

**DEPARTMENT OF SOCIAL WELFARE AND  
DEVELOPMENT  
NATIONAL CAPITAL REGION**

**BIDS & AWARDS COMMITTEE (BAC)**

**BIDDING DOCUMENTS FOR THE:**

**PROCUREMENT OF FUEL THROUGH  
FLEET CARD SYSTEM FOR DSWD-NCR  
FIELD OFFICE AND  
CENTER/RESIDENTIAL CARE FACILITIES  
(C/RCFs) VEHICLES FOR THE YEAR 2023  
(2<sup>nd</sup> TIME)**

**(Invitation to Bid No. 23-02-01)**

**Sixth Edition**

**July 2020**

## **Preface**

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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## ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

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**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***



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**INVITATION TO BID  
No. 23-02-01**

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**PROCUREMENT OF FUEL THROUGH FLEET CARD SYSTEM FOR DSWD-NCR FIELD  
OFFICE AND CENTER/RESIDENTIAL CARE FACILITIES (C/RCFs) VEHICLES FOR  
THE YEAR 2023 (2<sup>nd</sup> Time)**

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1. The Department of Social Welfare and Development – National Capital Region through the authorized **General Appropriation Act (GAA)** CY 2023 intends to apply the sum of **SEVEN MILLION SEVEN HUNDRED FORTY-NINE THOUSAND PESOS (Php7,749,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract.

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. The DSWD-NCR now invites bids for the **Early Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)**. Delivery of Goods and Services shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed **within the last three (3) 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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act”.

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

4. Prospective bidders may obtain further information from DSWD-NCR Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday at 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be purchased by interested Bidders from **7 February 2023 to 27 February 2023; (February 7 to February 24, 2023; 8:00AM to 4:00PM) (February 27, 2023: until 9:30 A.M. only)** from given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)***. The DSWD-NCR shall allow the bidder to present its proof of payment for the fees in person.
6. The DSWD-NCR BAC will hold a **Pre-Bidding Conference on 14 February 2023; 10:00 A.M.** and through video conferencing via google meet ([meet.google.com/qrd-jaya-rxu](https://meet.google.com/qrd-jaya-rxu)) which shall be opened to all interested bidders.
7. Bids must be received by the BAC Secretariat through manual submission as indicated below on or before **27 February 2023, 9:45 A.M. at BAC Secretariat Office, Room 301**,

**389 San Rafael St. cor. Legarda St. Sampaloc, Manila.** Late bids shall not be accepted.  
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 immediately follow after the deadline of the submission and receipt of bids shall be on **27 February 2023, 10:00 A.M. at DSWD-NCR-Karunungan Conference Room, 389 San Rafael St. cor. Legarda St. Sampaloc, Manila.** Bids will be opened in the presence of the Bidder's representatives who choose to attend.
10. The DSWD-NCR reserves the right to accept or 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 35.6 and 41 of RA 9184 and its 2016 Revised Implementing Rules and Regulation (IRR), without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee  
DSWD-NCR  
c/o BAC Secretariat  
Room 301, DSWD-NCR Field Office  
389 San Rafael St. cor. Legarda St.  
Sampaloc, Manila  
Email Address: [bacsec.foncr@dswd.gov.ph](mailto:bacsec.foncr@dswd.gov.ph)  
Telephone No.: 5310-1434

12. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and  
[www.ncr.dswd.gov.ph](http://www.ncr.dswd.gov.ph)

*Issued this 6<sup>th</sup> day of February 2023.*

**ATTY. MICHAEL JOSEPH J. LORICO**  
Chairperson  
Bids and Awards Committee

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, Department of Social Welfare and Development – National Capital Region (DSWD-NCR) wishes to receive Bids for the **Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)**, with identification number **ITB No. 23-02-01**.

The Procurement Project (referred to herein as “Project”) is composed of **One (1) LOT**, 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 **General Appropriation Act (GAA) CY 2023** in the amount of **SEVEN MILLION SEVEN HUNDRED FORTY-NINE THOUSAND PESOS (Php7,749,000.00)**.

