



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
Peñaranda St., Brgy. Taft (Pob.), Surigao City  
Tel. No. (086) 310-0887



## **PHILIPPINE BIDDING DOCUMENTS**

# **Re-bidding for the Supply & Delivery of Hardware Materials for the Implementation of Various BFAR Caraga Projects FY 2022**

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 the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

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

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

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

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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 the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***





Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
Peñaranda St., Barangay Taft, Surigao City  
Tel. No. (086) 310-0887

**INVITATION TO BID:  
Bid Reference No. 025-22**

**Re-bidding for the Supply & Delivery of Hardware Materials for the  
Implementation of Various BFAR Caraga Projects FY 2022**

1. The Bureau of Fisheries and Aquatic Resources Region XIII (BFAR XIII), through the Government Appropriations FY 2022 intends to apply the sum of **One Million Four Hundred Sixty Thousand Two Hundred Sixty-Two Pesos and 05/100 Centavos Only (₱1,460,262.05)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **“Re-bidding for the Supply & Delivery of Hardware Materials for the Implementation of Various BFAR Caraga Projects FY 2022”**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

<b>P.R. No</b>	<b>Lot No.</b>	<b>Description</b>	<b>Approved Budget for the Contract (ABC) (Php)</b>	<b>Price of Bid Docs (Php)</b>
2022-07-517 2022-07-522 2022-07-541 2022-07-548	1	Supply & Delivery of Hardware Materials	1,460,262.05	5,000.00

2. The BFAR XIII now invites bids for Goods indicated above. Delivery of the Goods is required in within **30 calendar days**. Bidders should have completed, within **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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizen/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.

2. Prospective Bidders may obtain further information from BFAR XIII – Bids and Awards Committee (BAC) Secretariat or FishCORAL Procurement Officer and inspect the Bidding Documents at the address given below during office hours from **8:00 a.m. to 5:00 p.m.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 30-September 19, 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
6. The Bureau of Fisheries and Aquatic Resources (BFAR) XIII will hold a Pre-Bid Conference on **September 6, 2022 at 1:00pm** and/or through video conferencing, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both} on or before **September 19, 2022; 11:00am**. 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 **September 19, 2022, 2:00pm** at **BFAR Caraga Regional Fisherfolk Training Center, Butuan City** and/or via **"Google Meet"** application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders are advised to submit their bids in accordance with the BFAR XIII BAC procedure for online bidding as well as for the printed as provided under ITB Clause 10 and Clause 11.
11. The Bureau of Fisheries and Aquatic Resources (BFAR) XIII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

***BFAR XIII - BAC Secretariat***  
***Sitio Tawilon, Brgy. Ambago, Butuan City***  
***Mobile # : 09094817511/09973293794***  
***E-mail address: [bfar13\\_bac@gmail.com](mailto:bfar13_bac@gmail.com)***

13. You may visit the following websites:

For downloading of Bidding Documents: *caraga.bfar.da.gov.ph*

For online bid submission: [*https://caraga.bfar.da.gov.ph/*]

***Issued this 30<sup>th</sup> day of August, 2022.***

**Sgd. ANNA MELISSA TALAVERA**  
BAC Chairperson

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

## 1. Scope of Bid

The Procuring Entity, Bureau of Fisheries and Aquatic Resources (BFAR) XIII wishes to receive Bids for the **Supply & Delivery of Hardware Materials for the Implementation of Various BFAR Caraga Projects FY 2022**.

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2022 in the amount of **One Million Four Hundred Sixty Thousand Two Hundred Sixty-Two Pesos and 05/100 Centavos Only (₱1,460,262.05)**.

2.2. The source of funding is **General Appropriations Act FY 2022**.

## 3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that: b. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **August 18, 2022; 9:00am** and/or through video-conferencing as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

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

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration 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 days after the Bid Opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

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

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

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

16.1. The Bidders shall submit on specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.



- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: Option1- One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

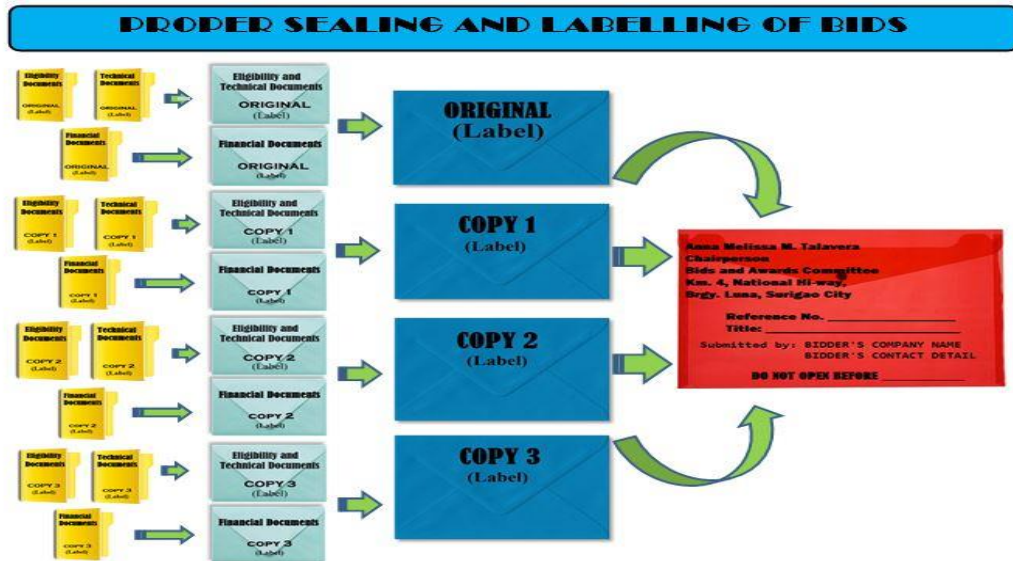
- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <b>procurement of hardware materials.</b></li> <li>b. completed within <b>5 years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP _____ or the applicable International Commercial Terms (INCOTERMS) for this Project.
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> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>₱29,205.24</b> (2%) of ABC, 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>₱73,013.10</b> (5%) of ABC if bid security is in Surety Bond.</li> </ol>
15	<p><b><u>Guidelines on the Sealing and Marking</u></b></p> <p>A. Participating bidders/suppliers may submit their bidding documents through either of the following forms:</p> <ol style="list-style-type: none"> <li><b>1. Hardcopy/ physical document</b> <ul style="list-style-type: none"> <li>• Submitted directly thru the Bids and Awards Committee (BAC) Office, at the following address: <p style="text-align: center;"><i><b><u>Bids and Awards Committee (BAC) Office</u></b></i>  <i><b><u>Bureau of Fisheries and Aquatic Resources XIII</u></b></i>  <i><b><u>Sitio Tawilon, Brgy. Ambago, Butuan City</u></b></i></p> </li> </ul> <p><i>Note: If the participating bidders/suppliers only submits a hardcopy of the document, and the same is discovered to be damaged or the entries thereof are not readable during the opening thereof, said participating bidders/suppliers loses his privilege to participate in the bidding.</i></p> </li> <li><b>2. Electronic and hardcopy</b> <ul style="list-style-type: none"> <li>• The hardcopy/ physical document shall be scanned and encrypted with password (refer to Annexes - BFAR Online bidding for the procedure).</li> <li>• The scanned document will be sent via email at: <b><u>bfarbac13@gmail.com</u></b></li> <li>• Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details.</li> </ul> </li> </ol>

*Note: In case the electronic copy is discovered to be corrupted during opening, the back-up hardcopy will be opened as alternative option. However, in the event that both electronic copy and hardcopy are corrupted and/or not readable participating bidders/suppliers loses his privilege to participate in the bidding.*



## A. LABELLING AND MARKING INSTRUCTIONS FOR THE SUBMISSION OF HARD COPIES.

1. Main envelope shall:
  - (a) bear address to the Procuring Entity's BAC;
  - (b) bear the specific identification/Bid ref. no. of this bidding;
  - (c) contain the name of the contract/Project Title to be bid;
  - (d) bear the Company name, address and contact details of the Bidder;
  - (e) bear a warning "DO NOT OPEN BEFORE (the date and time of opening of Bids)."
2. Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid.
3. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
4. The inner envelopes of the first and second component shall be similarly sealed and duly marked as Original, Copy 1 and Copy 2.
5. Each components must contain Table of Contents and all documents attached should be properly tabbed and bound.
6. All pages should be signed by the bidder's authorized representative.
7. All documents should be properly tabbed and bound.





**B. FOR BIDS TO BE SUBMITTED ELECTRONICALLY/ONLINE, THE FOLLOWING PROCEDURES SHOULD BE OBSERVED:**

## Preparation of Bid Documents



The bidder shall prepare a final scanned copy of its Bid divided into two different files:

-  Eligibility Documents & Technical Documents; and
-  Financial Documents

To ensure confidentiality, authentication, integrity of the documents, the bidder shall use a two-factor security procedure consisting of an archive format compression of its bid.

