

# *INVITATION TO BID*

1. The Senate of the Philippines through its Bids and Awards Committee (BAC) invites all Philippine Government Electronic Procurement System (PhilGEPS) registered bidders / suppliers to bid for the following:

<b>PROJECT DESCRIPTION</b>	<b>PROJECT ALLOCATION / APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>NON-REFUNDABLE FEE</b>	<b>BID SECURITY</b>	<b>COMPLETION / DELIVERY PERIOD</b>
<b>SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP</b>	<b>PHP1,050,000.00</b>	<b>PHP1,050.00</b>	<b>CASH: PHP21,000.00 BOND: PHP52,500.00</b>	<b>30 CD</b>

Bidders should have completed a contract similar to the Project.

2. The summary of the bidding activities is as follows:

<b>BIDDING ACTIVITIES</b>	<b>TIME, DATE AND VENUE</b>
<b>POSTING OF INVITATION TO BID</b>	<b>Starting May 28, 2021</b> PHILGEPS, SENATE WEBSITE AND BULLETIN BOARDS
<b>ISSUANCE AND AVAILABILITY OF BID DOCUMENTS</b>	<b>Starting May 28, 2021 until June 18, 2021 @ 10am – 12nn Mondays-Thursdays only</b> 4 <sup>th</sup> Floor, Room 401, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  <b>NO WALK-INS.</b> PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT AT THE CONTACT NUMBERS BELOW.
<b>PRE-BID CONFERENCE</b>	<b>June 8, 2021 @ 2:00pm</b> 2 <sup>nd</sup> Floor, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  Non-Senate Personnel must comply with the following requirements upon entry into the Senate premises: a. NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase of bidding documents; b. Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free; c. Wear a Face Shield and Face Mask while inside the Senate premises; d. Only one (1) representative per company will be allowed to attend the meeting.  Bidders who opt to access and attend the meeting online should: a. Formally request or express interest to participate in the bidding process in writing, and provide their email address for purposes of sending information regarding the bidding process; b. Download WEBEX application for android or Desktop to register an account; c. Send one (1) representative only to the online meeting.
<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>June 21, 2021 @ 12nn</b> 4 <sup>th</sup> Floor, Room 401, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  <b>NO WALK-INS.</b> PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT.
<b>OPENING OF BIDS</b>	<b>June 22, 2021 @ 2:00pm</b> 2 <sup>nd</sup> Floor, GSIS Bldg., Roxas Boulevard, Pasay City  PLEASE TAKE NOTE OF THE REQUIREMENTS UNDER THE ATTACHED SENATE ADVISORY FOR NON-SENATE PERSONNEL ENTERING THE SENATE BUILDING.  Non-Senate Personnel must comply with the following requirements upon entry into the Senate premises: a. NO WALK-INS. Request for appointment with the Bids and Awards Committee Secretariat Office AT LEAST ONE (1) DAY BEFORE the scheduled visit/purchase of bidding documents; b. Submit a valid Medical Certificate to the Senate Medical and Dental Bureau stating that visitor is COVID-free; c. Wear a Face Shield and Face Mask while inside the Senate premises; d. Only one (1) representative per company will be allowed to attend the meeting.  All bidders who purchased the bid documents may opt to access and attend the meeting online. WEBEX invitation will be sent through email. Only one (1) representative per company will be allowed to attend the online meeting.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

4. 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 and subject to Commonwealth Act 138.
5. A complete set of Bidding Documents may be inspected and acquired by interested Bidders from the Bids and Awards Committee Secretariat Office (see address below) and upon payment of a nonrefundable fee for the Bidding Documents, in amounts pursuant to the Schedule. (Please take note of the Senate requirements under the attached Senate Advisory)
6. Bids must be duly received by the Bids and Awards Committee Secretariat Office at the address below on or before the scheduled deadline. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids shall be opened immediately thereafter during the meeting of the Bids and Awards Committee. Bids will be opened in the presence of the bidders' representatives who choose to attend the meeting. Late bids shall not be accepted.

