

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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PROCUREMENT OF COMMON-USE SUPPLIES, ICT SUPPLIES AND EQUIPMENT (FUND 163)

(ISAT U MC GOODS-2025-04-14)

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INVITATION TO BID FOR THE PROCUREMENT OF COMMON-USE SUPPLIES, ICT SUPPLIES AND EQUIPMENT (FUND 163)

1. The **Iloilo Science and Technology University – Miagao Campus**, through FY 2025 **Fund 164**, intends to apply the sum of **Php 283,453.50** as the Approved Budget of Contract (ABC) to payments under the contract for the **Procurement of Common-Use Supplies, ICT Supplies and Equipment (Fund 163)** with Project Reference No. **ISAT U MC GOODS-2025-04-14**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **ISAT U Miagao Campus** invites bidders for the above procurement project. Delivery of the Goods is required within **Thirty (30) Calendar Days** upon the receipt of the Notice to Proceed. Bidders should have completed within the **last 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 (IRR) of Republic Act (RA) No. 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 No. 5183.

4. Interested bidders may obtain further information from **ISAT U Miagao Campus** and inspect the Bidding Documents at the address given below during **office hours from 7:30 am to 4:00 pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **April 28, 2025 – May 6, 2025** in the address stated below upon payment of the applicable fee for the said bidding documents. Pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Hundred Pesos Only (Php 500.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronics 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 abovementioned deadline.
6. The **ISAT U Miagao Campus** shall allow the bidder to present its proof of payment for the fee by emailing a copy of the official receipt at miagao.bac@isatu.edu.ph or presentation of the official receipt in person.

7. The **ISAT U Miagao Campus** will hold a Pre-Bid Conference at **10:00 AM, on April 24, 2025** at the **BAC Conference Room of ISAT U Miagao Campus** and **via videoconferencing application** which shall be open to prospective bidders. All interested bidders are advised to contact the BAC Secretariat through email or landline, in advance or prior to the scheduled procurement activity for the Google application meeting.
8. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before, **May 7, 2025 at 5:00 PM**. Late bids shall not be accepted. 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 **May 8, 2025 at 10:00 AM** at the **BAC Conference Room of ISAT U Miagao Campus** and **via videoconferencing application**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

We kindly enjoin bidders of the requirement to have at least one (1) representative physically present/virtually during the Bid Opening at the ISAT U Miagao Campus, Igtuba, Miagao Campus. It is important to note that submitted bids without a representative during the Bid Opening will still be evaluated. However, please be aware that if any questions or clarifications arise from the BAC, bidders who did not have a representative present will not be permitted to contest or provide further input.
10. The **ISAT U Miagao Campus** 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.
11. For further information, please refer to:

MS. WENEFREDA N. NOLADA

BAC Secretariat Section

ISAT U – Miagao Campus

Igtuba, Miagao, Iloilo

Tel No.: 315-8164 loc 121

Email: miagao.bac@isatu.edu.ph

Fax: (033) 315-9755

Website: www.miagao.isatu.edu.ph

FB Page: Bac Isatu Miagao Campus

(Sgd.) SOLIMAR F. MORADAS, DIT

BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Iloilo Science and Technology University – Miagao Campus** wishes to receive Bids for the **Procurement of Common-Use Supplies, ICT Supplies and Equipment (Fund 163)** with Project identification number **ISAT U MC-GOODS-2025-04-14**.

The Procurement Project referred to herein as the “Project” is composed of is composed 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 **FY 2025** in the amount of **Two Hundred Eighty Three Thousand Four Hundred Fifty Three Pesos & Fifty Centavos Only (Php 283,453.50)**.

2.2. The source of funding is:

a. **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.

ISAT U Miagao Campus required the bidder to use the prescribe form or template attached in the bidding documents especially in the Financial Documents. Also, requesting the Bidder to use the A4 size of bond paper in all 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. xxx
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. **For the procurement of Non-expendable Supplies and Services: 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

The Procuring Entity has prescribed that:

- b. **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing application and at its physical address stated below as indicated in paragraph 7 of the IB.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in ***Section VIII (Checklist of Technical and Financial Documents)***.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the **last 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)*. If possible, all financial documents or forms should be entered computerized.
- 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 BDS.

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 Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 **120 calendar days**. 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.

ISAT U Miagao Campus is requesting for additional two (2) hard copies of the Bid which shall be marked as “Copy 1” and “Copy 2”. (Please see attached “Annex A”).