### Step 1. Scan the original copy of the Eligibility Documents & Technical Documents and Financial Documents, save as a PDF file and comply with the label format below:



1. "BFAR Bid Reference No. \_\_\_\_\_(Name of Bidder): Legal & Technical Documents"

Example

-  BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Legal & Technical Documents
-  BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Legal & Technical Documents

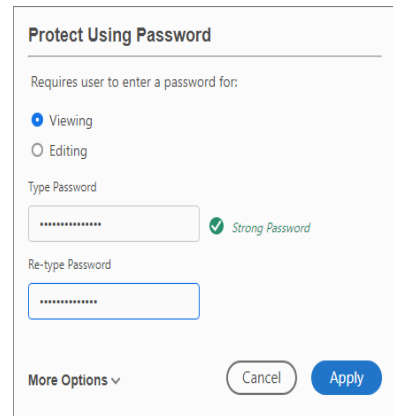
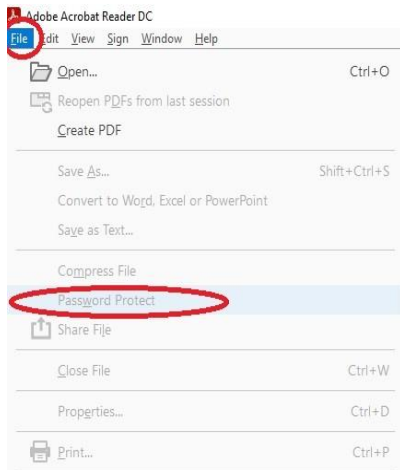
2. "BFAR Bid Reference No. \_\_\_\_\_(Name of Bidder): Financial Documents"

Example

-  BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents
-  BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents

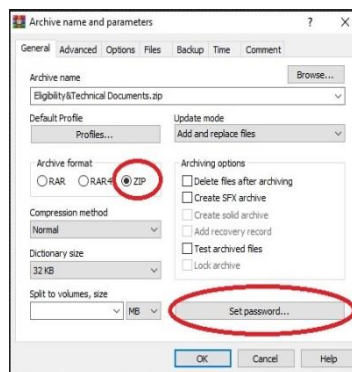
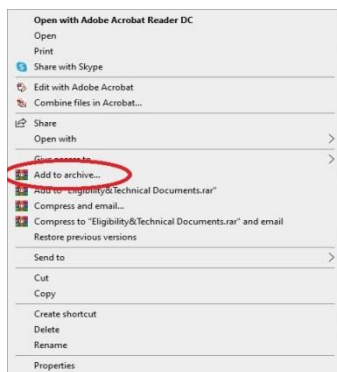
## Adding a password to a .PDF file using Adobe Acrobat Reader DC.

1. Open the PDF file
2. Choose **File > Protect Using Password**



1. Select to set the password for **Viewing** the PDF
2. Type and retype your password
3. Click **Apply**.

## Step 2. To archive and compress the file using the WinRAR Application



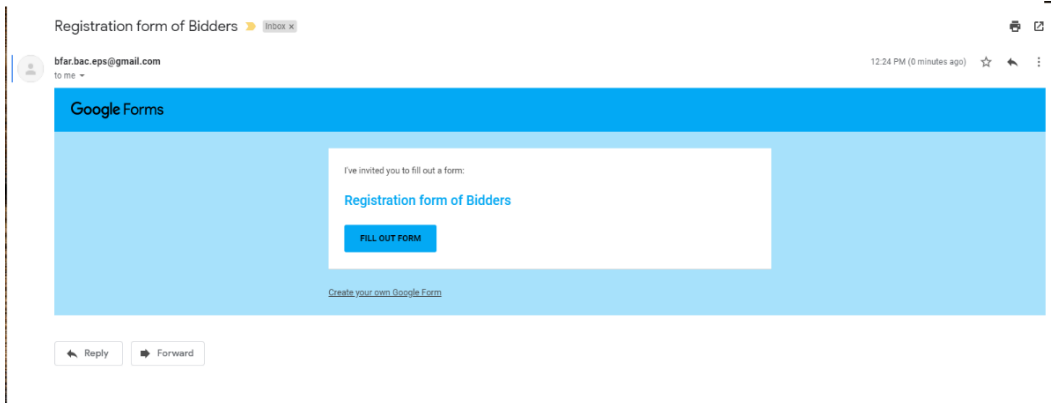
1. Right click the password protected .PDF file.
2. Select **“Add to archive.”**
3. In the Archive name and parameters dialog box, select **“Radio button ZIP”** and click **“Set password.”**
4. Type your password and Click **“Ok button.”**

*Note: Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed.*

# Submitting of the Bidding Documents

**Bidders shall submit their Bids through Google Form at any time before the closing date and time specified in the Bidding Documents.**

**Step 1.** BAC Secretariat will send the Invitation link of Registration Form, thru \_\_\_\_\_

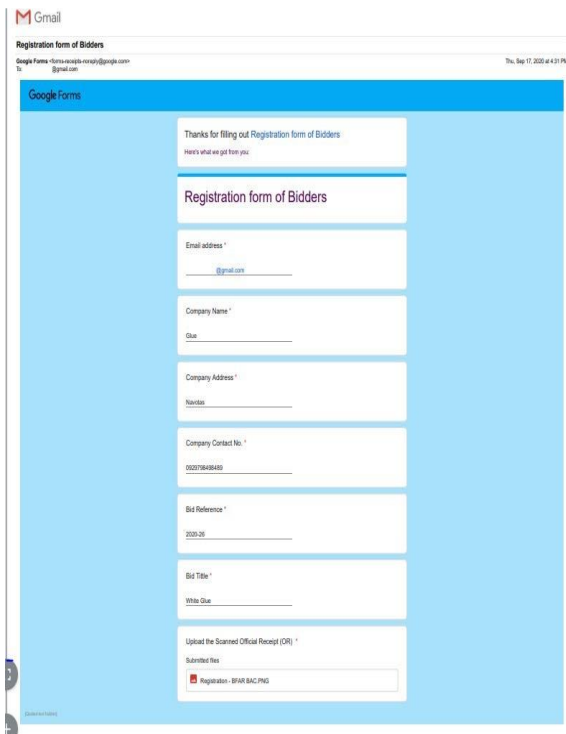
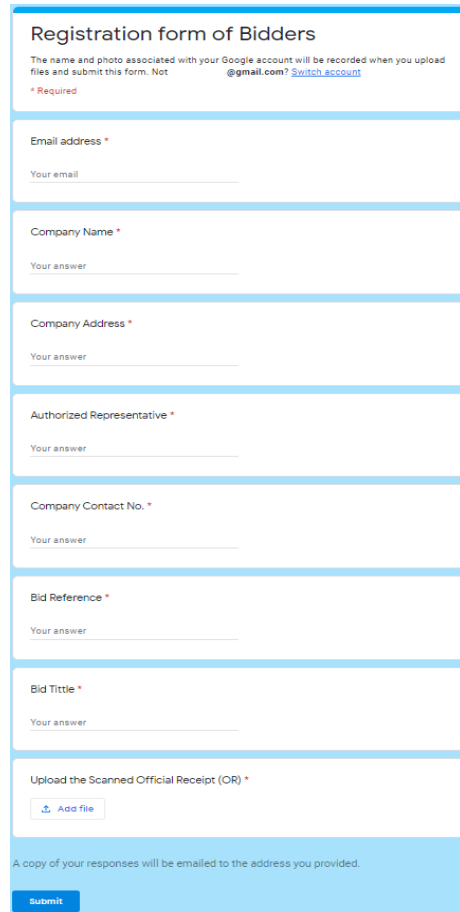


**Step 2.** Upon received, click the **FILL OUT FORM**.

**Step 3.** Bidder must fill in the following required information

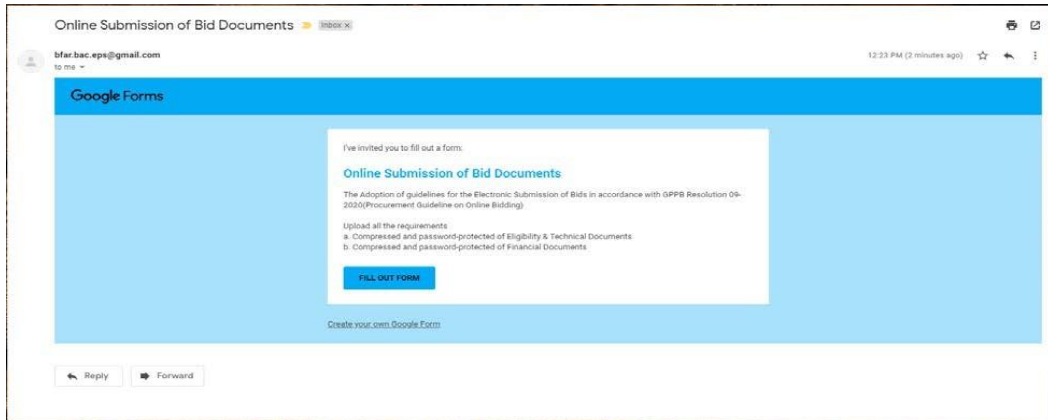
**Step 4.** Click the **Add file** to upload Scanned Copy of Official Receipt (OR)

**Step 5.** After uploading of the Scanned Copy of OR, the bidder shall click **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

A screenshot of the 'Registration form of Bidders' Google Form. The form includes a thank-you message and several required input fields: 'Email address \*', 'Company Name \*', 'Company Address \*', 'Authorized Representative \*', 'Company Contact No. \*', 'Bid Reference \*', and 'Bid Title \*'. At the bottom, there is a section for 'Upload the Scanned Official Receipt (OR) \*' with an 'Add file' button and a 'Submit' button.A detailed view of the 'Registration form of Bidders' Google Form fields. The form title is 'Registration form of Bidders'. Below the title, there is a note: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? Switch account'. The form contains several required fields, each with a red asterisk: 'Email address \*', 'Company Name \*', 'Company Address \*', 'Authorized Representative \*', 'Company Contact No. \*', 'Bid Reference \*', and 'Bid Title \*'. Each field has a 'Your answer' label and a text input area. At the bottom, there is a section for 'Upload the Scanned Official Receipt (OR) \*' with an 'Add file' button. A 'Submit' button is located at the very bottom. A footer note states: 'A copy of your responses will be emailed to the address you provided.'

