



REPUBLIC OF THE PHILIPPINES
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

PHILIPPINE BIDDING DOCUMENTS

Procurement of Two (2) Units Motor Vehicles

**With Approved Budget for the Contract (ABC) of
Php3,700,000.00
(Project ID No.: GDS-2025-06)**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	11
5. Eligible Bidders.....	11
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	12
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	14
15. Sealing and Marking of Bids	14
16. Deadline for Submission of Bids	14
17. Opening and Preliminary Examination of Bids	14
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	15
20. Post-Qualification	15
21. Signing of the Contract	16
Section III. Bid Data Sheet	17
Section IV. General Conditions of Contract	19
1. Scope of Contract	20
2. Advance Payment and Terms of Payment	20
3. Performance Security	20
4. Inspection and Tests	20
5. Warranty	21
6. Liability of the Supplier	21
Section V. Special Conditions of Contract	22
Section VI. Schedule of Requirements	27
Section VII. Technical Specifications	28
Section VIII. Checklist of Technical and Financial Documents	29

Glossary of Acronyms, Terms, and Abbreviations

Approved Budget for the Contract (ABC) – refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled “Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the “Higher Education Modernization Act of 1997”, in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document.

Bids and Awards Committee (BAC) – refers to the Committee established in accordance with Article V of Republic Act No. 12009 and its IRR.

Bid – refers to a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents.

Bidder – refers to a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents.

Bidding Documents – refer to documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity;

BIR – Bureau of Internal Revenue.

Blacklisting – refers to an administrative penalty imposed by the HoPE which prohibits a person or an entity, including its affiliates, from participating in all government procurement activities during the period of disqualification.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – refer to services for Infrastructure Projects and other types of projects or activities of the government requiring adequate external technical and professional expertise that are beyond the capability or capacity of the government 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 legal and technical services or special studies.

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.

Financial Eligibility – refers to having the financial capacity to manufacture, distribute, or deliver the Goods, Infrastructure Projects, and Consulting Services being procured.

FOB – “Free on Board” shipping point.

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 (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. Personnel Services or individual COS or JO engagements do not fall under this definition.

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

Head of the Procuring Entity (HoPE) – refers to: (i) the head of the agency or body, or the duly authorized official, for NGAs, constitutional commissions or offices, and other branches of government; (ii) the governing board or the duly authorized official, for GOCCs, GFIs and SUCs; or (iii) the local chief executive, for LGUs; Provided, however, That in a department, bureau, office, or agency where the procurement is decentralized, the head of each decentralized unit shall be considered as the HoPE, subject to the limitations and authority delegated by the head of the department, bureau, office, or agency.

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. For purposes of, and throughout this IRR, the term “Infrastructure Projects” shall have the same meaning as, and shall be used interchangeably with, “civil works” or “works”.

Legal Eligibility – refers to having the legal capacity to act as an entity as evidenced by permits, licenses, and/or registrations required by law to engage in the business of manufacturing, distributing, or delivering the Goods, Infrastructure Projects, or Consulting Services being procured.

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

Philippine Government Electronic Procurement System (PhilGEPS) – refers to the single electronic procurement portal managed by the Procurement Service-DBM (PS-DBM) as provided in Section 20 of RA 12009 and its IRR.

Procurement – refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Procuring Entity. In the case of a project involving mixed procurement, the nature of the procurement, i.e., Goods, Infrastructure Projects, or Consulting Services, shall be determined based on the primary purpose of the project. Procurement shall also include the lease of goods and real estate. With respect to real property, the acquisition thereof shall be governed by the provisions of RA No. 10752 and other applicable laws, rules, and regulations.

Procuring Entity – refers to any branch, department, bureau, office, agency, or instrumentality of the government, including SUCs, GOCCs, GFIs, and LGUs procuring Goods, Infrastructure Projects, and Consulting Services.

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.

Technical Eligibility – refers to having the experience or expertise to undertake the services, manufacturing, distribution, or delivery of the Goods, Infrastructure Projects, and Consulting Services being procured.