2.2. The source of funding is **Authorized General Appropriation Act (GAA) 2023**.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *[Select one, delete other/s]*
- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
    - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
    - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
    - iii. When the Goods sought to be procured are not available from local suppliers; or
    - iv. When there is a need to prevent situations that defeat competition or restrain trade.
  - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

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## 7. Subcontracts

- 7.1. **Subcontracting is not allowed.**
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 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 specified in the ITB]* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the last three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019.

The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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

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

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

### 13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in in **Philippine Peso**.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **One Hundred Twenty (120) Calendar Days from the date of Opening of Bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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

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

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

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



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## 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 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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**One Project having several items that shall be awarded as one contract.**

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

## Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Procurement of Fuel through Fleet Card System</li> <li>b. completed within the last three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<b>Subcontracting is not allowed.</b>
12	The price of the Goods shall be quoted DDP and VAT inclusive
14.1	The bid security shall be in the form of a <b>Bid Securing Declaration, or any of the following forms and amounts:</b> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>two percent (2%) of ABC of this project</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>five percent (5%) of ABC of this project</b> if bid security is in Surety Bond.</li> </ul>
19.3	The total ABC is <b>SEVEN MILLION SEVEN HUNDRED FORTY-NINE THOUSAND PESOS (Php7,749,000.00).</b>
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice of Post Qualification from the BAC that the supplier has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), the Supplier shall submit and/or present the following requirements for Post Qualification in accordance to Section 34 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA9184:</p> <p><b>1. Present original copy and submit a certified true copy of the following:</b></p> <ul style="list-style-type: none"> <li>a. Latest Income Tax Return and Business Tax Return</li> <li>b. Latest Value Added Tax (VAT) Return</li> </ul> <p><i>Only tax returns filed and taxes paid through the BIR Electronic Filing &amp; Payment System (EFPS) shall be accepted.</i></p> <ul style="list-style-type: none"> <li>c. The Supplier's Audited Financial Statements for the year 2022 and 2021 (in comparative or separate form)               <ul style="list-style-type: none"> <li>▪ Independent Auditor's Report:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Balance Sheet (Statement of Financial Position); and</li> <li>▪ Income Statement (Statement of Comprehensive Income)</li> </ul> <p>Each of the above statements must have stamped “received” by Bureau of Internal Revenue (BIR) or its duly accredited institutions.</p> <p>d. Valid Registration Certificate from Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</p> <p>e. Valid Business/Mayor’s permit issued by the city or municipality where the principal place of business of the bidder is located;</p> <p>f. Valid Tax Clearance per EO 398, Series of 2005, <b>as finally reviewed and approved by the BIR;</b></p> <p>g. Bureau of Internal Revenue (BIR) Registration Certificate.</p> <p>h. Copy of Contracts or PO’s, Notice of Award (NOA) and Notice to Proceed (NTP) for all On-going contracts per submitted Annex II</p> <p>i. Company profile and Organizational Chart. Company printed brochure may be included.</p> <p>j. Vicinity Map/Location of the business.</p> <p>k. Other appropriate licenses and permits required by law and stated in the Bidding Documents.</p> <p><b><u>For joint venture:</u></b></p> <p>a. <b>All Class A Documents (Legal Documents) of the Joint Venture Partner shall remain as post qualification requirements to be submitted in accordance with Section 34 of the 2016 Revised IRR of RA 9184 and ITB Clause 20.2 (a) of Bid Data Sheet of the Bidding Documents.</b></p> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for</p>
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	<p>award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p> <p><b>NOTE: FOR POST QUALIFICATION PURPOSES ONLY</b></p>
20.3	<p><b>Each Bidder shall submit the following in one (1) “mother” envelope duly sealed and labeled, containing two (2) sets of envelopes:</b></p> <p><b>First envelope containing three (3) sets of Eligibility and Technical documents duly sealed and marked as Original Copy, Copy One and Copy Two.</b></p> <p><b>Second envelope containing three (3) sets of Financial Bid documents duly sealed and marked as Original Copy, Copy One and Copy Two.</b></p> <p><b>***See Annex IV-A, IV-B &amp; IV-C</b></p>
20.4	<p>All envelopes shall be labeled/marked as follows:</p> <p><b>TO : ATTY. MICHAEL JOSEPH J. LORICO</b>  <b>CHAIRPERSON</b>  <b>BIDS AND AWARDS COMMITTEE</b>  <b>DSWD-NCR</b></p> <p><b>FROM: _____</b>  <b>(Name of Bidder in Capital Letters)</b></p> <p><b>ADDRESS: _____</b>  <b>(Address of Bidder in Capital Letters)</b></p> <p><b>PROJECT: PROCUREMENT OF FUEL THROUGH FLEET CARD SYSTEM FOR DSWD-NCR FIELD OFFICE AND CENTER/RESIDENTIAL CARE FACILITIES (C/RCFs) VEHICLES FOR THE YEAR 2023 (2<sup>nd</sup> TIME)</b></p> <hr/> <p><b>BID REF NO.: ITB NO. 23-02-01</b></p> <p><b>ABC : Php7,749,000.00</b></p> <p><b>DO NOT OPEN BEFORE: 27 FEBRUARY 2023; 10:00 A.M.</b></p>

