



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2023-047 dated May 16, 2023

Official Bid Documents (OBD)

NOTE: This OBD is compliant with the Philippine Bidding Documents (Goods),
6th Edition as of July 2020 prepared by GPPB.
Some minor changes have been made to suit the requirements of the

Development Academy of the Philippines (DAP)
as the Procuring Entity

for

**“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED
BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP
50TH ANNIVERSARY TOKEN FOR EMPLOYEES”**

**with Approved Budget for the Contract of P2,100,000.⁰⁰
Invitation to Bid No.: IB No. IB23-408966-07**

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P.O. Box 12788, Ortigas Center, Pasig City 1600

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Preface

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

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

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

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

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

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

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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



development academy of the philippines

BIDS & AWARDS COMMITTEE SO NO. 2023-047 DATED 16 MAY 2023

INVITATION TO BID

FOR

“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”

per Invitation to Bid No.: IB23-408966-07

1. The **Development Academy of the Philippines (DAP)**, through the Corporate Operating Budget (COB) for FY 2023 intends to apply the sum of **TWO MILLION AND ONE HUNDRED THOUSAND PESOS (P2,100,000.00)** being the Approved Budget for the Contract (ABC) under the contract for **“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”** per Invitation to Bid No. IB23-408966-07. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The **DAP** now invites bids for the above Project. Delivery of the Goods is required within **14 calendar days** after the receipt of the Notice to Proceed. Bidders should have completed, within a 10-year period at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No.9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from DAP and inspect the Bidding Documents at the address given below during Monday to Friday, **9:00AM to 4:30PM.**
5. A complete set of Official Bidding Documents (OBD) may be acquired by interested Bidders on **October 27, 2023 (Fri) to 17 November 2023 (Fri)** from 09:00AM to 04:30PM, of the non-refundable applicable fee for the Bidding Documents, pursuant to

the latest Guidelines issued by the GPPB, the cost for the Official Bidding Documents is **TWO THOUSAND PESOS (P2,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP. In order for bidders to participate, they shall pay the cost of the OBD not later than the scheduled Submission and Opening of the Bids.

6. Interested bidders must make payment to:

Account Name:	Development Academy of the Philippines
Account Number:	0671-0105-40
Bank:	Landbank of the Philippines
Branch of Account:	Pasig Capitol Branch

A copy of proof of payment must be emailed to DAP's Finance Department at: **cashtreasury@dap.edu.ph** for the issuance of Official Receipt (OR) and the BAC Secretariat will provide assistance to the On-line Bidder for the creation of "bidms account" and dedicated site in the **bidms.dap.edu.ph**.

7. The DAP will hold a Pre Bid Conference on **November 8, 2023 (Wed), 10:00AM** via Google Meet Platform which shall be opened to all interested Bidders upon formal request through the BAC Secretariat. Requests shall be coursed through email at **dapbacsec@dap.edu.ph** and an invitation link will be then provided for at most three (3) email addresses per On-line Bidder.
8. In compliance with GPPB Resolution No. 12-2020, all electronic-Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat, through the designated bidms.dap.edu.ph secured account on or before **November 21, 2023 (Tue)** and not later than **10:00AM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 21, 2023 (Tue)** at **10:00AM** via Google Meet Platform. Electronic bids will be opened in the presence of the bidders' authorized representative/s who are authorized to attend the proceedings. **LATE BIDS SHALL NOT BE ACCEPTED**.
10. The **DAP** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time in accordance with the provisions of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MARIET RIZ M. BRADECINA
Manager, BAC Secretariat Division
DEVELOPMENT ACADEMY OF THE PHILIPPINES
GF DAP Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines
Telephone No. : (632) 8631-0921 loc. 133
BAC Secretariat email : **dapbacsec@dap.edu.ph**
Website address : **http://www.dap.edu.ph**

12. You may visit the following websites:

For downloading of Official Bidding Documents: **<https://www.dap.edu.ph/invitation-to-bid/>**

For online bid submission: <http://bidms.dap.edu.ph/page/>

Issued this 27th day of October 2023.

For the **DAP** Bids & Awards Committee 2:



ALAN S. CAJES
Chairperson, BAC

>> Nothing Follows <<

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Development Academy of the Philippines wishes to receive Bids for the **“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”** per **IB No. IB23-408966-07**, 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 the year 2023 in the amount of **TWO MILLION AND ONE HUNDRED THOUSAND PESOS (P2,100,000.00)**.

2.2 The source of funding is:

a. NGA, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of these similar contracts must be 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. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time **through videoconferencing/webcasting** as indicated in paragraph 7 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 Eligibility and Technical Documents)**.
- 10.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **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 Financial Documents)**.
- 11.2 If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3 Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.
- 11.4 For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

source country.

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1 The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2 The Bid and bid security shall be valid for 120 calendar days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1 The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 8 of the **ITB**.