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 14 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

- 20.2. 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 Payments System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

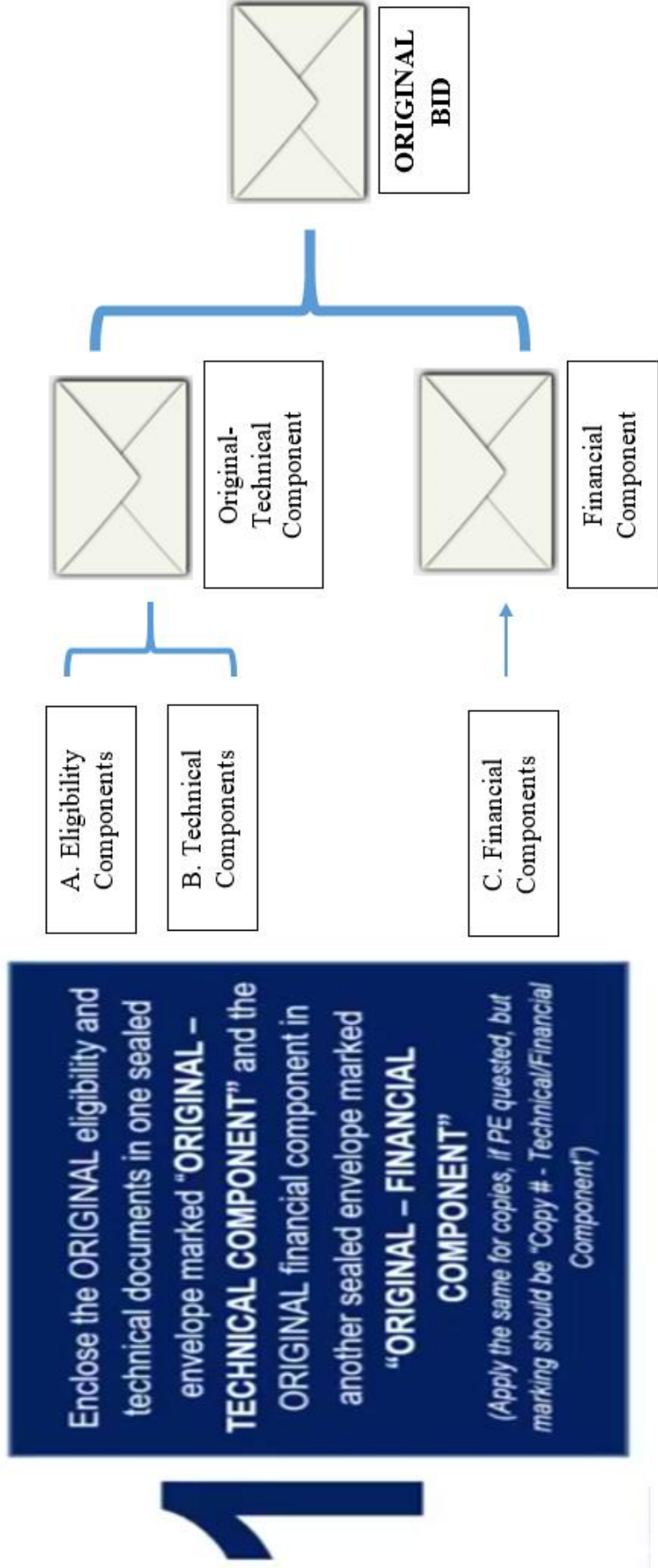
21. Signing of the Contract

- 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.



Republic of the Philippines
Iloilo Science and Technology University
Miagao Campus
Miagao, Iloilo
Trunkline: (+6333) 315-8164 | Telefax: (+6333) 315-9755
<https://www.milagao.isatu.edu.ph>

SEALING AND MARKING OF BIDS “Annex A”





Republic of the Philippines
Iloilo Science and Technology University
Milagao Campus
Milagao, Iloilo
Trunkline: (+6333) 315-8164 | Telefax: (+6333) 315-9755
<https://www.milagao.isatu.edu.ph>

SEALING AND MARKING OF BIDS “Annex A”

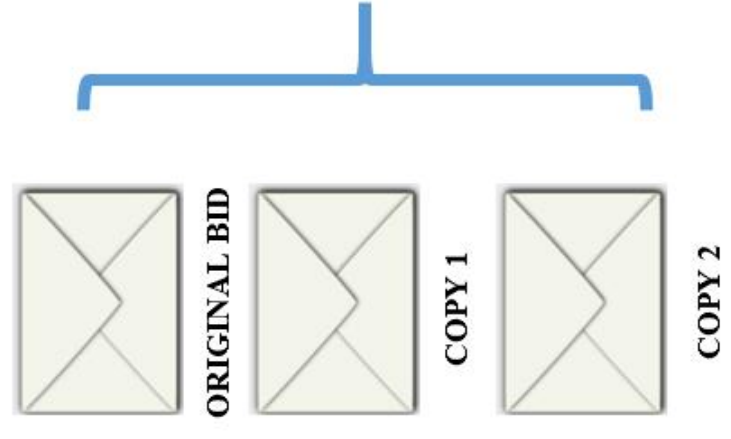
2

Seal both envelopes in an outer envelope marked “ORIGINAL BID”