## ***Section IV. General Conditions of Contract***

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## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

## 3. Performance Security

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

## 4. Inspection and Tests

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



in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
	<p><b>Delivery and Documents –</b></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 <i>[indicate place of destination]</i>. 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 <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></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:  <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>

	<p>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> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be</p>

	<p>sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity          Name of the Supplier          Contract Description          Final Destination          Gross weight          Any special lifting instructions          Any special handling instructions          Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

## ***Section VI. Schedule of Requirements***

## Schedule of Requirements

The delivery schedule for the **Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (RCFs) Vehicles for the year 2023 (2<sup>nd</sup> Time)**, expressed as weeks/months stipulates hereafter:

Item Description	Procurement of Fuel through Fleet Card System for DSWD-NCR Field Office and Centers/Residential Care Facilities (C/RCFs) Vehicles for the year 2023
Total of Numbers of Vehicles to be enrolled/listed in the Fleet Card Program	<b>Thirty-Two (32) Vehicles</b> ( <i>See Annex A of Terms of Reference</i> ) <ul style="list-style-type: none"> <li>▪ Field Office – Fourteen (14) Vehicles</li> <li>▪ Centers/Residential Care Facilities – Eighteen (18) Vehicles</li> </ul>
Total Sum of Liters for per Month (More or Less) ( <i>See Annex A of Terms of Reference</i> )	<b>Diesel - Seven Thousand Eight Hundred Ten (7,810) Liters:</b> <ul style="list-style-type: none"> <li>▪ Field Office – Four Thousand Eight Hundred Fifty (4,850) Liters</li> <li>▪ Centers/Residential Care Facilities – Two Thousand Nine Hundred Sixty (2,960) Liters</li> </ul> <b>Gasoline – Eight Hundred (800) Liters:</b> <ul style="list-style-type: none"> <li>▪ Field Office – Eight Hundred (800) Liters</li> </ul>
Delivery Scheme	<i>Please see Annex A of Terms of Reference for the Detailed Distribution of Fuel per Vehicle per Month</i>
Duration of Contract	Nine (9) Months
Contact Persons	<ul style="list-style-type: none"> <li>▪ <b>Mr. Kharl T. Aman</b> Chief Administrative Officer General Administrative Services Division DSWD-NCR 733-0010 loc. 211</li> </ul>



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**Note: The items must be delivered in standard packing or as prescribed by the specifications.**

**Conforme:**

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Name of Company

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Signature of Bidder or Authorized Representative

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Name and Designation

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Date

**\*\*\* This document must be attached to the Technical Component Envelope \*\*\***

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM**

## ***Section VII. Technical Specifications***

## Technical Specifications

**TO THE BIDDER:** Indicate **“COMPLY”** If Bidder’s Statement of Compliance meets the technical specifications and project requirement.

**IMPORTANT NOTE:** Do not leave any blank. A **“YES or NO”** entry will not be accepted. Failure to conform will result to in a rating of **“FAILED”**.

