

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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(ISAT U MC GOODS-2026-01-03)**

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INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SUPPLIES (FUND 101) - EPA

1. The **Iloilo Science and Technology University – Miagao Campus**, through **FY 2026-Fund 101**, intends to apply the sum of **FOUR HUNDRED FOUR THOUSAND SIX HUNDRED FIFTY EIGHT PESOS AND FIFTY CENTAVOS ONLY (Php 404,658.50)** as the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Supplies (Fund 101) - EPA** with Project Reference No. **ISAT U MC GOODS-2026-01-03**. 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 RA 12009 or the New Government Procurement Act”.
4. 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.
5. 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**.
6. A complete set of Bidding Documents may be acquired by interested Bidders from **November 21, 2025 – December 1, 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.
7. 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.

8. The **ISAT U Miagao Campus** will hold a Pre-Bid Conference at **1:00 PM, on November 20, 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.
9. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before, **December 2, 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.
10. Bid opening shall be on **December 3, 2025 at 1:00 PM** 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.
11. 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 64 and 70 of the IRR of RA 12009, without thereby incurring any liability to the affected bidder or bidders.
12. 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


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 Janitorial Supplies (Fund 101) – EPA** with Project identification number **ISAT U MC-GOODS-2025-01-03**.

The Procurement Project referred to herein as the “Project” is composed of (66) items, 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 2026** in the amount of **Four Hundred Four Thousand Six Hundred Fifty Eight Pesos and Fifty Centavos Only (Php 404,658.50)**.

2.2. The source of funding is:

a. **NGA, the General Appropriations Acts or Special Appropriations.**

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>

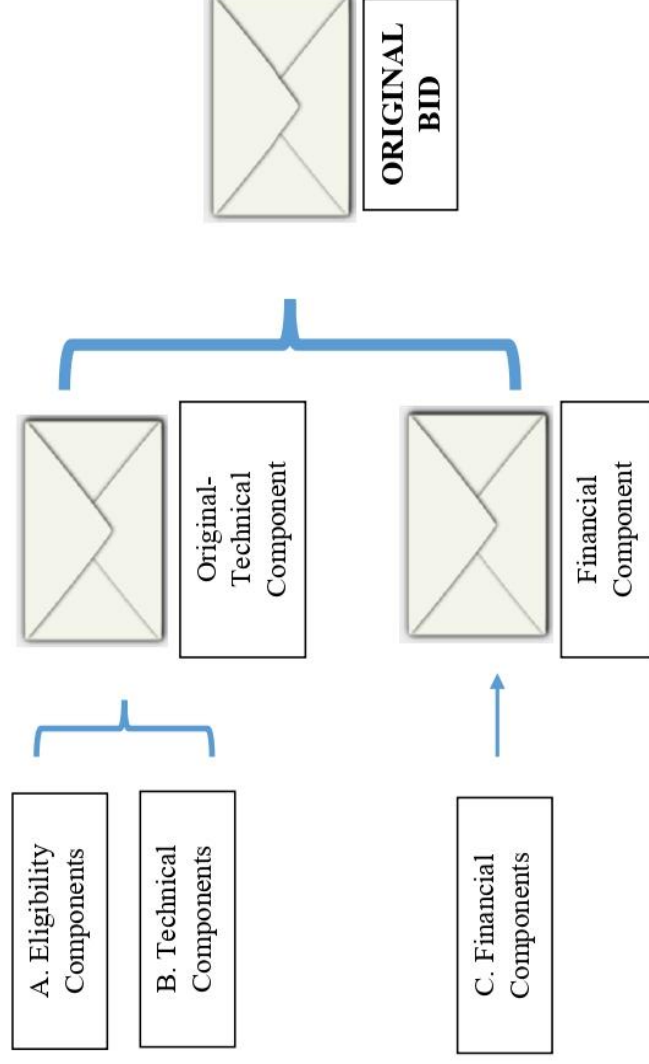


1

Enclose the ORIGINAL eligibility and technical documents in one sealed envelope marked **“ORIGINAL – TECHNICAL COMPONENT”** and the ORIGINAL financial component in another sealed envelope marked **“ORIGINAL – FINANCIAL COMPONENT”**