7. Bidders should submit their duly accomplished eligibility requirements, technical and financial proposals in three separate sealed envelopes at the Bids and Awards Committee Secretariat office.
8. The Senate of the Philippines 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please contact:

Mark Theodore E. Magbuhos  
Head, BAC Secretariat  
Bids and Awards Committee Secretariat Office  
Rm. 401, 4/F Senate of the Philippines, GSIS Building,  
Roxas Boulevard, Pasay City  
Contact Nos. (02) 8552-66-01 local 1602 / 1412 and (02) 8552-67-93  
Email Address: [bac@senate.gov.ph](mailto:bac@senate.gov.ph)

  
ATTY. MARIA VALENTINA S. CRUZ  
Chairperson, Bids and Awards Committee

## *Section III. Bid Data Sheet*

ITB Clause	
1.1	The Procuring Entity is the <u><i>SENATE OF THE PHILIPPINES.</i></u> The name of the Contract is <b>SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP</b>
1.2	The lot(s) and reference is/are: <b>SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP</b>
2	The Funding Source is: The Government of the Philippines (GOP) through <u><i>General Appropriations Act of 2021</i></u> in the amount of <u><i>One Million Fifty Thousand Pesos (PHP1,050,000.00).</i></u>  The name of the Project is: <b>SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP</b>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a) (ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.  For this purpose, similar contracts shall refer to any contract for the Supply and Delivery of Motor Vehicle.  The BAC shall consider the submissions of the bidder under <b>ITB</b> Clause 12.1(a) (ii.9) in relation to <b>BDS</b> Clause 12.1(a)(ii) in the determination of the bidder's completed largest single contract.  The bidder with the lowest calculated bid (LCB) shall submit together with its bid documents, proof of statement of single largest contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable”
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <u><i>the date and place provided in the Invitation to Bid.</i></u>
10.1	The Procuring Entity’s address is: <u><i>Atty. Maria Valentina S. Cruz, BAC Chairperson</i></u> <u><i>Rm. 401, 4/F Senate of the Philippines, GSIS Building, Roxas Boulevard, Pasay City</i></u> <u><i>Telephone no. (02) 8552-6601 local 1602 / Telefax no. (02) 8552-6793</i></u>

12.1(a)	<p>A. The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents.</p> <p>For purposes of verification and to expedite the post-qualification, bidder may submit the certified true copies of the updated eligibility documents and latest income and business tax returns together with its bid documents.</p> <p>B. Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <ol style="list-style-type: none"> <li>a. Business Registration;</li> <li>b. Mayor's Permit.</li> <li>c. Latest Audited Financial Statement;</li> <li>d. Valid and current Tax Clearance;</li> </ol> <p>In the latter case, the bidder shall submit a valid and updated PhilGEPS Registration Certificate as part of post-qualification documents.</p> <p><b><u>Please refer to Annex "I" for the list of complete documentary requirements</u></b></p>
12.1(a)(ii)	<p>The bidder's SLCC similar to the contract to be bid should have been completed within Two (2) years prior to the deadline for the submission and receipt of bids.</p> <p>The statement of all ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids.</p> <p>Bidders shall submit separate statements for: (1) single largest similar completed contract/s; similar to the contract to be bid and (2) all on-going contracts and awarded but not yet started contracts.</p> <p>Attached as Annexes "C" and "C-1" in Section VIII. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.</p>
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is <u>One Million Fifty Thousand Pesos (PHP1,050,000.00)</u> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until for <u>one hundred twenty (120) calendar days from the date of opening of bids.</u>
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts provided in the Invitation to Bid