*[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.]*

DESCRIPTION	<u>STATEMENT OF COMPLIANCE</u>
<p style="text-align: center;"><b><u>TERMS OF REFERENCE</u></b></p> <p><b>I. SCOPE OF WORK/REQUIREMENTS</b></p> <p>The Scope of works shall include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• <b><u>Card Features:</u></b> <ol style="list-style-type: none"> <li>1. Vehicle Card with Office name and plate number embossed on each card.</li> <li>2. Lead time of fifteen (15) calendar days to produce, deliver and use the cards.</li> <li>3. Cards for thirty-two (32) vehicles (<i>please see attached Annex A</i>)</li> </ol> </li> <li>• <b><u>Product Restriction:</u></b> <ol style="list-style-type: none"> <li>1. (April 1, 2023 to December 31, 2023)</li> </ol> </li> </ul> <p style="text-align: center;"><b><u>A. FUEL</u></b></p> <ol style="list-style-type: none"> <li>a. Diesel             <ul style="list-style-type: none"> <li>- at least 50 Cetane rating</li> <li>- 7,810 liters per month</li> <li>- 70,290 liters from April 1, 2023 to Dec. 31, 2023</li> </ul> </li> <li>b. Gasoline             <ul style="list-style-type: none"> <li>- at least 95 Octane Rating</li> <li>- 800 liters per month</li> </ul> </li> </ol>	

- 7,200 liters from April 1, 2023 to Dec. 31, 2023

**B. Purchase Limits**

- In liters more or less (*Please see attached Annex A*)

**C. Frequency Limit of Fuel Withdrawal per Vehicle Card**

- One withdrawal of fuel per day

**D. Membership Fee**

- The issuance of fleet cards is free of charge for vehicles listed in the Annex A and Newly enrolled vehicle, while replacement cost of lost and dilapidated card is Php200.00.
- The service provider has contracted any fuel service stations and/or establishments to honor the provided and issued Fleet card anywhere in the Philippines. However, the Service Provider shall not be responsible or liable to the DSWD-NCR, if for any reason, the Fleet Card is not honored.
- If the number of vehicles will increase in CY 2023, the fuel card service provider shall provide additional fuel card upon written request of the DSWD-NCR under the same terms and conditions.

**E. Other Services/Features**

- Free 24-hour towing and roadside assistance
- Provision of reports including detailed transaction reports.
- Provision and/or inclusion of Automotive Services worth Php50,000.00 in a month that will be included on the issued Admin Card for the purpose of emergency and/or incidental expenses.

- With Odometer checking with each purchase to calculate fuel consumption and Monitoring.
- Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the General Services Section, if the monthly allocation will be consumed before the end of the month. The authorize personnel of General Services Section may request for additional allotment per month if needed upon checking to avoid delays during working days/hours, Saturdays, Sundays, and Holidays to ensure efficient support to various offices of the Department.
- If a particular vehicle was not able to consume its monthly allocation, the actual usage per month shall be charged to the DSWD-NCR.

#### **F. Schedule of Payment**

- Billing cycle period will be from 29<sup>th</sup> day of the month to the 28<sup>th</sup> day of the succeeding month. Card limits refresh on the first day of the billing cycle and/or depending on the billing cycle of the service provider.
- An electronic copy of the Statement of Account (SOA) should be downloadable at the website provided or emailed by the Service Provider a week after the billing cycle period.
- The hard copy of the SOA must be sent though courier and be received by the DSWD-NCR on the 2<sup>nd</sup> week after the billing cycle period.
- In the event that the DSWD-NCR failed to pay the account balance after due date which is the 30<sup>th</sup> day after the billing period, the service provider may either impose three

percent (3%) late charge or have the right to suspend, cancel or terminate the use of Fleet Card in case any outstanding amount remains unpaid and not to implement both once payment is delayed.

- In addition, all payment adjustments within the said Contract validity period will be review, recommend and paid in accordance to accounting rules and regulations.

