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Department of Social Welfare and Development
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BIDDING DOCUMENTS

HIRING OF FORWARDING SERVICES FOR CY 2021

ITB No. GOP/20-DSWD-068

(PR No. 2020110716)

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Sixth Edition

July 2020

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Section I. Invitation to Bid

INVITATION TO BID FOR HIRING OF FORWARDING SERVICES FOR CY 2021

ITB No. GOP/20-DSWD-068
(PR No. 2020110176)

1. The Department of Social Welfare and Development (DSWD) – National Resource and Logistics Management Bureau (NRLMB) – through the Quick Response Funds, intends to apply the sum of **Sixty-Four Million Two Hundred Eighty-Six Thousand Five Hundred Sixty-Nine Pesos and Seventy-Three Centavos (PhP 64,286,569.73)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Hiring of Forwarding Services for CY 2021**. Bids received in excess of the ABC shall be automatically rejected at the bid opening
2. The DSWD now invites bids for the **Hiring of Forwarding Services for CY 2021**. Delivery of Goods shall be in accordance with **Section VI Schedule of Requirements**. Bidders should have completed, within **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. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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

4. Interested bidders may obtain further information from **DSWD Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **10 December 2020 to 06 January 2021** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount **Fifty Thousand Pesos (PhP 50,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The DSWD will hold a **Pre-Bid Conference** on **18 December 2020, 10:00 a.m.**, at the **Auditorium, 4th Floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** which shall be open to all prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **06 January 2021, 09:00 a.m.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.
9. Bid opening shall be on **06 January 2021, 10:00 a.m.**, at the **Agency Operation Center, Ground Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
2nd Floor, Malasakit Building
DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Facsimile No. (02) 951-7116
Telephone Nos. (02) 931-8101 to 07 Local 121 or 122


RENE GLEN O. PAJE

Undersecretary and
Bids and Awards Committee Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Social Welfare and Development (DSWD)** invites Bids for the **National Resource and Logistics Management Bureau (NRLMB) – DSWD Funds [Quick Response Fund]**, with Project Identification Number **ITB No. GOP/20-DSWD-068**.

The Procurement Project **Hiring of Forwarding Services for CY 2021** is composed of **per lot basis**, 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 **2021 DSWD [Quick Response Fund]** in the amount of **Sixty-Four Million Two Hundred Eighty-Six Thousand Five Hundred Sixty-Nine Pesos and Seventy-Three Pesos (PhP 64,286,569.73)**

2.2. The source of funding is:

a. NGA, Quick Response Fund [QRF].

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. 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.
- 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:
 - a. 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.

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause

5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. 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 on **18 December 2020, 10:00 a.m.**, at the **Auditorium, 4th Floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** and/or through videoconferencing/webcasting via Google Meet 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 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:

- a. Philippine Peso.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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.

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.

¹ 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.

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:
 - Option 1 – 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Similar contracts shall refer to Hiring of Forwarding Services for CY 2021. b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	No subcontracting is allowed.
12	<p>a. For Goods offered from within the Procuring Entity's country:</p> <ul style="list-style-type: none"> i. No incidental service required ii. No further instruction iii. No further instruction iv. No incidental service are required
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than One Million Two Hundred Eighty-Five Thousand Seven Hundred Thirty-One Pesos and Forty Centavos (PhP 1,285,731.40), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Three Million Two Hundred Fourteen Thousand Three Hundred Twenty-Eight Pesos and Forty-Nine Centavos (PhP 3,214,328.49) if bid security is in Surety Bond.
15	Each bidder shall submit one (1) original and one (1) copy of the first and second components of its Bid. Forms provided in Section IX (Bidding Forms) must be completed without any alterations to their format, and no substitute form shall be accepted.
19.3	<p>Grouping and Evaluation of Lots –</p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
20.2	The Lowest Calculated Bidder (LCB) or Single Calculated Bidder (SCB) as the case maybe, shall submit the following documents during the Post-Qualification Stage:

	<ol style="list-style-type: none"> 1) Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed and paid within the last six (6) months preceding the date of bid submission; 2) Updated Certificate of PhilGEPS Registration (Platinum Membership) if not submitted during the Opening of Bids; 3) Certification that the forwarding firm is engaged in the business of forwarding services for at least three (3) years and certifies that it has the manpower, equipment and the management expertise necessary for the efficient delivery of the services required by the DSWD (must be duly notarized and in original form); and 4) Certification that the forwarding firm should have several options in the delivery route taking into consideration the safest but shortest distance of travel (must be duly notarized and in original form); and 5) Certification that the forwarding firm should have enough resources such as satellite branches at the outer ports nationwide and well capacitated manpower that are able to perform their task 24/7 (must be duly notarized and in original form).
21.2	<p>The Lowest Calculated and Responsive Bidder (LCRB) or Single Calculated and Responsive Bidder (SRCB) who opted to submit Surety Bond as form of Performance Security shall submit a certification from the Insurance Commission indicating the following details:</p> <ol style="list-style-type: none"> 1. The Certification was issued in favor of an insurance/boding company; and 2. The insurance/bonding company is authorized to issue bonds/ sureties in favor of the service provider for the said project.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 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. *{{Include if Framework Agreement will be used:}}* In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

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 *{{Include if Framework Agreement will be used:}}* or Framework Agreement 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	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are specified in Section VI. Schedule of Requirements. 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 :</p> <p style="padding-left: 40px;">EMMANUEL P. PRIVADO Director IV National Resource and Logistics Management Bureau Department of Social Welfare and Development-Central Office IBP Road, Batasan Hills, Quezon City</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements. The Contract price for the Goods/ Services 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>Spare Parts –</p> <p>No further instruction</p>
	<p>Packaging –</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 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</p>

	<p>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>Transportation –</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>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>
2.2	The terms of payment shall be accordance to the “Terms of Payment” indicated in Section VI. Schedule of Requirements.
4	The DSWD-Inspection Committee shall inspect the goods upon delivery. The DSWD-Inspection Committee shall oversee the implementation of the project as well as conduct tests for compliances with the required technical specifications and schedule of requirements.

Section VI. Schedule of Requirements

Schedule of Requirements

Hiring of Forwarding Services for CY 2021

1. Contract Duration

The contract duration shall be for a period of **One (1) Year or Twelve (12) Months commencing from the date of receipt of Notice to Proceed (NTP)** or until such time the **Total Bid Price (TCP)** has been consumed, whichever comes first.

2. Sites Covered

Transfer of goods from DSWD-NROC, Pasay City, and/or other designated/identified warehouse WITHIN METRO MANILA to DSWD-Field Offices or to any designated warehouse within Field Office premises nationwide.

3. Cost/Pricing to be used as reference:

Prices not included in the matrix shall be within the prevailing market price subject to the approval of the Procuring Entity.

FORWARDING SERVICES

Maximum Ceiling Rates (in Philippine Peso)

For this purpose, the DSWD has estimated the following cargo forwarding rates for land and sea services; and all indicated amount/ rate are inclusive of all applicable taxes:

A. Inland Freight – Originating from any point within Metro Manila and vice versa

Inland Freight				
DESTINATION		10 Wheeler	6 Wheeler	4 Wheeler
Region	Province/ City	RATE PER TRIP FOR FY 2021 with 10% Mark up		
FO I	San Fernando, La Union	36,323.86	20,076.49	16,500.00
	Laoag City, Ilocos Norte	53,729.92	35,024.40	24,987.77
	Santa/ Vigan, Ilocos Sur	46,512.77	30,418.92	22,427.85
	Lingayen/ Rosales, Pangasinan	28,045.36	16,061.19	13,075.38
	Dagupan City	28,045.36	16,061.19	14,374.09
FO II	Tuguegarao, Cagayan	53,729.92	35,024.40	23,279.50
	Iligan City, Isabela	43,965.54	25,551.89	21,290.19
	Bayombong, Nueva Vizcaya	42,691.93	24,335.13	16,593.71
	Cabarroguis, Quirino	42,691.93	24,335.13	19,208.85
FO III	San Fernando, Pampanga	17,751.02	8,517.30	7,347.88
	Balanga, Bataan	21,293.73	13,019.30	8,249.80
	Tarlac City, Tarlac	23,460.35	13,019.30	9,776.91
	Iba Zambales	27,500.00	16,500.00	12,007.72
	Palayan, Nueva Ecija	20,403.67	10,950.81	11,395.22