(Apply the same for copies, if PE requested, but marking should be “Copy # - Technical/Financial Component”)

SEALING AND MARKING OF BIDS “Annex A”





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”

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**



ORIGINAL BID



COPY 1



COPY 2



**MAIN
ENVELOPE**



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”

Sample:

PROCUREMENT OF JANITORIAL SUPPLIES (FUND 101) - EPA

Project Reference No. ISAT U MC-GOODS-2026-01-03

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 Janitorial Supplies (Fund 101) - EPA</u> b. completed within <u>Five (5) 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 December 2, 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 8,093.17, 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 20,232.93, if bid security is in Surety Bond.
19.3	<p>Procurement of Janitorial Supplies (Fund 101) - EPA</p> <p>ABC: Php 404,658.50</p> <p>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 from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in Cash or Cashier’s or Manager’s Check issued by a bank pursuant to Section 68.4 of the IRR of RA No. 12009.

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 – Miagao 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 maybe 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	Air Freshener, 320ml, spray type, assorted scent	45		
2	Air Freshener, 180g, scented gel, assorted scent	14		
3	Air Freshener, car freshener, gel, 100g, assorted scent	11		
4	Air Freshener, sport car freshener, 7ml, any scent	25		
5	Air Freshener, air freshener odor/neutralizing gel crystals	10		
6	Air Freshener, 10ml, premium hanging diffuser/car air freshener, assorted scent	30		
7	Alcohol, 70% ethyl alcohol with moisturizer in gallon	63		
8	Alcohol, 500 ml, 70% ethyl, hypoallergenic with moisturizer	2		
9	Bag, sando bag, large, white, good quality	1		
10	Bag, sando bag, medium, white, good quality	1		
11	Bleach, 1 gallon (3.785L), 6-in-1 total clean bleach	16		
12	Broom, coco broom, sticks/midribs	40		
13	Broom, soft, heavy duty firm and durable	12		
14	Brush, hand scrubbing brush	2		
15	Cleaning Rugs, cloth	5		
16	Container, water container, 168L capacity, durable	1		
17	Deodorizer, bathroom deodorizer, 50g, 3pcs/pck, assorted scent	67		
18	Deodorizer, bathroom deodorizer, with holder, lemon scent, 100g	5		
19	Detergent, detergent wash soap powder with fabcon 1 kilo	60		
20	Detergent, liquid detergent, 1 liter	14		
21	Dishwashing Liquid, 250ml, superior foaming power with antibacterial, assorted scent	58		
22	Dishwashing Sponge, high density dipped double sided dishwashing sponge, hand size	38		
23	Disinfectant, multi-purpose with antibacterial	12		
24	Disinfectant, disinfectant spray, 510g, assorted scent	45		
25	Disinfectant, wipes, 85 count/pulls wet wipes, lemon, lime blossom	5		
26	Doormat, braided, cloth	28		
27	Doormat, microfiber absorbent non-slip doormat	4		
28	Doormat, plain rubber doormat, dust proof, good quality	1		
29	Dust Pan, big, plastic w/ long handle	11		
30	Fabric Conditioner, 1L, laundry fabric conditioner with perfume hypoallergenic	36		
31	Face Mask, disposable face masks, 3 ply, non-woven, 50pcs/box	6		
32	Feather Duster, microfiber feather duster	2		
33	Garbage Bag, XXL, black, 100 pcs/pack, thick	31		
34	Garbage Bag, large, black, 100pcs/pack, thick	15		
35	Garbage Bag, medium, black, 100pcs/pack, thick	7		
36	Garbage Bin, 11 L capacity, garbage bin, plastic with cover, good quality	7		