#### **G. Discounts**

- The Credit Facility shall offer discount on the prices of Fuel based on the prevailing pump price or based on the approved discount by the Department of Energy.

#### **H. Contract Duration**

- Contract period shall be from April 1, 2023 to December 31, 2023 or until such time that the Total Approved Budget is fully consumed & utilized whichever comes first considering the fluctuation of fuel pump price.

### **II. SECURITY FEATURES**

- To protect the Department from possible fraud or misuse of fuel cards, the service provider will put in place security features ensuring that every transaction will be accounted for through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Section and/or Admin Division of Field office to the driver shall be a requirement by the gas station before any transaction. For added security against loss, the Admin Division, as implementing office, may also opt for the PIN system whereby the card is assigned a 4-digit code

<p>known only to the cardholder or assigned driver to a particular vehicle. With either system, every transaction is electronically captured, providing documented details.</p> <ul style="list-style-type: none"> <li>- Another security feature for the Vehicle-Card type of plan is the Odometer checking by the gasoline station. This will confirm and verify if fuel has been gassed up to a particular DSWD- NCR vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case the fuel consumption and fuel efficiency of the vehicle will be validated. In addition, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal of fuel.</li> <li>- In the event of lost card, General Services Section and/or the Admin Division must advise for deactivation/cancellation of the card and a replacement card can be issued upon request for minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting/filing of request. A Mother/admin card must be provided to General Services Section and/or Admin Division of Field office to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. The mother/admin card will be used also in the events that a DSWD vehicle has no vehicle card due to unavailability of plate number and during official long travel wherein more than on frequency of fuel withdrawal is not enough. The</li> </ul>	
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Special Disbursing Officer (SDO) of the General Services Section shall be responsible for the “admin card”.

- In case the vehicle card is lost during travel outside metro manila and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject to reimbursement in his name.

**III. DEIVERY SCHEME:**

- Please see attached Annex A

**IV. GENERAL PROVISIONS:**

- The **BIDDER/SERVICE PROVIDER** shall follow the prevailing pump price of fuel per liter during the time of gas up but not exceed the maximum ceiling price of **Php100.00/Liter for Gasoline and Php100.00/Liter for Diesel**. Consequently, the amount of billing statement shall be computed based on the actual price of fuel during the refuel of Vehicles.
- The **SERVICE PROVIDER** shall issue fuel products, lubricants and other services to DSWD-NCR Vehicles, enrolled/listed in the fleet card program.
- The **SERVICE PROVIDER** is allowed to charge a handling fee of not more than five percent (5%) on top of the gross fleet transactions.
- The **SERVICE PROVIDER** station/branches shall load fuel only to the vehicle indicated in the fleet card (plate number, petroleum products, and gasoline or diesel) and no excess shall be allowed outside the maximum allocation.
- All transaction slip/receipt/invoice from the **SERVICE PROVIDER** shall be issued every time fuel is



<p>withdrawn or other services are given.</p> <ul style="list-style-type: none"> <li>- The Statement of Account of the <b>SERVICE PROVIDER</b> should be accurate with the receipt/invoice issued by the service provider station.</li> <li>- The <b>SERVICE PROVIDER</b> shall ensure that the fleet card transaction slip was accurately reflects to all purchases and charges to the fleet card.</li> </ul> <p><b>V. ELIGIBILITY OF BIDDERS</b></p> <p>Considering the pump prices of fuels to be volatile, prospective bidders will be evaluated using the following criteria:</p> <ul style="list-style-type: none"> <li>a. Bidders must satisfy the above-mentioned Scope of Requirements.</li> <li>b. Bidders must agree on the mode and computation of payment being implemented indicated below.</li> </ul> <p><b>VI. PAYMENT OF SCHEME AND LIQUIDATED DAMAGES</b></p> <p>Tax deduction payment computation shall be inclusive 2% Expanded Tax plus 5% Value Added Tax a total 7% of tax. The certificate of tax withheld shall be available at the Accounting Unit of the Finance Division for issuance. The copy of the remittance of Expanded Withholding Tax and Final Value Added Tax must be sent to the Service Provider monthly after the issuance of Official Receipt</p>	
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**BUDGET MATRIX FOR FLEET CARD SYSTEM OF DSWD-NCR CRCF AND FIELD OFFICE VEHICLES**