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 **ITB**. 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 maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3 The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4 The Project shall be awarded as follows:
- One Project having several items that shall be awarded as one contract.
- 19.5 Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20.Post-Qualification

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, that it is one of the

eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause	Details of BID DATA SHEET
5.3 Eligible Bidders	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Supply of Brand New Customized Black Dial Black Leather Strap Watches; and b. At least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC.
7.1 Subcontracts	Subcontracting is not allowed.
10.1 Documents comprising the Technical Envelope: Legal, Technical and Financial Components	<p>Bidders shall submit the following:</p> <p><u>CLASS “A” Documents</u></p> <p><u>I. FOR LEGAL DOCUMENTS:</u></p> <ol style="list-style-type: none"> 1. Valid PhilGEPS Certificate of Registration under <u>PLATINUM CATEGORY</u> with the current and updated copy of the documents as follows; <ol style="list-style-type: none"> 1.1. Clear Photocopy of Business Registration Certificate from SEC, DTI, or CDA, whichever is applicable; 1.2. Clear Photocopy of valid Mayor’s/Business Permit or its Equivalent Document; 1.3. Clear Photocopy of Tax Clearance Certificate for FY2022 issued by the Bureau of Internal Revenue (BIR); 1.4. Clear Photocopy of Audited Financial Statements for FY2021 and FY2022 stamped “received” by the BIR or its duly accredited and authorized institutions. <p><u>II. FOR TECHNICAL DOCUMENTS:</u></p> <ol style="list-style-type: none"> 2. Statement of <u>ALL</u> its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. Submit accomplished <u>FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED;</u> 3. Statement of its Single Largest Completed Contract (SLCC), in accordance with BDS clause 5.3, similar to the contract to be bid and supported by a Certificate of Completion or Final Acceptance. Submit accomplished <u>FORM 7: STATEMENT OF BIDDER’S SINGLE LARGEST COMPLETED CONTRACT (SLCC);</u> 4. Bid Security in accordance with BDS Clause 14 (please refer to FORM 3: BID SECURING DECLARATION);

	<p>5. Conformity with the Technical Specifications. Bidders must state on the statement of compliance column whether the Bidder will “Comply” or “Not Comply” on the stated requirements declared in Section VII of this Official Bidding Documents (please refer to FORM 10: CONFORMITY TO TECHNICAL SPECIFICATIONS);</p> <p>6. Duly Notarized Omnibus Sworn Statement (please refer to FORM 5: OMNIBUS SWORN STATEMENT)</p> <p>7. Company Profile with a List of All Completed Contracts within the last ten (10) years, including the list of Company Officers, and bidder’s company address per BDS Clause 10.1 under Technical Documents item no. 8</p> <p>III. FOR FINANCIAL DOCUMENTS:</p> <p>8. NFCC computation of at least equal to the ABC. Submit accomplished FORM 8: NET FINANCIAL CONTRACTING CAPACITY (NFCC).</p> <p>CLASS “B” Documents</p> <p>9. Joint Venture Agreement (JVA), if applicable. Submit requirements as required by Section 23.1 (b) for Goods. If not applicable, the bidder must indicate in writing that they will not be partaking in a Joint Venture for this project.</p>
<p>11.1. Documents comprising the Bid: Financial Component</p>	<p>Bidders shall submit the following documents using the prescribed forms:</p> <p>FINANCIAL DOCUMENTS:</p> <p>1. Financial Bid Form or “F01” – duly signed and accomplished by the bidder. (please refer to FORM 1: FINANCIAL BID FORM); and</p> <p>2. Price Schedule or “F02” – duly signed and accomplished by the bidder. (please refer to FORM 2: PRICE SCHEDULE).</p>
<p>12 Bid Prices</p>	<p>The price of the Goods shall be quoted in Philippine Peso.</p>
<p>14.1 Bid Security</p>	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a The amount of not less than FORTY-TWO THOUSAND PESOS ONLY (P42,000.⁰⁰) or 2% of the ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b The amount of not less than ONE HUNDRED FIVE THOUSAND PESOS ONLY (P105,000.⁰⁰) or 5% of the ABC, if bid security is in Surety Bond.</p>

19.3 Detailed Evaluation and Comparison of Bids	No further instructions.
20 Post-Qualification	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, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its updated 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	No further instructions.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No.9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
1 Scope of Contract	<p>Delivery and Documents</p> <p>The delivery terms applicable to this Contract are delivered to the Development Academy of the Philippines, San Miguel Avenue, Ortigas Center, Pasig 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 DAP Pasig office is Ms. MARY ANNE D. LORENZO or Ms. LAIZA R. ORDONIO.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. furnishing of a detailed operations and maintenance manual of the supplied Goods; and b. 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 <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>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>

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

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
	<p>Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
<p>2.2 Terms of Payment</p>	<p>One hundred percent (100%) in thirty (30) days after final acceptance.</p>
<p>4 Inspection</p>	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> 1. Inspection and testing of items prior to delivery. 2. Inspection of items upon delivery.
<p>5 Warranty</p>	<ol style="list-style-type: none"> 1. 1 year warranty for physical defects, mechanical defects, and time keeping accuracy <u>upon final acceptance</u>. 2. Replacement of items within <u>60 days</u> upon delivery.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Delivered, Weeks/Months
1	<ul style="list-style-type: none"> • Dial Color: Black • Case Material: All stainless steel • Glass/Lens Material: Mineral crystal • Water resistance: 3 ATM • Analog: 3 hands (hour, minute, second) • Movement: Japan Quartz • Regular timekeeping • Battery-operated • Case diameter: 40mm (for male) • Case diameter: 32mm (for female) • Strap material: Croc pattern black genuine leather strap • Strap width: 16-18mm (for male) • Strap width: 14-16mm (for female) • Weight: 40-80 grams • With DAP 50th Anniv logo imprint on watch face and series number etching at the back <p>With watch case/box</p>	<p>700 pcs</p> <p>(350 for male; 350 for female)</p>	<p>Within 14 days from receipt of NTP</p>



Section VII. Technical Specifications

Instructions: 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 the 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.

