

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF FINANCE**  
ROXAS BOULEVARD CORNER P. OCAMPO SR. STREET  
MANILA 1004

# Provision of Manpower Services in the Department of Finance for CY 2023

October 2022  
IB No. 2022-15-G

# 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.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>11</b>
1. Scope of Bid .....	12
2. Funding Information.....	12
3. Bidding Requirements .....	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	12
5. Eligible Bidders.....	12
6. Origin of Goods .....	13
7. Subcontracts .....	13
8. Pre-Bid Conference .....	13
9. Clarification and Amendment of Bidding Documents .....	14
10. Documents comprising the Bid: Eligibility and Technical Components .....	14
11. Documents comprising the Bid: Financial Component .....	14
12. Bid Prices .....	14
13. Bid and Payment Currencies .....	15
14. Bid Security .....	15
15. Sealing and Marking of Bids .....	16
16. Deadline for Submission of Bids .....	16
17. Opening and Preliminary Examination of Bids .....	16
18. Domestic Preference .....	16
19. Detailed Evaluation and Comparison of Bids .....	16
20. Post-Qualification .....	17
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet .....</b>	<b>18</b>
<b>Section IV. General Conditions of Contract.....</b>	<b>22</b>
1. Scope of Contract .....	23
2. Advance Payment and Terms of Payment .....	23
3. Performance Security .....	23
4. Inspection and Tests .....	23
5. Warranty .....	24
6. Liability of the Supplier .....	24
<b>Section V. Special Conditions of Contract .....</b>	<b>25</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>27</b>
<b>Section VII. Technical Specifications .....</b>	<b>29</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>35</b>

# *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.

**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***

### **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 for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

# INVITATION TO BID FOR THE PROVISION OF MANPOWER SERVICES IN THE DEPARTMENT OF FINANCE FOR CY 2023

1. The **Department of Finance**, through the **authorized appropriations under the FY 2023 National Expenditure Program** intends to apply the sum of **Seventy-Eight Million Pesos (₱78,000,000.00)** being the ABC to payments under the contract for the Project, **Provision of Manpower Services in the Department of Finance – IB No. 2022-15-G**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Finance** now invites bids for the above Procurement Project. Delivery of the Goods is required the **date of conforme of the Notice to Proceed until December 31, 2023**. Bidders should have completed, within **five (5) 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 (2016 Revised-IRR) of Republic Act (RA) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from DOF BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays at 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 22 to November 16, 2022** from the given address and website(s) 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 **Fifty Thousand Pesos (₱50,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The **Department of Finance** will hold a Pre-Bid Conference<sup>1</sup> on **November 4, 2022, 1:30 PM** through video conferencing or webcasting *via Google Meet*. Interested bidders may send a letter of intent containing names and email addresses of participants, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below or electronic submission through our Cloud-Based

---

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Electronic Procurement System on or before **November 16, 2022, 1:00 PM**. 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 be on **November 16, 2022, 1:30 PM** at the **DOF Library, G/F DOF Building, Roxas Boulevard, Malate, Manila** and/or via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Schedule of bidding activities is as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Advertisement/Posting of Invitation to Bid	October 22, 2022
Issuance and Availability of Bidding Documents	October 22 – November 16, 2022
Pre-Bid Conference	November 4, 2022, 1:30 PM
Last Day of Request for Clarification	November 6, 2022 (by email)
Last Day for Issuance of Supplemental Bid Bulletin	November 9, 2022
Deadline for Submission of Bids	November 16, 2022, 1:00 PM
Opening of Bids	November 16, 2022, 1:30 PM

11. The **Department of Finance** 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 Sections 35.6 and 41 of the 2016 Revised-IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**Ms. Eden C. Zamora**

Head, BAC Secretariat

DOF BAC Secretariat, Procurement Management Division

7/F EDPC Building, BSP Complex, Roxas Boulevard, Manila

Email Address: [bac@dof.gov.ph](mailto:bac@dof.gov.ph)

Telephone No.: 5317-6363 loc. 2189 or 8526-4786

Website: [www.dof.gov.ph](http://www.dof.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.dof.gov.ph/about/procurement/>

For online bid submission: The link will be shared upon purchase of bidding documents.

**MARIA EDITA Z. TAN**

Undersecretary and  
DOF BAC Chairperson

## ***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 Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, Department of Finance wishes to receive Bids for the Project, **Provision of Manpower Services in the Department of Finance for CY 2023**, with identification number **IB No. 2022-15-G**.