**APRIL 1, 2023 TO DECEMBER 31, 2023**

FUEL FUND SUBJECT FOR ALLOCATION (FIELD OFFICE)					
	Vehicle Plate Number	MODEL/CARD INFO	Liters more or less per Month	Liters more or less for 9 Months	Fuel Type
1	<b>CM-3592</b>	ISUZU D-MAX – FO	400	3600	<i>Diesel</i>

2	<b>S2T-810</b>	TOYOTA COMMUTER-FO	400	3600	Diesel
3	<b>S8-0009</b>	TOYOTA INNOVA - FO	400	3600	Diesel
4	<b>SKA-359</b>	FORD RANGER - FO	400	3600	Diesel
5	<b>A8-K276</b>	TOYOTA HI-ACE - FO	350	3150	Diesel
6	<b>B1L-167</b>	MITSUBISHI L300 - FO	400	3600	Diesel
7	<b>B1L-168</b>	MITSUBISHI L300 - FO	400	3600	Diesel
8	<b>B1L-169</b>	MITSUBISHI L300 – FO/CIU	400	3600	Diesel
9	<b>A7C-457</b>	HINO TRUCK - FO	500	4500	Diesel
10	<b>A1-667</b>	TOYOTA HI-ACE AMBULANCE - FO/CIU	400	3600	Diesel
11	<b>SHB-206</b>	ISUZU TRUCK - FO	400	3600	Diesel
12	<b>P3M-640</b>	TOYOTA HI-ACE AMBULANCE - FO	400	3600	Diesel
13	<b>SGY-943</b>	TOYOTA REVO-FO	400	3600	Gasoline
14	<b>SFD-991</b>	TOYOTA REVO-FO	400	3600	Gasoline
<b>TOTAL</b>			<b>5,650.00</b>	<b>50,850.00</b>	

<b>FUEL FUND SUBJECT FOR ALLOCATION (CENTERS/RESIDENTIAL CARE FACILITIES)</b>					
	<b>Vehicle Plate Number</b>	<b>MODEL/CARD INFO</b>	<b>Liters more or less per Month</b>	<b>Liters more or less for 9 Months</b>	<b>Fuel Type</b>
1	<b>OX 9283</b>	NISSAN AMBULANCE - GRACES	100	900	Diesel
2	<b>WQK-158</b>	ISUZU AMBULANCE - EGV	200	1800	Diesel
3	<b>EBW-694</b>	MAZDA TRUCK - EGV	200	1800	Diesel
4	<b>A9M 279</b>	TOYOTA HI-ACE VAN - EGV	200	1800	Diesel
5	<b>A9-N915</b>	TOYOTA HI-ACE AMBULANCE - MH	250	2250	Diesel
6	<b>A9-L694</b>	TOYOTA HI-ACE AMBULANCE - RSW	200	1800	Diesel
7	<b>VN 2469</b>	TOYOTA HI-ACE VAN - RSCC	200	1800	Diesel
8	<b>A9-T716</b>	TOYOTA HI-ACE AMBULANCE -RSCC	200	1800	Diesel
9	<b>A9-P062</b>	TOYOTA HI-ACE VAN - HW	150	1350	Diesel

10	<b>A9H063</b>	TOYOTA HI-ACE COMMUTER - <b>NVRC</b>	160	1440	<i>Diesel</i>
11	<b>SEK-580</b>	TOYOTA TAMARAW FX - <b>NK</b>	80	720	<i>Diesel</i>
12	<b>SEW-600</b>	TOYOTA HI-ACE COMMUTER - <b>NK</b>	100	900	<i>Diesel</i>
13	<b>A9 H135</b>	TOYOTA HI-ACE AMBULANCE - <b>NK</b>	100	900	<i>Diesel</i>
14	<b>SEW-363</b>	MITSUBISHI L300 - <b>SC</b>	100	900	<i>Diesel</i>
15	<b>A9-M222</b>	TOYOTA HI-ACE AMBULANCE - <b>SC</b>	200	1800	<i>Diesel</i>
16	<b>A9-F735</b>	TOYOTA HI-ACE AMBULANCE - <b>HC</b>	220	1980	<i>Diesel</i>
17	<b>A9-M065</b>	TOYOTA HI-ACE AMBULANCE - <b>JFC</b>	200	1800	<i>Diesel</i>
18	<b>SFC-511</b>	KIA AMBULANCE - <b>JFC</b>	100	900	<i>Diesel</i>
<b>TOTAL</b>			<b>2,960.00</b>	<b>26,640.00</b>	