Item	Specification	Qty	unit	Statement of Compliance
Brand New Customized Black Dial Black Leather Strap Watches	<ul style="list-style-type: none"> • Dial Color: Black • Case Material: All stainless steel • Glass/Lens Material: Mineral crystal • Water resistance: 3 ATM • Analog: 3 hands (hour, minute, second) • Movement: Japan Quartz • Regular timekeeping • Battery-operated • Case diameter: 40mm (for male) • Case diameter: 32mm (for female) • Strap material: Croc pattern black genuine leather strap • Strap width: 16-18mm (for male) • Strap width: 14-16mm (for female) • Weight: 40-80 grams • With DAP 50th Anniv logo imprint on watch face and series number etching at the back • With watch case/box 	700 (350 for male; 350 for female)	pcs	



Section VIII. Checklist of Technical and Financial Documents

Bid Document CHECKLIST – Technical (Including Eligibility)

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5pcs) of “Bidder Corporation”, **Technical Component** should be marked **“T01~1”**, **“T01~2”**, **“T01~3”**, **“T01~4”**, and **“T01~5”**.
02. On this checklist, the column “As Checked” shall be marked ...
- ✓ **“PASSED”** to indicate that said document was available; or
 - ✓ **“FAILED”** when the document listed is not available in the bid proposal submitted; or
 - ✓ **“NO NEED”** if the item in the checklist will not be appropriate
03. **At any stage of the procurement process**, a proposal may still be declared “not eligible” if the contents/substance of the document is missing, or its found inappropriate or does not comply with the given requirements for this transaction.

Bidding No.	IB23-408966-07	Total ABC:	P2,100,000.00
Particulars:	“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”		
Venue of Bid Opening	Via Google Meet Platform	DATE & TIME of Bid Opening	November 21, 2023 (Tue) at 10:00AM

BIDDER'S INFORMATION	<i>COMPANY NAME:</i>
	<i>COMPANY HEAD OFFICE MAILING ADDRESS:</i>
	<i>COMPANY WEBSITE OR EMAIL ADDRESS:</i>
Representative attending the Bidding:	<i>NAME OF THE COMPANY REPRESENTATIVE:</i>
	<i>POSITION TITLE OF THE COMPANY REPRESENTATIVE:</i>
JV Info:	<i>IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? YES /NO</i>

I. Technical Component Envelope

DAP DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

Class “A” Documents		
Legal Documents	mark	As Checked
1) Valid PhilGEPS Certificate of Registration (Platinum Membership), with the current, updated, and clear copy of the documents as follows, per BDS Clause 10.1, item no. 1. <ul style="list-style-type: none"> ❑ Clear and readable Photocopy of Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable; 	T01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

<ul style="list-style-type: none"> ❑ Clear and readable Photocopy of valid Mayor’s/Business Permit or its Equivalent Document; ❑ Clear and readable Photocopy of Tax Clearance Certificate for FY2022 issued by the Bureau of Internal Revenue (BIR); ❑ Clear and readable Photocopy of Audited Financial Statements for FY2021 and FY2022 stamped “received” by the BIR or its duly accredited and authorized institutions. 		
Technical Documents	mark	As Checked
<p>2) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, per BDS Clause 10.1, item no. 2.;</p>	T02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
<p>3) Statement of the bidder’s SLCC at least two (2) completed similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of these similar contracts must be equivalent to at least twenty-five (25%) of the ABC. pursuant to the exception provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents per BDS Clause 10.1, item no. 3;</p>	T03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
<p>4) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission. or Original copy of Notarized Bid Securing Declaration, per BDS Clause 10.1, item no. 4;</p>	T04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
<p>5) Conformity with the Technical Specifications, which may include fabrication / Shop drawings, material board, mock-ups, production/delivery schedule, and/or after- sales/parts, if applicable as per BDS Clause 10.1, item no. 5;</p>	T05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
<p>6) Original duly signed Omnibus Sworn Statement (OSS); and 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, per BDS Clause 10.1, item no. 6. ;</p>	T06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
<p>7) Company Profile with a List of All Completed Contracts within the last five (5) years, including the list of Company Officers, and bidder’s company address per BDS Clause 10.1 under Technical Documents item no. 1.</p>	T07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

Financial Documents		mark	As Checked
8) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, per BDS Clause 10.1, item no. 8 ; and		T08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
Class "B" Documents			
9) If applicable, valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid, per BDS Clause 10.1, item no. 11 .		T09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A
BAC's Evaluation on the submitted TECHNICAL COMPONENT:		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
END OF TECHNICAL COMPONENT CHECKLIST			
BAC's Remarks:	<input type="checkbox"/> ELIGIBLE	<input type="checkbox"/> INELIGIBLE	<input type="checkbox"/> FOR RECONSIDERATION
CHECKED BY:	NOTED BY:	DOCUMENTS RECEIVED BY:	
MICHAEL H. RAMOS TWG Chairperson	ALAN S. CAJES BAC Chairperson	MARIET RIZ M. BRADECINA Manager, BAC Secretariat Division	

Checklist No.2 FINANCIAL DOCUMENTS

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, Financial Component (i.e., 4pcs) should be marked “F01~1”, “F01~2”, “F01~3”, and “F01~4”.
02. On this checklist; the column “As Checked” shall be marked ...
 - ✓ “PASSED” to indicate that said document was available; or
 - ✓ “FAILED” when the document listed is not available in the bid proposal submitted; or
03. At any stage of the procurement process, a proposal may still be declared “not eligible” if the contents/substance of the document is missing, or its found inappropriate or does not comply with the given requirements for this transaction.

