2022-039 dated December 10, 2022

- The notarized documents particularly the Bid Securing Declaration (BSD) and the Omnibus Sworn Statement (OSS) should have two different Document Number certified by the notary public, as these are two different or separate documents.

All notarized documents should have a dry seal.

- Declare ALL ongoing Government and Private Contracts (including contract awarded but not yet started, whether similar or not similar in nature).

FOR INFRASTRUCTURE PROJECTS

- Do not add/delete items in the issued bid form/detailed estimates for infrastructure projects (modification of bid form).
- Bidders are advised to distribute the discounts offered (if applicable) to the detailed estimates instead in the bid form.
- The Certificate of Site Inspection should be signed by the Division Chief or his/her authorized representative.

FINANCIAL BID FORM FOR THE PROCUREMENT OF GOODS
[shall be submitted with the Bid]

Date: _____
Project Identification No.: _____

To: **BUREAU OF ANIMAL INDUSTRY**
Visayas Avenue, Diliman,
Quezon City

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	Amount	Purpose of agent	Currency	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: _____

**PRICE SCHEDULE FOR GOODS OFFERED FROM
ABROAD**
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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 EX W 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)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS
 (including awarded but not yet started, whether similar or not similar in nature)

Name of the Contract	Date of the Contract	Contract Duration	Owner's name and Address	Kinds of Goods	Amount of Contract and Value of Outstanding Contracts
(1)	(2)	(3)	(4)	(5)	(6)
TOTAL OF ALL ONGOING CONTRACTS					P

Note: If no ongoing contract, the bidder shall state "none".

Name of Company : _____

Name and Signature of bidder/authorized signatory: _____

Date Accomplished : _____

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)
SIMILAR TO THE CONTRACT TO BE BID**
(at least **25%** of the ABC within the last five (5) years)

Name of the Completed Contract	Date of the Contract	Contract Duration	Owner's name and Address	Kinds of Goods	Amount of Contract	Date of Delivery	Date of End-user's Acceptance/ Official Receipts
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note:

This Statement shall be supported by any of the following:

- a) End-user's acceptance or equivalent document in case of private sector contracts**
- b) Official Receipt(s)/Sales Invoice issued for the completed project/contract.**

Collection Receipts cannot substitute the submission of Official Receipt (GPPB NPM No. 040-2016)

Name of Company : _____

Name and Signature of bidder/authorized signatory: _____

Date Accomplished : _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

	Amount
Current Assets	P
Less: Current Liabilities	P
Sub-Total	P
Multiplied by 15	P
Sub-Total	P
Less: Value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.	P
NET FINANCIAL CONTRACTING CAPACITY (NFCC)	P

Name of Company : _____

Name and Signature of bidder/authorized signatory: _____

Date Accomplished : _____

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.

X-----X

BID SECURING DECLARATION
IB NO. 2024-096

To: **BUREAU OF ANIMAL INDUSTRY**
Visayas Avenue, Diliman
Quezon City

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]

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OMNIBUS SWORN STATEMENT
[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]

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Republic of the Philippines



Government Procurement Policy Board