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
37	Garbage Bin, 25 L capacity, garbage bin, plastic with cover, good quality	3		
38	Garbage Bin, 50 L capacity, with pedals, plastic, good quality	5		
39	Glass Cleaner, assorted scent, spray type, 500ml	11		
40	Glass Wiper, extendable handle double-sided sponge wiper window scraper, heavy duty	4		
41	Gloves, industrial gloves	12		
42	Gloves rubber, working gloves	28		
43	Hand Sanitizer, gel type 500ml, with dispenser	5		
44	Hand Towel, assorted colors, good quality	50		
45	Hose, water hose 3/4 5/8 15m	1		
46	Insect Spray, waterbased, multi insect killer, aerosol spray, 600ml	32		
47	Insecticide, moth or naphthalene balls, 12pcs/pck	10		
48	Mop, 360 flat mop with self-cleaning bucket and durable microfiber refill, with rinse bucket, polypropylene plastic (mop bucket), stainless steel mop handle, heavy duty	5		
49	Mop, floor mop w/ cotton head and plastic handle	6		
50	Pail, plastic, with cover and comfort grip handle, 16 liters, premium quality	10		
51	Raincoat, with upper jacket and lower parts	8		
52	Sacks, empty sacks, big	100		
53	Soap, liquid hand soap with dispenser, assorted scent, 375ml	58		
54	Sosa, liquid sosa, 500ml	8		
55	Tissue Paper, folded tissue paper, 175 pulls	115		
56	Tissue Paper, 3 ply, 600 sheets/roll	308		
57	Tissue Paper, paper towel	9		
58	Toilet Bowl Cleaner, 1 gallon (3.5L) with bleach	31		
59	Toilet Brush, floor scrub brush, long handle	5		
60	Toilet Brush, soft bristle fibers, with brush holder, easy to store	6		
61	Toilet Cleaner, muriatic acid, industrial grade, hydrochloric acid, concentrated, 1 liter	24		
62	Toilet Pump, rubber, heavy duty	1		
63	Towel, ref towel assorted colors	5		
64	Vacuum Cleaner, vacuum blower/cleaner, wet/dry, 1200w 6 gals	1		
65	Water Pump, water pump sprayer/hand spray pressure water sprayer, 1.5L	1		
66	Wet Wipes, 80-100 sheets	34		
	Delivery Period: 30 calendar days upon receipt of Notice to Proceed			