**Step 7.** Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

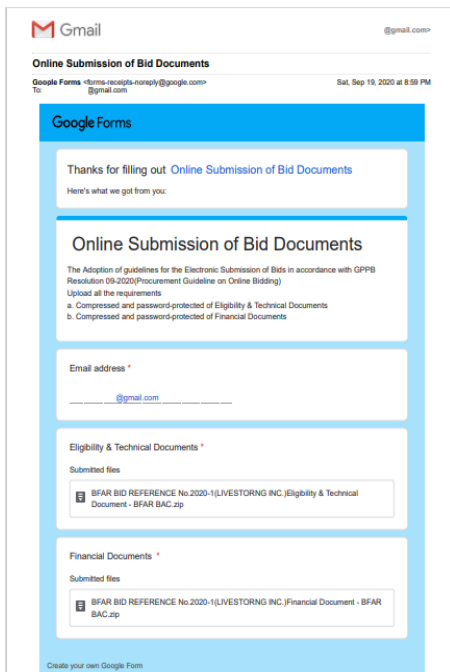
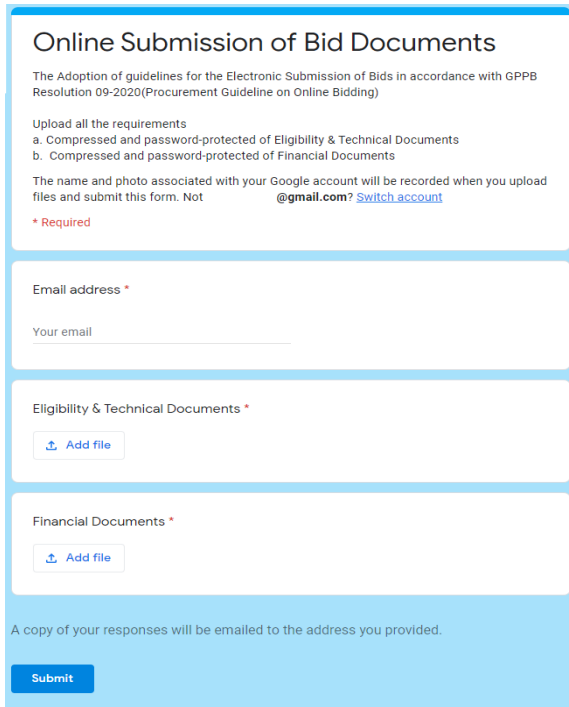
**Step 8.** The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid".



**Step 9.** Upon received, click the **FILL OUT FORM.**

**Step 10.** Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents

**Step 11.** Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidder which can be saved or printed by the bidder, as proof of the official time of the submission and





	<p style="text-align: center;"><b>IMPORTANT REMINDERS DURING BID OPENING PROCESS</b></p> <ol style="list-style-type: none"> <li>1. Bidders are encouraged to attend the bid opening online via Google Meet Application. The password for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening.</li> <li>2. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, the BAC Secretariat shall open the submitted hard copy of the bidding documents.</li> <li>3. The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility &amp; Technical documents, second disclose the password for the Eligibility &amp; Technical documents (.PDF File). The Secretariat will share screen via Google Meet during accessing the submitted Bid.</li> <li>4. If the bidder fails to provide the correct password after the third attempt, the BAC Secretariat shall open the submitted hard copy of the bidding documents.</li> </ol>
19.3	<i>No further instruction.</i>
20.2	<ol style="list-style-type: none"> <li>1. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> <li>i. 2021 Income Tax Return with proof of payment; and</li> <li>ii. VAT Returns (Form 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the previous 6 months.</li> </ol> </li> </ol>
21.2	<i>No further instruction.</i>

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

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

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<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>“The delivery terms applicable to this Contract are delivered <b>In BFAR Sub-Office, Sitio Tawilon, Brgy. Ambago, Butuan City</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Elvera B. Sayas (OIC, FAD), Edgardo P. Balambao (Supervisor, TOS), Noel Pugoy (Chief, PFO-SDS)</b> .</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</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> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

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.

**Spare Parts-**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplies, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods.

Spare parts or components shall be supplied as promptly as possible, but in any case, within (*Please refer below*) months of placing the order.

**Packaging –**

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.

The packaging, marking, and documentation within and outside the packages

	<p>shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit</p>



	<p>other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>“The terms of payment shall be as follows: Within 30 calendar days after the completion of the delivery.”</p> <p>A delivery schedule with the required volume of the items will be provided and sent by the Head of Procuring Entity represented by the General Services Unit, as stated in Sec. VI. Schedule of Requirements.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>_____</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 #	Description	Quantity	Total	Delivered, Weeks/Months
1	<b>Adjustable Wrench, 12 inches</b> FMRED	1 piece	1 piece	<p><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
2	<b>Adjustable Wrench, 6 inches</b> FMRED	1 piece	1 piece	
3	<b>Air Blower Vacuum Cleaner</b> FAD	1 unit	1 unit	
4	<b>Air Pump, 220V, 60hz, 120 watts, 220L/min, Noise &lt;60db, Thermally protected</b> Placer Technology Outreach Station Kitcharao Technology Outreach Station	1 unit 2 units	3 units	
5	<b>Air Pump, 220v-18 watts, 4 air outlet</b> FPSSD	10 sets	10 sets	
6	<b>Aircock, 2-way Aircontrol Valve @ 100pcs/pack</b> Cortes Technology Outreach Station	24 packs	24 packs	
7	<b>Angle Bar 2"</b> Kitcharao Technology Outreach Station	20 pieces	20 pieces	
8	<b>Angle Grinder; electric, 710 watts, DCW-100mm 4" 11,000 rpm, NW-1.4</b> Placer Technology Outreach Station	1 unit	1 unit	
9	<b>Automotive Wire, No.14 (red)</b> FPSSD	2 rolls	2 rolls	
10	<b>Automotive Wire No.14 (black)</b> FPSSD	2 rolls	2 rolls	
11	<b>Ball Valve #2, PVC</b> Cortes Technology Outreach Station	8 pieces	8 pieces	
12	<b>Battery, 60amp for gen set</b> Placer Technology Outreach Station	1 piece	1 piece	
13	<b>Bulb, LED (12 watts/daylight type)</b> Placer Technology Outreach Station	60 pieces	60 pieces	
14	<b>Bulb, LED light, 18watts</b> PFO-Province of Dinagat Island	20 pieces	20 pieces	
15	<b>Bulb, LED 12 watts</b> PFO-Agusan del Norte Masao Technology Outreach Station RFTFCD FAD	12 pieces 10 pieces 50 pieces 100 pieces	172 pieces	

16	<b>Bulb, LED 9 watts (220 volts)</b> FAD	150 pieces	150 pieces	<p style="text-align: center;"><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
17	<b>Cable Tie</b> Kitcharao Technology Outreach Station	40 pieces	40 pieces	
18	<b>Capacitor, (70-80 uF)</b> Cortes Technology Outreach Station	10 pieces	10 pieces	
19	<b>Cement</b> PFO-Surigao del Sur	90 pieces	90 bags	
20	<b>Circuit Breaker, 30 Amp @ 3 pcs/box</b> Placer Technology Outreach Station	3 boxes	3 boxes	
21	<b>Circuit Breaker, 30 amperes, 3 phase bolt-on type terminal with housing</b> Cortes Technology Outreach Station	4 pieces	4 pieces	
22	<b>Clamp Meter, UT202A+400-600A Digital Current clamp meters diagnostic tool resistance tester NCR Test dc/ac</b> FPSSD	1 set	1 set	
23	<b>CLAW HAMMER, 16 oz. claw style curve face style smooth ,handle type fiverglass head weight oz 16 oz overall length in 12-3/4 in style nailing</b> Placer Technology Outreach Station	4 pieces	4 pieces	
24	<b>COAXIAL CABLE CRIMPER</b> FMRED	1 piece	1 piece	
25	<b>COAXIAL STRIPPER</b> FMRED	1 piece	1 piece	
26	<b>COLOR ROOF, (12 feet length)</b> PFO-Surigao del Sur	4 pieces	10 pieces	
27	<b>COMMON WIRE NAIL No. 2 1/2</b> Kitcharao Technology Outreach Station	6 kgs	6 kgs	
28	<b>COMMON WIRE NAIL No. 3</b> Placer Technology Outreach Station Kitcharao Technology Outreach Station	8 kgs 6 kgs	14 kgs	
29	<b>COMMON WIRE NAIL No. 4</b> Placer Technology Outreach Station Kitcharao Technology Outreach Station	8 kgs 6 kgs	14 kgs	
30	<b>COMMON WIRE NAIL, No. 2</b> Placer Technology Outreach Station Kitcharao Technology Outreach Station	10 kgs 6 kgs	16 kgs	
31	<b>CONCRETE NAIL No. 3</b> Kitcharao Technology Outreach Station	4 kgs	4 kgs	
32	<b>CONCRETE NAIL no. 4</b> Kitcharao Technology Outreach Station	5 kgs	5 kgs	

33	<b>CRIMPING TOOL for 8p6p4p</b> FMRED	1 piece	1 piece	<p><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
34	<b>CROSSCUT SAW (8 points 22" /550mm) machine set teeth, resharable traditional wood handle</b> Placer Technology Outreach Station	3 pieces	3 pieces	
35	<b>DIAGONAL CUTTING PLIERS</b> FMRED	1 piece	1 piece	
36	<b>DIGITAL MULTIMETER</b> FMRED	1 piece	1 piece	
37	<b>DIGGING BLADE 6"</b> Masao Technology Outreach Station	3 pieces	3 pieces	
38	<b>DRAIN PLUG, 1"Ø</b> Kitcharao Technology Outreach Station	3 units	3 units	
39	<b>DRAIN PLUG, 4"Ø</b> Kitcharao Technology Outreach Station	5 units	5 units	
40	<b>EAGLE LOCKING PLIERS, curved jaw</b> FMRED	1 piece	1 piece	
41	<b>ELECTRICAL CUTTER</b> FMRED	1 piece	1 piece	
42	<b>ELECTRIC INDUCTION MOTOR, (Copper Winding) 3 Hp, 3 phase, 220 volts</b> Cortes Technology Outreach Station	2 units	2 units	
43	<b>ELECTRICAL TAPE, vinyl (0.16mm x 19mm x16m length BIG)</b> Masao Technology Outreach Station FPSSD	5 pieces 2 pieces	7 pieces	
44	<b>ELECTRICAL TAPE,medium</b> Placer Technology Outreach Station	100 pieces	100 pieces	
45	<b>ELECTRICAL TOOLS COMPLETE SET,(1 pc analog,1 utility,1 pc insulated handle combination pliers 7" ,1 dipped handle wire stripping 6" ,2 pcs pecesion screq driver(-) 2.4 x 40mm: PH. 00x100, 1pc Test pen, 1 pc desoldering pump, 1 pc soldering iron, 1pc insulated handle min long nose plier 5", 1 pc handle mini diagonal cutting pliers 5"</b> Placer Technology Outreach Station	1 set	1 set	
46	<b>ELECTRONIC TIMER SWITCH WITH HOUSING (DIGITAL)32K</b> Cortes Technology Outreach Station	4 units	4 units	