(Apply the same for copies, if PE requested, but marking should be “Copy # of Original Bid”)

3

The ORIGINAL Technical/Financial Envelope and the COPY Envelopes, if any, shall be CONTAINED in ONE ENVELOPE





Republic of the Philippines
Iloilo Science and Technology University
Miagao Campus
Miagao, Iloilo
Trunkline: (+6333) 315-8164 | Telefax: (+6333) 315-9755
<https://www.miagao.isatu.edu.ph>

SEALING AND MARKING OF BIDS “Annex A”

Sample:

PROCUREMENT OF COMMON-USE SUPPLIES, ICT SUPPLIES AND EQUIPMENT (FUND 163)

Project Reference No. ISAT U MC-GOODS-2025-04-14

Company Name

Address

**OFFICE OF THE BIDS AND AWARDS COMMITTEE
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**

**Miagao Campus
Miagao, Iloilo**

Section III. 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 <u>Procurement of Common-Use Supplies, ICT Supplies and Equipment (Fund 163)</u> b. completed within <u>Two (2) years</u> prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed
12	<p>The price of the Goods shall be quoted DDP to Iloilo Science and Technology University – Miagao Campus, Igtuba, Miagao, Iloilo or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>The first envelope shall contain the eligibility and technical documents states in the ITB Clause. However, if the Bidder maintains a current and updated file of his Class “A” Documents with the Procuring Entity, a written letter of intent may be submitted in lieu of the Class “A” Documents; otherwise, it shall submit an application for eligibility and its latest Class “A” Documents on or before May 7, 2025 at 5:00 pm. Any application for eligibility or updates submitted after the deadline for the submission of the letter of intent shall not be considered for the bidding at hand.</p>
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 Php 5,669.07, 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 Php 14,172.68, if bid security is in Surety Bond.
19.3	<p>Procurement of Common-Use Supplies, ICT Supplies and Equipment (Fund 163)</p> <p>ABC: Php 283,453.50 Procurement mechanism: “Lot”</p>
20.2	<p>Note: See checklist for Eligibility Requirements and Technical Documents</p> <p>Tax Clearance per Executive Order 398, Series of 2005, as finally reviews and approved by the BIR shall be part of eligibility documents.</p>
21.2	<p>Note: See checklist for Eligibility Requirements and Technical Documents</p> <p>The statement of all 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, within six (6) months.</p>

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.

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.

GPPB Resolution No. 30-2017 Approving Additional Amendment to Section 62.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA No. 9184 provides:

“For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

*The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) **but not to exceed five percent (5%)** of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) **but not to exceed five percent (5%)** of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.*

As per GPPB Resolution No. 30 – 2017, this University will impose retention money on the payment for the procurement of goods equivalent to the following percentage:

Contract Amount	Retention
1,000,000 and below	5%
1,000,001 to 2,000,000	4%
2,000,001 to 3,000,000	3%
3,000,001 to 4,000,000	2%
4,000,001 and above	1%

- 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

GCC Clause	
1	<p>Delivery and Packaging of Items:</p> <p>The delivery of the goods/services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>The outer packaging must be clearly marked on at least one (1) side as follows:</p> <p>Name of Procuring Entity: Iloilo Science and Technology University – Miaga Campus Address: Igtuba, Miagao, Iloilo Office: Supply Office Name of Authorized Representative: William M. Sollesta, Jr. Name of End-User: Contact No.: 315-8164 loc 105</p> <p>Name of Company: Contact No.: Contract Description:</p>
2.2	<p>a. Partial Payment is not allowed.</p> <p>b. Payment to supplier may be received within 15 days from complete delivery and acceptance of items.</p>
4	<p>The inspection and tests that will be conducted are:</p> <p>Physical inspection of personnel, required materials and supplies</p>



Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Ballpen, black, 0.5 mm, 12pcs/box	3		
2	Ballpen, blue, 0.5 mm, 12pcs/box	3		
3	Ballpen, red, 0.5 mm, 12pcs/box	3		
4	Calculator, office calculator, large font, 14 digit, solar and battery	2		
5	Correction, liquid paper correction pen, 10ml	6		
6	Cork Board, 2ft x 3ft, with aluminum frame	1		
7	Cutter, big, heavy duty, 18mm cutter knife	2		
8	Envelope, brown, long, good quality	10		
9	Envelope, expandable w/ garter, long, good quality	10		
10	Envelope, expandable, plastic, long, good quality	20		
11	Fastener, paper fastener, plastic, multi-colored	10		
12	Folder, green, long, expanded with tag, good quality	10		
13	Folder, long size, white, 14pts	50		
14	Glue, 130gms, multipurpose glue, safe and non-toxic	5		
15	Paper, bond paper, 8.5 x 13", premium grade, subs 20	10		
16	Paper, bond paper, A4, premium grade, subs 20	30		
17	Paper, bond paper, 8.5 x 11", premium grade, subs 20	50		
18	Paper, sticker paper, A4, matte, assorted color, 10's	5		
19	Paper Bag, kraft bag, brown with handle, 80gsm, 11" x 6" x 13"	100		
20	Paper Bag, kraft bag, brown with handle, 80gsm, 11" x 6" x 16.5"	100		
21	Paper Clips, big, assorted color, vinyl coated	10		
22	Paper Clips, regular, assorted colors, vinyl coated	10		
23	Pen, permanent marker, fine, black, good quality	1		
24	Plastic Bags, clear, polypropylene plastic bag, 0.002 thickness, 9 x 12", 100pcs/pack	12		
25	Plastic Bags, sando bag, white, large, 100pc/pack	3		
26	Plastic Bags, sando bag, red stripe, XXL, 50pcs/pack	2		
27	Staple Wire, #35 mm, heavy duty	3		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
28	Tape, double sided with foam, 1", standard length	3		
29	Tape, masking, 1", standard length	5		
30	Tape, packing, 2", standard length	2		
31	Tape, transparent, 1", standard length	4		
32	Tape, transparent, 2", standard length	4		
33	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	5		
34	Air Freshener, 320ml, spray type, assorted scent	24		
35	Alcohol, 70% ethyl alcohol with moisturizer in gallon	11		
36	Basin, big, aluminum	12		
37	Broom, soft, heavy duty firm and durable	24		
38	Detergent, bar with fabcon, jumbo	24		
39	Detergent, detergent wash soap powder with fabcon 1 kilo	24		
40	Dishwashing Liquid, 250ml, superior foaming power with antibacterial, assorted scent	24		
41	Dishwashing Paste, 350g, grease-stripping formula, assorted scent	24		
42	Dishwashing Sponge, high density dipped double sided dishwashing sponge, hand size	24		
43	Disinfectant, disinfectant spray, 510g, assorted scent	24		
44	Dust Pan, big, plastic w/ long handle	6		
45	Garbage Bag , XXL, 100pcs/pck, black, thick	1		
46	Garbage Bin, 11 liter, garbage bin, plastic with cover, good quality	6		
47	Garbage Bin, 25 liter, garbage bin, plastic with cover, good quality	2		
48	Glass Cleaner, assorted scent, regular, 500ml	24		
49	Insect Spray, waterbased multi insect killer aerosol spray 600ml	24		
50	Mop, 360 floor spin mop with rinse bucket	24		
51	Shampoo, sachet, any scent	5		
52	Soap, liquid hand soap with dispenser, assorted scent, 375ml	6		
53	Soap, white, germ protection soap family size, 135g	2		
54	Tissue Paper, 3 ply, 600 sheets/roll	110		
55	Tissue Paper, folded tissue paper, 175 pulls	26		
56	Toilet Cleaner 3.78L, muriatic acid, hydrochloric acid, concentrated	24		
57	Printer, 3 in 1, colored printer, automatic document feeder (ADF), supports long documents, automatic two sided scanning, good quality and heavy duty	1		
58	Printer Ink, genuine Epson refill ink 003, black	30		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
59	Desktop Computer, i5 processor or its equivalent, 16GB Memory, storage: 1TB HDD + 256GB SSD, graphics card: GT 1030 2GB or its equivalent, 19.5" or higher LED Monitor, USB keyboard and mouse, 650VA/720VA with 4 outlet or higher, Voltage: 220VAC with Licensed Operating System Pro	1		
	Delivery Period: 30 Days			
	Warranty Period: 3 months (Expendable Supplies) & 1 year (Non-expendable Supplies)			
	After Sales Services: Service Center within Locality			

**Procurement Mechanism to be used is “By Lot”
ABC: Php 283,453.50**

I hereby commit to comply and deliver the above requirements.