**Procurement Mechanism to be used is “By Lot”
ABC: Php 404,658.50**

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 Janitorial Supplies (Fund 101) - EPA Php 404,658.50	[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	Air Freshener, 320ml, spray type, assorted scent	btls	45		
2	Air Freshener, 180g, scented gel, assorted scent	cans	14		
3	Air Freshener, car freshener, gel, 100g, assorted scent	cans	11		
4	Air Freshener, sport car freshener, 7ml, any scent	pcs	25		
5	Air Freshener, air freshener odor/neutralizing gel crystals	pcs	10		
6	Air Freshener, 10ml, premium hanging diffuser/car air freshener, assorted scent	btls	30		
7	Alcohol, 70% ethyl alcohol with moisturizer in gallon	gals	63		
8	Alcohol, 500 ml, 70% ethyl, hypoallergenic with moisturizer	btls	2		
9	Bag, sando bag, large, white, good quality	pck	1		
10	Bag, sando bag, medium, white, good quality	pck	1		
11	Bleach, 1 gallon (3.785L), 6-in-1 total clean bleach	gals	16		
12	Broom, coco broom, sticks/midribs	pcs	40		
13	Broom, soft, heavy duty firm and durable	pcs	12		
14	Brush, hand scrubbing brush	pcs	2		
15	Cleaning Rugs, cloth	pcs	5		
16	Container, water container, 168L capacity, durable	pc	1		
17	Deodorizer, bathroom deodorizer, 50g, 3pcs/pck, assorted scent	pcks	67		
18	Deodorizer, bathroom deodorizer, with holder, lemon scent, 100g	pcks	5		
19	Detergent, detergent wash soap powder with fabcon 1 kilo	pcks	60		
20	Detergent, liquid detergent, 1 liter	btls	14		
21	Dishwashing Liquid, 250ml, superior foaming power with antibacterial, assorted scent	btls	58		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
22	Dishwashing Sponge, high density dipped double sided dishwashing sponge, hand size	pcs	38		
23	Disinfectant, multi-purpose with antibacterial	gals	12		
24	Disinfectant, disinfectant spray, 510g, assorted scent	btls	45		
25	Disinfectant, wipes, 85 count/pulls wet wipes, lemon, lime blossom	pcks	5		
26	Doormat, braided, cloth	pcs	28		
27	Doormat, microfiber absorbent non-slip doormat	pcs	4		
28	Doormat, plain rubber doormat, dust proof, good quality	pc	1		
29	Dust Pan, big, plastic w/ long handle	pcs	11		
30	Fabric Conditioner, 1L, laundry fabric conditioner with perfume hypoallergenic	btls	36		
31	Face Mask, disposable face masks, 3 ply, non-woven, 50pcs/box	bxs	6		
32	Feather Duster, microfiber feather duster	pcs	2		
33	Garbage Bag, XXL, black, 100 pcs/pack, thick	pcks	31		
34	Garbage Bag, large, black, 100pcs/pack, thick	pcks	15		
35	Garbage Bag, medium, black, 100pcs/pack, thick	pcks	7		
36	Garbage Bin, 11 L capacity, garbage bin, plastic with cover, good quality	pcs	7		
37	Garbage Bin, 25 L capacity, garbage bin, plastic with cover, good quality	pcs	3		
38	Garbage Bin, 50 L capacity, with pedals, plastic, good quality	pcs	5		
39	Glass Cleaner, assorted scent, spray type, 500ml	btls	11		
40	Glass Wiper, extendable handle double-sided sponge wiper window scraper, heavy duty	pcs	4		
41	Gloves, industrial gloves	pairs	12		
42	Gloves rubber, working gloves	pairs	28		
43	Hand Sanitizer, gel type 500ml, with dispenser	pcs	5		
44	Hand Towel, assorted colors, good quality	pcs	50		
45	Hose, water hose 3lyr 5/8 15m	set	1		
46	Insect Spray, waterbased, multi insect killer, aerosol spray, 600ml	btls	32		
47	Insecticide, moth or naphthalene balls, 12pcs/pck	pcks	10		
48	Mop, 360 flat mop with self-cleaning bucket and durable microfiber refill, with rinse bucket, polypropylene plastic (mop bucket), stainless steel mop handle, heavy duty	sets	5		
49	Mop, floor mop w/ cotton head and plastic handle	pcs	6		
50	Pail, plastic, with cover and comfort grip handle, 16 liters, premium quality	pcs	10		
51	Raincoat, with upper jacket and lower parts	pcs	8		
52	Sacks, empty sacks, big	pcs	100		
53	Soap, liquid hand soap with dispenser, assorted scent, 375ml	btls	58		
54	Sosa, liquid sosa, 500ml	btls	8		
55	Tissue Paper, folded tissue paper, 175 pulls	pcks	115		
56	Tissue Paper, 3 ply, 600 sheets/roll	rolls	308		
57	Tissue Paper, paper towel	rolls	9		
58	Toilet Bowl Cleaner, 1 gallon (3.5L) with bleach	gals	31		

Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
59	Toilet Brush, floor scrub brush, long handle	pcs	5		
60	Toilet Brush, soft bristle fibers, with brush holder, easy to store	pcs	6		
61	Toilet Cleaner, muriatic acid, industrial grade, hydrochloric acid, concentrated, 1 liter	btls	24		
62	Toilet Pump, rubber, heavy duty	pc	1		
63	Towel, ref towel assorted colors	pcs	5		
64	Vacuum Cleaner, vacuum blower/cleaner, wet/dry, 1200w 6 gals	unit	1		
65	Water Pump, water pump sprayer/hand spray pressure water sprayer, 1.5L	set	1		
66	Wet Wipes, 80-100 sheets	pcks	34		
	Delivery Period: 30 calendar days upon receipt of Notice to Proceed				

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.

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

BIDS AND AWARDS COMMITTEE

Statement of Availability of Personnel

Date

DR. RAMON N. EMMANUEL, JR.