Bidding No.	IB23-408966-07	Total ABC:	P2,100,000.00
Particulars:	“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”		
Venue of Bid Opening	Via Google Meet Platform	DATE & TIME of Bid Opening	November 21, 2023 (Tue) at 10:00AM

BIDDER'S INFORMATION	<i>COMPANY NAME:</i>
	<i>COMPANY HEAD OFFICE MAILING ADDRESS:</i>
	<i>COMPANY WEBSITE OR EMAIL ADDRESS:</i>
Representative attending the Bidding:	<i>NAME OF THE COMPANY REPRESENTATIVE:</i>
	<i>POSITION TITLE OF THE COMPANY REPRESENTATIVE:</i>
JV Info:	<i>IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? YES /NO</i>

II. Financial Component Envelope

Dap DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

FINANCIAL DOCUMENTS	mark	As Checked
a. Original of duly signed and accomplished Financial Bid Form, per BDS Clause 11.1.	F01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
b. Original of duly signed and accomplished Price Schedule(s), per BDS Clause 11.1.	F02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

BAC's Evaluation on the submitted Financial Component: **PASSED** **FAILED**

END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input type="checkbox"/> ELIGIBLE	<input type="checkbox"/> INELIGIBLE	<input type="checkbox"/> FOR RECONSIDERATION
CHECKED BY:	NOTED BY:	DOCUMENTS RECEIVED BY:	
MICHAEL H. RAMOS TWG Chairperson	ALAN S. CAJES BAC-Chairperson	MARIET RIZ M. BRADECINA Manager, BAC Secretariat Division	

Section IX. BIDDING FORMS

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Bidder's LETTERHEAD

FORM 1: FINANCIAL BID FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "F01";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND,
03. THE FILENAME STRUCTURE SHOULD BE "FOI_XXX=FINANCIAL_BID_FORM=<BIDDERNAME>".

BID FORM

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

Date: _____

Invitation to Bid No.: **IB23-408966-07**

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines
GF, DAP Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines
Telephone: (632) 8631-0921 loc. 133
BAC Secretariat email: dapbacsec@dap.edu.ph
Website address: <http://www.dap.edu.ph>

Having examined the Bidding Documents, including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledge, we undersigned, offer to [supply/deliver/perform] for the Contract: **"ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES"** with the said OBDs 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 OBD;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the OBD;
- 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

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 below¹:

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

NOTE: 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 or any Bid you may receive; and,

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

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.

	Yours sincerely,
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

¹Applicable only if the Funding Source is the ADB, JICA or WB.

Bidder's LETTERHEAD

FORM 2: PRICE SCHEDULE

(AS PER GPPB RESOLUTION NO. 16-2020)

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "F02";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
03. DO NOT LEAVE BLANK CELLS. KINDLY PUT N/A IF "NOT APPLICABLE";
04. KINDLY USE ADDITIONAL SHEETS IF NECESSARY; AND
05. THE FILENAME STRUCTURE SHOULD BE "F02_XXX=PRICE_SCHEDULE=<BIDDERNAME>".

For Goods Offered From Within the Philippines

Name of Bidder _____

Page ___ of ___.

Invitation to Bid Number:

1 Item	2 Description	3 QTY	4 UNIT	5 Unit price EXW per item	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
Brand New Customized Black Dial Black Leather Strap Watches	<ul style="list-style-type: none"> • Dial Color: Black • Case Material: All stainless steel • Glass/Lens Material: Mineral crystal • Water resistance: 3 ATM • Analog: 3 hands (hour, minute, second) • Movement: Japan Quartz • Regular timekeeping • Battery-operated • Case diameter: 40mm (for male) • Case diameter: 32mm (for female) • Strap material: Croc pattern black genuine leather strap • Strap width: 16-18mm (for male) • Strap width: 14-16mm (for female) 	700 (350 for male; 350 for female)	pcs						

	<ul style="list-style-type: none"> • Weight: 40-80 grams • With DAP 50th Anniv logo imprint on watch face and series number etching at the back • With watch case/box 								
--	---	--	--	--	--	--	--	--	--

For Goods Offered From Abroad

Name of Bidder _____

Page ___ of ____.

Invitation to Bid Number:

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)
A								
B								

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign Bid for and on behalf of _____

Bidder's LETTERHEAD

FORM 3: BID SECURING DECLARATION

INSTRUCTIONS: THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

BID-SECURING DECLARATION

Invitation to Bid No. IB23-408966-07

To: **Development Academy of the Philippines**
dapbacsec@dap.edu.ph

I/We², 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;
 - (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].

² Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____ .

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

FORM 4: CONTRACT AGREEMENT FORM

CONTRACT AGREEMENT

Invitation to Bid No. **IB23-408966-07**

THIS AGREEMENT made the ____ day of _____ 20____ between Development Academy of the Philippines hereinafter called “DAP” of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., “**ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES**” and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. . The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:

i. Official Bidding Documents (OBDs);

- i. Schedule of requirements;
- ii. Technical Specifications;
- iii. General and Special Conditions of Contracts;
- iv. Supplemental or Bid Bulletins, if any

ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

iii. Performance Security;

iv. Notice of Award of Contract and the Bidder’s conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of [total contract price in words and figures] or such other sums as may be ascertained, [Named of the bidder] agrees to [state the object of the contract] in accordance with his/her/its Bid.