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID FOR PROCUREMENT OF TWO (2) UNITS MOTOR VEHICLES

1. The **CATANDUANES STATE UNIVERSITY**, through the *GAA FY 2025* intends to apply the sum of **Three Million Seven Hundred Thousand Pesos (Php3,700,000.00)**, being the ABC to payments under the contract for the **“Procurement of Two (2) Units Motor Vehicles”** (Project ID No. GDS-2025-06). Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot	Description	ABC per Lot (Php)
1	One (1) Unit Delivery Drop Side Truck	1,600,000.00
2	One (1) Unit Passenger Commuter Van	2,100,000.00
Total ABC		3,700,000.00

2. The **CATANDUANES STATE UNIVERSITY** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period specified in Section VI (Schedule of Requirements) of the Bidding Documents. 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. The preliminary examination of bids shall be conducted using a non-discretionary “pass/fail” criterion as specified in Section 59 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009. The award shall be given to the bidder with the **Lowest Calculated Responsive Bid (LCRB)** following the procedures under Section 61 and 63 of the same IRR.

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 Catanduanes State University and inspect the Bidding Documents through the BAC Secretariat at the address given below during Mondays to Fridays, except holidays from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 18 – July 9, 2025** from the BAC Secretariat and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Five Hundred Pesos (Php2,500.00) for each lot**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or through electronic means.

Payment shall be made directly to the CatSU Cashiering Services or thru deposit to CatSU LBP Account. Transmittal of scanned deposit slip is required for the issuance of Official Receipt.

Bank Account details are as follows:

Account Name:	Catanduanes State University Trust Liability Account
Account Number:	0892-103330

6. The Catanduanes State University will hold a Pre-Bid Conference on **June 26, 2025, 2:00pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **July 9, 2025 at 2:00pm**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **July 9, 2025 at 2:15pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Only representative/s of the bidder with the prescribed **Authorization Letter/Special Power of Attorney** shall be allowed to participate in the procurement activities of the stated project.

10. The Catanduanes State University 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 64 and 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

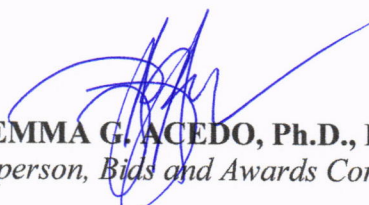
*Office of the Procurement Unit
1st Floor, Administration Building,
Catanduanes State University, Virac, Catanduanes
Cellphone No.: 0949-136-9639 or 0997-924-9902
E-mail Address: catsc_bacsec@yahoo.com
catsu.bac2020@gmail.com*

12. You may visit the following websites:

For downloading of Bidding Documents:

www.philgeps.gov.ph
www.catanduanesstateu.edu.ph

18 June 2025


GEMMA G. ACEDO, Ph.D., DIT
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Catanduanes State University** wishes to receive Bids for the **Procurement of Two (2) Units Motor Vehicles** with identification number **GDS-2025-06**.

The Procurement Project (referred to herein as “Project”) is composed of **two (2) lots**, 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 2025** in the amount of **Three Million Seven Hundred Thousand Pesos (Php3,700,000.00)**.

Lot	Description	ABC per Lot (Php)
1	One (1) Unit Delivery Drop Side Truck	1,600,000.00
2	One (1) Unit Passenger Commuter Van	2,100,000.00
Total ABC		3,700,000.00

2.2. The source of funding is 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. 12009 and its 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 exceeding those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 52.4.1.3 of the IRR of RA No. 12009,

The bidder must have completed, within a period of ten (10) years from the submission of the bid, unless a shorter period is indicated in the Invitation to Bid, an SLCC that is similar to the procurement project to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 52 of the IRR of RA No. 12009.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

a. **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 the appropriate agency shall be provided by the Bidder in accordance with Section 79 of the IRR of RA No. 12009.
- 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 60.2 of the IRR of RA No. 12009.

12. Bid Prices

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

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

13. Bid and Payment Currencies

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

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

- a. **Philippine Pesos.**

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 ***One Hundred Twenty (120) calendar days from the date of bid opening***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 58.4 of the IRR of RA No. 12009 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 59 of the IRR of RA No. 12009.