**Conforme:**

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

\_\_\_\_\_  
**Signature of Bidder or Authorized Representative**

\_\_\_\_\_  
**Name and Designation**

\_\_\_\_\_  
**Date**

\*\*\* This document must be attached to the Technical Component Envelope \*\*\*

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID  
FORM**

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### ***Class “A” Documents***

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **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 Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Conformity with Schedule of Requirements; **and**
- ☐ (g) 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.

#### Financial Documents

- ☐ (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

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**Class “B” Documents**

- ☐ (i) 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.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (j) *[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.
- ☐ (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

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

# BIDDING FORMS

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## Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid No: 23-02-01

To: **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**National Capital Region**  
**389 San Rafael cor Legarda Street, Manila**

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver/perform the **Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)** 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:

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

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.

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 [name of bidder] as evidence 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 for: \_\_\_\_\_

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

## Detailed Price Proposal

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

Invitation to Bid No: 23-02-01

### Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)

Item No.	Unit	Specifications	Approved Budget for the Contract (ABC) (php)	Bidder's Price (Unit price per item)	Bidder's Total Bid Price (VAT Inclusive)
1	LOT	<p>Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)</p> <p><b><u>Diesel</u></b></p> <p>at least 50 Cetane rating 7,810 liters per month 70,290 liters from April 1, 2023 to Dec. 31, 2023</p> <p><b><u>Gasoline</u></b></p> <p>at least 95 Octane Rating 800 liters per month 7,200 liters from April 1, 2023 to Dec. 31, 2023</p>	7,749,000.00		

**TOTAL BID PRICE (Amount in Words):**

**Certified Correct:**

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

**PLEASE USE THIS PRESCRIBED FORMAT IN  
THIS BID FORM**

## Annex I

**Statement of Single Largest Completed Contract of Similar Nature Within the Last Three (3) Years Prior to the Date of Submission and Receipt of Bids, equivalent to at least Twenty-Five percent (25%) of the ABC of this project.**

Name of Client and Complete Address  Contact Person and Contact Number	Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract	Duration of Contract

Any of the following documents must be attached:

- End-user's Acceptance/Certificate of Completion; **or**
- Copy of official receipt(s) **or**
- Copy of Sales Invoice and Collection Receipt issued for the contract, if completed, which shall be attached to the statements.

*{Note: Failure to submit a supporting document shall be a ground for disqualification}*

### Certified Correct:

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

**PLEASE USE THIS PRESCRIBED FORMAT IN THIS BID FORM**

## Annex II

### Statement of All Ongoing Government and Private Contracts (Including Contracts Awarded but not yet Started)

1. All on-going contracts (including contracts awarded but not yet started, **if ANY**)

Name of Client and Complete Address  Contact Person and Contact Number	Name of the Contract	Date and Status of the Contract	Kinds of Goods	Amount of Goods	Value of Outstanding Contracts	Purchase Order No./ or Date of Contracts	Duration of Contract

*[Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Contract or Purchase Order, (b) Notice of Award and (c) Notice to Proceed]*

#### Instructions:

- Statement of all on going contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid).
- If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

#### Certified Correct:

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

\_\_\_\_\_  
Signature of Bidder or Authorized Representative

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date

**\*\*No attachments required\*\***

**PLEASE USE THE PRESCRIBED FORMAT IN THIS BID FORM**

**Annex III**

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
X-----X

**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]*

**Annex IV**

**(Bidder's Company Letterhead)**  
**Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)**

**Invitation to Bid (ITB) No.23-02-01**  
 Approved Budget for the Contract (ABC) – **Php7,749,000.00**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)**  
 (Please show figures at how you arrived at the NFCC)