	San Miguel, Bulacan	17,205.98	8,278.49	6,642.09
	Baler, Aurora	38,871.08	21,293.24	14,620.65
FO CAR	Baguio/ La Trinidad, Benguet	40,086.94	24,200.00	16,423.10
	Bangued, Abra	53,729.92	35,024.40	22,464.66
	Tabuk, Kalinga	53,729.92	35,024.40	22,911.37
	Luna, Apayao	53,729.92	35,024.40	25,672.36
	Lagawe, Ifugao	50,304.58	35,024.40	18,859.12
	Bontoc, Mt. Province	53,729.92	35,024.40	22,354.22
FO IV-A	GMA, Cavite	13,844.56	5,840.43	6,077.45
	Tanay, Rizal	15,566.60	8,278.49	5,950.48
	Sta. Cruz, Laguna	18,493.25	8,278.49	7,355.57
	Provincial Capitol, Batangas	19,130.06	8,517.30	8,430.07
	Lucena, Quezon	19,766.87	10,342.43	8,438.21
FO IV-B	Calapan, Mindoro	58,300.00	38,500.00	24,200.00
	Boac, Marinduque	65,898.31	45,100.00	31,900.00
	Provincial Capitol, Romblon	80,180.72	53,012.05	34,100.00
	Puerto Princesa, Palawan	91,300.00	56,100.00	36,300.00
FO V	Legaspi, Albay	53,729.92	35,024.40	21,073.54
	Daet, Camarines Norte	42,691.93	24,335.13	15,492.14
	Pili, Camarines Sur	42,691.93	24,335.13	17,628.71
	Sorsogon City, Sorsogon	60,097.99	40,118.86	22,067.50
	Virac, Catanduanes	90,200.00	58,300.00	38,500.00
	Masbate City, Masbate	104,500.00	66,000.00	44,000.00
FO VI	Ilo-ilo City, Ilo-ilo	102,300.00	62,700.00	41,800.00
	Kalibo, Aklan	90,200.00	55,000.00	37,400.00
	Provincial Capitol, Antique	93,500.00	57,200.00	39,406.88
	Roxas City, Capiz	95,700.00	58,300.00	39,406.88
	Jordan, Guimaras	107,800.00	69,300.00	39,406.88
	Bacolod, Negros Occidental	107,800.00	69,300.00	46,200.00
FO VII	Cebu City, Cebu	113,300.00	69,300.00	46,200.00
	Tagbilaran, Bohol	113,300.00	69,300.00	46,200.00
	Provincial Capitol, Siquijor	159,500.00	97,900.00	48,679.09
	Dumaguete, Negros Oriental	112,200.00	69,300.00	46,200.00
FO VIII	Tacloban, Leyte	100,060.24	72,891.57	50,600.00
	Catarman, Northern Samar	80,180.72	53,012.05	46,385.54
	Catbalogan, Western Samar	86,807.23	59,638.55	47,300.00
	Borongan, Eastern Samar	100,060.24	71,500.00	47,300.00
	Government City, Ormoc	113,313.25	82,500.00	52,800.00
	Naval, Biliran	113,313.25	73,700.00	50,600.00
	Maasin, Southern Leyte	113,313.25	74,800.00	49,500.00
FO IX	Dipolog, Zamboanga Del Norte	186,204.82	110,000.00	74,800.00
	Pagadian, Zamboanga Del Sur	186,204.82	110,000.00	80,300.00
	Ipil, Zamboanga Sibugay	198,000.00	110,000.00	80,300.00
FO X	Cagayan de Oro, Misamis Oriental	154,000.00	108,900.00	69,300.00
	Mambajao, Camiguin	179,300.00	108,900.00	72,600.00

