

# **PHILIPPINE BIDDING DOCUMENTS**



## **SUPPLY AND DELIVERY OF 1-UNIT PASSENGER VAN**

**P.R No. 24-09-440**

ABC: **₱ 2,200,000.00**

Project Location: **JOSE RIZAL MEMORIAL STATE UNIVERSITY  
Tampilisan Campus  
Znac, Tampilisan, Zamboanga del Norte**

Date of Issue: **October 31, 2024**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by JRMSU-Tampilisan Campus, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for JRMSU-Tampilisan Campus or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of JRMSU-Tampilisan Campus*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or note in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that JRMSU-Tampilisan Campus should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by JRMSU-Tampilisan Campus as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by JRMSU-Tampilisan Campus. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between JRMSU-Tampilisan Campus and the bidder(s) granting JRMSU- Tampilisan Campus the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by JRMSU-Tampilisan Campus for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of JRMSU- Tampilisan Campus. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in JRMSU- Tampilisan Campus's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# Section I. Invitation to Bid



Republic of the Philippines  
**Jose Rizal Memorial State University**  
Tampilisan Campus  
Znac, Tampilisan, Zamboanga del Norte  
Tampilisan Campus  
Znac, Tampilisan, Zamboanga del Norte



## **INVITATION TO BID FOR** **Supply and Delivery of 1-Unit Passenger Van**

1. The **Jose Rizal Memorial State University – Tampilisan Campus**, through the Special Trust Fund (STF) F.Y. 2024 intends to apply the sum of **Two Million Two Hundred Thousand Pesos Only (₱2,200,000.00)** being the ABC to payments under the contract for the **Supply and Delivery of 1-unit Passenger Van, PR No. 24-09-440**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Jose Rizal Memorial State University –Tampilisan Campus** now invites bids for the above Procurement Project. Delivery of the Goods is required by Sixty (**60**) calendar days after receipt of the Notice to Proceed. Bidders should have completed, within **five (5)** years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from JRMSU- Tampilisan Campus, Znac, Tampilisan, Zamboanga del Norte and inspect the Bidding Documents at the address given below during weekdays (Monday to Friday) except holidays from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 4, 2024 to November 21, 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (**₱5,000.00**) at the JRMSU-TC Cashier’s Office. JRMSU shall allow the bidder to present its proof of payment for the fees upon submission of their bids. The method of payment shall be in cash. The Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement



System (Philgeps) and the website of the JRMSU-Tampilisan Campus at [www.jrmsu.edu.ph](http://www.jrmsu.edu.ph), provided that Bidders pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **Jose Rizal Memorial State University-Tampilisan Campus** will hold a Pre-Bid Conference<sup>1</sup> on **November 8, 2024 (09:00 A.M)** at the President's Office, JRMSU-TC Admin. Building, Znac, Tampilisan, Zamboanga del Norte which shall be open to all prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **November 22, 2024 not later than 09:00 A.M.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 22, 2024 (9:15 A.M)** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Jose Rizal Memorial State University-Tampilisan 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:

**MR. BREX B. CAMILO, CE.**

*Head, BAC Secretariat*

*Procurement Office, Jose Rizal Memorial State University,*

*Tampilisan Campus, Znac, Tampilisan*

*Zamboanga del Norte*

*+639957524788*

*Email address: [jrmsutampilisan.bac@jrmsu.edu.ph](mailto:jrmsutampilisan.bac@jrmsu.edu.ph)*

12. You may visit the following websites:

For downloading of Bidding Documents:

[www.jrmsu.edu.ph](http://www.jrmsu.edu.ph)

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

*Date of Issue: October 31, 2024*

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**MR. ISAIAS B. CATIAN**

*Chairperson, Bids and Awards Committee*

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

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

**Jose Rizal Memorial State University- Tampilisan Campus** wishes to receive Bids for the **Supply and Delivery of 1-Unit Passenger Van**, with project identification number: **PR No. 24-09-440**.

The Procurement Project (referred to herein as “Project”) is composed one 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 2024 in the amount of **Two Million Two Hundred Thousand Pesos Only (₱2,200,000.00)**.