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is \_\_\_\_\_ (Php \_\_\_\_\_) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

<b>CA</b>	<b>=</b>	<b>Current Assets</b>	<b>P</b>
<b>Less:</b>			<b>-</b>
<b>CL</b>	<b>=</b>	<b>Current Liabilities</b>	<b>P</b>
<b>Sub-Total 1</b>			<b>P</b>
			<b>X 15</b>
<b>Sub-Total 2</b>			<b>P</b>
<b>Less:</b>			<b>-</b>
<b>C</b>	<b>=</b>	Value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	<b>P</b>
<b>NFCC</b>			<b>P</b>

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**Note:**

1. The phrase "value of the bidder's current assets and current liabilities" shall be based on the data submitted to the BIR, which refers to the values of the current assets and current liabilities reflected in the Audited Financial Statements.
2. The value of all outstanding or uncompleted contracts refers to those listed in Annex II.
3. The detailed computation must be shown using the formula provided above.
4. The NFCC computation must be at least equal to the ABC of the project
5. Any misrepresentation in the NFCC shall be a ground for disqualification.

**Certified Correct:**

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

---

Signature of Bidder or Authorized Representative

---

Name and Designation

---

Date

**PLEASE USE THIS PRESCRIBED FORMAT IN  
THIS BID FORM**

**Omnibus Sworn Statement**

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]*

## Annex VI-A

**ORIGINAL TECHNICAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**COPY 1 TECHNICAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**COPY 2 TECHNICAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**TECHNICAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**DO NOT OPEN BEFORE:**  
(Date and Time of Bid Opening)

↑

**SEALED AND SIGNED**

↑

**SEALED AND SIGNED**

## Annex VI-B

**ORIGINAL FINANCIAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**COPY 1 FINANCIAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**COPY 2 FINANCIAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**FINANCIAL COMPONENT**

TO : ATTY. MICHAEL JOSEPH J. LORICO  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letter)

ADDRESS : \_\_\_\_\_  
(Address of Bidder in Capital Letter)

PROJECT : \_\_\_\_\_

BID REF NO. : \_\_\_\_\_

ABC : PHP

DO NOT OPEN BEFORE: Date and Time of Bid Opening

**DO NOT OPEN BEFORE:**  
(Date and Time of Bid Opening)

SEALED AND SIGNED

SEALED AND SIGNED

## Annex VI - C

TECHNICAL COMPONENT ENVELOPE	
TO :	ATTY. MICHAEL JOSEPH J. LORICO
FROM :	
ADDRESS :	
PROJECT :	
BID REF No. :	
ABC :	

FINANCIAL COMPONENT	
TO :	ATTY. MICHAEL JOSEPH J. LORICO
	CHAIRPERSON
	BIDS AND AWARDS COMMITTEE
FROM :	_____
	<i>(Name of Bidder in Capital Letter)</i>
ADDRESS :	_____
	<i>(Address of Bidder in Capital Letter)</i>
PROJECT :	_____
BID REF NO. :	_____
ABC :	PHP _____
DO NOT OPEN BEFORE: Date and Time of Bid Opening	

TO :	<b>ATTY. MICHAEL JOSEPH J. LORICO</b>
	CHAIRPERSON
	BIDS AND AWARDS COMMITTEE
FROM :	_____
	<i>(Name of Bidder in Capital Letter)</i>
ADDRESS :	_____
	<i>(Address of Bidder in Capital Letter)</i>
PROJECT :	_____
BID REF NO. :	_____
ABC :	PHP _____
DO NOT OPEN BEFORE: Date and Time of Bid Opening	

↑ SEALED AND SIGNED	DO NOT OPEN BEFORE: <i>(Date and Time of Bid Opening)</i>	↑ SEALED AND SIGNED
------------------------	--------------------------------------------------------------	------------------------