Name of Supplier/Contractor (in Print)

Name of Company Authorized Representative

Date



Section VII. Technical Specifications

Item	Specification	Statement of Compliance			
	Procurement of Common-Use Supplies, ICT Supplies and Equipment (Fund 163)	[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]			
Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
1	Ballpen, black, 0.5 mm, 12pcs/box	bxs	3		
2	Ballpen, blue, 0.5 mm, 12pcs/box	bxs	3		
3	Ballpen, red, 0.5 mm, 12pcs/box	bxs	3		
4	Calculator, office calculator, large font, 14 digit, solar and battery	pcs	2		
5	Correction, liquid paper correction pen, 10ml	pcs	6		
6	Cork Board, 2ft x 3ft, with aluminum frame	pc	1		
7	Cutter, big, heavy duty, 18mm cutter knife	pcs	2		
8	Envelope, brown, long, good quality	pcs	10		
9	Envelope, expandable w/ garter, long, good quality	pcs	10		
10	Envelope, expandable, plastic, long, good quality	pcs	20		
11	Fastener, paper fastener, plastic, multi-colored	pcs	10		
12	Folder, green, long, expanded with tag, good quality	pcs	10		
13	Folder, long size, white, 14pts	pcs	50		
14	Glue, 130gms, multipurpose glue, safe and non-toxic	btls	5		
15	Paper, bond paper, 8.5 x 13", premium grade, subs 20	rms	10		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
16	Paper, bond paper, A4, premium grade, subs 20	rms	30		
17	Paper, bond paper, 8.5 x 11", premium grade, subs 20	rms	50		
18	Paper, sticker paper, A4, matte, assorted color, 10's	pcks	5		
19	Paper Bag, kraft bag, brown with handle, 80gsm, 11" x 6" x 13"	pcs	100		
20	Paper Bag, kraft bag, brown with handle, 80gsm, 11" x 6" x 16.5"	pcs	100		
21	Paper Clips, big, assorted color, vinyl coated	bxs	10		
22	Paper Clips, regular, assorted colors, vinyl coated	bxs	10		
23	Pen, permanent marker, fine, black, good quality	pc	1		
24	Plastic Bags, clear, polypropylene plastic bag, 0.002 thickness, 9 x 12", 100pcs/pack	pcks	12		
25	Plastic Bags, sando bag, white, large, 100pc/pack	pcks	3		
26	Plastic Bags, sando bag, red stripe, XXL, 50pcs/pack	pcks	2		
27	Staple Wire, #35 mm, heavy duty	bxs	3		
28	Tape, double sided with foam, 1", standard length	rolls	3		
29	Tape, masking, 1", standard length	rolls	5		
30	Tape, packing, 2", standard length	rolls	2		
31	Tape, transparent, 1", standard length	rolls	4		
32	Tape, transparent, 2", standard length	rolls	4		
33	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	bxs	5		
34	Air Freshener, 320ml, spray type, assorted scent	btls	24		
35	Alcohol, 70% ethyl alcohol with moisturizer in gallon	gals	11		
36	Basin, big, aluminum	pcs	12		
37	Broom, soft, heavy duty firm and durable	pcs	24		
38	Detergent, bar with fabcon, jumbo	bars	24		
39	Detergent, detergent wash soap powder with fabcon 1 kilo	pcks	24		
40	Dishwashing Liquid, 250ml, superior foaming power with antibacterial, assorted scent	btls	24		
41	Dishwashing Paste, 350g, grease-stripping formula, assorted scent	pcs	24		
42	Dishwashing Sponge, high density dipped double sided dishwashing sponge, hand size	pcs	24		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
43	Disinfectant, disinfectant spray, 510g, assorted scent	btls	24		
44	Dust Pan, big, plastic w/ long handle	pcs	6		
45	Garbage Bag , XXL, 100pcs/pck, black, thick	pck	1		
46	Garbage Bin, 11 liter, garbage bin, plastic with cover, good quality	pcs	6		
47	Garbage Bin, 25 liter, garbage bin, plastic with cover, good quality	pcs	2		
48	Glass Cleaner, assorted scent, regular, 500ml	btls	24		
49	Insect Spray, waterbased multi insect killer aerosol spray 600ml	btls	24		
50	Mop, 360 floor spin mop with rinse bucket	sets	24		
51	Shampoo, sachet, any scent	doz	5		
52	Soap, liquid hand soap with dispenser, assorted scent, 375ml	btls	6		
53	Soap, white, germ protection soap family size, 135g	pcs	2		
54	Tissue Paper, 3 ply, 600 sheets/roll	rolls	110		
55	Tissue Paper, folded tissue paper, 175 pulls	pcks	26		
56	Toilet Cleaner 3.78L, muriatic acid, hydrochloric acid, concentrated	gals	24		
57	Printer, 3 in 1, colored printer, automatic document feeder (ADF), supports long documents, automatic two sided scanning, good quality and heavy duty	unit	1		
58	Printer Ink, genuine Epson refill ink 003, black	btls	30		
59	Desktop Computer, i5 processor or its equivalent, 16GB Memory, storage: 1TB HDD + 256GB SSD, graphics card: GT 1030 2GB or its equivalent, 19.5" or higher LED Monitor, USB keyboard and mouse, 650VA/720VA with 4 outlet or higher, Voltage: 220VAC with Licensed Operating System Pro	unit	1		
	Delivery Period: 30 Days				
	Warranty Period: 3 months (Expendable Supplies) & 1 year (Non-expendable Supplies)				
	After Sales Services: Service Center within Locality				