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 **2023** in the amount of **Seventy-Eight Million Pesos (₱78,000,000.00)**.

2.2. The source of funding is: **NGA, the National Expenditure Program**.

## 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 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:

**The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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: **Subcontracting is not allowed.**

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* 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. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. 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 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 **five (5) 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: **Philippine Pesos**.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</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 bid opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

---

<sup>2</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.

## **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.

## **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:

**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**

20.1. For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <b>Provision of Manpower Services;</b></p> <p>b. completed within <b>five (5) years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>One Million Five Hundred Sixty Thousand Pesos (₱1,560,000.00)</b> [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Three Million Nine Hundred Thousand Pesos (₱3,900,000.00)</b> [5% of ABC] if bid security is in Surety Bond.</p>
15	<p><b>Sealing and Markings of Envelopes:</b> Each bidder must submit <b>one (1) original and/or certified true copy of the original documents of the technical and financial components</b> and may submit <b>two (2) photocopies thereof</b>.</p> <p>Original eligibility and technical documents shall be enclosed in one sealed envelope and the original financial component in another sealed envelope containing the markings:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">TECHNICAL COMPONENT</p> <p style="text-align: center;"><b>PROVISION OF MANPOWER SERVICES IN THE DEPARTMENT OF FINANCE FOR CY 2023</b></p> <p style="text-align: center;">[COMPANY NAME] [COMPANY ADDRESS] [E-MAIL ADDRESS &amp; TELEPHONE NUMBER]</p> <p style="text-align: center;">UNDERSECRETARY MARIA EDITA Z. TAN CHAIRPERSON DEPARTMENT OF FINANCE BIDS AND AWARDS COMMITTEE ROXAS BOULEVARD, MANILA</p> <p style="text-align: center;">IB NO. 2022-15-G</p> <p style="text-align: center;">DO NOT OPEN BEFORE: <b>NOVEMBER 16, 2022, 1:30 PM</b></p> <p style="text-align: right;">Check one:  <input type="checkbox"/> Original – Technical Component  <input type="checkbox"/> Copy No. 1 – Technical Component  <input type="checkbox"/> Copy No. 2 – Technical Component</p> </div>

FINANCIAL COMPONENT

**PROVISION OF MANPOWER SERVICES IN THE DEPARTMENT OF FINANCE FOR CY 2023**

[COMPANY NAME]  
[COMPANY ADDRESS]  
[E-MAIL ADDRESS & TELEPHONE NUMBER]

UNDERSECRETARY MARIA EDITA Z. TAN  
CHAIRPERSON  
DEPARTMENT OF FINANCE BIDS AND AWARDS COMMITTEE  
ROXAS BOULEVARD, MANILA

IB NO. 2022-15-G

DO NOT OPEN BEFORE:  
**NOVEMBER 16, 2022, 1:30 PM**

Check one:

- Original – Financial Component  
 Copy No. 1 – Financial Component  
 Copy No. 2 – Financial Component

The envelopes containing the original and the copies shall then be enclosed in one single envelope containing the following markings:

**PROVISION OF MANPOWER SERVICES IN THE DEPARTMENT OF FINANCE FOR CY 2023**

[COMPANY NAME]  
[COMPANY ADDRESS]  
[E-MAIL ADDRESS & TELEPHONE NUMBER]

UNDERSECRETARY MARIA EDITA Z. TAN  
CHAIRPERSON  
DEPARTMENT OF FINANCE BIDS AND AWARDS COMMITTEE  
ROXAS BOULEVARD, MANILA

IB NO. 2022-15-G

DO NOT OPEN BEFORE:  
**NOVEMBER 16, 2022, 1:30 PM**

Check one:

- Original  
 Copy No. 1  
 Copy No. 2

All envelopes shall then be enclosed in a main envelope containing the markings:

**PROVISION OF MANPOWER SERVICES IN THE DEPARTMENT OF FINANCE FOR CY 2023**

[COMPANY NAME]  
[COMPANY ADDRESS]  
[E-MAIL ADDRESS & TELEPHONE NUMBER]

UNDERSECRETARY MARIA EDITA Z. TAN  
CHAIRPERSON  
DEPARTMENT OF FINANCE BIDS AND AWARDS COMMITTEE  
ROXAS BOULEVARD, MANILA