2.2. The source of funding is:

a. FY 2024 Special Trust Fund (STF).

### **3. Bidding Requirements**

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

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

JRMSU-Tampilisan Campus, 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. 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.
- 5.3. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. JRMSU- Tampilisan Campus has prescribed that:
  - a. Subcontracting is **not** allowed.

## 8. Pre-Bid Conference

JRMSU will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

## 10. Documents comprising the Bid: Eligibility and Technical Components

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

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within JRMSU- Tampilisan Campus's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, exwarehouse, 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 the **BDS**.
  - 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 the **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<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *one hundred twenty (120) calendar days* from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by JRMSU-Tampilisan Campus as nonresponsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

JRMSU- Tampilisan Campus may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

### **16. Deadline for Submission of Bids**

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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. JRMSU- Tampilisan Campus 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. JRMSU- Tampilisan Campus's 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. 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.

19.3. The Project shall be awarded as one (1) project awarded as one contract.

19.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## *Section III. Bid Data Sheet*

### **Bid Data Sheet**

<b>ITB Clause</b>											
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <b>Supply and Delivery of 1-Unit Passenger Van</b>, or other related to this project.</li> <li>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ol>										
7.1	Subcontracting is <b>not</b> allowed.										
10	<p><b>Instructions regarding indexing of Eligibility and Technical Components:</b></p> <p>The bidding shall make use of the two-envelope system; i.e., the first envelope for the Technical Component and the second envelope for the Financial Component of the bid.</p> <p>The first envelope (Technical Component) shall contain the eligibility and technical documents. The bidder shall submit the documents provided in Section VIII (Checklist of Technical and Financial Documents) that must be indexed as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00aaff; color: white;"> <th colspan="2" style="text-align: center;"><b>ENVELOPE NO. 1 TECHNICAL COMPONENT</b></th> </tr> <tr> <th style="width: 30%;"></th> <th style="text-align: center;"><b>CLASS "A" DOCUMENTS</b></th> </tr> <tr> <th style="text-align: center;"><b>INDEX TABS</b></th> <th style="text-align: center;"><b>LEGAL DOCUMENTS</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>I-1</b></td> <td> <p>Valid Philgeps Certificate of Platinum Registration and Membership (all pages) in accordance with Section 8.5.2. of the 2016 Revised IRR of RA No. 9184 (per GPPB Resolution No. 15-2021 dated 14 October 2021). In case of joint venture, each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised IRR of R.A. No. 9184.</p> </td> </tr> <tr> <td></td> <th style="text-align: center;"><b>TECHNICAL DOCUMENTS</b></th> </tr> </tbody> </table>	<b>ENVELOPE NO. 1 TECHNICAL COMPONENT</b>			<b>CLASS "A" DOCUMENTS</b>	<b>INDEX TABS</b>	<b>LEGAL DOCUMENTS</b>	<b>I-1</b>	<p>Valid Philgeps Certificate of Platinum Registration and Membership (all pages) in accordance with Section 8.5.2. of the 2016 Revised IRR of RA No. 9184 (per GPPB Resolution No. 15-2021 dated 14 October 2021). In case of joint venture, each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised IRR of R.A. No. 9184.</p>		<b>TECHNICAL DOCUMENTS</b>
<b>ENVELOPE NO. 1 TECHNICAL COMPONENT</b>											
	<b>CLASS "A" DOCUMENTS</b>										
<b>INDEX TABS</b>	<b>LEGAL DOCUMENTS</b>										
<b>I-1</b>	<p>Valid Philgeps Certificate of Platinum Registration and Membership (all pages) in accordance with Section 8.5.2. of the 2016 Revised IRR of RA No. 9184 (per GPPB Resolution No. 15-2021 dated 14 October 2021). In case of joint venture, each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised IRR of R.A. No. 9184.</p>										
	<b>TECHNICAL DOCUMENTS</b>										