18.2	The bid security shall be valid <u>for one hundred twenty (120) calendar days.</u>								
20.3	Each Bidder shall submit one (1) original and two (2) copy of the first and second components of its bid.  The duplicates- i.e. copy 1 and copy 2, must include the same documents like that of the original set of documents. In case, however, a bidder opts to submit cash as bid security, copy 1 need not contain photocopies of the same.								
21	The address for submission of bids is <u>at the BAC Secretariat Office Rm. 401, 4/F Senate of the Philippines, GSIS Building, Roxas Boulevard, Pasay City.</u> The deadline for submission of bids is <u>provided in the Invitation to Bid.</u>								
24.1	The place of bid opening is at the <u>Senate of the Philippines, 2nd Floor, TWG Room, GSIS Bldg., Roxas Boulevard, Pasay City.</u> The date and time of bid opening is <u>provided in the Invitation to Bid.</u>								
24.2	No further instructions.								
24.3	No further instructions.								
27.1	No further instructions.								
28.3 (a)	<p>Grouping and Evaluation of Lots –</p> <p>All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table border="1" data-bbox="406 1227 1385 1355"> <thead> <tr> <th>LOT NO.</th> <th>QUANTITY</th> <th>ITEM/DESCRIPTION</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 LOT</td> <td>SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP</td> <td>1,050,000.00</td> </tr> </tbody> </table>	LOT NO.	QUANTITY	ITEM/DESCRIPTION	ABC	1	1 LOT	SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP	1,050,000.00
LOT NO.	QUANTITY	ITEM/DESCRIPTION	ABC						
1	1 LOT	SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP	1,050,000.00						
28.4	No further instructions.								
29.2	<p><i>A. To expedite the Post-qualification, the following document(s) may be submitted together with the Bid documents:</i></p> <p><i>1. Latest Income Tax Returns for the year 2019 (BIR Form 1701 or 1702); and</i></p> <p><i>2. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M), covering the past six consecutive months.</i></p> <p><i>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (eFPS).</i></p> <p><i>B. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following:</i></p> <p><i>(a) Contract/s or Purchase Order/s;</i></p> <p><i>(b) corresponding Sales Invoice/s;</i></p>								

	<p><i>(c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.</i></p> <p><i>C. Submission of evidence on the item(s) being offered.</i></p> <p><i>a. Brochures</i></p> <p><i>b. Drawings and diagrams showing the details of the exterior of the vehicle model being offered</i></p> <p><b><u>Please refer to Annex "I" for the list of complete documentary requirements</u></b></p>
32.4(f)	<i>No additional requirement.</i>

In the column "Bidder's Compliance", the bidder must state "comply" against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. Statement of "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 or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.

# *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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP	ONE (1) LOT	1,050,000.00	30 CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER

I hereby commit to comply and delivery all the above requirements in accordance with the above-stated schedule.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature Over Printed Name  
of Authorized Representative

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

## *Section VII. Technical Specifications*

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
1	SUPPLY AND DELIVERY OF 15 UNITS OF COMPUTER NOTEBOOK/LAPTOP  <b>(PHP1,050,000.00)</b>	15 UNITS OF COMPUTER NOTEBOOK/LAPTOP Brand and Model: _____ _____

Note: Pls. attached Brochures and/or Drawings and diagrams showing the details of the exterior of the vehicle model being offered.



Item	Specification	Statement of Compliance
1 lot	<p><b>15 UNITS OF COMPUTER, NOTEBOOK/LAPTOP</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• At least 10th generation 1.80GHz 4- cores 8-threads processor with 8MB cache</li> <li>• 15.6" FHD IPS display (1980x1080)</li> <li>• at least 16GB DDR4 memory</li> <li>• at least 512GB SSD</li> <li>• at least 1TB HDD</li> <li>• discrete video card with 2GB GDDR5 memory</li> <li>• WiFi 6 (802.11ax)</li> <li>• bluetooth</li> <li>• gigabit ethernet port</li> <li>• HD web camera</li> <li>• HDMI port</li> <li>• card reader</li> <li>• USB 3.1 gen. 1 type A ports</li> <li>• USB type C port</li> <li>• latest Professional proprietary operating system (OS) compatible with senate domain network</li> <li>• THREE (3) YEARS WARRANTY</li> </ul>	

This is to certify that I have read and understood all information contained in the approved Terms of Reference, Scope of Work, Specifications and Bid Bulletin/s and that I agree to abide by the provisions thereof.