4. The **DAP** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

<i>for the Development Academy of the Philippines (“DAP”):</i>	<i>for the {name of the Firm of the Winning Bidder} (“SUPPLIER”):</i>
Atty. ENGELBERT C. CARONAN, JR., MNSA <i>President and CEO</i>	name of Authorized Representative. <i>position-title of “Supplier”</i>
***witnesses ***	
Witness1 of DAP <i>position-title of “DAP’s Witness1”</i>	Witness1 of the Bidder <i>position-title of “Supplier’s Witness1”</i>
Witness2 of DAP <i>position-title of “DAP’s Witness2”</i>	Witness2 of the Bidder <i>position-title of “Supplier’s Witness2”</i>

REMINDER: *[Addendum showing the corrections, if any, made during the bid evaluation and/or negotiation should be attached to this Contract]*

Bidder's LETTERHEAD

FORM 5: OMNIBUS SWORN STATEMENT

INSTRUCTIONS: THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD

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 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, 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 **“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”** of the *Development Academy of the Philippines*, as shown in the attached duly notarized Special Power of Attorney;

“[If a sole proprietorship:] As 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 **“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”** of the *Development Academy of the Philippines*, 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 the **“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”** and/or to represent the [*Name of Bidder*] in the bidding as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];

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 **Development Academy of the Philippines** or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

[If a sole proprietorship:] I am not related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, 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;

[If a partnership or cooperative:] None of the officers and members of **[Name of Bidder]** is related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, 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;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of **[Name of Bidder]** is related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, 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;

7. **[Name of Bidder]** complies with existing labor laws and standards; and
8. **[Name of Bidder]** is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examined all of the Bidding Documents;
 - b) Acknowledged all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and,
 - d) Inquired or secured Supplemental/Bid Bulletin(s) issued for the **“ONE (1) LOT PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY TOKEN FOR EMPLOYEES”**
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.

**Bidder’s Representative/Authorized Signatory
 (JURAT)**

Bidder's LETTERHEAD

FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T02";
- 02.** IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE "NONE", OR EQUIVALENT TERM;
- 03.** THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC).

Note: Excel file will be provided through email, which forms part of the OBD bought by the Bidder.

Bidder's LETTERHEAD

FORM 7: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T03";
- 02.** ATTACHED PHOTOCOPY OF CERTIFICATE OF FINAL ACCEPTANCE OR OFFICIAL RECEIPT ISSUED TO THE PROCURING ENTITY OR ANY EQUIVALENT DOCUMENT WITH INDICATED AMOUNT;
- 03.** THE TOTAL AMOUNT OF THE SLCC SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC.

Note: Excel file will be provided in email, which forms part of the OBD bought by the Bidder.

Bidder's LETTERHEAD

FORM 8: NET FINANCIAL CONTRACTING CAPACITY

INSTRUCTIONS to BIDDERS:

THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "T08".

- A. Summary of the Applicant/Bidder's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 2022
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current asset minus current liabilities) (**15**)] minus [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.

	Amount
Current Assets	
Less: Current Liabilities	
Net Current Assets	
Multiplied by 15	x 15
Sub-Total	
Less: Total value of all outstanding or uncompleted portions of the projects under on-going contracts including awarded contracts yet to be started coinciding with the contract to be negotiated	
Net Financial Contracting Capacity (NFCC)	

Herewith attached are certified true copies of the Income Tax Return (*filed through the Electronic Filing and Payments System (EFPS)*) and Audited Financial Statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	

NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Bidder's LETTERHEAD

FORM 9 : TECHNICAL SPECIFICATIONS COMPLIANCE

Instructions: 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.

Item	Specification	Qty	unit	Statement of Compliance
Brand New Customized Black Dial Black Leather Strap Watches	<ul style="list-style-type: none"> • Dial Color: Black • Case Material: All stainless steel • Glass/Lens Material: Mineral crystal • Water resistance: 3 ATM • Analog: 3 hands (hour, minute, second) • Movement: Japan Quartz • Regular timekeeping • Battery-operated • Case diameter: 40mm (for male) • Case diameter: 32mm (for female) • Strap material: Croc pattern black genuine leather strap • Strap width: 16-18mm (for male) • Strap width: 14-16mm (for female) • Weight: 40-80 grams • With DAP 50th Anniv logo imprint on watch face and series number etching at the back • With watch case/box 	700 (350 for male; 350 for female)	pcs	