<b>I-2</b>	<p>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.</p> <p>The statement shall be supported by the following documents:</p> <ol style="list-style-type: none"> <li>1. Copies of the Contracts; and</li> <li>2. Copies of the Notice of Award (NOA) or Notice to Proceed (NTP)</li> </ol> <p style="padding-left: 40px;"><input type="checkbox"/> If there is no contract, the purchase order (P.O.) may be submitted as long as the terms and conditions are included therein)</p>
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	<ul style="list-style-type: none"> <li>• For private contracts, NOA or NTP shall not be required</li> <li>• In case of joint venture, the partner responsible to submit the Net Financial Contracting Capacity shall likewise submit the Statement of all of its ongoing contracts.</li> </ul>
<b>I-3</b>	<p>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 five (5) years prior to the date of bid submission. The SLCC must be at least fifty percent (50%) of the approved budget for the contract (ABC) or ₱1,100,000.00.</p> <p><u>Supporting Document/s:</u></p> <p>The statement shall be supported by a copy/(ies) of the End-User's Acceptance or Official Receipt/(s) Issued for the Contract/(s)therein.)</p>
<b>I-4</b>	<p>Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or</p> <p>Original copy of Notarized Bid Securing Declaration</p>
<b>I-5</b>	Conformity with the Schedule of Requirements
<b>I-6</b>	Conformity with the Technical Specifications / Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable;

<b>I-7</b>	<p><b>Original duly signed Omnibus Sworn Statement (OSS);</b></p> <p><b>Note:</b>  <i>The Omnibus Sworn Statement needs to be submitted under oath. The Community Tax Certificate is no longer considered competent evidence of identity. In accordance with a Resolution of the Supreme Court, the phrase "competent evidence of identity" refers to the identification of an individual based on any of the following:</i></p> <p><i>"at least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book,</i></p>
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	<p><i>alien certificate of registration/immigrant certificate of registration, government office ID, National Council for the Welfare of the Disabled Persons (NCWDP) certification; xxx"</i></p> <p><b>and</b> 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</p>
<b>I-8</b>	<p>Company profile which shall include information on the number of years in the business and the list of its officers.</p> <p>Names, addresses and location sketches of main office and branch office/s if any, and warehouse and service facilities with their respective telephone numbers including photo showing the company's business name.</p>
<b>I-9</b>	<p>Authority of the representative and/or signatory, with valid supporting identification cards of the parties involved</p>
<b>I-10</b>	<p>Certification from the manufacturer that the bidder is an authorized licensee/ distributor/ supplier / reseller/ dealer of the brand/s or item/s of goods offered in its proposal.</p>
	<b>FINANCIAL DOCUMENTS</b>

	<p><b>I-11</b></p>	<p>The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);</p> <p>NFCC = [(Current Assets minus Current Liabilities) x 15] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <ul style="list-style-type: none"> <li>❖ <i>The values of the bidder’s current assets and current liabilities shall be based on the data submitted to the Bureau of Internal Revenue (BIR), through its Electronic Filing and Payment System (EFPS).</i></li> <li>❖ <i>The NFCC shall be based on the latest Audited Financial Statement. Bidders shall attach the latest Audited Financial Statement to the NFCC Computation. Failure to attach the latest Audited Financial Statement to the NFCC computation is a ground for disqualification.</i></li> <li>❖ <i>In case of joint venture, the partner responsible to submit the NFCC shall likewise submit the latest Audited Financial Statement.</i></li> </ul>
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		<p><u>Or, in lieu of the NFCC computation:</u></p> <p>A Committed Line of Credit from a Universal or Commercial Bank equivalent to ten percent (10%) of the ABC or ₱ 220,000.00.</p>
		<p><b>Class “B” Document</b></p>
	<p><b>I-12</b></p>	<p>If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <b>or duly</b> 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.</p>