I hereby commit to comply with all the Terms of Reference, Scope of Work, Specifications and Bid Bulletin/s. if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

**CONFORME:**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Authorized Contact Person and Signature**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Contact Numbers**

**BY:**  
**SIGNATURE:** \_\_\_\_\_  
**NAME IN PRINT:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

SENATE  
Pasay City  
**BIDS AND AWARDS COMMITTEE (BAC)**

**DOCUMENTARY REQUIREMENTS**  
**(GOODS AND SERVICES)**  
**(Per RA 9184 and its IRR)**

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REMINDERS:

1. Read the instructions and the Scope of Work / Terms of Reference, Specifications and Bid Bulletin/s carefully.
2. Inspect all your documents before submitting to the BAC.
3. Be consistent with the use of the registered business / company name on all your documents to avoid possible disqualification.
4. Bidders shall submit three (3) sets of documents: One (1) – original / certified true copy and two (2) copies, all properly labeled on the face of each envelope.
5. Arrange the documents in the sequence as enumerated below.
6. Put tabs on the required documents for easy reference.
7. "Bid Form" (Blue Sheet/s) must be signed and notarized.
8. Per Section 37.2.1 of IRR of RA 9184 the winning bidder shall post the required performance security and enter into contract with the Senate within ten (10) calendar days from receipt of the notice of award.
9. Bidder/s previously declared eligible in a Senate public bidding/s within the same calendar year may request in writing a certificate of eligibility. If approved, CLASS "A" documents (**Documents no. 2 – 8 under the list of documentary requirements**) need not be submitted (Section 23 of IRR of RA 9184).\*
10. Bidder/s who will submit a Platinum Membership PhilGEPS Certificate of Registration will automatically be rated "passed" for Class "A" documents (**Documents no. 2 – 5 under the list of documentary requirements**) subject to post-qualification. For purposes of post qualification, bidder/s are still required to submit Class "A" documents (**Documents no. 2 – 5 under the list of documentary requirements**) which are to be included in the FIRST ENVELOPE during the opening of bids in accordance with Sections 23 and 24 of the IRR of RA 9184.
11. Foreign bidders may be eligible to participate provided that it complied with Section 23 of the IRR of RA 9184.
12. In case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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.
13. For inquiry, please call the BAC Secretariat office at tel. no. 552-6601 local 1602 / 552-6793.

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\* A fee of Php 200.00 will be charged

**I. LIST OF DOCUMENTARY REQUIREMENTS**

A. **FIRST ENVELOPE** shall contain the following ELIGIBILITY DOCUMENTARY REQUIREMENTS (legal, technical and financial eligibility documents) and TECHNICAL DOCUMENTARY REQUIREMENTS:

1	<p><b>CERTIFICATE OF PHILGEPS REGISTRATION</b></p> <p><b>PROOF OF REGISTRATION</b></p> <p>Submit any of the following:</p> <p>a. For Corporation (Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines) – SEC Registration Certificate and Articles of Incorporation</p> <p>b. For Partnership (Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines) – SEC Registration Certificate/s, Articles of Incorporation/s and Partnership Agreement</p> <p>c. For Sole Proprietorship – DTI Business Name Registration</p> <p>d. For Cooperatives – Cooperative Development Authority (CDA) Registration Certificate</p> <p>e. For Joint Ventures (Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract with Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%) based on the contributions of each of the members of the joint venture as specified in their JVA. – Please refer to documentary requirements listed in No. 9</p>
3	<p><b>MAYOR'S PERMIT/MUNICIPAL LICENSE</b></p> <p>Valid and current Mayor's Permit/Municipal License where the principal place of business is located.</p>
4	<p><b>TAX CLEARANCE (BIR FORM 17.14B)</b></p> <p>Valid and current Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.</p>
5	<p><b>AUDITED FINANCIAL STATEMENTS (AFS)</b></p> <p>AFS showing among others, the total and current assets and liabilities, stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar, which should not be earlier than two (2) years from bid submission.</p> <p>Financial Statements without the duly signed Auditor's Report / Certificate shall be disqualified.</p>
6	<p><b>STATEMENT/ LIST OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID <u>WITHIN THE LAST TWO (2) YEARS</u></b></p> <p>Statement identifying the bidder's single largest completed contract similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within the relevant period as provided in the Bidding Documents in the case of goods.</p> <p>The prospective bidder must have completed a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC.</p> <p>Please provide the name, date, kinds of goods/services, amount for each project and date of delivery and attach the notice of acceptance or official receipt/s issued for said project/s</p> <p>BIDDER MAY SUBMIT IN LIEU OF THE SLCC IF PROVIDED UNDER THE BID BULLETIN OR TERMS OF REFERENCE/SCOPE OF WORK/SPECIFICATIONS THE FOLLOWING:</p> <p>Statement identifying at least two (2) largest completed contract of the bidder similar to the contract to be bid. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required below.</p> <p>The prospective bidder must have completed at least two (2) contracts that is similar to the contract to be bid, and whose</p>

	<p>aggregate total value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said single contract must be at least twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above in accordance with Section 23.5.1.3 of the IRR of RA 9184.</p> <p>Please provide the name, date, kinds of goods/services, amount for each project and date of delivery and attach the notice of acceptance or official receipt/s issued for said project/s</p> <p>Please use Annex "C-1" form</p>
7	<p><b>STATEMENT / LIST OF ALL ONGOING GOVERNMENT AND PRIVATE PROJECTS/CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY</b></p> <p>Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.</p> <p>The list shall provide the name, date, kinds of goods/services, amount for each project, value of outstanding contract and date of delivery.</p> <p>Please use Annex "C-1" form</p>
8	<p><b>NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION</b></p> <p>Submission of prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) which must be equal to the Approved Budget for the Contract (ABC).</p> <p>(NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.)</p> <p><b><u>In lieu of NFCC computation, a bidder may submit a committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</u></b></p>
9	<p><b>VALID JOINT VENTURE AGREEMENT (JVA) OR NOTARIZED STATEMENTS FROM ALL THE POTENTIAL JOINT VENTURE PARTNERS</b></p> <p>For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents (<i>Please refer to item I (A) nos. 5, 6, 7 and 8</i>) by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p> <p>Each partner of the joint venture shall submit the following documents which includes:</p> <ol style="list-style-type: none"> <li>a. <b>CERTIFICATE OF PHILGEPS REGISTRATION</b> (Please refer to item I (A) no. 1)</li> <li>b. <b>PROOF OF REGISTRATION</b> (Please refer to item I (A) no. 2)</li> <li>c. <b>MAYOR'S PERMIT/MUNICIPAL LICENSE</b> (Please refer to item I (A) no. 3)</li> <li>d. <b>TAX CLEARANCE</b> (Please refer to item I (A) no. 4)</li> <li>d. <b>TAXPAYER'S IDENTIFICATION NUMBER (TIN)</b> (Please refer to item I (A) no. 14)</li> <li>e. <b>LATEST INCOME TAX RETURN</b> (Please refer to item I (A) no. 15)</li> <li>f. <b>BUSINESS TAX RETURNS</b> (Please refer to item I (A) no. 16)</li> <li>g. <b>NOTARIZED OMNIBUS SWORN STATEMENT</b> (Please refer to item I (A) no. 12)</li> <li>h. <b>NOTARIZED AUTHORITY OF THE SIGNATORY</b> (Please refer to item I (A) no. 13)</li> </ol> <p>Please be informed that persons/entities forming themselves into a joint venture, i.e. , a group of two (2) or more persons/entities</p>