	Oroquita, Misamis Occidental	170,500.00	108,900.00	72,600.00
	Malaybalay, Bukidnon	154,000.00	108,900.00	72,600.00
	Iligan City, Lanao Del Norte	154,000.00	108,900.00	69,300.00
FO XI	Digos City, Davao Del Sur	159,500.00	113,300.00	74,800.00
	Tagum City, Davao Del Norte	159,500.00	113,300.00	79,200.00
	Nabunturan, Compostela Valley	165,000.00	115,500.00	80,300.00
	Mati, Davao Oriental	165,000.00	115,500.00	80,300.00
	Malita, Davao occidental	165,000.00	119,900.00	83,600.00
FO XII	Coronadal, South Cotabato	170,500.00	119,900.00	83,600.00
	Matalan, Cotabato	179,578.31	119,900.00	83,600.00
	General Santos City	166,325.30	108,900.00	72,600.00
	Alabel, Sarangani	170,500.00	108,900.00	72,600.00
	Isulan, Sultan Kudarat	179,578.31	118,800.00	85,800.00
FO CARAGA	Butuan City, Agusan Del Norte	148,500.00	115,500.00	74,800.00
	Prosperidad, Agusan Del Sur	148,500.00	115,500.00	74,800.00
	Surigao City, Surigao Del Norte	137,500.00	108,900.00	69,300.00
	Tandag City, Surigao Del Sur	137,500.00	113,300.00	78,100.00
	Dinagat Island, San Jose	176,000.00	113,300.00	75,900.00
FO NCR	Any point within Metro Manila	11,488.37	4,457.65	4,638.55

B. Sea Freight (Containerized Cargo) – Originating from any point within Metro Manila and vice versa

CONTAINER	VISAYAS	MINDANAO
20 ft.	PHP55,319.00	PHP58,916.00
40 ft.	PHP89,320.00	PHP97,405.00

C. OTHER ADDITIONAL CHARGES:

1. Manpower Charges (loader and unloader)

1.1 Loader – PHP3,000 per 10wheeler wing van truck or 20ft. container van and PHP6,000 per 40ft. container van

1.2 Unloader - PHP3,000 per 10wheeler wing van truck or 20ft. container van and PHP6,000 per 40ft. container van

2. Packaging Charges (if necessary)

3. Backload Charges – Regular Trucking Charges + 50%

4. Outside Delivery Area (ODA) / Diverted Delivery Charges:

- The ODA Charges amounting to **PHP130.00/Km/trip** will be billed by the FORWARDING FIRM and shall cover outside city proper where the identified destination is located.

All rates shall include cargo handling and pick-up from any DSWD warehouses within Metro Manila. Other additional services such as packaging (*optional, depends on the nature of the cargo*) shall be provided by the FORWARDING FIRM subject to prior approval of the DSWD. Packaging shall be for the account of the DSWD to be billed after the services has been rendered. Provided, that the cost of packaging is reasonable and within the prevailing market price.

4. FLEXIBILITY

The contract with FORWARDING FIRM shall also cover the deliveries originating from region to any point within their premises; and from one region to another region nationwide.

For this purpose, the DSWD has estimated the following rates for these type of deliveries which also inclusive of all applicable taxes:

1. **Deliveries requiring only Land Travel** - Php15,000.00 for the first 50 Km. and an additional of Php130.00 per Km.
2. **Deliveries requiring only Sea Freight** – the actual Shipping or Roll-on Roll-off (RoRo) delivery charges shouldered by the Logistics Service Provider will apply
3. **Deliveries requiring both Land Travel and Sea Freight** – Php15,000.00 for the first 50 Km. and an additional of Php130.00 per Km. + actual Shipping or RoRo delivery charges. The 50 Km. includes the pre and post RoRo delivery distance.

These additional rates including Shipping and/or Ro-Ro Transportation shall be provided by the FORWARDING FIRM subject to prior approval of the DSWD. Shipping and/or Ro-Ro Transportation Rate shall be for the account of the DSWD to be billed after the services has been rendered. Provided, that the cost of Shipping or Ro-Ro delivery is reasonable, supported by the Official Receipts and within the prevailing market price.