11	<p><b>Instructions regarding indexing of financial component:</b></p> <p>The second envelope shall contain documents comprising the financial component of the bid indexed as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INDEX TABS</th> <th style="text-align: center;">FINANCIAL DOCUMENTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">II-1</td> <td>Original of duly signed and accomplished Financial Bid Form</td> </tr> <tr> <td style="text-align: center;">II-2</td> <td>Original of duly signed and accomplished Bid Price Schedule(s)</td> </tr> </tbody> </table>	INDEX TABS	FINANCIAL DOCUMENTS	II-1	Original of duly signed and accomplished Financial Bid Form	II-2	Original of duly signed and accomplished Bid Price Schedule(s)
INDEX TABS	FINANCIAL DOCUMENTS						
II-1	Original of duly signed and accomplished Financial Bid Form						
II-2	Original of duly signed and accomplished Bid Price Schedule(s)						

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"> <li>a. The amount of not less than <b>₱44,000.00</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>₱110,000.00</b> if bid security is in Surety Bond.</li> </ul>
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15	<p><b><i>(Instructions re: Sealing and Marking of Bids)</i></b></p> <p>Each bidder shall submit three (3) copies of the technical and financial components of its bid: <b>one (1) certified true copy of the original documents and two (2) photocopies thereof.</b></p> <p>The bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL-TECHNICAL COMPONENT," and the original of their financial component in another sealed envelope marked "ORIGINAL-</p>
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FINANCIAL COMPONENT,"	<p>sealing them all in an outer envelope marked "ORIGINAL BID."</p> <p>Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ - FINANCIAL COMPONENT and the outer envelope as "COPY NO. ___", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope (mother envelope).</p> <p>The original and the number of copies of the bid shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.</p> <p>Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.</p> <p>The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
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17	Bid opening shall be conducted at <b>9:15 A.M. on November 22, 2024</b> at the JRMSUTC Administration Building, <i>President's Office</i> .
19.3	One (1) Lot - Supply and Delivery of 1-Unit Passenger Van
20.2	<p><b><i>(Post-Qualification Requirements)</i></b></p> <p>For purposes of post-qualification, <b>JRMSU-Tampilisan Campus</b> requires the Bidder with the Lowest Calculated Bid (LCB) to submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the JRMSU-Tampilisan Campus BAC that it submitted the Lowest Calculated Bid (LCB):</p> <ol style="list-style-type: none"> <li>1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) consisting of the following: <ol style="list-style-type: none"> <li>(a) 2023 Income Tax Return with proof of payment;</li> <li>(b) VAT Returns (FORM 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from January 2024 – June 2024.</li> </ol> </li> <li>2. Certificate of Good Standing, Completion, OR Acceptance from JRMSU with respect to the latest completed project. (This is applicable only to prospective bidders with previous contracts and completed projects with the JRMSU entered into within the last three (3) years from the submission and receipt of bids).</li> <li>3. Certificate of Good Standing, Completion, OR Acceptance from at least one (1) previous client as stated in its Completed Contracts. (This is applicable only to prospective bidders without previous contracts and completed projects with the JRMSU).</li> </ol>

# ***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.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from JRMSU- Tampilisan Campus but in no case later than 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**

JRMSU-Tampilisan Campus 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 JRMSU-Tampilisan Campus in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests JRMSU- Tampilisan Campus requires, and where they are to be conducted. JRMSU- Tampilisan Campus 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 JRMSU- Tampilisan Campus.

## **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 JRMSU- Tampilisan Campus 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 JRMSU- Tampilisan Campus, 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 JRMSU- Tampilisan Campus.

# *Section V. Special Conditions of Contract*

## **Special Conditions of Contract**

<b>GCC Clause</b>	
1	<p><b><i>Scope of Contract</i></b></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from abroad, the delivery terms applicable to the Contract are DDP delivered in Manila. In accordance with INCOTERMS.</p> <p>For Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered in Manila. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause, JRMSU’s Representative at the Project Site is personnel from the <b>Supply Management Unit</b>, Jose Rizal Memorial State University- Tampilisan Campus.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>



	e. training of JRMSU's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
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	The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
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	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. such spare parts as JRMSU- Tampilisan Campus may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to JRMSU- Tampilisan Campus of the pending termination, in sufficient time to permit JRMSU- Tampilisan Campus to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to JRMSU- Tampilisan Campus, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>three (3) years from the date of delivery</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within (1) month of placing the order.</p>
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	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p>
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The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by JRMSU- Tampilisan Campus.