IB NO. 2022-15-G

DO NOT OPEN BEFORE:  
**NOVEMBER 16, 2022, 1:30 PM**

19.3	<b>One (1) Lot – Provision of Manpower Services in the Department of Finance for CY 2023</b>
20.2	<p>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 LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> <li>(a) Latest Income Business Tax Returns filed through the Electronic Filing and Payments System (EFPS): <ul style="list-style-type: none"> <li>1. Annual Income Tax Return (BIR Form 1702) for CY 2020 and CY 2021; and</li> <li>2. Proof of VAT payments filed for CY 2022: <ul style="list-style-type: none"> <li>April 2550M 2022</li> <li>May 2550M 2022</li> <li>June 2550Q 2022</li> <li>July 2550M 2022</li> <li>August 2550M 2022</li> <li>September 2550Q 2022</li> </ul> </li> </ul> </li> <li>(b) BIR Tax Registration Certificate (BIR Form 2303).</li> </ul>

## ***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.

## 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**

- 5.1 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.
- 5.2 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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	No further instructions.
2.2	<b>Payment will be made on a monthly basis.</b>
4	No further instructions.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as days stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Months</b>
1	Accountant I	1	Delivery of the Goods and Services is required from the date of conforme of the Notice to Proceed until December 31, 2023.
2	Administrative Aide IV (Driver II)	2	
3	Administrative Aide IV (Plmber II)	1	
4	Administrative Assistant	3	
5	Administrative Assistant III	5	
6	Administrative Assistant III (Driver III)	23	
7	Administrative Officer II	17	
8	Administrative Officer III	2	
9	Administrative Officer IV	41	
10	Administrative Officer V	27	
11	Development Management Officer II	3	
12	Development Management Officer III	-	
13	Development Management Officer IV	3	
14	Economist II	-	
15	Financial Analyst II	1	
16	Financial Analyst III	9	
17	Financial Analyst IV	8	
18	Gym Assistant	2	
19	Gym Instructor	2	
20	Information Technology Officer II	2	
21	Internal Auditor I	2	

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Months</b>
22	Internal Auditor II	1	Delivery of the Goods and Services is required from the date of conforme of the Notice to Proceed until December 31, 2023.
23	Legal Operations Assistant	1	
24	Nurse I	-	
25	Nurse II	-	
26	Planning Officer III	2	
27	Project Evaluation Officer II	-	
28	Project Evaluation Officer III	1	
29	Project Evaluation Officer IV	1	
30	Statistician II	1	
<b>TOTAL</b>		<b>161</b>	

**Note: In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered item/s.**

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
**Name of Company/Bidder    Signature Over Printed Name of Representative    Date**

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

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

**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. A statement in the Bidder's statement of compliance 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.**

Item	Specification	Statement of Compliance
1	Accountant I – Bachelor’s degree; Experience and Training none required. Required with R.A. 1080. Proposed Salary: ₱20,651.00/month	
2	Administrative Aide IV (Driver II) – Elementary graduate; Experience and Training none required. Driver’s License is required. Proposed Salary: ₱14,331.00/month	
3	Administrative Aide IV (Plumber II) - Elementary graduate; Experience and Training none required. Proposed Salary: ₱14,331.00/month	
4	Administrative Assistant – Completion of two (2) years studies in College; One (1) year relevant experience and four (4) hours of relevant training. Proposed Salary: ₱15,368.00/month	
5	Administrative Assistant III - Completion of two (2) years studies in College; Two (2) years of relevant experience; Eight (8) hours of relevant training. Proposed Salary: ₱17,730.00/month	
6	Administrative Assistant III (Driver III) - Elementary school graduate; Two (2) years of relevant experience. Eight (8) hours of relevant training; Driver’s license is required. Proposed Salary: ₱17,730.00/month	
7	Administrative Officer II - Bachelor’s degree; Experience and Training none required. Proposed Salary: ₱19,077.00/month	
8	Administrative Officer III - Bachelor’s degree; One (1) year relevant experience and four (4) hours of relevant training. Proposed Salary: ₱24,141.00/month	
9	Administrative Officer IV - Bachelor’s degree; One (1) year relevant experience and four (4) hours of relevant training. Proposed Salary: ₱26,192.00/month	
10	Administrative Officer V - Bachelor’s degree; Two (2) years relevant experience and eight (8) hours of relevant training. Proposed Salary: ₱33,452.00/month	
11	Development Management Officer II - Bachelor’s degree relevant to the job; One (1) year relevant experience; four (4) hours of relevant training. Proposed Salary: ₱26,192.00/month	
12	Development Management Officer III - Bachelor’s degree; Two (2) years relevant experience and eight (8) hours of relevant training. Proposed Salary: ₱33,452.00/month	