47	<b>EMERGENCY LIGHT, swivel head, automatic</b> Placer Technology Outreach Station	3 pieces	3 pieces	<p style="text-align: center;"><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
48	<b>EPOXY PRIMER PAINT</b> Cortes Technology Outreach Station	4 liters	4 liters	
49	<b>EXHAUST FAN</b> FPSSD	2 units	2 units	
50	<b>EXPANSION BOLT, 8mm dia.</b> FAD	30 pieces	30 pieces	
51	<b>EXTENSION WIRE, 50 meter, 3 universal gang</b> Masao Technology Outreach Station	1 set	1 set	
52	<b>EXTENSION WIRE, 7 m</b> RFTFCD	2 pieces	2 pieces	
	<b>EXTENSION WIRE, standard, heavy duty</b> Legal Unit	1 unit	1 unit	
53	<b>FAUCET, (single universal 360 degree rotatable faucet)</b> PFO-Agusan del Norte	2 pieces	2 pieces	
54	<b>FAUCET, (single universal 360 degree rotatable faucet)</b> PFO-Agusan del Norte FAD	2 pieces 15 pieces	17 pieces	
55	<b>FAUCET, heavy duty</b> Placer Technology Outreach Station	8 pieces	8 pieces	
56	<b>FIRE EXTINGUISHER A, 10lbs</b> Cortes Technology Outreach Station	1 unit	1 unit	
57	<b>FIRE EXTINGUISHER C, 10lbs</b> Cortes Technology Outreach Station	1 unit	1 unit	
58	<b>FLASH LIGHT, rechargeable (Head torch)</b> Cortes Technology Outreach Station	10 pieces	10 pieces	
59	<b>FLASHLIGHT, (plus solar lightning system kit 1 flashlight waterproof ,original, military,heavy duty,rechargeable)</b> Placer Technology Outreach Station	10 pieces	5 piece	
60	<b>FLASHLIGHT, rechargeable single lamp (head lamp) 18 watts</b> Masao Technology Outreach Station	8 pieces	8 pieces	
61	<b>FLAT SCREW, big (heavy duty)</b> FPSSD	1 piece	1 piece	
62	<b>FLEXIBLE HOSE, 2" (Color gray)</b> Cortes Technology Outreach Station	1 roll	1 roll	

63	<b>FLEXIBLE HOSE, 1" dia. (blue color)</b> Cortes Technology Outreach Station	1 roll	1 roll	<p style="text-align: center;"><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
64	<b>FLOURESCENT LAMP, (LED, 48 inches)</b> PFO-Agusan del Norte	24 pieces	24 pieces	
65	<b>FUSE LINK, (6 amperes approved by SURSECO II -size 8 or 10 )</b> Cortes Technology Outreach Station	10 pieces	10 pieces	
66	<b>FUSE LINK, 60 amp</b> Masao Technology Outreach Station	2 units	2 units	
67	<b>FUSELINK, 8k amperes (585mm EF8KCCIR)</b> Cortes Technology Outreach Station	30 pieces	30 pieces	
68	<b>GARDEN HOSE with fittings (1/2 inches diameter @ 30 m</b> Placer Technology Outreach Station	1 roll	1 roll	
69	<b>GATE VALVE, 4"Ø</b> Kitcharao Technology Outreach Station	2 pieces	2 pieces	
70	<b>GEL BATTERY 12v deep cycle 100Ah</b> FPSSD	2 pieces	2 pieces	
71	<b>GEL BATTERY 12v deep cycle 25Ah</b> FPSSD	15 pieces	15 pieces	
72	<b>GI PIPE, 3/4"Ø, schedule 40</b> Kitcharao Technology Outreach Station	42 pieces	42 pieces	
73	<b>GI PIPE, 3"Ø, schedule 40</b> Kitcharao Technology Outreach Station	8 pieces	8 pieces	
74	<b>GLOVES, Rubberized, High Quality, Safety Orange Coated for Industrial Gloves</b> Kitcharao Technology Outreach Station	7 pairs	7 pairs	
75	<b>HACKSAW, adjustable</b> FMRED	1 piece	1 piece	
76	<b>HACKSAW, frame w/ blade 12"x30 mm</b> Masao Technology Outreach Station	1 piece	1 piece	
77	<b>HACKSAW,with blade ,heavy duty</b> FPSSD	1set	1 set	
78	<b>HAMMER, Steel Handle</b> FMRED	1 set	1 set	
79	<b>HOLLOW BLOCK</b> PFO-Surigao del Sur	180 pieces	180 pieces	
80	<b>JACK 10 TONS</b> PFO-Surigao del Sur	1 piece	1 piece	
81	<b>JUNGLE BOLD, (Sundang), 800 grams</b> Placer Technology Outreach Station	7 pieces	7 pieces	
82	<b>LACQUER THINNER</b>	2 liters	2 liters	

	Placer Technology Outreach Station			<p><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
83	<b>LED FLOURESCENT, 18 watts</b> Cortes Technology Outreach Station	10 pieces	10 pieces	
84	<b>LINESMAN PLIER</b> FMRED	1 piece	1 piece	
85	<b>LONG NOSE</b> FMRED	1 piece	1 piece	
86	<b>MAGNETIC CONTACTOR, 220 V 3 phase</b> Cortes Technology Outreach Station	4 pieces	4 pieces	
87	<b>MAGNETIC STARTER, 7.5 Hp</b> Cortes Technology Outreach Station	4 pieces	4 pieces	
88	<b>MALE PLUG</b> FAD	10 piece	10 pieces	
89	<b>MARINE EPOXY A AND B</b> Cortes Technology Outreach Station Placer Technology Outreach Station	5 liters 2 liters	7 liters	
90	<b>MARINE PLYWOOD, 1/2" thickness 4'x8'</b> Placer Technology Outreach Station	8 pieces	8 pieces	
91	<b>MEASURE TAPE</b> FMRED	1 piece	1 piece	
92	<b>MULTI-BIT SCREWDRIVER</b> FMRED	1 piece	1 piece	
93	<b>NATIVE/FARMERS'S HAT ,buli@ 10 pcs/set</b> Placer Technology Outreach Station	3 sets	3 sets	
94	<b>NYLON CABLE TIE, 100 pcs/bundle 200mm white</b> FPSSD	1 bundle	1 bundle	
95	<b>OVERLOAD RELAY, 220V, 3 phase</b> Cortes Technology Outreach Station	4 pieces	4 pieces	
96	<b>P.E. COUPLING No. 1",</b> Placer Technology Outreach Station	10 pieces	10 pieces	
97	<b>P.E. HOSE No. 1" diameter</b> Placer Technology Outreach Station	2 rolls	2 rolls	
98	<b>PACKING SEAL, for water pump</b> Cortes Technology Outreach Station	3 pieces	3 pieces	
99	<b>PADLOCK , Iron padlock w3 iron keys (32 mm/ 38mm/50 mm/ 63mm)</b> Placer Technology Outreach Station	10 sets	10 sets	
100	<b>PAINT, roofguard, navy blue</b> Placer Technology Outreach Station	3 gallons	3 gallons	
101	<b>PE ELBOW 2" dia</b> Cortes Technology Outreach Station	10 pieces	10 pieces	
102	<b>PILOT LIGHT BULB (Red, 220 V, 10</b>	100 pieces	100	

	<b>watts)</b> Cortes Technology Outreach Station		pieces	<p><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
103	<b>POWER HANDRILL set with kit and case ( heavy duty),</b> FPSSD	1 set	1 set	
104	<b>POWER INVERTER, TBE pure sine wave, (1000 watts 12v), 220 output.</b> FPSSD	10 units	10 units	
105	<b>POWER SPRAY HOSE (for car wash)</b> FAD	2 rolls	2 rolls	
106	<b>PORTABLE POWER SUPPLY, Keyless 18V 4 Ah Li on cordless drill</b> FMRED	1 unit	1 unit	
107	<b>PRECISION SCREW DRIVERS</b> FMRED	1 piece	1 piece	
108	<b>PUMP BELT SIZE A940 Li</b> Cortes Technology Outreach Station	3 pieces	3 pieces	
109	<b>PVC ELBOW, 1"Ø, Blue</b> Cortes Technology Outreach Station Placer Technology Outreach Station Kitcharao Technology Outreach Station	10 units 5 units 10 units	25 units	
110	<b>PVC ELBOW, 2"Ø blue</b> Placer Technology Outreach Station	5 units	5 units	
111	<b>PVC ELBOW, 4"Ø, Blue</b> Kitcharao Technology Outreach Station	5 units	5 units	
112	<b>PVC PIPE 4"Ø, Orange, series 1000</b> Kitcharao Technology Outreach Station	30 pieces	30 pieces	
113	<b>PVC PIPE,1"Ø, Blue</b> Kitcharao Technology Outreach Station	12 pieces	12 pieces	
114	<b>PVC SOLVENT CEMENT, (100g)</b> FAD	2 cans	2 cans	
115	<b>PVC SOLVENT CEMENT, (cap: 250mL)</b> Cortes Technology Outreach Station Placer Technology Outreach Station	5 cans 5 cans	10 cans	
116	<b>PVC TEE 1"Ø blue</b> Placer Technology Outreach Station	5 pieces	5 pieces	
117	<b>PVC TEE 2"Ø blue</b> Placer Technology Outreach Station	5 pieces	5 pieces	
118	<b>RAINBOOTS, white kneww high,size qty:5-1,7-1,9-2,10-1,11-2,12-1)</b> Placer Technology Outreach Station	8 pairs	8 pairs	
119	<b>RAINCOAT SET,-upper &amp; lower pants, size-pcs : s-1 , m-4 l-3, black color</b> Placer Technology Outreach Station	8 sets	8 sets	
120	<b>REINFORCE STEEL BAR (RSB) ,(10mm)</b>	100 pieces	100	