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

Attention: **The Chairperson**
 Bids and Awards 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

Contract Reference Number: **ISAT U MC-GOODS-2026-01-02**
Name of the Contract: **PROCUREMENT OF JANITORIAL SUPPLIES (FUND 101) – EPA**
Location of the Contract: **ISAT U – Miagao Campus, Miagao, Iloilo**
Subject: Financial Document for Eligibility Check

- A. 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).
- B. The computation of the prospective bidder's NFCC must be at least equal to the ABC the project to be bid calculated as follows:

		Year 20_____
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1 - 3)	
6	Net Working Capital (2 - 4)	

- C. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
NFCC = [(current Asset minus current liabilities)(15)] minus value of all outstanding or uncompleted portion of the projects undergoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC = P _____

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

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract in the amount of at least 10% of the proposed project to be bid.

Name of Bank:_____ Amount:_____

Herewith attached are certified true copies of the financial statements based on the data submitted to the BIR, through its Electronic filling and Payment System. (EFPS) for the immediately preceding year and the certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Firm/Contractor

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
(Civil Status)
of _____.

-and-

_____, of legal age, _____, owner/proprietor
of _____ 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 Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to present 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 units terminated by both parties.

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

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 and lawful _____ has made, constituted and appointed _____ true 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 lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2025 at _____.

Signed in the Presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____ CITY _____) SS.

BEFORE ME, a Notary Public for and in _____, Philippines, this _____ day of 2025, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and know how 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 her represents.

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

Notary Public:
Until 31 December _____
PTR No. _____
Issued at _____
Issued on _____
TIN _____

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

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Miagao Campus
Miagao, 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 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 authorized participate in the bidding of
(Name of the Company)
the project: _____ by the Iloilo Science and Technology University – Miagao
Campus; and that if awarded the Contract shall enter into a contract with Iloilo Science and Technology University – Miagao Campus, and in connection therewith hereby appoints _____
(name of the authorized representative)
acting as duly authorized and designated representative of _____ a granted full power
(Name of the Company)
and authority to do, execute and perform any and all acts necessary and/or to represent
_____ in the bidding as fully and effectively as the _____ might do
(Name of the Company)
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:

(2) 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 rights to question the jurisdiction of the Philippine Courts;

(3) execute a waiver that the _____ shall not seek and obtain writ of
(Name of the Bidder/Company)
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 _____, 2025.

CORPORATE SECRETARY

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2025 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	Amount	Purpose of agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

(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-2026-01-03

Procurement of Janitorial Supplies (Fund 101) - EPA

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%	Unit Price w/ Tax	Total Price w/ Tax
1	Air Freshener	320ml, spray type, assorted scent	btls			45				
2	Air Freshener	180g, scented gel, assorted scent	cans			14				
3	Air Freshener	car freshener, gel, 100g, assorted scent	cans			11				
4	Air Freshener	sport car freshener, 7ml, any scent	pcs			25				
5	Air Freshener	air freshener odor/neutralizing gel crystals	pcs			10				
6	Air Freshener	10ml, premium hanging diffuser/car air freshener, assorted scent	btls			30				
7	Alcohol	70% ethyl alcohol with moisturizer in gallon	gals			63				
8	Alcohol	500 ml, 70% ethyl, hypoallergenic with moisturizer	btls			2				
9	Bag	sando bag, large, white, good quality	pck			1				
10	Bag	sando bag, medium, white, good quality	pck			1				
11	Bleach	1 gallon (3.785L), 6-in-1 total clean bleach	gals			16				
12	Broom	coco broom, sticks/midribs	pcs			40				
13	Broom	soft, heavy duty firm and durable	pcs			12				
14	Brush	hand scrubbing brush	pcs			2				
15	Cleaning Rag	cloth	pcs			5				
16	Container	water container, 168L capacity, durable	pc			1				
17	Deodorizer	bathroom deodorizer, 50g, 3pcs/pck, assorted scent	pcks			67				
18	Deodorizer	bathroom deodorizer, with holder, lemon scent, 100g	pcks			5				
19	Detergent	detergent wash soap powder with fabcon 1 kilo	pcks			60				
20	Detergent	liquid detergent, 1 liter	btls			14				
21	Dishwashing Liquid	250ml, superior foaming power with antibacterial, assorted scent	btls			58				
22	Dishwashing Sponge	high density dipped double sided dishwashing sponge, hand size	pcs			38				
23	Disinfectant	multi-purpose with antibacterial	gals			12				
24	Disinfectant	disinfectant spray, 510g, assorted scent	btls			45				
25	Disinfectant	wipes, 85 count/pulls wet wipes, lemon, lime blossom	pcks			5				
26	Doormat	braided, cloth	pcs			28				