Item	Specification	Statement of Compliance
13	Development Management Officer IV - Bachelor's degree relevant to the job; Three (3) years relevant experience and 16 hours of relevant training. Proposed Salary: ₱47,448.00/month	
14	Economist II - Bachelor's Degree relevant to the job; One (1) year of relevant experience; 4 hours relevant training. Proposed Salary: ₱26,192.00/month	
15	Financial Analyst II - Bachelor's degree relevant to the job; One (1) year relevant experience; four (4) hours of relevant training. Proposed Salary: ₱26,192.00/month	
16	Financial Analyst III - Bachelor's degree; Two (2) years relevant experience and eight (8) hours of relevant training. Proposed Salary: ₱33,452.00/month	
17	Financial Analyst IV - Bachelor's degree relevant to the job; Three (3) years relevant experience; 16 hours of relevant training. Proposed Salary: ₱47,448.00/month	
18	Gym Assistant - Completion of two (2) years studies in College, with at least two (2) years relevant experience in managing a gym. Proposed Salary: ₱15,368.00/month	
19	Gym Instructor - Completion of two (2) years studies in College, with at least three (3) years of relevant experience in managing a gym. Proposed Salary: ₱19,077.00/month	
20	Information Technology Officer II - Bachelor's degree relevant to the job; Three (3) years relevant experience and 16 hours of relevant training. Proposed Salary: ₱47,448.00/month	
21	Internal Auditor I – Bachelor's Degree; Experience and training none required. Proposed Salary: ₱20,651.00/month	
22	Internal Auditor II - Bachelor's Degree relevant to the job; One (1) year of relevant experience; 4 hours relevant training. Proposed Salary: ₱26,192.00/month	
23	Legal Operations Assistant - Bachelor's Degree relevant to the job; Two (2) years of relevant experience; eight (8) hours of relevant training. Proposed Salary: ₱33,452.00/month	
24	Nurse I - Bachelor's degree in Nursing, with R.A. 1080. Experience and Training none required; Proposed Salary: ₱20,651.00/month	
25	Nurse II - Bachelor's degree in Nursing, with R.A. 1080. One (1) year of relevant experience; 4 hours relevant training; Proposed Salary: ₱26,192.00/month	
26	Planning Officer III - Bachelor's degree; Two (2) years relevant experience and eight (8) hours of relevant training. Proposed Salary: ₱33,452.00/month	
27	Project Evaluation Officer II - Bachelor's degree relevant to the job; One (1) year relevant experience; four (4) hours of relevant training. Proposed Salary: ₱26,192.00/month	
28	Project Evaluation Officer III - Bachelor's degree; Two (2) years relevant experience and eight (8) hours of relevant training. Proposed Salary: ₱33,452.00/month	

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
29	Project Evaluation Officer IV - Bachelor's degree relevant to the job; Three (3) years relevant experience and 16 hours of relevant training. Proposed Salary: ₱47,448.00/month	
30	Statistician II - Bachelor's degree relevant to the job; One (1) year relevant experience and four (4) hours of relevant training. Proposed Salary: ₱26,192.00/month	
	<p>Note:</p> <p>*The Outsourced personnel to be deployed in the DEPARTMENT must be fully vaccinated against COVID-19. Vaccination Cards must be submitted prior to deployment.</p> <p>*The monthly basic pay to be paid by the contractor must not be below the DOF prescribed rate. The Contractor shall likewise be mandated to pay the employer's share: SSS/Philhealth; Pag-ibig Contribution.</p> <p>*Drivers, Plumbers and office staff will work on a five (5) working day schedule. *Drivers shall be entitled to overtime pay, subject to the provisions as stated in the Labor Code of the Philippines.</p> <p>* The outsourced personnel are required to wear the DOF prescribed uniform. The cost of the uniforms shall be paid in advance by the service provider, and the DOF may reimburse the same in the amount of ₱6,000.00 for female and ₱6,000.00 for male.</p> <p>*The outsourced personnel shall be entitled to additional remuneration, such as reasonable meal allowance and hazard pay on a reimbursable basis for the number of days physically reporting for work specified in an official Department Order issued during National Emergency, subject to existing government accounting and auditing rules and regulations.</p>	