	PFO-Surigao del Sur		pieces	<p style="text-align: center;"><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
121	<b>RECEPTACLE, 4"x4"</b> FAD	10 pieces	10 pieces	
122	<b>RING BLOWER, 1 Hp 3 phase, 1.5"</b> FPSSD	1 unit	1 unit	
123	<b>RING BLOWER, 2 Hp 3 phase 220V</b> Cortes Technology Outreach Station	2 units	2 units	
124	<b>ROUND BAR, 10mm Ø</b> Kitcharao Technology Outreach Station	43 lengths	43 lengths	
125	<b>RUBBER PLUG, heavy duty</b> Placer Technology Outreach Station	30 pieces	30 pieces	
126	<b>RUBBERIZE ELECTRICAL TAPE</b> Masao Technology Outreach Station	5 pieces	5 pieces	
127	<b>SAND AND GRAVEL, mixed</b> PFO-Surigao del Sur	15 cubic	15 cubic	
128	<b>SCREW DRIVER , STAR big( heavy duty)</b> FPSSD	1 piece	1 piece	
129	<b>SCREW DRIVER, 6 way</b> FMRED	1 piece	1 piece	
130	<b>SCYTHE,(lagaraw) cycle with wood handle</b> Placer Technology Outreach Station	2 pieces	2 pieces	
131	<b>SERVICE DROP WIRE, aluminum,no.6</b> Placer Technology Outreach Station	1 roll	1 roll	
132	<b>SIDE CUTTER, 7"</b> FMRED	1 piece	1 piece	
133	<b>SLIMLINE COMB WRENCH, 13pcs/set</b> FMRED	1 set	1 set	
134	<b>SHOVEL, flat type wood handle</b> FPSSD	3 units	3 units	
135	<b>SHOVEL, roundhead with hardwood handle</b> Placer Technology Outreach Station	2 pieces	2 pieces	
136	<b>SOCKET, rubber</b> Masao Technology Outreach Station	10 pieces	10 pieces	
137	<b>SOLAR CHARGE CONTROLLER, MPPT30a, LCD Display dual USB</b> FPSSD	10 pieces	10 pieces	
138	<b>SOLAR CHARGE CONTROLLER, 30 AMP 12V to 220V OUT MPPT</b> FPSSD	2 pieces	2 pieces	
139	<b>SOLAR PANEL, 5bb monocrystalline 200 watts 100x67x3.5 cm</b> FPSSD	10 pieces	10 pieces	

140	<b>SOLID WIRE, No.14</b> Placer Technology Outreach Station	1 roll	1 roll	<p style="text-align: center;"><b>Within 30 Calendar Days</b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
141	<b>SORTER/GRADER 4"</b> Masao Technology Outreach Station	1 piece	1 piece	
142	<b>SORTER/GRADER 2"</b> Masao Technology Outreach Station	1 piece	1 piece	
143	<b>STEEL TAPE, nylon coated wide steel blade ,zero plate hook,rugged rubber over-mold for impact resistance</b> Placer Technology Outreach Station	3 pieces	3 pieces	
144	<b>SUBMERSIBLE AQUA PUMP, 220-240v 26 watts powerhead.6' 1/2 dia.outlet</b> FPSSD	10 sets	10 sets	
145	<b>SUBMERSIBLE PUMP, (220v single phase, 0.5 hp,stainless type 2" diameter)</b> Placer Technology Outreach Station	2 units	2 units	
146	<b>SUBMERSIBLE PUMP, 1 hP, Single Phase, 50mm discharge, 12 meters maximum head, 520 maximum head</b> KitcharaoTechnology Outreach Station	4 units	4 units	
147	<b>SUBMERSIBLE PUMP, 220v, 1.5HP, 2"diameter outlet</b> Masao Technology Outreach Station	2 units	2 units	
148	<b>SUBMERSIBLE PUMP, 220v, 1HP, 2"diameter outlet</b> Placer Technology Outreach Station	1 unit	1 unit	
149	<b>SUBMERSIBLE PUMP,(1/2 Hp, Single phase, 50 mm / or 2"dia.)</b> Cortes Technology Outreach Station	1 unit	1 unit	
150	<b>SWITCH, single</b> Placer Technology Outreach Station	60 pieces	60 pieces	
151	<b>TAPELON TAPE, 1/2</b> Placer Technology Outreach Station	10 rolls	10 rolls	
152	<b>TACTIX ADJUSTABLE WRENCH, 8</b> Placer Technology Outreach Station	1 piece	1 piece	
153	<b>THNN STRANDED #14</b> Cortes Technology Outreach Station	3 box	3 box	
154	<b>THNN STRANDED, #12</b> Cortes Technology Outreach Station	2 boxes	2 boxes	
155	<b>THNN STRANDED COPPER WIRE#8</b> Cortes Technology Outreach Station	100 boxes	100 meters	
156	<b>THNN STRANDED, #12</b> Cortes Technology Outreach Station	15 meters	15 meters	

157	<b>TIE WIRE, No. 16</b> Kitcharao Technology Outreach Station PFO-Surigao del Sur	5 kgs	15 kgs	<p><b><i>Within 30 Calendar Days</i></b></p> <p><i>The items herewith shall be delivered on-site and on tranche basis immediately a day after upon the Receipt of the Notice to Proceed (NTP) without any changes on the unit price offered on the bid amount.</i></p>
158	<b>TILE GROUT, 1kilo per bag</b> PFO-Surigao del Sur	2 bags	2 bags	
159	<b>TILES, 60x60</b> PFO-Surigao del Sur	100 pieces	100 pieces	
160	<b>TRAPAL, (Rubberized) 8', 100m/bundle</b> Placer Technology Outreach Station	1 bundle	1 bundle	
161	<b>UTILITY CUTTER KNIFE (heavy duty)</b> FPSSD	1 piece	1 piece	
162	<b>VULCASEAL</b> Placer Technology Outreach Station	2 liters	2 liters	
163	<b>WATER PUMP, 6.5HP, 3"X3" inlet/outlet with hose</b> Masao Technology Outreach Station	1 unit	1 unit	
164	<b>WIRE STRIPPER</b> FMRED	1 piece	1 piece	
165	<b>WOOD SCREW, 1/2 inch</b> FPSSD	110 pieces	110 pieces	

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

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

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

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

## Technical Specifications

Item	Specification	Statement of Compliance
1	Adjustable Wrench, 12 inches	<p><i>[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.]</i></p>
2	Adjustable Wrench, 6 inches	
3	Air Blower Vacuum Cleaner	
4	Air Pump, 220V, 60hz, 120 watts, 220L/min, Noise <60db, Thermally protected	
5	Air Pump, 220v-18 watts, 4 air outlet	
6	Aircock, 2-way Aircontrol Valve @ 100pcs/pack	
7	Angle Bar 2"	
8	Angle Grinder; electric, 710 watts, DCW-100mm 4" 11,000 rpm, NW-1.4	
9	Automotive Wire, No.14 (red)	
10	Automotive Wire No.14 (black)	
11	Ball Valve #2, PVC	
12	Battery, 60amp for gen set	
13	Bulb, LED (12 watts/daylight type)	
14	Bulb, LED light, 18watts	
15	Bulb, LED 12 watts	
16	Bulb, LED 9 watts (220 volts)	
17	Cable Tie	
18	Capacitor, (70-80 uF)	
19	Cement	
20	Circuit Breaker, 30 Amp @ 3 pcs/box	
21	Circuit Breaker, 30 amperes, 3 phase bolt-on type terminal with housing	
22	Clamp Meter, UT202A+400-600A Digital Current clamp meters diagnostic tool resistance tester NCR Test dc/ac	
23	CLAW HAMMER, 16 oz. claw style curve face style smooth, handle	

	type fiberglass head weight oz 16 oz overall length in 12-3/4 in style nailing	
24	COAXIAL CABLE CRIMPER	
25	COAXIAL STRIPPER	
26	COLOR ROOF, (12 feet length)	
27	COMMON WIRE NAIL No. 2 1/2	
28	COMMON WIRE NAIL No. 3	
29	COMMON WIRE NAIL No. 4	
30	COMMON WIRE NAIL, No. 2	
31	CONCRETE NAIL No. 3	
32	CONCRETE NAIL no. 4	
33	CRIMPING TOOL for 8p6p4p	
34	CROSSCUT SAW (8 points 22" /550mm) machine set teeth, resharpable traditional wood handle	
35	DIAGONAL CUTTING PLIERS	
36	DIGITAL MULTIMETER	
37	DIGGING BLADE 6"	
38	DRAIN PLUG, 1"Ø	
39	DRAIN PLUG, 4"Ø	
40	EAGLE LOCKING PLIERS, curved jaw	
41	ELECTRICAL CUTTER	
42	ELECTRIC INDUCTION MOTOR, (Copper Winding) 3 Hp, 3 phase, 220 volts	
43	ELECTRICAL TAPE, vinyl (0.16mm x 19mm x16m length BIG)	
44	ELECTRICAL TAPE,medium	

45	ELECTRICAL TOOLS COMPLETE SET,(1 pc analog,1 utility,1 pc insulated handle combination pliers 7" ,1 dipped handle wire stripping 6" ,2 pcs pecesion screq driver(-) 2.4 x 40mm: PH. 00x100, 1pc Test pen, 1 pc desoldering pump, 1 pc soldering iron, 1pc insulated handle min long nose plier 5", 1 pc handle mini diagonal cutting pliers 5"
46	ELECTRONIC TIMER SWITCH WITH HOUSING (DIGITAL)32K
47	EMERGENCY LIGHT, swivel head, automatic
48	EPOXY PRIMER PAINT
49	EXHAUST FAN
50	EXPANSION BOLT, 8mm dia.
51	EXTENSION WIRE, 50 meter, 3 universal gang
52	EXTENSION WIRE, 7 m
	EXTENSION WIRE, standard, heavy duty
53	FAUCET, (single universal 360 degree rotatable faucet)
54	FAUCET, (single universal 360 degree rotatable faucet)
55	FAUCET, heavy duty
56	FIRE EXTINGUISHER A, 10lbs
57	FIRE EXTINGUISHER C, 10lbs
58	FLASH LIGHT, rechargeable (Head torch)
59	FLASHLIGHT, (plus solar lightning system kit 1 flashlight waterproof, original, military,heavy duty, rechargeble)
60	FLASHLIGHT, rechargeable single lamp (head lamp) 18 watts
61	FLAT SCREW, big (heavy duty)
62	FLEXIBLE HOSE, 2" (Color gray)
63	FLEXIBLE HOSE, 1" dia. (blue color)