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENTS 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 documents,
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

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

- ☐ (j) The Supplier’s audited financial statement, 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
- ☐ (k) 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

- ☐ (l) 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.

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

Miagao, Iloilo

List of all Ongoing Government and Private Contracts including contracts awarded but not yet started

Business Address: _____

Name of Contract/ Project Cost	a. Owner's Name b.Address c.Telephone Nos.	Nature of Work	Contractor's Role		a.Date Awarded:			% of		Value of Outstanding Works/ Undelivered Portion
			Description	%	b.Date Started:	c.Date of Completion:	Accomplishment Planned	Actual		
<u>Government:</u>										
<u>Private:</u>										
Note: this statement shall be supported with:					Total Cost					

Note: this statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to proceed issued by the Owner
3. Certificate of Accomplishments signed by the Owner or Project Engineer

Submitted by:

(Printed Name and signature)

Designation:

Date: _____

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Miagao Campus

Maigao, Iloilo

BIDS AND AWARDS COMMITTEE

Statement of all Completed Government & Private Contracts which are similar in nature

Business Name: _____
Business Address: _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount of Award b. Amount of Completion c. Duration	a. Date Awarded: b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government:</u>						
<u>Private:</u>						

Note: this statement shall be supported with:

- 1. Contract
- 2. Certificate of Completion
- 3. Certificate of Acceptance

Submitted by: _____
(Printed Name and signature)
Designation: _____
Date: _____

Maigao, Iloilo

Statement of Bidder's Single Largest Completed Contract (SLCC) which is similar in nature within last last (5) years

Location of the Constrast:

Name of Contract	a. Owner's Name b.Address c.Telephone Nos.	Nature of Work	Contractor's Role		a.Amount of Award b.Amount of Completion c.Duration	a.Date Awarded: b.Contract Effectivity c.Date Completed
			Description	%		
<u>Government:</u>						
<u>Private:</u>						

3. Certificate of Acceptance

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]

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo

Statement of Availability of Personnel

(Date)

DR. RAMON N. EMMANUEL, JR.

Campus Administrator
Iloilo Science and Technology University - Miagao Campus
Miagao, Iloilo

ATTENTION: **The Chairman**
Bids and Award Committee

Dear Sir:

In compliance with the requirements of the Iloilo Science and Technology University-Miagao Campus, Bids and Awards Committee for the bidding of the _____ we certify that the following are key staff of _____.

Name and Title	Degree	Years with Firm	Age
1			
2			
3			
4			
5			
6			

Very truly yours,

Name of Representative of Bidder

Position

Name of the Bidder

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]

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Miagao Campus

Miagao, Iloilo

BIDS AND AWARDS COMMITTEE

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

- A. Summary of the Applicant Supplier's/Distributors/Manufacturer's assets and Liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets, particularly the list of construction equipment.

		Year 200__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1 - 3)	
6	Net Working Capital (2 - 4)	

- B. The computation of NFCC must be at least equal to the ABC to be bid, calculated as follows:

$$\text{NFCC} = [(\text{Current assets} - \text{current Liabilities}) (K)] \text{ minus value of all outstanding or uncompleted portions of the projects under ongoing contract, including awarded contracts yet to be started coinciding with the contract to be bid.}$$

$$\text{NFCC} = P \underline{\hspace{10em}}$$

Where:

$$K = 15 \text{ for a contract duration of one year or less, } 15 \text{ for more than one year up to two years and } 20 \text{ for more than two years.}$$

- C. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).
- D. Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Supplier/ Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

NOTE:

1. If partnership or joint venture, each Partner or Member of firm of Joint Venture shall submit the above-requirements.

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, Iloilo

BIDS AND AWARDS COMMITTEE

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____ of legal age,
_____, owner/proprietor of _____ and a resident of _____
(Civil Status)
_____.