**TECHNICAL PARAMETERS**  
Based on GPPB Circular No. 24-2007

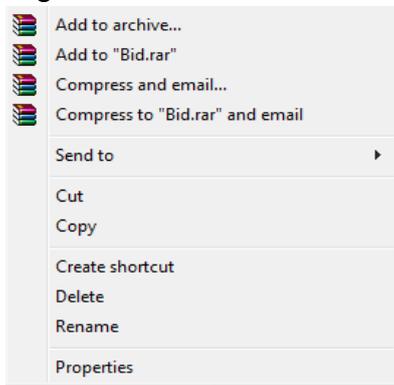
Item No.	DESCRIPTION	Bidder's Compliance
<b>1</b>	<b>Stability of the Company</b>	
	<p><b>a) Years of Experience</b></p> <ul style="list-style-type: none"> <li>- Has been in the business for ten (10) years</li> <li>- Has provided manpower outsourcing services to government and financial institutions</li> <li>- Bidder shall submit certification under oath of list of contracts completed for the past five (5) years</li> </ul>	
	<p><b>b) Liquidity of the Contractor</b></p> <ul style="list-style-type: none"> <li>- Submit Audited Financial Statement for the CY 2020 and 2021 duly stamped and received by the BIR or its duly accredited and authorized institutions</li> </ul>	
	<p><b>c) Organizational Setup</b></p> <ul style="list-style-type: none"> <li>- Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders</li> </ul>	
<b>2</b>	<b>Resources</b>	
	<ul style="list-style-type: none"> <li>- Submit a certification under oath of updated outsource complement of at least 1,000 personnel deployed to clients for CY 2020 &amp; 2021</li> </ul>	
<b>3</b>	<b>Other Factors</b>	
	<ul style="list-style-type: none"> <li>a) Submit company policy of recruitment, selection criteria of outsourced personnel</li> <li>b) Submit sketch/map of office going to DOF</li> <li>c) Benefits entitled to outsource manpower personnel</li> </ul>	

**I hereby certify to comply with all the above Technical Specifications.**

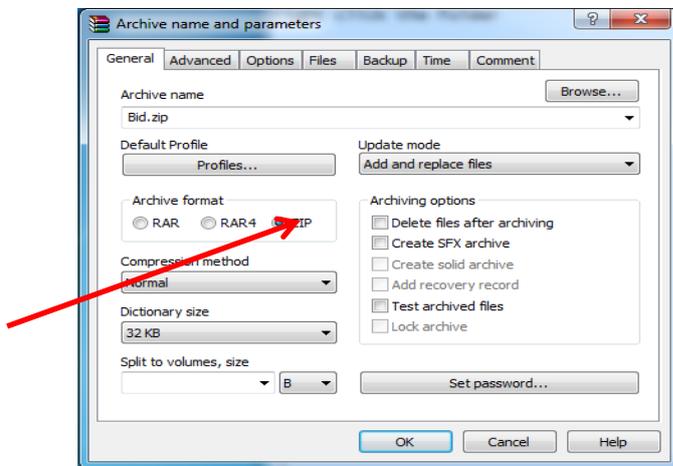
\_\_\_\_\_  
Name of Company/Bidder      Signature Over Printed Name of Representative      Date

### Steps on How to Zip and Upload Files using Electronic Bid Submission

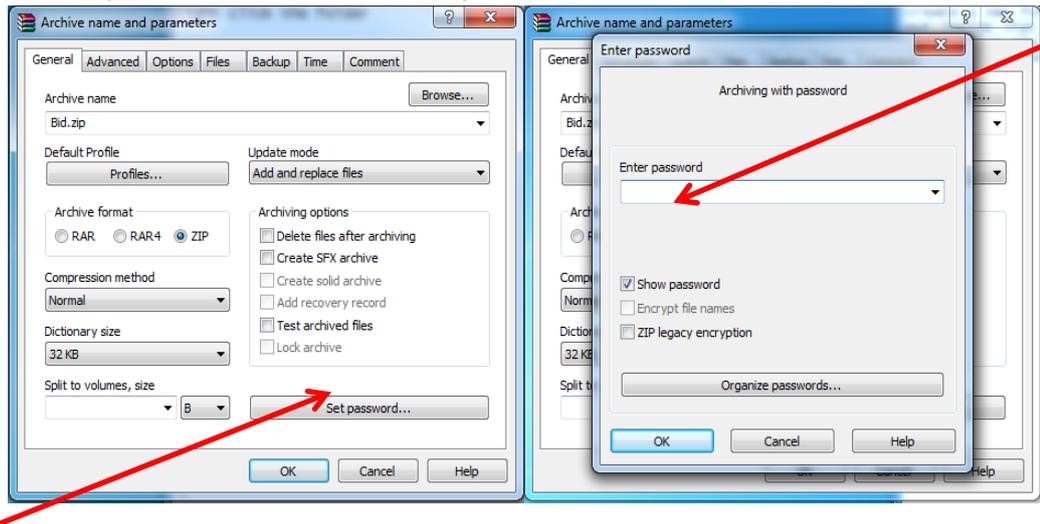
1. Scan or convert the bid documents to PDF format.
2. Download the free WinRAR software (rarlab.com) and install.
3. Create two (2) New Folders.
4. Rename the folders with these formats:
  - a. Technical Bid ITB No. <Insert ITB No.><Insert Name of Company>
  - b. Financial Bid ITB No. <Insert ITB No.><Insert Name of Company>
5. Put the scanned bid documents inside the folders in PDF format.
6. Right click the folder and select “Add to archive...”