64	FLOURESCENT LAMP, (LED, 48 inches)
65	FUSE LINK, (6 amperes approved by SURSECO II -size 8 or 10 )
66	FUSE LINK, 60 amp
67	FUSELINK, 8k amperes (585mm EF8KCCIR)
68	GARDEN HOSE with fittings (1/2 inches diameter @ 30 m
69	GATE VALVE, 4"Ø
70	GEL BATTERY 12v deep cycle 100Ah
71	GEL BATTERY 12v deep cycle 25Ah
72	GI PIPE, 3/4"Ø, schedule 40
73	GI PIPE, 3"Ø, schedule 40
74	GLOVES, Rubberized, High Quality, Safety Orange Coated for Industial Gloves
75	HACKSAW, adjustable
76	HACKSAW, frame w/ blade 12"x 30mm
77	HACKSAW,with blade ,heavy duty
78	HAMMER, Steel Handle
79	HOLLOW BLOCK
80	JACK 10 TONS
81	JUNGLE BOLO,(Sundang), 800 grams
82	LACQUER THINNER
83	LED FLOURESCENT, 18 watts
84	LINESMAN PLIER
85	LONG NOSE
86	MAGNETIC CONTACTOR, 220 V 3 phase
87	MAGNETIC STARTER, 7.5 Hp
88	MALE PLUG
89	MARINE EPOXY A AND B
90	MARINE PLYWOOD, 1/2" thickness 4'x8'
91	MEASURE TAPE
92	MULTI-BIT SCREWDRIVER
93	NATIVE/FARMERS'S HAT ,buli@ 10



	pcs/set	
94	NYLON CABLE TIE, 100 pcs/bundle 200mm white	
95	OVERLOAD RELAY, 220V, 3 phase	
96	P.E. COUPLING No. 1",	
97	P.E. HOSE No. 1" diameter	
98	PACKING SEAL, for water pump	
99	PADLOCK , Iron padlock w3 iron keys (32 mm/ 38mm/50 mm/ 63mm)	
100	PAINT, roofguard, navy blue	
101	PE ELBOW 2" dia	
102	PILOT LIGHT BULB (Red, 220 V, 10 watts)	
103	POWER HANDRILL set with kit and case ( heavy duty),	
104	POWER INVENTER, TBE pure sine wave, (1000 watts 12v), 220 output.	
105	POWER SPRAY HOSE (for car wash)	
106	PORTABLE POWER SUPPLY, Keyless 18V 4 Ah Li on cordless drill	
107	PRECISION SCREW DRIVERS	
108	PUMP BELT SIZE A940 Li	
109	PVC ELBOW, 1"Ø, Blue	
110	PVC ELBOW, 2"Ø blue	
111	PVC ELBOW, 4"Ø, Blue	
112	PVC PIPE 4"Ø, Orange, series 1000	
113	PVC PIPE,1"Ø, Blue	
114	PVC SOLVENT CEMENT, (100g)	
115	PVC SOLVENT CEMENT, (cap: 250mL)	
116	PVC TEE 1"Ø blue	
117	PVC TEE 2"Ø blue	
118	RAINBOOTS, white kneww high,size qty:5-1 ,7-1,9-2,10-1,11-2,12-1)	
119	RAINCOAT SET,-upper & lower pants, size-pcs : s-1 , m-4 l-3, black color	

120	REINFORCE STEEL BAR (RSB), (10mm)
121	RECEPTACLE, 4"x4"
122	RING BLOWER, 1 Hp 3 phase, 1.5"
123	RING BLOWER, 2 Hp 3 phase 220V
124	ROUND BAR, 10mm Ø
125	RUBBER PLUG, heavy duty
126	RUBBERIZE ELECTRICAL TAPE
127	SAND AND GRAVEL, mixed
128	SCREW DRIVER , STAR big( heavy duty)
129	SCREW DRIVER, 6 way
130	SCYTHE, (lagaraw) cycle with wood handle
131	SERVICE DROP WIRE, aluminum,no.6
132	SIDE CUTTER, 7"
133	SLIMLINE COMB WRENCH, 13pcs/set
134	SHOVEL, flat type wood handle
135	SHOVEL, roundhead with hardwood handle
136	SOCKET, rubber
137	SOLAR CHARGE CONTROLLER, MPPT30a, LCD Display dual USB
138	SOLAR CHARGE CONTROLLER, 30 AMP 12V to 220V OUT MPPT
139	SOLAR PANEL, 5bb monocrystalline 200 watts 100x67x3.5 cm
140	SOLID WIRE, No.14
141	SORTER/GRADER 4"
142	SORTER/GRADER 2"
143	STEEL TAPE, nylon coated wide steel blade ,zero plate hook,rugged rubber over-mold for impact resistance
144	SUBMERSIBLE AQUA PUMP, 220- 240v 26 watts powerhead.6' 1/2 dia.outlet
145	SUBMERSIBLE PUMP, (220v single

	phase, 0.5 hp, stainless type 2" diameter)	
146	SUBMERSIBLE PUMP, 1 hP, Single Phase, 50mm discharge, 12 meters maximum head, 520 maximum head	
147	SUBMERSIBLE PUMP, 220v, 1.5HP, 2" diameter outlet	
148	SUBMERSIBLE PUMP, 220v, 1HP, 2" diameter outlet	
149	SUBMERSIBLE PUMP, (1/2 Hp, Single phase, 50 mm / or 2" dia.)	
150	SWITCH, single	
151	TAPELON TAPE, 1/2	
152	TACTIX ADJUSTABLE WRENCH, 8	
153	THNN STRANDED #14	
154	THNN STRANDED, #12	
155	THNN STRANDED COPPER WIRE #8	
156	THNN STRANDED, #12	
157	TIE WIRE, No. 16	
158	TILE GROUT, 1 kilo per bag	
159	TILES, 60x60	
160	TRAPAL, (Rubberized) 8', 100m/bundle	
161	UTILITY CUTTER KNIFE (heavy duty)	
162	VULCASEAL	
163	WATER PUMP, 6.5HP, 3"X3" inlet/outlet with hose	
164	WIRE STRIPPER	
165	WOOD SCREW, 1/2 inch	

**I hereby certify to comply all the required above technical specifications.**

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

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### **Class "B" Documents**

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### **II. FINANCIAL COMPONENT ENVELOPE**

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

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

- (k) [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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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*The following templates are provided for easy, attached hereto as Appendix 1, which may also be accessed through this link: <https://www.gppb.gov.ph/downloadables.php>*

*5.2.1. Bid Form for the Procurement of Goods*

*5.2.3. Price Schedule for Goods Offered from Abroad*

*5.2.4. Price Schedule for Goods Offered from Within the Philippines*

*5.2.5. Bid Securing Declaration*

*5.2.6. Contract Agreement Form for the Procurement of Goods Projects;*

*5.2.8. Omnibus Sworn Statement; and*

*5.2.9. Performance Securing Declaration*

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### **Important Reminders**

- ❑ The bidders are encouraged to consult this checklist before submitting their Bid on the deadline for the submission and the receipt of Bids. However, this is **by no means exclusive** Bidders must still familiarize themselves with other bid requirements not otherwise included herein such as, but not limited to those in the Term of Reference, Bid Bulletin, Pertinent GPPB guidelines, rules, etc.
- ❑ All Bidders must submit their bid in accordance with the Guidelines on Electronic Submission and Receipt of Bids as indicated in the Annex B simultaneously with the submission of the printed copies as indicated in the BDS Clause 15.
- ❑ All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid.
- ❑ All Pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.
- ❑ To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist.

**Statement of All Ongoing Government & Private Contracts including contracts awarded but not yet started**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded Date Started	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%	Date of Completion	Planned	Actual	
<u>Government</u>								
<u>Private</u>								
*Continue in separate sheet if necessary							Total Cost	

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts" or "None" or "Not Applicable (N/A)" under the Column for Name of Contract and Project Cost (first column from left)

This statement shall be supported with:

For Government Contract:

1. Notice of award and/or Contract Agreement and/or Notice to Proceed

For Private:

2. Job order or Purchase Order or any corresponding documents reflecting the Project name and project cost.

Submitted by: \_\_\_\_\_

(Printed Name and Signature of Authorized Representative)

Designation : \_\_\_\_\_

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



## Statement Identifying the Single Largest Completed Contract

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		Amount at Award Amount tion	at Date Awarded Contract Effectivity Date Completed
			Description	%		
<u>Government</u>						<u>Government</u>
<u>Private</u>						<u>Private</u>

Note: This statement shall be supported with:

For Government Contract:

1. Notice of award (NOA) and/or Contract Agreement and/or Notice to Proceed (NTP)
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice or duly accomplished Inspection and Acceptance Reports

For Private:

1. Job order or Purchase Order or Purchase Request
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice

Submitted by : \_\_\_\_\_  
 (Printed Name and Signature of Authorized Representative)

Designation : \_\_\_\_\_

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

# **ANNEXES**

# **BFAR XIII – BAC ONLINE BIDDING PROCEDURE**

Annex A .....Resolution Recommending the Adoption of Guidelines for the Electronic Submission of Bids in Accordance with GPPB Resolution 09-2020 (Procurement Guidelines on Online Bidding)

Annex B.....Bidder’s Kit

Annex C.....Adding a password to .PDF file using Adobe Acrobat Readader DC.

Annex D .....Procedure of Accessing the BFAR XIII BAC Online Submission of Bidding Documents via Google Forms.