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 79.5 of the IRR of RA No. 12009.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 61 of the IRR of RA No. 12009.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 52.4.1.4 of the IRR of RA No. 12009. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 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 52.4.1.4 of the IRR of RA No. 12009, 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 66.1 of the IRR of RA No. 12009 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Supply and Delivery of Motor Vehicles.</p> <p>b. The bidder must have completed within five (5) years prior to the deadline for the submission and receipt of bids a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>												
7.1	Subcontracting is not allowed.												
12	The price of the Goods shall be quoted DDP CatSU, Virac, Catanduanes 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. The amount of not less than 2% of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit:</p> <p style="margin-left: 40px;">Lot 1 – ₱32,000.00</p> <p style="margin-left: 40px;">Lot 2 – ₱42,000.00</p> <p>b. The amount of not less 5% of ABC if bid security is in Surety Bond.</p> <p style="margin-left: 40px;">Lot 1 - ₱80,000.00</p> <p style="margin-left: 40px;">Lot 2 - ₱105,000.00</p>												
15	<p>Each Bidder shall submit Three (3) copies (1 Original Copy, Copy 1 and 2) of the first and second components of its bid, enclosed in one mother envelope. Each set should be properly sealed with signed and should be properly fastened with tabbing for each requirement.</p> <p><i>Requirements and instructions for markings and sealing of bid envelopes is on the last page.</i></p>												
19.3	<table><tr><th>Lot</th><th>Description</th><th>ABC</th></tr><tr><td>1</td><td>One (1) Unit Delivery Drop Side Truck</td><td>₱1,600,000.00</td></tr><tr><td>2</td><td>One (1) Unit Passenger Commuter Van</td><td>₱2,100,000.00</td></tr><tr><td></td><td>Total ABC</td><td>₱3,700,000.00</td></tr></table>	Lot	Description	ABC	1	One (1) Unit Delivery Drop Side Truck	₱1,600,000.00	2	One (1) Unit Passenger Commuter Van	₱2,100,000.00		Total ABC	₱3,700,000.00
Lot	Description	ABC											
1	One (1) Unit Delivery Drop Side Truck	₱1,600,000.00											
2	One (1) Unit Passenger Commuter Van	₱2,100,000.00											
	Total ABC	₱3,700,000.00											
20.2	No further instructions.												
21.1	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. 12009 and its IRR, including the latest 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 112.1 and 112.2 of the IRR of RA No. 12009 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 Section 71.1.5 of the IRR of RA No. 12009.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

3. Performance Security

Within **ten (10) calendar days** from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder **shall furnish the performance security** in any of the forms prescribed in Section 68.1 of the IRR of RA No. 12009.

4. Inspection and Tests

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

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

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 90.1 of the IRR of RA No. 12009.
- 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

Special Conditions of the Contract

<p>GCC Clause</p> <p>1</p>	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered Catanduanes State University, Virac, Catanduanes. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered Catanduanes State University, Virac, Catanduanes.. 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>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p style="text-align: center;">Mr. Geronimo V. Tabor OIC, Motorpool Services</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. 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 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>
--	--

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **three (3) months**. If not used, **nine (9) months** (*three times the warranty period*).

Spare parts or components shall be supplied as promptly as possible, but in any case, within **one month** of placing the order.

Packaging –

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

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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

Name of the Procuring Entity:

Name of the Supplier:

Contract Description:

Final Destination:
Gross weight:
Any special lifting instructions:
Any special handling instructions:
Any relevant HAZCHEM classifications

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.

Transportation –

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.

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.

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.

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.

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.