- and -

_____, of legal age, _____, owner/proprietor of _____
(Status)
_____ a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the **Iloilo Science and Technology University-Miagao Campus**.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Represenatative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this _____ day of _____, in the year of our Lord.

If the bidder is a joint venture, one of the requirements for Eligibility is the submission of a valid joint venture agreement.

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Miagao Campus

Miagao, Iloilo

BIDS AND AWARDS COMMITTEE

AUTHORITY OF SIGNATORY

SPECIAL POWER OF ATTORNEY

I, _____, President of _____ a corporation incorporated under the laws of _____ with its registered Office _____, by virtue of Board Resolution No. _____ dated _____ has made, constituted and appointed _____ true and lawful attorney, for its and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall law fully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____.

Signed in the Presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20____, personally appeared:

NAME

CTC NO.

ISSUED AT/ON

known to me and know to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgements is written and acknowledged before me that the same is his free and voluntary act and deed and that of the corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public:

Until 31 December 20____

PTR No. _____

Issued at _____

Issued On _____

TIN

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Maigao Campus

Maigao, Iloilo

BIDS AND AWARDS COMMITTEE

AUTHORITY OF SIGNATORY

SECRETARY'S CERTIFICATE

(For Corporation)

I, _____ a duly elected and qualified Corporate Secretary of _____
(name of representative) (name of the company)

a corporation duly organized and existing under and by virtue of the law of the _____,
DO HEREBY, that:

I am familiar with the facts herein certified and duly authorized to certify the same:

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____
_____ at which meeting a quorum was present and acting throughout, the following resolutions
were approved and the same have not been annulled, revoked and amended in any way whatever and are in full force
and effect on the date hereof:

RESOLVED, that _____ be, as it hereby _____
(Name of the Company)

authorized to participate in the bidding of the project:

by the Iloilo Science and Technology University - Maigao Campus; and that if awarded the Contract shall enter into
a contract with the Iloilo Science and Technology University - Maigao Campus; and in connection therewith hereby
appoints _____ acting as duly authorized and designated representative
(name of the authorized representative)

of _____ are effectively as the _____
(Name of the company) (Name of the company)

might do if personally present with full power of substitution and revocation and hereby satisfying and confirming
all that my said representative shall lawfully do or cause to be done by virtue thereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

(1) execute a waiver of jurisdiction whereby the _____ hereby submits
(Name of the Bidder/Company)

itself to the jurisdiction of the Philippine Government and hereby waives its right to question the jurisdiction
of the Philippine Courts; (2) execute a waiver that the _____ shall not
(Name of the Bidder/Company)

seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency
in connection with this Contract to prevent and restrain the bidding procedures related thereto, the negotiating
of and award of a contract to a successful bidder; and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____
_____ this day of _____, 20____.

CORPORATE SECRETARY

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____
affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____
at _____, Philippines.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public:

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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

Name and address of agent	Amount and Purpose of Commission or gratuity
_____	_____
_____	_____
_____	_____

(if none, state "None")]

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

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: _____



ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY - MIAGAO CAMPUS

OFFICE OF THE BIDS AND AWARD COMMITTEE

For Goods Offered from within the Philippines
Project Reference No. ISAT U MC-GOODS-2025-04-14
Procurement of Common-Use Supplies, ICT Supplies and Equipment (Fund 163)

Name of Bidder: _____

1	2		3	4	5	6	7	8	9
Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Total Price w/ Tax
1	Ballpen	black, 0.5 mm, 12pcs/box	bxs			3			
2	Ballpen	blue, 0.5 mm, 12pcs/box	bxs			3			
3	Ballpen	red, 0.5 mm, 12pcs/box	bxs			3			
4	Calculator	office calculator, large font, 14 digit, solar and battery	pcs			2			
5	Correction	liquid paper correction pen, 10ml	pcs			6			
6	Cork Board	2ft x 3ft, with aluminum frame	pc			1			
7	Cutter	big, heavy duty, 18mm cutter knife	pcs			2			
8	Envelope	brown, long, good quality	pcs			10			
9	Envelope	expandable w/ garter, long, good quality	pcs			10			
10	Envelope	expandable, plastic, long, good quality	pcs			20			
11	Fastener	paper fastener, plastic, multi-colored	pcs			10			
12	Folder	green, long, expanded with tag, good quality	pcs			10			
13	Folder	long size, white, 14pts	pcs			50			
14	Glue	130gms, multipurpose glue, safe and non-toxic	btls			5			
15	Paper	bond paper, 8.5 x 13", premium grade, subs 20	rms			10			
16	Paper	bond paper, A4, premium grade, subs 20	rms			30			
17	Paper	bond paper, 8.5 x 11", premium grade, subs 20	rms			50			
18	Paper	sticker paper, A4, matte, assorted color, 10's	pcks			5			
19	Paper Bag	kraft bag, brown with handle, 80gsm, 11" x 6" x 13"	pcs			100			
20	Paper Bag	kraft bag, brown with handle, 80gsm, 11" x 6" x 16.5"	pcs			100			
							<i>Total carried forward</i>		