Republic of the Philippines  
Department of Agriculture  
Bureau of Fisheries and Aquatic Resources  
Caraga Region  
Peñaranda St., Bgry. Taft (Pob.), Surigao City

## Bids and Awards Committee

### Resolution No. 2020-0028

#### A Resolution Recommending the Adoption of Guidelines for the Electronic Submission of Bids in Accordance with GPPB Resolution 09-2020 (Procurement Guidelines on Online Bidding)

**WHEREAS**, on the 16<sup>th</sup> day of March 2020, the Office of the President of the Philippines, issued a Proclamation no. 929, declaring a Statement of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of six (6) months or up to 12<sup>th</sup> day of September 2020, however, on the 16<sup>th</sup> day of September 2020, a proclamation no. 1021 was issued, extending the period of the State of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of one (1) year effective 13 September to 12 September 2021, unless earlier lifted or extended as circumstances may warrant;

**WHEREAS**, on the 15<sup>th</sup> day of May 2020 the Government Procurement Policy Board (GPPB) published a Resolution No. 09-2020 entitled “Approving Measures for the Efficient Conduct of Procurement of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions”; (refer to Annex “A” copy of the resolution);

**WHEREAS**, part of the said resolution states the following:

*(2) ENJOIN Pes to maximize the use of existing rules under R.A. No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any meetings and determination of quorum by the BAC and use of digital signatures in procurement related documents;*

*(3) ALLOW the (i) submission of procurement related documents, except for the submission and receipt of bids, through electronic mail or facsimile subject to the submission of the printed copies as soon as practicable, as determined by the Bids and Awards Committee (BAC); and (ii) use of the other forms of digital or electronic signature in all procurement related documents. For this purpose, PEs shall establish*

*their respective internal rules to ensure the security, integrity and authenticity of the documents electronically submitted and the use of digital or electronic signature.*

**NOW THEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED,** that this Committee hereby recommends to the Head of the Procuring Entity (HOPE) the adoption of the guidelines for online or electronic submission and receipt of bids (refer to Annex “B”);

**WHEREAS,** this Committee will still require the submission of the printed copies simultaneously received with the electronic copies of the Bid;

**RESOLVED, FINALLY** that on the basis of the foregoing, the BAC RECOMMENDS to the HOPE to adopt the foregoing guidelines on the electronic submission of bids in accordance with the GPPB Resolution 09-2020. These measures shall be allowed at any time, not just during the State of Calamity, or implementation of community quarantine or similar government restrictions.

Done this 23<sup>rd</sup> day of November, 2020 in Butuan City.

**Sgd. ANNA MELISSA M. TALAVERA**  
BAC Chairperson

**Sgd. LEONA VICTORIA G. NORTEGA**  
BAC Member

**Sgd. OMNIA B. OLAMA**  
BAC Member

**Sgd. ELMA S. DUPEÑO**  
BAC Member

**Sgd. IAN D. BATITANG**  
BAC Member

Approved by:

**Sgd. VISA TAN-DIMERIN, CESO V**  
Regional Director

**BIDDER’S KIT FOR BFAR PROCUREMENT GUIDELINES IN  
ADOPTING ELECTRONIC SUBMISSION OF BIDS**

**(GPPB Resolution No. 09-2020)**

**I. PRE-REGISTRATION & PRE-BID CONFERENCE**

**Step 1:** Register by completing the information required in the **Google Form** which can be accessed here:

[https://docs.google.com/forms/d/15jz6wkV9LFL6\\_eHFtuhtTCrIjyIJFJLlKOlvAPaMM4/edit](https://docs.google.com/forms/d/15jz6wkV9LFL6_eHFtuhtTCrIjyIJFJLlKOlvAPaMM4/edit).

Once completed, submit the form to the Secretariat and wait for an acknowledgment by e-mail.

**Step 2:** Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail using **Google Meet**. Please make sure that you allow access to the microphone and the camera.

**Step 3:** Kindly wait for the Secretariat to confirm your entry through Zoom to participate in the pre-bid conference.

**Step 4:** See attached file as “Annex B” for the House Rules to be observed during the conduct of procurement activities.

**II. PREPARATION OF BID (SOFT COPY)**

**Step 1:** Prepare a final scanned copy of your Bid which is divided into two different PDF files:

1. Eligibility Documents & Technical Documents; and
2. Financial Documents

**Step 2:** Set a password for the scanned copy of the Eligibility Documents & Technical Documents and Financial Documents and save as a .PDF file.

**Step 3:** Compress the file, save the password-protected .PDF file to a ZIP file. Set another password on the ZIP file.

***Important:*** Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files

*are not allowed. For details on how to set passwords in .PDF file and ZIP file, please see file attached as “Annex C”*

**Step 4:** For effective documentation of the submitted files, you must comply with the label format below:

1. Both ZIP folder and .PDF file shall be assigned file name  
**“BFAR Bid Reference No. \_\_\_\_\_ (Company Name); Legal & Technical Documents”**
2. Both ZIP folder and .PDF file shall be assigned file name  
**“BFAR Bid Reference No (Company Name); Financial Documents”**

### **III. REGISTRATION FOR ONLINE SUBMISSION**

**Step 1:** Register through Google Form, a link will be provided upon request to the BAC Secretariat’s e-mail address: [bfarbac13@gmail.com](mailto:bfarbac13@gmail.com) at any time before the closing date and time specified in the Bidding Documents by disclosing the following information:

- a) Email Address
- b) Company Name
- c) Company Address
- d) Authorized Representative
- e) Contact No.
- f) Bid Reference
- g) Bid Title
- h) Official Receipt (OR) No.

Upon verification of the Official Receipt (OR), the BAC Secretariat will send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

**Step 2:** The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through the given email directing to the “Online Submission of the Bid”

#### IV. ACCESSING THE GOOGLE FORMS

**Step 1:** Upon successful login to your email address account. You will now open the Google Form link sent through BAC Secretariat's e-mail address given above.

**Step 2:** Click the FILL OUT FORM button. *(See attached "Annex D")*

#### V. SUBMISSION OF BID

**Step 1:** Submit your Bids through Google Form at any time before the closing date and time specified in the Bidding Documents.

**Step 2:** Upon preparation and finalization of the compressed and password-protected files Eligibility & Technical and Financial Documents, a Google Form link will direct you to the page where they can now upload the said requirements. *(See attached "Annex D, Figure 10.1")*

**Step 3:** After submission, a copy of the response will be automatically emailed to the address provided by you which can be saved or printed, as proof of the official time of the submission and receipt of bids. *(See attached "Annex D, Figure 11.2")*

#### VI. RECEIVING OF THE SUBMITTED BID

The BAC Secretariat will receive the submitted information through Google Forms and will generate a Bid Receipt page for the official time of submission of all bidders, which can be saved or printed.

Bidders may modify their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall send another Bid equally secured, properly identified, and labelled as a "**modification**" of the previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

The BAC Secretariat will not be able to access the documents until the day of the Bid Opening.

#### VII. BID OPENING PROCESS

The BAC, with the assistance of the Secretariat and Technical Working Group (TWG), shall conduct bid opening via Google Meet. Bidders are encouraged to attend the bid opening online. The passwords for the folders (ZIP) and the files



(.PDF) shall be disclosed by the bidders only during actual bid opening which may be done via Google Meet.

The Secretariat will ask the bidder, who choose to attend via Google Meet, the corresponding password of their Bid during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, from prompting, it will result in disqualification and the BAC shall move on to the next bid, if any.

The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical document (.PDF file). The Secretariat will share the screen via Google Meet during accessing the submitted Bid.




If the bidder **passed** the Eligibility & Technical requirements, the second password-protected compressed folder containing the Financial Documents and the files contained therein shall be opened in the same manner as the password of the eligibility documents as described above. In no case will a bidder disclose the passwords for the financial folder and the files prior to being declared eligible based on the evaluation of the eligibility documents.

The bidder is given only three (3) attempts to disclose the password per compressed folder (ZIP) and .PDF file to open the documents. If the bidder fails to provide the correct password after the third attempt, their Bid will no longer be considered. The Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

In the event that the BAC cannot access the submitted electronic copy of the Bid, the BAC will proceed with the opening of the ORIGINAL HARD COPY.

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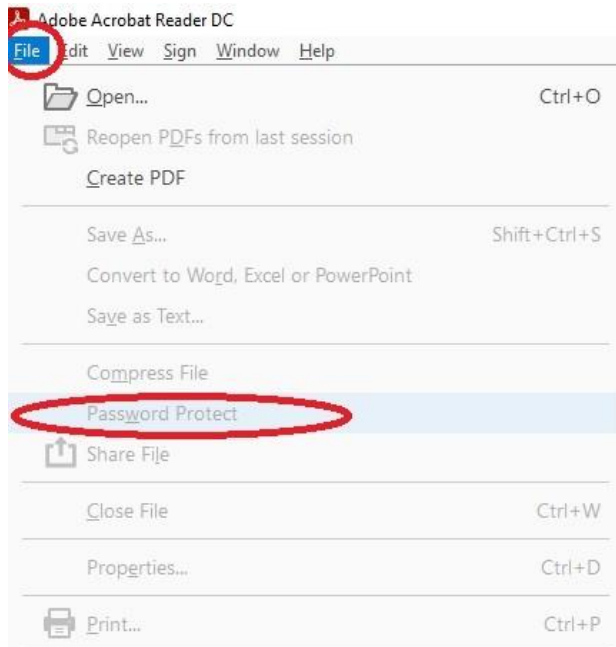
### **Basic House Rules to be observed during BAC Meetings**

1. Kindly place your microphone on mute when not speaking. 
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute). 
3. Turn on video for confirmation of your identity. 