II. LIQUIDATED DAMAGES

The Liquidated Damages will start counting from the point of origin until it reaches the point of destination:

For Land Delivery using Trucks	For Land with Sea Freight Delivery using Trucks	For Delivery using Container Van
LD will start after two (2) days from dispatched date if the loaded items still not yet reach or receive at the point of destination	LD will start five (5) days for Region MIMAROPA and Visayas areas, and six (6) days for Mindanao Areas; from dispatched date at origin within Luzon areas if the loaded items still not yet reach or receive at the point of destination	LD will start after five (5) days for Visayas Areas and six (6) days for Mindanao Areas, from dispatched date of vessel at Port within Luzon if the loaded items still not yet reach or received at the point of destination

III. PENALTY AND TERMINATION OF CONTRACT

The FORWARDING FIRM shall provide trucks, deliver the goods and return delivery documents and equipment/ supplies used to expedite deliveries within the timeline prescribed by the DSWD, unless prevented by natural and manmade disaster or other fortuitous events, or other reasons beyond the control of Service Provider. In such cases, the Service Provider shall immediately inform the DSWD. However, should the cause of delay be attributable to the Service Provider's negligence or inability to deliver, it will be a ground for the early termination of contract.

Below are the Penalty Costs per particular instances:

Particulars	Penalty Costs per Particular Instances
Delay provision of trucks	1/10 of 1% of the trucking rate shall be imposed for every day of delay reckoned from the date of receipt of request from DSWD
Delay in arrival of delivery at destination point	1/10 of 1% of the cost of the delivery services (including taxes and other charges) shall be imposed for every day of the delay
Delay in returning delivery documents and equipment/ supplies	Penalty cost of 1/10 of 1% of the trucking rate per day of delay and shall be reckoned after the allowable period, to wit: <ul style="list-style-type: none"> • For land delivery using trucks – within two (2) days after the delivery is received at destination point • For land with sea freight delivery using trucks and delivery using container vans – within five (5) days for Region MIMAROPA and Visayas areas and six (6) days for Mindanao areas, after the delivery is received at destination point

4. Payment Terms

Payment shall be made on per transaction basis. Processing of payment shall be completed within fifteen (15) to thirty (30) calendar days upon receipt of supporting documents.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*****THIS DOCUMENTS MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS****

Section VII. Technical Specifications

Technical Specifications

DSWD Specification	Bidder's Specifications ²
<p>HIRING OF FORWARDING SERVICES FOR CY 2021</p> <p>I. CRITERIA FOR THE SELECTION OF FORWARDING FIRM</p> <ol style="list-style-type: none"> 1. The FORWARDING FIRM is engaged in the business of forwarding services for at least three (3) years and certifies that it has the manpower, equipment and the management expertise necessary for the efficient delivery of the services required by the DSWD. 2. The FORWARDING FIRM should have several options in the delivery route taking into consideration the safest but shortest distance of travel. 3. The FORWARDING FIRM should have enough resources such as satellite branches at the outer ports nationwide and well capacitated manpower that are able to perform their task 24/7. <p>I. SCOPE OF WORK</p>	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

² IMPORTANT NOTE: Detailed specifications must be provided. 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 Bidders 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 provisions of ITB Clause **Error! Reference source not found.** and/or GCC Clause **Error! Reference source not found.**

<ol style="list-style-type: none"> 1. Upon receipt of the request from the DSWD, agrees to undertake door to door delivery of GOODS from the DSWD warehouse to its final destinations (CONSIGNEES). 2. Upon receipt of the request from the DSWD, can provide 20 trucks a day which has a load capacity of at least 1,600 Family Food Packs (FFPs) to transport the DSWD-NRLMB target daily deliveries especially during the DSWD Relief Operation. 3. Upon receipt of request from the DSWD, agrees to undertake door to door delivery of GOODS from the DSWD's warehouses and designated warehouse as identified by the end user to its final destination (CONSIGNEES) at a short notice of within four (4) hours. 4. Ensure that the trucks provided are in 100% good condition and free from dirt and unusual odors. 5. Upon receipt of the GOODS, shall assume the full responsibility for the safety and custody of the GOODS until it reaches and accepted/received by the CONSIGNEES. 6. Agrees to deliver the goods within the DSWD prescribed timeline unless for a reason beyond the control of the FORWARDING FIRM and/or natural or man-made disasters or any fortuitous events occur, in which case, the DSWD shall be properly informed immediately. However, should the cause of delay be attributable to the FORWARDING FIRM's negligence or inability to deliver, a penalty of 1/10 of 1% of the cost of delivery services 	
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(including taxes and other charges) shall be imposed for everyday of delay.