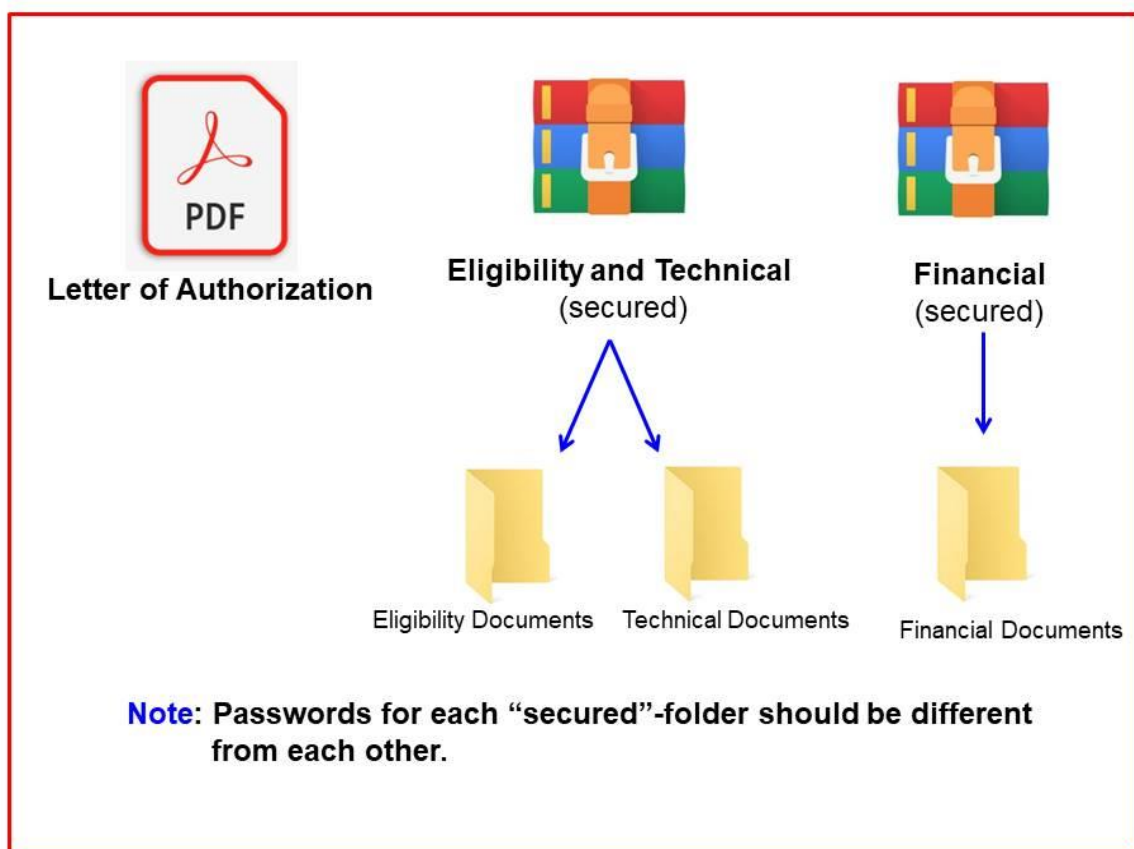
Section X. FILENAMES

Notes to the Bidders:

This Section of the OBD provides the information necessary for interested Bidders to prepare responsive bids, in accordance with the requirements of DAP.

The tendered Bid shall be assessed on the basis of what is deemed advantageous to DAP, in particular, and to the Government, in general before an award will be served.

This Section contains provisions that are to be used unchanged. For illustration purposes, the following shall be packaged as follows:



Below are information and a step-by-step guide in preparing the FILENAMES acceptable to DAP:

1. The submitted secured [zip.file](#)-bid should contain the Technical and Financial Components of the Bid. The e-files that can be found in the said secured zip/rar.file-bid must be certified by the Bidder as the faithful electronic copies of the submitted requirements.
2. The Bidder certifies that all of the electronic files with suffix **<BidderName>** had been diligently and carefully examined;

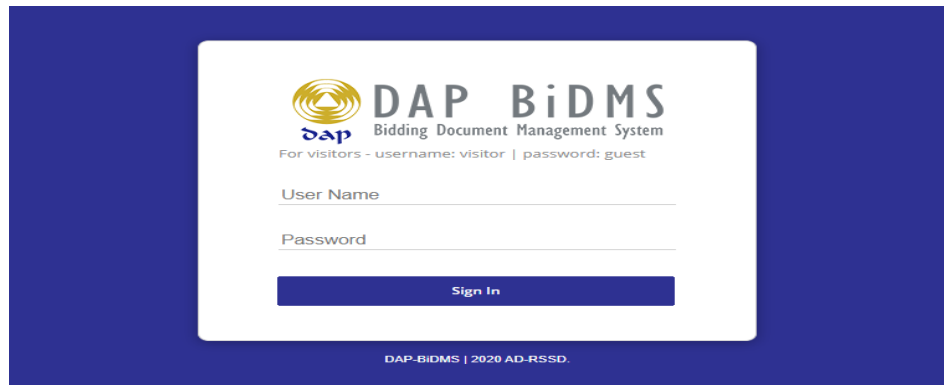
The Bidder must ensure that each file is inspected, and that the files enumerated here below are saved and uploaded in the designated bidms.dap.edu.ph account of the Bidder.

FILENAME		Filetype
N	<p>INSTRUCTIONS: * The structure of the "final-filename" followed the file structure below. The first 3 characters of the filename refers to the document-tag;</p> <p>* The "_XXX" represents the page-number of the file (if in jpg-format), or the last page-number if the file is in pdf-format. In case there is only one page, "_XXX" will be "_000"; and,</p> <p>* The suffix "<BidderName>" was replaced by the Company Name of the Bidder.</p>	
01	<p>LOA_XXX=signed_Letter_of_Authorization=<BidderName></p> <p><i>INSTRUCTIONS: The duly adjusted/filled-out, printed, and signed LOA <u>should be placed prior to the Opening of the secured zip-file bid</u>. The LOA can be read without opening any part of the submitted bid.</i></p>	Pdf, or jpg, or word
I. Technical Components (Class A Documents)		
02	T01_XXX=PhilGEPS_Registration=<BidderName>	pdf or jpg
03	T02_XXX=EXCEL_All_Ongoing_Contracts=<BidderName>	EXCEL
	T02_XXX=IMAGE_All_Ongoing_Contracts=<BidderName>	pdf or jpg
04	T03_XXX=Single_Largest_Completed_Contract=<BidderName>	EXCEL
	T03_XXX=Single_Largest_Completed_Contract=<BidderName>	pdf or jpg
05	T04_XXX=Bid_Security=<BidderName>	pdf or jpg
06	T05_XXX=Technical_Specifications=<BidderName>	pdf or jpg
07	T06_XXX=Omnibus_Sworn_Statement=<BidderName>	pdf or jpg
08	T07_XXX=Company_Profile=<BidderName>	pdf or jpg
09	T08_XXX=NFCC_computation=<BidderName>	pdf or jpg
10	<p>T09_XXX=VALID_Joint_Venture_Agreement=<BidderName></p> <p><i>INSTRUCTIONS: If the Bidder will not have any joint venture agreement (JVA) with any juridical entity/ies, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project.</i></p>	pdf or jpg
II. Financial Components		
11	F01_XXX=FINANCIAL_BID_FORM=<BidderName>	pdf or jpg
12	F02_XXX= PRICE_SCHEDULE=<BidderName>	pdf or jpg