The outer packaging must be clearly marked on at least four (4) sides as follows:

**Jose Rizal Memorial State University-Tampilisan  
Campus (JRMSU-TC)**

Name of the Supplier:

Contract Description:

Final Destination:

Gross weight:

Any special lifting instructions:

Any special handling instructions:

Any relevant HAZCHEM classifications:

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to JRMSU- Tampilisan Campus certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available, but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

	<p>JRMSU- Tampilisan Campus accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to JRMSU- Tampilisan Campus until their receipt and final acceptance at the final destination.</p>
	<p><b>Intellectual Property Rights –</b> The Supplier shall indemnify JRMSU- Tampilisan Campus against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><b><i>Advanced Payment / Terms of Payment</i></b> No further instructions.</p>
3	<p><b><i>Performance Warranty</i></b></p> <p>Within ten (10) calendar days from the receipt of the Notice of Award by the Supplier from JRMSU 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.</p>
4	<p><b><i>Inspection &amp; Test</i></b></p> <p>No further instructions.</p>
5	<p><b><i>Warranty</i></b></p> <p>Three (3) years after acceptance by JRMSU of the delivered motor vehicle or upon reaching 100,000 km. whichever is earlier.</p> <p>The period for correction of defects in the warranty period is <b>fifteen (15) days</b> from notice to the supplier.</p>

## *Section VI. Schedule of Requirements*



Republic of the Philippines  
**Jose Rizal Memorial State University**  
 Tampilisan Campus  
 Znac, Tampilisan, Zamboanga del Norte



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

<b>Supply and Delivery of 1-unit Passenger Van PR No. 24-09-440</b>			
<b>Item &amp; Description</b>	<b>Unit of Measurement</b>	<b>QUANTITY</b>	<b>Delivered, Weeks/ Months</b>
Passenger Van	Unit	1	Complete supply and delivery of the Passenger Van to the Jose Rizal Memorial State University - Tampilisan Campus within <b>Sixty (60)</b> calendar days from receipt of the Purchase Order, manually or via electronic means.

**I hereby commit to comply and deliver all the above requirements:**

\_\_\_\_\_  
 Name of Company/Bidder

\_\_\_\_\_  
 Signature over Printed Name of Representative

\_\_\_\_\_  
 Date

# Section VII. Technical Specifications



Republic of the Philippines  
**Jose Rizal Memorial State University**  
Tampilisan Campus  
Znac, Tampilisan, Zamboanga del Norte



## Technical Specifications

*[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. 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.]*

### Supply and Delivery of 1-unit Passenger Van PR No. 24-03-0448

#### Passenger Van

specifications:

#### Engine Specifications:

4 cylinders, 16-valve DOHC; 2755 cc Diesel Engine; 176/3,400 Ps/Rpm max output; 420/1400 ~ 2600 Nm/Rpm max torque; common rail-type fuel system; euro 4 standard emission

#### Transmission and Chassis:

6-speed Manual Transmission; McPherson strut (front)/Rigid Axle, Leaf Spring (rear) suspensions; ventilated disc (front)/drum (rear) braking systems; variable power steering; 7Jx16” steel will full cap wheels; 215/70R16C tires

#### Capacity Specifications:

12-15seater passenger capacity; 70 liters fuel tank capacity

#### Interior Specifications:

Manual tilt and telescopic adjustable steering column; 4-spoke, urethane steering wheel; full audio system with smart phone connectivity.