7. Select ZIP as “Archive Format”



8. Click “Set password” and enter the password



9. Upload the ZIP file with password in the online link to be shared only to bidders who bought the bidding documents:

TECHNICAL COMPONENT (must be password protected): \*

FINANCIAL COMPONENT (must be password protected): \*

## ***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:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# 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 Section VI. Schedule of Requirements and Section VII. Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) 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*

- (h) 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)

- (i) [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.

- (j) 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).

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

Date : \_\_\_\_\_  
Project Identification 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: \_\_\_\_\_





## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

---

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

### **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]*

## CONTRACT OF MANPOWER SERVICES

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

---

### KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT made and executed this \_\_\_\_ day of \_\_\_\_\_ 2023 in Manila, Philippines, by and between:

The **DEPARTMENT OF FINANCE** with principal office at the Department of Finance Building and 7<sup>th</sup> Floor EDC Buildings, Pablo Ocampo Sr. St. cor Roxas Blvd., Malate, Manila represented by **Secretary BENJAMIN E. DIOKNO**, herein after referred to as **DEPARTMENT/DOF**,

-and-

\_\_\_\_\_, a corporation duly organized existing under Philippine laws, with business address at \_\_\_\_\_ represented in this act by its President, \_\_\_\_\_, duly authorized for this purpose, herein after referred as \_\_\_\_\_.

### WITNESSETH:

**WHEREAS**, the **DEPARTMENT** deems it necessary to contract out the services of additional manpower namely, Administrative Aide IV (Plumber II), Administrative Aide IV (Driver II), Administrative Assistant, Gym Assistant, Gym Instructor, Administrative Assistant III, Administrative Assistant III (Driver III), Accountant I, Statistician II, Administrative Officer II, Administrative Officer III, Administrative Officer IV, Administrative Officer V, Development Management Officer II, Development Management Officer III, Development Management Officer IV, Economist II, Financial Analyst II, Financial Analyst III, Financial Analyst IV, Internal Auditor I, Internal Auditor II, Information Technology Officer II, Legal Operations Assistant, Nurse I, Nurse II, Planning Officer III, Project Evaluation Officer II, Project Evaluation Officer III and Project Evaluation Officer IV in order to augment the present manpower requirements in the various offices of the **DEPARTMENT**;

**WHEREAS**, the **DEPARTMENT** posted the Invitation to Bid on \_\_\_\_\_ in the PhilGEPS / DOF websites and on conspicuous places inviting prospective bidders with known expertise and capability to submit their bids for the services of skilled manpower personnel;

**WHEREAS**, the DOF Bids and Awards Committee (BAC) under BAC Resolution No. \_\_\_\_\_ has resolved to recommend approval to enter into contract with \_\_\_\_\_ for the provision of skilled manpower in the **DEPARTMENT** to augment its manpower requirements for CY 2023;

**WHEREAS**, \_\_\_\_\_ submitted the single/lowest calculated and responsive bid;

**WHEREAS**, as provided under the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, (cite relevant applicable Provision of the IRR), in accordance with the provisions of the R-IRR, and it meets the eligibility requirements or criteria, after which it submits a bid which is found to be responsive to the bidding requirements;

**WHEREAS**, \_\_\_\_\_ has presented to DOF that it has a capability to provide the required services under the terms and conditions set forth in the **CONTRACT**;

**WHEREAS**, the **DEPARTMENT** has accepted the bid for \_\_\_\_\_ (₱ \_\_\_\_\_) by \_\_\_\_\_ for the provision of said services for CY 2023;

NOW THEREFORE, for and in consideration of the foregoing premises and of the terms and conditions hereinafter set forth, the parties hereby agrees as follows:

1. **AGREEMENT** – The **DEPARTMENT** hereby engages the \_\_\_\_\_ to provide the **DEPARTMENT**, within ten (10) days from receipt of the request, the required Personnel mentioned in the first “WHEREAS” clause of this contract (hereinafter referred to as “Contractuals” or “Contractual Personnel”) as may be needed by the **DEPARTMENT** from time to time to work at its Head Office and other offices connected with the **DEPARTMENT**.
2. **QUALIFICATION** – The \_\_\_\_\_ shall assign Contractual Personnel who possess the necessary qualifications for the position.
3. **SCOPE OF WORK** – The \_\_\_\_\_ agrees to cause the performance of any work related to the Contractual Personnel’s functions or duties assigned by the **DEPARTMENT**.
4. **CONSIDERATION** – For and in consideration of the service/s rendered, the **DEPARTMENT** hereby agrees to pay \_\_\_\_\_ in accordance with the schedule of billing rates hereto attached. The rates shall be fixed, and therefore not subject to price escalation during the contract implementation, except under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board. However, per Sec. 61.2, Rule XIX of the Revised RA 9184 (R-IRR); in cases, where the cost of the awarded contract is affected by applicable new laws, ordinances, regulations or other acts of the Government promulgated after the bidding, a contract price adjustment shall be made or appropriate relief shall be applied on a no-loss no gain basis.

In addition, manpower outsourced personnel performing messengerial functions such as delivery of important DOF official documents to other agencies shall be

entitled to the reimbursement of reasonable actual transportation expenses subject to government accounting rules and regulations, which reimbursements shall be processed by the **DEPARTMENT** and shall be paid directly to the individual.

5. **NO EMPLOYER – EMPLOYEE RELATIONSHIP** – It is expressly understood and agreed that the Contractual Personnel assigned by \_\_\_\_\_ to the **DEPARTMENT** are the employees of \_\_\_\_\_ and not of the **DEPARTMENT**. Hence, compliance with all applicable labor laws, rules and regulations shall be the responsibility of \_\_\_\_\_. It is however understood and agreed that any personnel injury, death or damage sustained by the Contractual Personnel during the performance their duties or while within premises of the **DEPARTMENT** attributable to the acts, omissions, or fault of the **DEPARTMENT** or any of its officials, employee/s and/or agents shall be the liability of the official, employee or agent concerned.
6. **SUPERVISION AND CONTROL** – \_\_\_\_\_ hereby maintains administrative control and supervision but authorizes the **DEPARTMENT** to give direct instructions to the Contractual Personnel assigned to the **DEPARTMENT**. This authority shall not be deemed nor interpreted as relinquishment of the powers by the \_\_\_\_\_ as employer of its personnel assigned to the **DEPARTMENT**.
7. **LIABILITY FOR LOSSES AND DAMAGES** – \_\_\_\_\_ shall only be liable for losses and damages on the properties and facilities of the **DEPARTMENT** which may be caused through negligence or fault of the Contractual Personnel assigned to the **DEPARTMENT** while in the performance of their official duties, subject to the following limitation:
  - a. Losses and damages caused by or attributable to any Contractual Personnel in the performance of duties inherent to a position other than his official designation shall not, even if the sanctioned by the **DEPARTMENT**, make the \_\_\_\_\_ liable if the same is without the prior written approval of the \_\_\_\_\_.
8. **CHANGE / REPLACEMENT OF PERSONNEL** – Should the **DEPARTMENT** find the Contractual Personnel undesirable, with unsatisfactory performance or commits acts inimical to the best interest of the **DEPARTMENT**, or shows behavior or attitude which is not aligned with the standards of the **DEPARTMENT** the \_\_\_\_\_ shall, within five (5) working days from receipt of the **DEPARTMENT**'s written request, replace such personnel concerned with one acceptable to the **DEPARTMENT**.
9. **CHANGE IN THE NUMBER OF PERSONNEL** - The **DEPARTMENT** may require \_\_\_\_\_ to provide for additional manpower whenever the exigency of the service so requires, the compensation of which shall be paid by the **DEPARTMENT**.

The **DEPARTMENT** also reserves the right to make corresponding reduction of the Contractual personnel for any particular period during the duration of this Agreement on account of budgetary constraints, provided, a thirty (30) day-prior written notice is given to \_\_\_\_\_.