7. Agrees that the DSWD shall pay a detention charges equivalent to not more than 50% of the forwarding rate (including taxes and other charges) for the cargoes held beyond the delivery period for lack of storage or for any untoward incidents determined by the receiving DSWD-FOs.
8. Upon completion of delivery, shall immediately return to DSWD-NROC all delivery documents such as Delivery Receipt (DR) and Requisition and Issuance Slip (RIS) or Issuance Form (IF) duly signed by the DSWD Representative in the receiving destination within **two (2) days** for Inland Freight and within **four (4) days** for Sea Freight.
9. Upon completion of delivery, shall immediately return any supplies/equipment such as pallets, streamers, among others used to expedite the delivery within **two (2) days** for Inland Freight and within **four (4) days** for Sea Freight.

Other agreements including responsibilities of both Parties under the existing laws of the land, schedule of approved price quotations, terms of payments and other agreements shall be stipulated in the Contract of Agreement

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

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);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) 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.

Class "B" Documents

- (m) 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)

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

Section IX. Bidding Forms

Bid Form.....	39
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Date: _____	42
Bank Guarantee Form for Advance Payment	49
Certification from Insurance Commission.....	50
Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid	51
Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid	52

Bid Form

Date: _____
Invitation to Bid No.: _____

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

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

If our Bid is accepted, we undertake:

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

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines

Date: _____
Invitation to Bid No.: _____

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Abroad

Date: _____
 Invitation to Bid No.: _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Proposal Form

Date: _____
Invitation to Bid No.: GOP/20-DSWD-068

Hiring of Forwarding Services for CY 2021

Particular	Quantity	Unit Price (in Phil Peso)	Total Price (in Phil Peso)
Hiring of Forwarding Services for CY 2021	1 lot		
TOTAL CONTRACT PRICE			

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail.
Total Contract Price is inclusive of all applicable taxes.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Bid Securing Declaration Form

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

BID SECURING DECLARATION Invitation to Bid 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]

Contract Agreement Form

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]	[Insert Name and Signature]
[Insert Signatory's Legal Capacity]	[Insert Signatory's Legal Capacity]
for:	for:
[Insert Procuring Entity]	[Insert Name of Supplier]

Acknowledgment

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

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]

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Certification from Insurance Commission

NOTE: Use this template for the required "Certification from the Insurance Commission", which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

[Insurance Commission Letterhead]

CERTIFICATION

This is to certify that *[insert Name of Insurance Company]* is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under *[insert Certificate of Authority Number]* effective *[insert date of period of effectivity]*, unless sooner revoked or suspended for cause.

It is certified, moreover, that *[insert Name of Insurance Company]* is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder's Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that *[insert Name of Insurance Company]* issued a surety bond under *[insert Bond No.]* to *[insert Name of Service Provider or Supplier]* in favor of **Department of Social Welfare and Development** in the amount of *[insert amount]* for the *[insert Name of the Project]*.

This certification is issued upon the request of *[insert Name of the Authorized Representative]* of *[insert Name of Insurance Company]*, pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the *[insert date]* in *[insert Place]*.

For the Insurance Commissioner
[insert name of Authorized Representative]
[insert Position and Office]
Paid under *[insert Official Receipt No.]*

Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid

Business Name: _____

Business Address: _____

A. Government

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

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) Official Receipt(s) or Sales Invoice or (c) User's Certificate of Acceptance/Completion

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Statement of Single Largest Completed Contract (SLCC)³ Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

³ The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.4.

Republic of the Philippines



Government Procurement Policy Board