2.2	No further instructions.
4	The inspections and tests that will be conducted are: <u>On Site</u>

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	Unit of Measure	Description	Quantity	Delivered, Weeks/Months
1	Unit	Delivery Drop Side Truck	1	Within 30 calendar days upon receipt of NTP
2	Unit	Passenger Commuter Van	1	Within 30 calendar days upon receipt of NTP

Section VII. Technical Specifications

Technical Specifications

Item	Specification	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.] Please state the brand and model being offered</i></p>
	<p>Procurement of Two (2) Units Motor Vehicles</p> <p>Lot 1 – One (1) Delivery Drop Side Truck <i>(Annex A – Detailed Technical Specifications)</i></p> <p>Lot 2 – One (1) Unit Passenger Commuter Van <i>(Annex B – Detailed Technical Specifications)</i></p>	

DETAILED TECHNICAL SPECIFICATION

I. Project Title

PROCUREMENT OF ONE (1) UNIT DELIVERY TRUCK FOR CATSU

II. Objective

Procurement of one (1) unit motor vehicle intended for official use such as hauling and transporting construction material for maintaining building and grounds, transporting of instructional facilities and other important equipment and amenities for research and extension activities of the university.

III. Vehicle Requirements

The Catanduanes State University is authorized to purchased one (1) unit of Delivery Truck to be charged against the FY 2025 Agency Specific Budget through DBM issued Authority to Purchased Motor Vehicle No. ROV-25-002.

A. Description

- Brand New Delivery Drop Side Truck that can carry and transport bulky equipment, materials and university facilities with maximum load capacity of 2.5 tons.

B. Engine and Transmission

- Body Type: 11-15 Feet Drop Side Truck
- Engine Size: 2.7 L
- Engine Displacement: 2755, not exceeding 3000 cc for diesel.
- Fuel Type: Diesel
- Fuel Injection System: Electronic Control Common Rail Type
- Engine Type: Turbocharged and Intercooled, Vertical In-Line, 4 Cylinder, 16 Valves, DOHC
- Maximum Power: 144 hP at 4400 rpm
- Maximum Torque: 300 Nm at 4400 rpm
- Transmission: 5 Speed, Manual Transmission with Overdrive

C. Under Chassis

- Drivetrain: Rear-Wheel Drive
- Front Suspension: Double Wishbone, Independent Torsion Bar Spring with Double Acting Shock Absorber and Stabilizer Bar
- Rear Suspension: Semi Elliptic Main and Auxiliary Leaf Springs and Rubber Rebound Bumpers with Double Acting Shock Absorber
- Brake System: Dual Circuit Hydraulic, Vacuum Assist
- Front Bakes: Ventilated Disc
- Rear Brakes: Drums
- Wheels Size: 15 inches
- Wheel Type: Steel
- Tires Size: 195/75 R15
- Tire TypeL Radial

- Steering: Power Steering
 - Steering Gear Type: Rack and Pinion with Power Assist
- D. Capacity and Weight
- Fuel Tank capacity: 80 Liters
 - Number of Doors: 2
 - Number of Seats: 2
 - Payload Capacity: 2.5 tons
 - Gross Weight: 3800 kg
- E. Overall Dimension
- Length: 4595 mm
 - Width: 1695 mm
 - Height: 2030 mm
 - Wheelbase: 2545 mm
- F. Airconditioning Unit
- None Aircon
- G. Body Color
- White
- H. Other Accessories
- Standard Accessories
- I. Manufacturer's Warranty and After Sales Service
- At least three (3) years warranty or 100,000 kilometers whichever comes first on parts and service.
 - Free labor and materials on CASA periodic maintenance within the first 5,000 kilometers checkup as minimum
 - Supplier shall have an accredited service centers in Bicol area.

IV. Delivery

The supplier shall deliver one (1) unit of Delivery Truck to the Catanduanes State University within thirty (30) calendar days upon receipt of the Notice to Proceed inclusive of the following:

- a. Insurance for the vehicles
 - One (1) year Comprehensive Insurance Policy from the Government Insurance System (GSIS) or any In-house accredited Private Insurance Company of the Supplier
 - Third Pary Liability (TPL) Insurance Certificate of Covered Policy
- b. Vehicle Registration
 - Official Receipt and Certificate of Registration (OR/CR) from the Land Transportation Office (LTO) for Three (3) years under the name of Catanduanes State University

DETAILED TECHNICAL SPECIFICATION

V. Project Title

PROCUREMENT OF ONE (1) UNIT PASSENGER VAN FOR CATSU

VI. Objective

Procurement of one (1) unit motor vehicle intended for official use in transporting key officials, employees, visitors and students rendering service in pursuit for excellence on CatSU instruction, research and extension.