10. **SERVICE RENDERED OUT OF THE REGULAR WORKING HOURS** – The Contractual Personnel shall observe the five-days regular eight (8) hours working schedule from Mondays to Fridays. For services, rendered over and above eight (8) hour regular working time or during holiday / rest day, particularly by those holding Driver positions, they shall be entitled to overtime pay subject to the provisions as stated in the Labor Code of the Philippines. Drivers are required to report to the respective offices of the official concerned whenever the official is out of the country or on leave of absence.
11. **VIOLATION OF TERMS AND CONDITIONS** – In case of violation by either party of any of the foregoing terms and conditions, the other party may terminate this Contract by giving a written notice at least thirty (30) working days prior to the date of effectivity of the intended termination. The termination shall take effect immediately after the lapse of the thirty (30) working days from the receipt by the other party of the notice of termination; Provided, however, that the termination shall be without prejudice to the settlement of any obligation or claim for damages one may have against the other; Provided, further, that failure on the part of either party to enforce any of the provisions of this Contract shall not be considered as waiver of its rights.
12. **ARBITRATION** – All disputes, claims or questions which may arise out of this Contract shall be submitted to and settled first by an arbitrator before referring the same to the courts. Both parties shall mutually agree upon the arbitrator and they shall share equally the arbitrator’s fee and all other arbitration expenses.  
  
The decision of the arbitrator shall be final and binding upon the **DEPARTMENT** and the \_\_\_\_\_ and may be endorsed by either party in any court of competent jurisdiction.
13. **VENUE OF LEGAL ACTION** – The parties agree that any dispute, claim or dispute referable to the courts shall be instituted exclusively in the proper court of the place where the **DEPARTMENT**’s main office is located.
14. **CONTRACT DURATION** – This Contract shall take effect on \_\_\_\_\_ and shall continue to be in full force and effect until December 31, 2023, unless sooner terminated by either party upon mutual agreement or pursuant to the provisions of Paragraph 10 hereof.
15. **DATA PRIVACY COMPLIANCE** - The PARTIES shall comply with the provisions of Republic Act (RA) No. 10173, otherwise known as the “Data Privacy Act of 2012”, its Implementing Rules and Regulations (IRR), issuances of the National Privacy Commission (NPC), and other applicable laws on processing of personal information. These shall include compliance with all relevant data protection policies of the Entity and other measures

reasonably necessary to prevent any use or disclosure of personal data other than as allowed under this contract.

The PARTIES shall implement security measures aimed at maintaining the availability, integrity, and confidentiality of personal data including the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

16. **CONSENT TO THE PROCESSING OF PERSONNEL INFORMATION** - As part of the data privacy compliance, the Supplier hereby grants its consent to the Entity's processing of his/her personal information collected under this contract, which may include the disclosure of such information to third parties, to comply with requirements of law in relation to the implementation of this contract.

**IN WITNESS WHEREOF**, the parties, through their duly authorized representatives, have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at Manila, Philippines.

**DEPARTMENT OF FINANCE**

By:

**BENJAMIN E. DIOKNO**  
Undersecretary

By:

\_\_\_\_\_  
President

**SIGNED IN THE PRESENCE OF**

\_\_\_\_\_

**ACKNOWLEDGEMENT**

Republic of the Philippines    )  
City of Manila                            )

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at the Department of Finance Building, Roxas Boulevard, Malate, Manila personally appeared Secretary **BENJAMIN E. DIOKNO** with TIN \_\_\_\_\_ and government issued ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, and \_\_\_\_\_ with TIN \_\_\_\_\_ and his/her government issued ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, all known to me to be the same persons who executed the foregoing instrument, consisting of six (6) pages and who acknowledged to me that the same is their free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and on the day first written above.

**NOTARY PUBLIC**

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

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]*

**Statement of all Ongoing Government and Private Contracts  
including Contracts Awarded but not yet Started**

<b>Name of the Contract</b>	<b>Date of the Contract</b>	<b>Contract Duration</b>	<b>Owner's Name and Address</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Value of Outstanding Contract</b>

\_\_\_\_\_

Name of Company                      Signature over Printed Name of Representative                      Date

**Statement of Single Largest Completed Contract Similar to the Contract to be Bid**

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt or Sales Invoice
							<i>(Attach a copy)</i>

\_\_\_\_\_

Name of Company      Signature over Printed Name of Representative      Date

**Note:** Attach a copy of the **End User's Acceptance or Official Receipt or Sales Invoice** as proof for the SLCC as per GPPB Circular No. 04-2020 dated September 16, 2020.

