



**PHILIPPINE BIDDING
DOCUMENTS
(As Harmonized with Development Partners)**

**Procurement of
GOODS**

**Government of the Republic of the
Philippines**

**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

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.

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

CDA - Cooperative Development Authority

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

CIF – Cost Insurance and Freight

CIP – Carriage and Insurance Paid

CPI – Consumer Price Index

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

buildings, school buildings, hospital buildings and other related construction projects of the government. Also referred to as

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 Revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;**
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;**
- c. The deadline to** **in un2dm nbe**

CAVITE STATE UNIVERSITY
Don Severino delas Alas Campus

**Supply, Delivery and Installation of ICT Equipment for
Project Link (Camona Campus) – 2nd Posting**

- 1** The Cavite State University, through the corporate budget for the contract, intends to apply the sum of One Million Three Hundred Thirty Eight Thousand Pesos (1,338,000.00) being the ABC to payments under the contract for Supply, Delivery and Installation of ICT Equipment for Project Link (Camona Campus) – 2nd Posting- . Bids received in excess of the ABC shall be automatically rejected at bid opening
- 2** The Cavite State University now invites bids for the above Procurement Project. Delivery of the Goods/Services is required for 30 days. Bidders should have

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids in accordance with the requirements of the Procuring

1 Scope of Bid

The Procuring Entity, Cavite State University wishes to receive Bids for the Supply, Delivery and Installation of ICT Equipment for Project Link (Camona Campus) - 2nd Posting with identification number 23G-013

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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

21. The GOP through the source of funding as indicated below for corporate budget for the contract approved by the governing board in the amount of One Million Three Hundred Thirty Eight Thousand Pesos (1,338,000.00).

22. The source of funding is

a. GOCC and GFIs, the Corporate Operating Budget

3 Bidding Requirements

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

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the original 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 .ets e te eye s r

51. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated

52. .Ê

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 9181 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 available in local Goods WGq t supplies; α52

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 through video conferencing/webcasting as indicated in paragraph 6 of the IB.

9 Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification 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

101. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

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14 Bid Security

- 14.1 The Bidders shall submit a Bid Securing Deduction or any form of Bid Security in the amount indicated in the BDS**

18 Domestic Preference

- 181. 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

- 191. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “ ” using nondiscretionary 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.**

- 192. 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 may be. In this case, the Bid Security as required by**

Agreement, the LCB shall likewise submit the required documents for final Post Qualification)

21.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties

Matters governing performance of the Supplier; payments under the contract; or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract

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

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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

Packaging-

	<p>When 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 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>Intellectual Property Rights-</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>
<p>22</p>	<p>“The terms of payment shall be as follows _____.”</p>
<p>4</p>	<p>The inspections and tests that will be conducted are</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered Weeks/Months

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
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**Please see separate sheets for the
specification requirements**

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following

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- (j) Certification from the DII 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.**