VII. Vehicle Requirements

The Catanduanes State University is authorized to purchased one (1) unit of Passenger Commuter Van to be charged against the FY 2025 Agency Specific Budget through DBM issued Authority to Purchased Motor Vehicle No. ROV-25-002 (Please see attached sheet).

A. Description

- Brand New Passenger Commuter Van that can transport 12 to 16 passengers, and convenient for a long travel.

B. Engine and Transmission

- Body Type: Van
- Engine Size: 2.5 L
- Engine Displacement: Not exceeding 3000 cc for diesel
- Fuel Type: Diesel
- Fuel Supply System: CRDi
- Engine Type: In-Line, 4 cylinder, 16 valves, DOHC
- Maximum Power: 127 hP at 3200 rpm
- Maximum Torque: 356 Nm at 1400 rpm
- Transmission: 5 Speed, Manual Transmission

C. Under Chassis

- Drivetrain: Rear-Wheel Drive
- Front Suspension: Independent Double Wishbone
- Rear Suspension: Rigid Axle Leaf Spring
- Front Bakes: Ventilated Disc
- Rear Brakes: Drums
- Wheels Size: 15 inches
- Wheel Type: Steel with cover
- Tires Size: 195/70 R15
- Tire TypeL Radial
- Steering: Power Steering, Adjustable and Tilted
- Steering Gear Type: Rack and Pinion with Power Assist

D. Capacity and Weight

- Fuel Tank capacity: 65 Liters

- Combined Fuel Consumption: 8.5 km/L
- Number of Doors: 4
- Number of Seats: 3-17
- Payload Capacity: 1340 kg
- Gross Weight: 3215 kg

E. Overall Dimension

- Length: 5200 mm
- Width: 1880 mm
- Height: 2285 mm
- Wheelbase: 2940 mm
- Ground Clearance: 195 mm
- Turning Radius: 12 m

F. Safety and Security

- Driver, Front Passenger, Side and Curtain Airbags
- Electronic Brake Distribution
- Anti-Lock Brake System (ABS) with Brake Assist and Load Sensing Valves
- Immobilizer
- Security Alarm
- Electronic Door Locks
- Stability Control

G. Airconditioning Unit

- Manual Air-Conditioning with 14 Rear Independent Vents

H. Body Color

- White

I. Other Accessories

- Standard Accessories

J. Manufacturers Warranty and After Sales Service

- At least three (3) years warranty or 100,000 kilometers whichever comes first on parts and service.
- Free labor and materials on CASA periodic maintenance within the first 5,000 kilometers checkup as minimum
- Supplier shall have an accredited service centers in Bicol area.

VIII. Delivery

The supplier shall deliver one (1) unit of Passenger Commuter Van to the Catanduanes State University within thirty (30) calendar days upon receipt of the Notice to Proceed inclusive of the following:

a. Insurance for the vehicles

- One (1) year Comprehensive Insurance Policy from the Government Insurance System (GSIS) or any In-house accredited Private Insurance Company of the Supplier
- Third Pary Liability (TPL) Insurance Certificate of Covered Policy

b. Vehicle Registration

- Official Receipt and Certificate of Registration (OR/CR) from the Land Transportation Office (LTO) for Three (3) years under the name of Catanduanes State University

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Legal Documents

- ☐ (a) Valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 20.2.9 of the IRR;**

Technical Documents

- ☐ (b) Statement of the 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 procurement project; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the procurement project, except under conditions provided for in Sections 52.4.1.3 and 52.4.2.4 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Schedule of Requirements and Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- ☐ (g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- ☐ (h) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

Financial Documents

- ☐ (i) The bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a bank in lieu of its NFCC computation.