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
27	Doormat	microfiber absorbent non-slip doormat	pcs			4				
28	Doormat	plain rubber doormat, dust proof, good quality	pc			1				
29	Dust Pan	big, plastic w/ long handle	pcs			11				
30	Fabric Conditioner	1L, laundry fabric conditioner with perfume hypoallergenic	btls			36				
31	Face Mask	disposable face masks, 3 ply, non-woven, 50pcs/box	bxs			6				
32	Feather Duster	microfiber feather duster	pcs			2				
33	Garbage Bag	XXL, black, 100 pcs/pack, thick	pcks			31				
34	Garbage Bag	large, black, 100pcs/pack, thick	pcks			15				
35	Garbage Bag	medium, black, 100pcs/pack, thick	pcks			7				
36	Garbage Bin	11 L capacity, garbage bin, plastic with cover, good quality	pcs			7				
37	Garbage Bin	25 L capacity, garbage bin, plastic with cover, good quality	pcs			3				
38	Garbage Bin	50 L capacity, with pedals, plastic, good quality	pcs			5				
39	Glass Cleaner	assorted scent, spray type, 500ml	btls			11				
40	Glass wiper	extendable handle double-sided sponge wiper window scraper, heavy duty	pcs			4				
41	Gloves	industrial gloves	pairs			12				
42	Gloves	rubber, working gloves	pairs			28				
43	Hand Sanitizer	gel type 500ml, with dispenser	pcs			5				
44	Hand Towel	assorted colors, good quality	pcs			50				
45	Hose	water hose 3lyr 5/8 15m	set			1				
46	Insect Spray	waterbased, multi insect killer, aerosol spray, 600ml	btls			32				
47	Insecticide	moth or naphthalene balls, 12pcs/pck	pcks			10				
48	Mop	360 flat mop with self-cleaning bucket and durable microfiber refill, with rinse bucket, polypropylene plastic (mop bucket), stainless steel mop handle, heavy duty	sets			5				
49	Mop	floor mop w/ cotton head and plastic handle	pcs			6				
50	Pail	plastic, with cover and comfort grip handle, 16 liters, premium quality	pcs			10				
51	Raincoat	with upper jacket and lower parts	pcs			8				
52	Sacks	empty sacks, big	pcs			100				
53	Soap	liquid hand soap with dispenser, assorted scent, 375ml	btls			58				
54	Sosa	liquid sosa, 500ml	btls			8				
55	Tissue Paper	folded tissue paper, 175 pulls	pcks			115				
56	Tissue Paper	3 ply, 600 sheets/roll	rolls			308				
57	Tissue Paper	paper towel	rolls			9				
58	Toilet Bowl Cleaner	1 gallon (3.5L) with bleach	gals			31				
59	Toilet Brush	floor scrub brush, long handle	pcs			5				

Item No.	Category	Description	Unit	Brand	Country of Origin	Quantity	Unit Price	VAT 12%	Unit Price w/ Tax	Total Price w/ Tax
60	Toilet Brush	soft bristle fibers, with brush holder, easy to store	pcs			6				
61	Toilet Cleaner	muriatic acid, industrial grade, hydrochloric acid, concentrated, 1 liter	btls			24				
62	Toilet Pump	rubber, heavy duty	pc			1				
63	Towel	ref towel assorted colors	pcs			5				
64	Vacuum Cleaner	vacuum blower/cleaner, wet/dry, 1200w 6 gals	unit			1				
65	Water Pump	water pump sprayer/hand spray pressure water sprayer, 1.5L	set			1				
66	Wet Wipes	80-100 sheets	pcks			34				
		Delivery Period: 30 calendar days upon receipt of Notice to Proceed								
							Total Amount			

Name: _____

Legal Capacity: _____

Signature _____

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