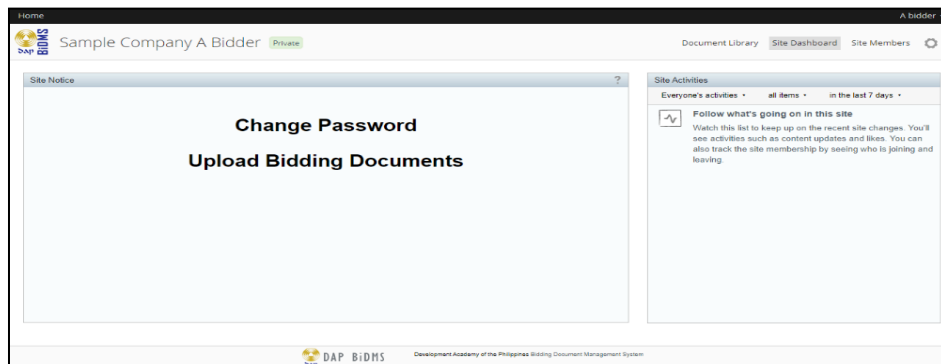
Section XI. Guide on How to Submit Electronic-bids

ACCESSING AND USING THE BIDDING DOCUMENT MANAGEMENT SYSTEM (BiDMS):

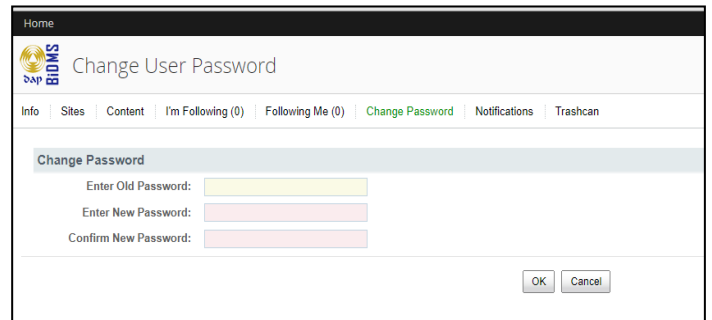
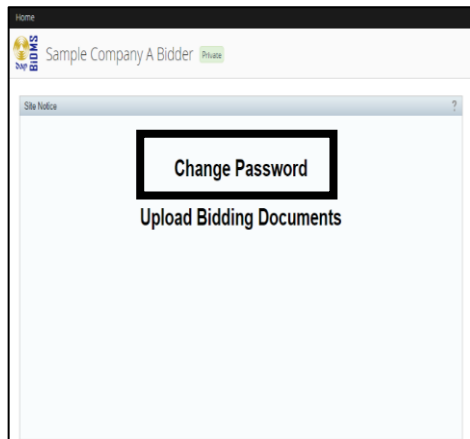
1. Each prospective bidder, who bought the Official Bidding Documents (OBD) amounting to the required OBD Fee and with an issued Official Receipt (OR) from DAP's Finance Department, will be provided by the BAC Secretariat with its own BiDMS credentials (username and password);
2. The given password by the BAC Secretariat must be changed upon logging in and the Bidder should not disclose their password to any unauthorized personnel from their Company nor to the Procuring Entity;
3. The Bidders should access the BiDMS web portal through: <http://bidms.dap.edu.ph> and to log-in using the username and password;



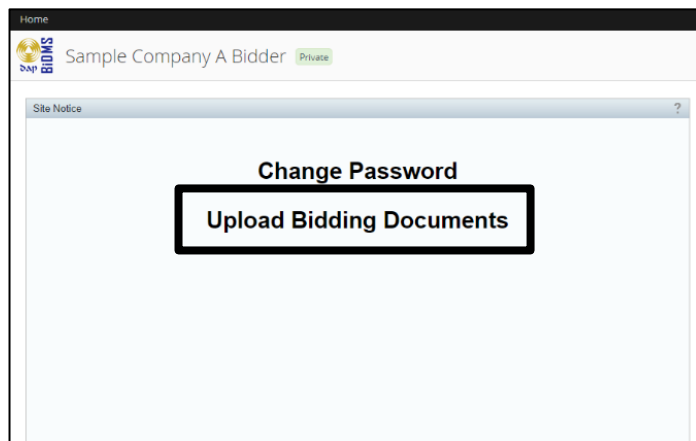
4. The Bidder dashboard will be loaded;



