



REPUBLIC OF THE PHILIPPINES
SENATE
PASAY CITY

ADVISORY

TO : ALL SENATE OFFICIALS AND EMPLOYEES
FROM : SENATE SECRETARY
DATE : SEPTEMBER 28, 2020
SUBJECT : VISITORS, GUESTS, NON-SENATE PERSONNEL ENTERING THE SENATE PREMISES

Pertinent to the issuance of memoranda by the Senate regarding the prevention of the spread of COVID-19, the following guidelines shall take effect on October 1, 2020:

1. All offices shall be required to submit to the Office of the Sergeant at Arms (OSAA) the complete list of names of the resource persons, guests and visitors to enter the Senate premises at least one (1) day before the scheduled visit.
2. All resource persons, guests and visitors who are invited to attend committee hearings and meetings shall be required to submit a valid Medical Certificate from their attending Physicians or Barangay Health Officer indicating that they are free from COVID19 / COVID-19 symptoms with attached Negative COVID-19 RT-PCR test result.

The medical certificate is only valid for Seven (7) days from date of issuance. The negative COVID 19 RT-PCR test result will only be valid for seven (7) days from the date of release of the result. The certificates must be presented to the Senate Medical and Dental Bureau for review on the day of the committee hearing / meeting.

The committee secretaries and heads of all offices shall notify the invitees of this requirement.

3. Health Declaration Forms are to be filled out accurately by the resource persons, guests and visitors at the Senate main lobby upon entry.

Accordingly, the Office of the Sergeant at Arms (OSAA) to ensure that all personnel, resource persons, guests and visitors strictly observe the safety health protocols while in the Senate premises to prevent the local transmission of the virus.

- i. Mandatory wearing of face mask and face shield.
- ii. Physical distancing at least one (1) meter apart.
- iii. Frequent handwashing and hand sanitation.
- iv. Practicing Respiratory hygiene and cough etiquette.

For strict implementation.

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:

PROJECT DESCRIPTION	PROJECT ALLOCATION / APPROVED BUDGET FOR THE CONTRACT (ABC)	NON-REFUNDABLE FEE	BID SECURITY	COMPLETION / DELIVERY PERIOD
SUPPLY AND DELIVERY OF VARIOUS TONER CARTRIDGES CONSISTING OF 7 LINE ITEMS	PHP2,038,000.00	PHP2,038.00	CASH: PHP40,760.00 BOND: PHP101,900.00	30 CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER

Bidders should have completed a contract similar to the Project.

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

BIDDING ACTIVITIES	TIME, DATE AND VENUE
POSTING OF INVITATION TO BID	Starting April 15, 2021 PHILGEPS, SENATE WEBSITE AND BULLETIN BOARDS
ISSUANCE AND AVAILABILITY OF BID DOCUMENTS	Starting April 15, 2021 until May 6, 2021 @ 10am – 12nn Mondays-Thursdays only 4 th 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. NO WALK-INS. PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT AT THE CONTACT NUMBERS BELOW.
PRE-BID CONFERENCE	April 27, 2021 @ 3:00pm 2 nd 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.
DEADLINE FOR SUBMISSION OF BIDS	May 10, 2021 @ 12nn 4 th 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. NO WALK-INS. PLEASE CALL THE BIDS AND AWARDS COMMITTEE SECRETARIAT OFFICE FOR AN APPOINTMENT.
OPENING OF BIDS	May 11, 2021 @ 3:00pm 2 nd 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



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

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.

Description	Total	Delivered, Weeks/Months
SUPPLY AND DELIVERY OF VARIOUS TONER CARTRIDGES CONSISTING OF 7 LINE ITEMS	2,038,000.00	30 CALENDAR DAYS FROM RECIPT 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

Specification							Statement of Compliance
Stock No	Item Description	Quantity	UOM	Unit Cost	Total Cost		
1	TONER CARTRIDGE, CE255X (55X), HIGH YIELD, Black, Original, for HP LaserJet P3015, P3015d, P3015dn, P3015n, P3015x, P3016	36	PIECE	17,000.00	612,000.00		
2	TONER CARTRIDGE, HP CE255A (55A), Black, original, for HP LaserJet P3015, P3015d, P3015dn, P3015n, P3015x, P3016	20	PIECE	10,000.00	200,000.00		
3	TONER CARTRIDGE, HP CF287A (87A) BLACK, ORIGINAL, For HP Laserjet Pro M501DN Printer	46	PIECE	18,000.00	828,000.00		
4	TONER CARTRIDGE, HP CE285A (HP85A), Black, original, for HP LaserJet M1217nfw, P1102; LaserJet Pro: M1132, M1212nf, M1217nfw, P1102w	21	PIECE	4,000.00	84,000.00		
5	TONER CARTRIDGE, BROTHER TN-2150, Black, original, for HL-2140, HL-2150N, HL-2170W, MFC-7340, MFC-7440N, MFC-7840W	8	PIECE	5,000.00	40,000.00		
6	TONER CARTRIDGE, BROTHER TN-2260, Black, original, for HL2240D, 2270DW, DCP7065DN, MFC7360, 7470D, 7860DW, FAX-2840	21	PIECE	4,000.00	84,000.00		
7	TONER CARTRIDGE, HP CF226A (26A), for HP LaserJet Pro M402DN	20	PIECE	9,500.00	190,000.00		

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

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: _____

DESIGNATION: _____

NAME IN PRINT: _____

DATE: _____

SENATE
Pasay City
BIDS AND AWARDS COMMITTEE (BAC)

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

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.