II. FINANCIAL COMPONENT ENVELOPE

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

Section IX. Bidding Forms

Form 1	Statement of All Ongoing Government & Private Contracts
Form 2	Statement of Single Largest Completed Contract Similar to the Contract to be Bid
Form 3	Bid Securing Declaration
Form 4	Technical Specifications
Form 5	Schedule of Requirements
Form 6	Omnibus Sworn Statement
Form 7	Net Financial Contracting Capacity (NFCC)
Form 8	Financial Bid Form
Form 9	Price Schedule for Goods Offered from Within the Philippines
Form 9-A	Price Schedule for Goods Offered from Abroad

STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone No.	Contract Duration	Kinds of Goods/ Services	Amount of Contract	Date of Delivery	Value of Outstanding Contracts
<u>Government</u>							
<u>Private</u>							

Instructions:

1. State **ALL** ongoing contracts including those awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
2. If there is no ongoing contract, state **NONE** or equivalent term.
3. This statement shall be supported with:
 - a. Notice of Award
 - b. Purchase Order or Contract
 - c. *Notice to Proceed issued by the owner*

Note: Not to be submitted during the opening of bids but will be requested during post-qualification to verify, validate and ascertain all statements made and documents submitted by the bidder.

4. In case of contracts with the private sector, an equivalent documents shall be submitted.

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)
SIMILAR TO THE CONTRACT TO BE BID**

Business Name: _____

Business Address: _____

Name of Contract	Date of Contract	a. Owner's Name b. Address c. Telephone No.	Contract Duration	Kinds of Goods	Date of Delivery	Amount of Completed Contract
<u>Government</u>						
<u>Private</u>						

Instructions:

1. The SLCC should have been completed within five (5) years from the date of submission and receipt of bids.
2. The statement shall be supported with:
 - a. Purchase Order/Contract
 - b. Certificate of End-User's Acceptance
 - c. Official Receipt(s) or Sales Invoice
3. In case of contracts with the private sector, an equivalent document shall be submitted.

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____

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

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

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

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
 Affiant

[Jurat]

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

Technical Specifications Statement of Compliance

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.

Item	Specification	Brand/Model	Statement of Compliance
1	<p>Procurement of Two (2) Units Motor Vehicles</p> <p>Lot 1 – One (1) Unit Delivery Drop Side Truck (<i>Annex A – Detailed Technical Specifications</i>)</p> <p>Lot 2 – One (1) Unit Passenger Commuter Van (<i>Annex B – Detailed Technical Specifications</i>)</p>		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Signature over Printed Name of Authorized Representative

Name of Company

Date

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	Unit of Measure	Description	Quantity	Delivered, Weeks/Months
1	Unit	Delivery Drop Side Truck	1	Within 30 calendar days upon receipt of NTP
2	Unit	Passenger Commuter Van	1	Within 30 calendar days upon receipt of NTP

I hereby certify to comply and deliver all the above requirements in accordance with the above stated schedule.

Signature over Printed Name of Authorized Representative

Name of Company

Date

Omnibus Sworn Statement (Revised)*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Business Name: _____

Business Address: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer'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.

		Year 20____
1.	Total Assets	
2.	Total 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 – current liabilities) (K)] 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 procurement project to be bid.

K = 15

	Amount
Current Assets	_____
Less: Current Liabilities	_____
Net Current Assets	_____
Multiply by K	_____ x 15
Less: Total value of all outstanding works under ongoing contracts	_____
NFCC	_____

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative

Date : _____

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

BID FORM

Date: _____
 Project Identification No.: _____

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

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

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

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

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

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Date:

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

For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

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: _____

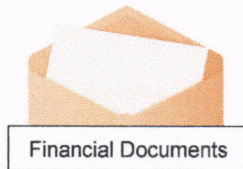
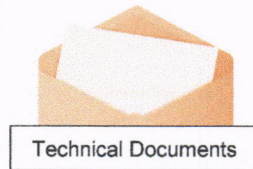
Sealing and Marking of Bids

REQUIREMENTS AND INSTRUCTIONS FOR SEALING AND MARKING OF BID ENVELOPES

1

Enclose the ORIGINAL technical documents in one sealed envelope marked **"ORIGINAL-TECHNICAL COMPONENT"** and the ORIGINAL financial component in another sealed envelope marked **"ORIGINAL-FINANCIAL COMPONENT"**