#### Exterior specifications:

Front and back bumpers; Bi-beam Multi-reflector Halogen front head lamp with integrated turn lamp; Intermittent with mist front and rear wipers; rear window defogger with timer; short pole antenna

**Safety specifications:**

SRS Airbag for driver and front passengers' seats; seat belts; slide door impact beams; anti-lock brake systems; built-in security alarm system with immobilizer

**Color Specifications:** White or Silver/Gray

**I hereby commit to comply with all the above Technical Specifications / Terms of Reference and requirements:**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

# *Section VIII. Checklist of Technical and Financial Document*



Republic of the Philippines  
**Jose Rizal Memorial State University**  
 Tampilisan Campus  
 Znac, Tampilisan, Zamboanga del Norte



## CHECKLIST OF REQUIREMENTS FOR THE BID OPENING

<b>Title of Requirement: <u>Supply and Delivery of 1-unit Passenger Van</u></b> PR No.: <u>24-09-440</u> ABC: <u>₱ 2,200,000.00</u>	Name of Bidder:		
<b>I. TECHNICAL COMPONENT ENVELOPE</b>	COMPLIANT	NON-COMPLIANT	REMARKS
<b><i>Class "A" Documents <u>Legal Documents</u></i></b>			
a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;			
<b><u>Technical Documents</u></b>			
b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;  *The statement shall be supported by the following documents: 1. Copies of the contracts; and 2. Copies of the Notice of Award (NOA) or Notice to Proceed (NTP) *If there is no contract, the Purchase Order (P.O) may be submitted as long as the terms and conditions are included therein *For private contracts NOA and NTP shall not be required *In case of joint venture, the partner responsible to submit the Net Financial Contracting Capacity (NFCC) shall likewise submit the statement of all its ongoing contracts.			
c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;			

<p>* This statement shall be supported with:  * Copy/(ies) of the end user's acceptance or Official Receipt/(s) issued for the Contract/(s) therein.</p>			
<p>d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b>or</b>  Original copy of Notarized Bid Securing Declaration;</p>			
<p>e) Conformity with the Schedule of Requirements</p>			
<p>f) Conformity with the Technical Specifications/ Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;</p>			
<p>g) Original duly signed Omnibus Sworn Statement (OSS);</p> <p><i>Note: The Omnibus Sworn Statement needs to be submitted under oath. The Community Tax Certificate is no longer considered competent evidence of identity. In accordance with a Resolution of the Supreme Court, the phrase "competent evidence of identity" refers to the identification of an individual based on any of the following:</i></p> <p><i>"at least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, National Council for the Welfare of the Disabled Persons (NCWDP) certification; xxx"</i></p> <p><b>and</b> 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</p>			
<p>h) Authority of the representation and / or signatory with valid supporting identification cards of the parties.</p>			
<p><b><u>FINANCIAL DOCUMENTS</u></b></p>			
<p>i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);</p> <p>NFCC = [(Current Assets minus Current Liabilities) x 15] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including</p>			



<p>awarded contracts yet to be started coinciding with the contract to be bid.</p> <ul style="list-style-type: none"> <li>❖ <i>The values of the bidder's current assets and current liabilities shall be based on the data submitted to the Bureau of Internal Revenue (BIR), through its Electronic Filing and Payment System (EFPS).</i></li> <li>❖ <i>The NFCC shall be based on the latest Audited Financial Statement. Bidders shall attach the latest Audited Financial Statement to the NFCC Computation. Failure to attach the latest Audited Financial Statement to the NFCC computation is a ground for disqualification.</i></li> <li>❖ <i>In case of joint venture, the partner responsible to submit the NFCC shall likewise submit the latest Audited Financial Statement.</i></li> </ul> <p><u>Or, in lieu of the NFCC computation:</u></p> <p>A Committed Line of Credit from a Universal or Commercial Bank equivalent to ten percent (10%) of the ABC or ₱ 170,000.00.</p>			
<b>Class "B" Documents</b>			
<p>j) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <b>or</b> 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.</p>			
<b>BAC ACTION (PASSED/FAILED)</b>			
<b>II. FINANCIAL COMPONENT ENVELOPE</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>REMARKS</b>
<p>k) Original of duly signed and accomplished Financial Bid Form; <b>and</b></p>			
<p>l) Original of duly signed and accomplished Price Schedule(s).</p>			
<b>BAC ACTION (PASSED/FAILED)</b>			

Checked by: \_\_\_\_\_  
 (Signature over Printed Name)

Date: \_\_\_\_\_