* 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>CERTIFICATE OF PHILGEPS REGISTRATION</p> <p>PROOF OF REGISTRATION</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>
2	
3	<p>MAYOR'S PERMIT/MUNICIPAL LICENSE</p> <p>Valid and current Mayor's Permit/Municipal License where the principal place of business is located.</p>
4	<p>TAX CLEARANCE (BIR FORM 17.14B)</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>AUDITED FINANCIAL STATEMENTS (AFS)</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>STATEMENT/ LIST OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID <u>WITHIN THE LAST TWO (2) YEARS</u></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>STATEMENT / LIST OF ALL ONGOING GOVERNMENT AND PRIVATE PROJECTS/CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY</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>NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION</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><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></p>
9	<p>VALID JOINT VENTURE AGREEMENT (JVA) OR NOTARIZED STATEMENTS FROM ALL THE POTENTIAL JOINT VENTURE PARTNERS</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"> a. CERTIFICATE OF PHILGEPS REGISTRATION (Please refer to item I (A) no. 1) b. PROOF OF REGISTRATION (Please refer to item I (A) no. 2) c. MAYOR'S PERMIT/MUNICIPAL LICENSE (Please refer to item I (A) no. 3) d. TAX CLEARANCE (Please refer to item I (A) no. 4) d. TAXPAYER'S IDENTIFICATION NUMBER (TIN) (Please refer to item I (A) no. 14) e. LATEST INCOME TAX RETURN (Please refer to item I (A) no. 15) f. BUSINESS TAX RETURNS (Please refer to item I (A) no. 16) g. NOTARIZED OMNIBUS SWORN STATEMENT (Please refer to item I (A) no. 12) h. NOTARIZED AUTHORITY OF THE SIGNATORY (Please refer to item I (A) no. 13) <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>BID SECURITY</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>TECHNICAL SPECIFICATIONS, WHICH MAY INCLUDE PRODUCTION/DELIVERY SCHEDULE, MANPOWER REQUIREMENTS, AND/OR AFTER-SALES SERVICE/PARTS, IF APPLICABLE</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>NOTARIZED OMNIBUS SWORN STATEMENT</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>AUTHORITY OF THE SIGNATORY</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>TAXPAYER’S IDENTIFICATION NUMBER (TIN)</p>
15	<p>LATEST INCOME TAX RETURN FOR THE PRECEDING YEAR DULY FILED AND PAID</p> <p>The required Income Tax Return must be filed through Electronic Filing and Payments System (EFPS).</p>

16	<p>BUSINESS TAX RETURNS</p> <p>Submit any of the following:</p> <p>a. For Value Added Tax (VAT) payee – Latest VAT Returns (BIR FORM 2550Q and 2550M) filed through Electronic Filing and Payments System (EFPS) for the last six (6) consecutive months (starting January 2020 or more recent returns) or</p> <p>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 (starting January 2020 or more recent returns)</p>
17	<p>CERTIFICATE OF AUTHORIZED DISTRIBUTOR</p>

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

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

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

SEALING AND MARKING OF ENVELOPES

(FIRST ENVELOPE)
 ORIGINAL – TECHNICAL COMPONENT
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
“DO NOT OPEN BEFORE date and

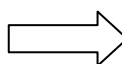
(SECOND ENVELOPE)
 ORIGINAL – FINANCIAL COMPONENT
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
“DO NOT OPEN BEFORE date and

(FIRST ENVELOPE)
 COPY 1 – TECHNICAL COMPONENT
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
“DO NOT OPEN BEFORE date and

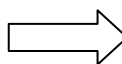
(SECOND ENVELOPE)
 COPY 1 – FINANCIAL COMPONENT
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
“DO NOT OPEN BEFORE date and

(FIRST ENVELOPE)
 COPY 2 – TECHNICAL COMPONENT
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
“DO NOT OPEN BEFORE date and

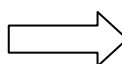
SECOND ENVELOPE
 COPY 2 – FINANCIAL COMPONENT
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
“DO NOT OPEN BEFORE date and



ORIGINAL BID
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
**“DO NOT OPEN BEFORE date and time
 of Submission/Opening of Bids”**



COPY 1
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
**“DO NOT OPEN BEFORE date and time
 of Submission/Opening of Bids”**



COPY 2
 Name of project (Capital Letters)
 Name, Address and Contact no. of Bidder
 (Capital Letters)
 Competitive Public Bidding
**“DO NOT OPEN BEFORE date and time
 of Submission/Opening of Bids”**