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
								<i>Total brought forward</i>		
21	Paper Clips	big, assorted color, vinyl coated	bxes			10				
22	Paper Clips	regular, assorted colors, vinyl coated	bxes			10				
23	Pen	permanent marker, fine, black, good quality	pc			1				
24	Plastic Bags	clear, polypropylene plastic bag, 0.002 thickness, 9 x 12", 100pcs/pack	pcks			12				
25	Plastic Bags	sando bag, white, large, 100pc/pack	pcks			3				
26	Plastic Bags	sando bag, red stripe, XXL, 50pcss/pack	pcks			2				
27	Staple Wire	#35 mm, heavy duty	bxes			3				
28	Tape	double sided with foam, 1", standard length	rolls			3				
29	Tape	masking, 1", standard length	rolls			5				
30	Tape	packing, 2", standard length	rolls			2				
31	Tape	transparent, 1", standard length	rolls			4				
32	Tape	transparent, 2", standard length	rolls			4				
33	Thumbtacks	3/8 in, gold, steel, flat-round head shape	bxes			5				
34	Air Freshener	320ml, spray type, assorted scent	btls			24				
35	Alcohol	70% ethyl alcohol with moisturizer in gallon	gals			11				
36	Basin	big, aluminum	pcs			12				
37	Broom	soft, heavy duty firm and durable	pcs			24				
38	Detergent	bar with fabcon, jumbo	bars			24				
39	Detergent	detergent wash soap powder with fabcon 1 kilo	pcks			24				
40	Dishwashing Liquid	250ml, superior foaming power with antibacterial, assorted scent	btls			24				
41	Dishwashing Paste	350g, grease-stripping formula, assorted scent	pcs			24				
42	Dishwashing Sponge	high density dipped double sided dishwashing sponge, hand size	pcs			24				
43	Disinfectant	disinfectant spray, 510g, assorted scent	btls			24				
44	Dust Pan	big, plastic w/ long handle	pcs			6				
45	Garbage Bag	XXL, 100pcs/pck, black, thick	pck			1				
46	Garbage Bin	11 liter, garbage bin, plastic with cover, good quality	pcs			6				
47	Garbage Bin	25 liter, garbage bin, plastic with cover, good quality	pcs			2				
48	Glass Cleaner	assorted scent, regular, 500ml	btls			24				
49	Insect Spray	waterbased multi insect killer aerosol spray 600ml	btls			24				
50	Mop	360 floor spin mop with rinse bucket	sets			24				
51	Shampoo	sachet, any scent	doz			5				
							<i>Total carried forward</i>			

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
								<i>Total brought forward</i>		
52	Soap	liquid hand soap with dispenser, assorted scent, 375ml	btls			6				
53	Soap	white, germ protection soap family size, 135g	pcs			2				
54	Tissue Paper	3 ply, 600 sheets/roll	rolls			110				
55	Tissue Paper	folded tissue paper, 175 pulls	pcks			26				
56	Toilet Cleaner	3.78L, muriatic acid, hydrochloric acid, concentrated	gals			24				
57	Printer	3 in 1, colored printer, automatic document feeder (ADF), supports long documents, automatic two sided scanning, good quality and heavy duty	unit			1				
58	Printer Ink	genuine Epson refill ink 003, black	btls			30				
59	Desktop Computer	i5 processor or its equivalent, 16GB Memory, storage: 1TB HDD + 256GB SSD, graphics card: GT 1030 2GB or its equivalent, 19.5" or higher LED Monitor, USB keyboard and mouse, 650VA/720VA with 4 outlet or higher, Voltage: 220VAC with Licensed Operating System Pro	unit			1				
								Total Amount		

Signature:

Printed Name of Signatory:

Bidder/Supplier