(apply the same for copy 1 & 2 – marking should be "Copy 1/Copy 2-Technical/Financial Component")



ORIGINAL – TECHNICAL COMPONENT

PROCUREMENT OF TWO (2) UNITS MOTOR VEHICLES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE JULY 7, 2025

ORIGINAL – FINANCIAL COMPONENT

PROCUREMENT OF TWO (2) UNITS MOTOR VEHICLES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE JULY 7, 2025

2

Seal both envelopes in an outer envelope marked **"ORIGINAL BID"**

(apply the same for copy 1 & 2 – marking should be Copy 1/Copy 2 of Original Bid)

ORIGINAL – TECHNICAL COMPONENT

PROCUREMENT OF TWO (2) UNITS MOTOR VEHICLES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE JULY 7, 2025

ORIGINAL – FINANCIAL COMPONENT

PROCUREMENT OF TWO (2) UNITS MOTOR VEHICLES

NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE JULY 7, 2025

ORIGINAL BID

PROCUREMENT OF TWO (2) UNITS MOTOR VEHICLES

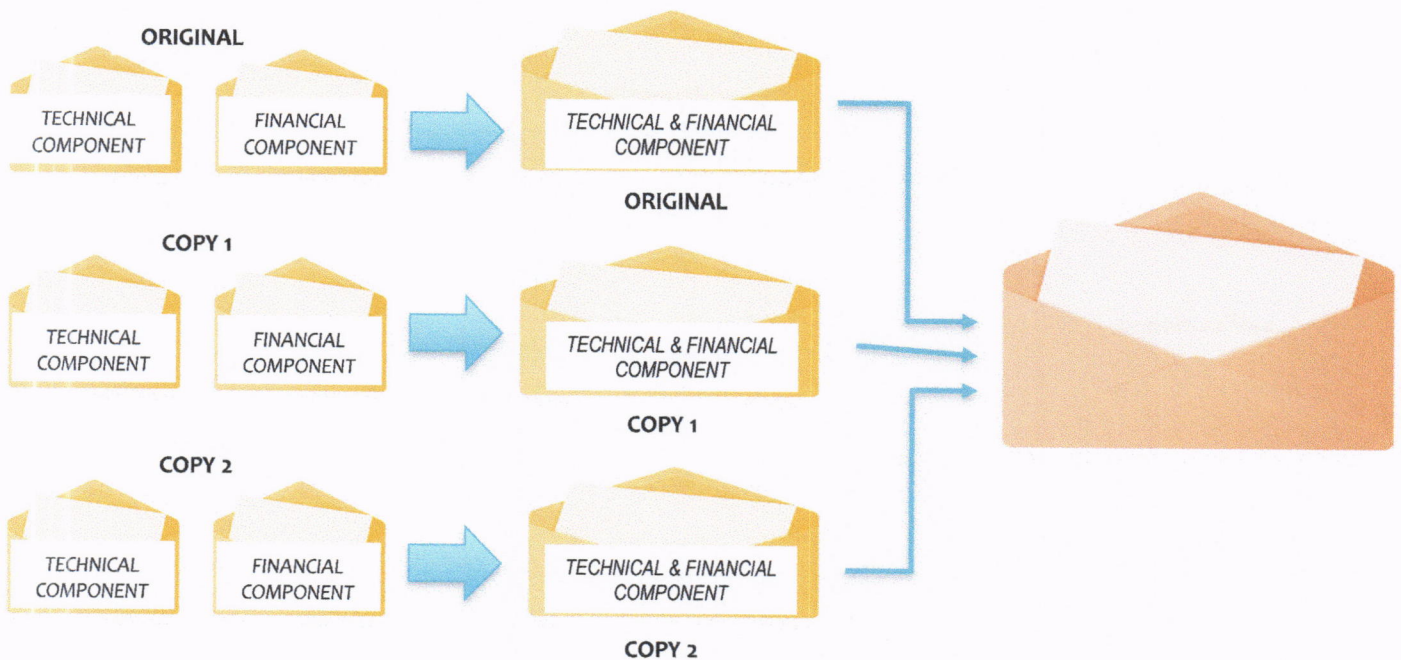
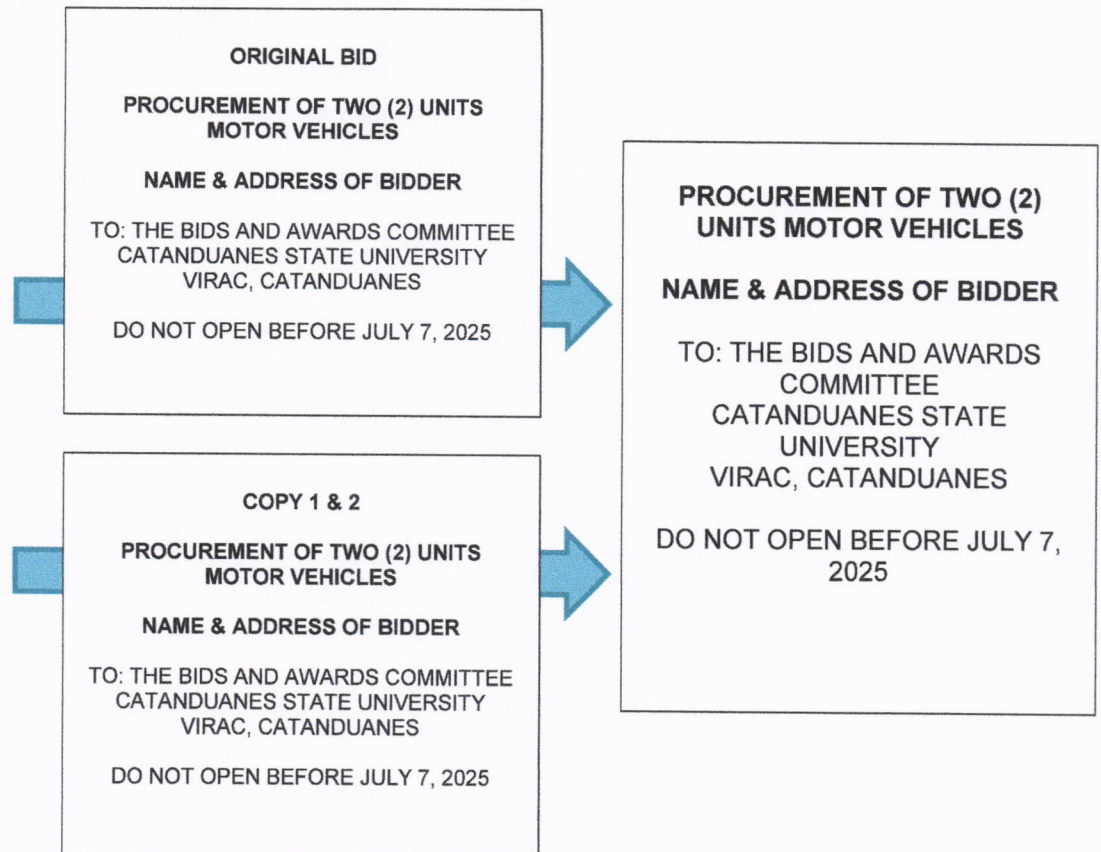
NAME & ADDRESS OF BIDDER

TO: THE BIDS AND AWARDS COMMITTEE
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

DO NOT OPEN BEFORE JULY 7, 2025

3

The ORIGINAL
Technical/Financial
Envelope and the Copy
1 & Copy 2 Envelope
shall be CONTAINED in
ONE ENVELOPE



All bid envelopes:

1. Typed or written in indelible ink and the **seal shall be SIGNED** by the bidder or his duly qualified and authorized representative.
 2. Sealed and marked as illustrated above.
- Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted; Provided, that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for misplaced or lost contents of the improperly sealed or marked bid. (Section 54.9 of the IRR of RA No. 12009)