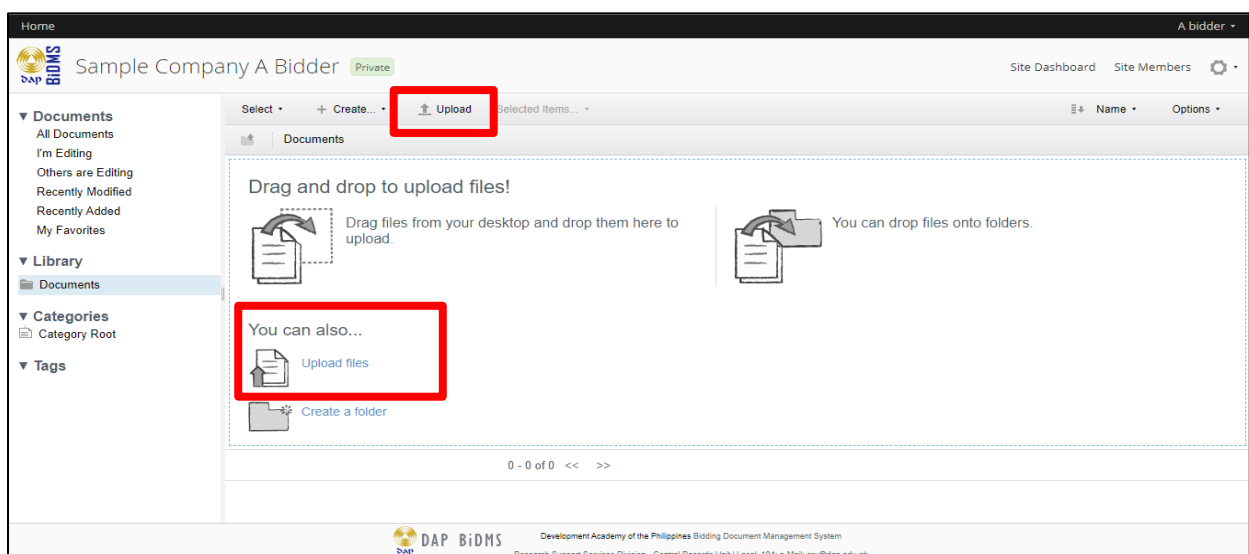
5. The Bidder should change their password;



6. After changing the password, the Bidder can now upload their electronic bid submission in two (2) password protected compressed folders (zip/rar);



7. The Bidder could either upload the compressed folders using the upload button or dragging and dropping the compressed from a device.



8. The Bidders site folder should contain only three (3) files:

1st: Duly Notarized Scanned-copy of the Letter of Authorization;

2nd: A secured folder containing the secured compressed file of Eligibility and Technical Documents; and

3rd: A secured folder containing the secured compressed file of Financial Documents.

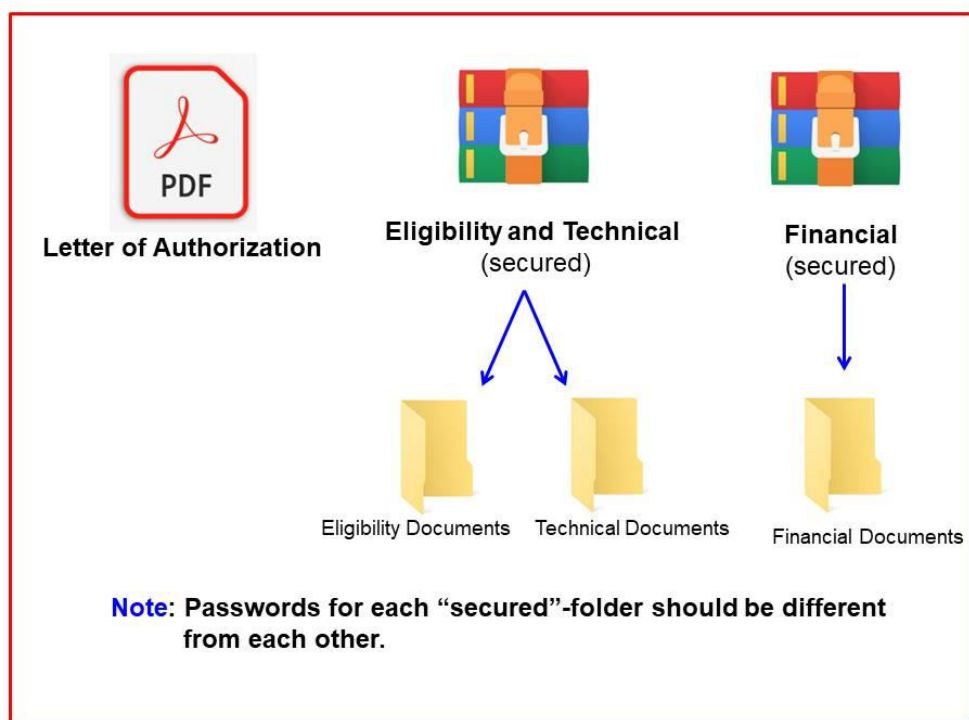
Note: Passwords for each “secured”-folder should be different from each other.

9. The Bidder may update/upload their bidding documents by first deleting the initially uploaded compressed folders. Bidders are allowed to upload before the set deadline which is prior to the announced schedule of the Opening of Bids.

Note: On the set deadline of submission of e-Bids, the system will disable Bidders access to ensure that the most recent uploaded e-Bid will not be modified.

10. The Bidders will only be asked to provide their passwords during the Opening of Bids by typing into the chat-box while in session.

11. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.





development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2023-047 dated May 16, 2023

**NOTHING
FOLLOWS**

GF DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788, Ortigas Center, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: dapbacsec@dap.edu.ph