	<p>that intend to be jointly and severally responsible or liable for a particular contract: Provided, however , That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.</p> <p>Please use Annex “E” form</p>
10	<p><b>BID SECURITY</b></p> <p>The bid security in the prescribed form, amount, should be valid for a period of one hundred twenty (120) days from the date of the opening of bids and shall be denominated in Philippine peso and posted in favor of the Senate of the Philippines.</p> <p>(Please refer to Instruction to Bidders Item II for the acceptable form and corresponding percentage)</p> <p>Please use Annex “H” form for Bid Securing Declaration</p>
11	<p><b>TECHNICAL SPECIFICATIONS, WHICH MAY INCLUDE PRODUCTION/DELIVERY SCHEDULE, MANPOWER REQUIREMENTS, AND/OR AFTER-SALES SERVICE/PARTS, IF APPLICABLE</b></p> <p>a. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>b. 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.</p> <p>c. The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.</p> <p>Please use the Schedule of Requirement and Technical Specification forms</p>
12	<p><b>NOTARIZED OMNIBUS SWORN STATEMENT</b></p> <p>The omnibus sworn statement executed by the bidder, or its duly authorized representative, shall contain the following:</p> <p>a. The signatory is the duly authorized representative of the prospective bidder, and 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 accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;</p> <p>b. It is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;</p> <p>c. 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;</p> <p>d. It is authorizing the HoPE or his duly authorized representative/s to verify all the documents submitted;</p> <p>e. It complies with the disclosure provision under Section 47 of the Act and this IRR, in relation to other provisions of R.A. 3019;</p> <p>f. It complies with existing labor laws and standards;</p> <p>g. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;</p> <p>h. It 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.</p> <p>Please use Annex “B” form</p>
13	<p><b>AUTHORITY OF THE SIGNATORY</b></p> <p>Submit any of the following:</p> <p>a. For Corporation/Partnership/Cooperatives/Joint Venture – Board Resolution/Secretary’s Certificate indicating signatory to the contract</p> <p>b. For Sole Proprietor – Notarized Authorization/Special Power of Attorney</p>
14	<p><b>TAXPAYER’S IDENTIFICATION NUMBER (TIN)</b></p>
15	<p><b>LATEST INCOME TAX RETURN FOR THE PRECEDING YEAR DULY FILED AND PAID</b></p> <p>The required Income Tax Return must be filed through Electronic Filing and Payments System (EFPS).</p>

	<b>BUSINESS TAX RETURNS</b>
	Tax Returns for the last six (6) consecutive months ( <b>starting January 2020 or more recent returns</b> )
16	Submit any of the following: <ul style="list-style-type: none"> <li>a. For Value Added Tax (VAT) payee – Latest VAT Returns (BIR FORM 2550Q and 2550M) filed through Electronic Filing and Payments System (EFPS) or</li> <li>b. For VAT exempt/non-VAT payee - Latest Percentage Tax Returns (BIR FORM 2551M1Q and 2551M) filed through EFPS for the last six (6) consecutive months;</li> </ul>

B. **SECOND ENVELOPE** shall contain the following FINANCIAL COMPONENT/DOCUMENTARY REQUIREMENT/S:

	<b>NOTARIZED BID FORM</b>
1	Only Notarized Bid Form / "Blue Sheet/s" with the BAC dry seal shall be submitted. Failure to do so is a ground for disqualification;
2	<b>DETAILED ESTIMATE/PRICE SCHEDULE, IF APPLICABLE</b>

Republic of the Philippines  
 SENATE  
 Pasay City  
**BIDS AND AWARDS COMMITTEE (BAC)**

## SEALING AND MARKING OF ENVELOPES