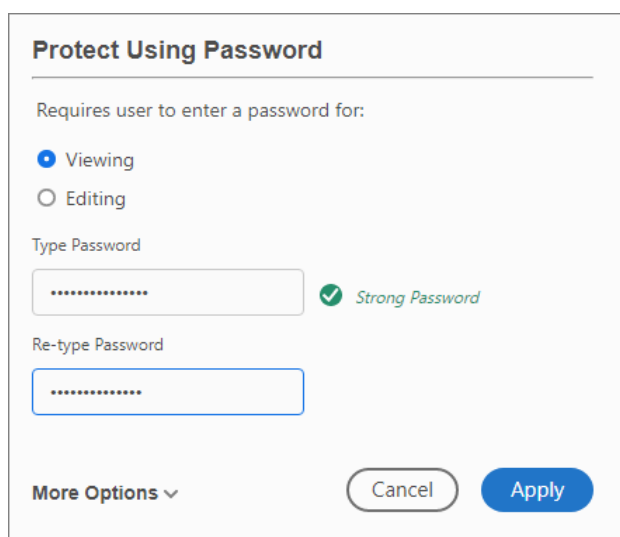
**Adding a password to a .PDF file using Adobe Acrobat Reader DC.**

One-click option to protect a PDF with a password

1. Open the PDF file
2. Choose **File > Protect Using Password.**



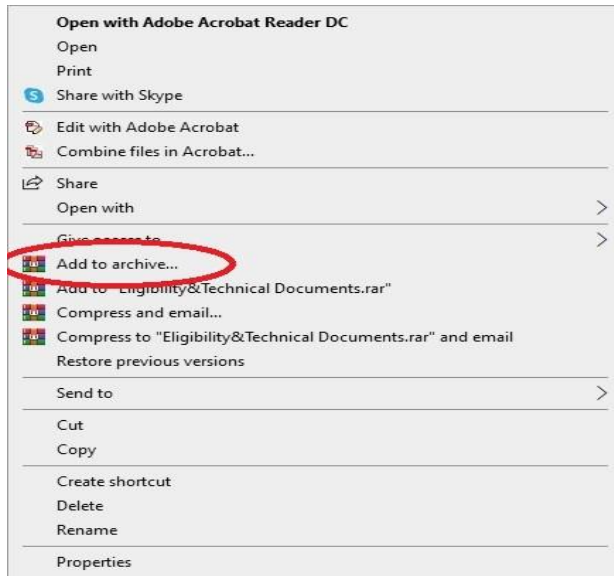
3. Select to set the password for Viewing the PDF.



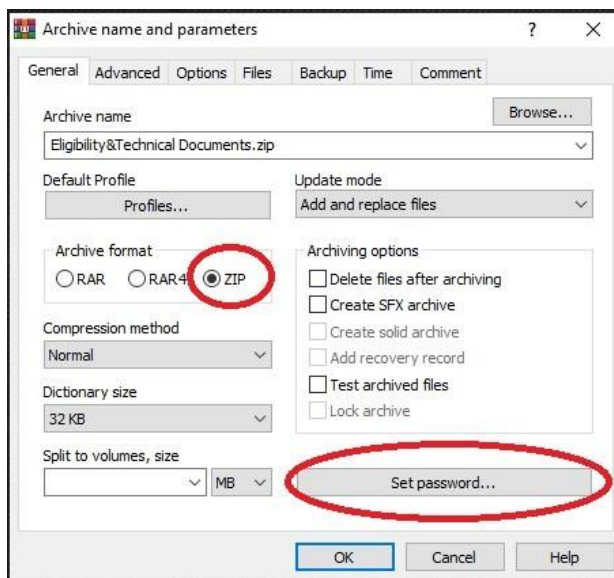
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.
5. Click “**Apply**”.

## File Archiving and Compression using WinRAR application

1. Right Click the password protected .PDFfile
2. Select **“Add to archive.”**



3. In the Archive name and parameters dialog box, select **“Radio button ZIP”** and click **“Set password”**

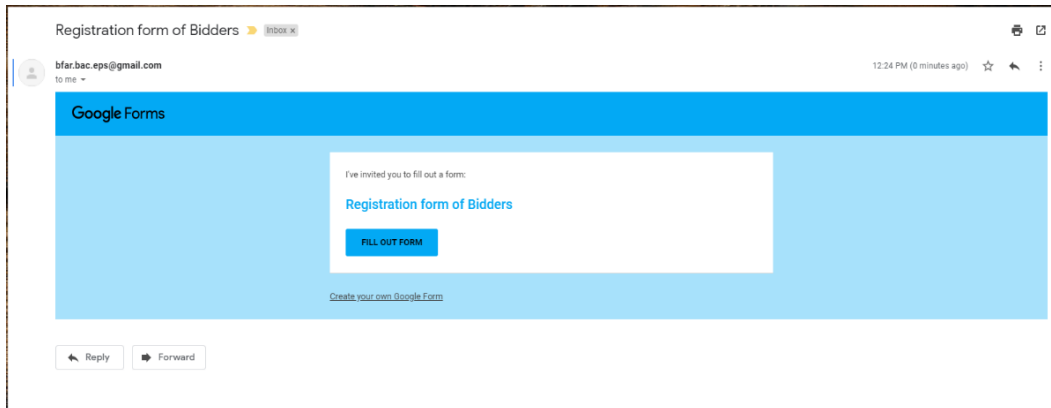


4. Type your password and Click **“OK button.”**



**Procedure of Accessing the BFAR XIII BAC Online Submission of Bidding Documents via Google Forms**

**Step 1.** BAC Secretariat will send the Invitation link of Registration Form.



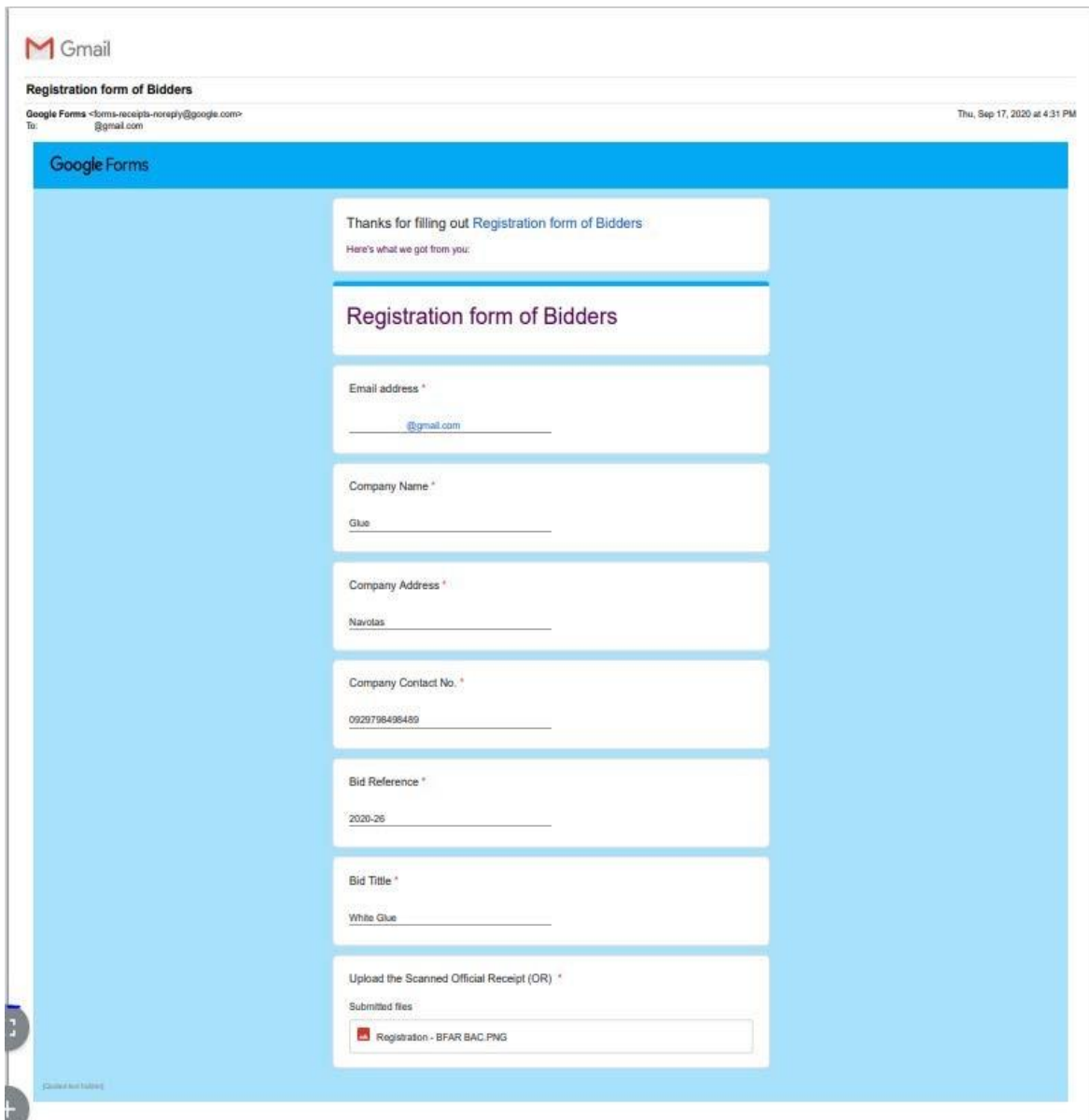
**Step 2.** Upon received, click the **FILL OUT FORM.**

**Step 3.** Bidder must fill in the following required information

A screenshot of a Google Form titled 'Registration form of Bidders'. The form includes a header with the title and a disclaimer: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? Switch account'. Below the header, there are several required fields, each with a red asterisk: 'Email address \*' (with a 'Your email' input field), 'Company Name \*' (with a 'Your answer' input field), 'Company Address \*' (with a 'Your answer' input field), 'Authorized Representative \*' (with a 'Your answer' input field), 'Company Contact No. \*' (with a 'Your answer' input field), 'Bid Reference \*' (with a 'Your answer' input field), and 'Bid Tittle \*' (with a 'Your answer' input field). The final field is 'Upload the Scanned Official Receipt (OR) \*', which includes an 'Add file' button. At the bottom of the form, there is a note: 'A copy of your responses will be emailed to the address you provided.' and a blue 'Submit' button.

**Step 4.** Click the **Add file** to upload Scanned Copy of Official Receipt (OR).

**Step 5.** After uploading of the Scanned Copy of OR, the bidder shall click the **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).



**Figure 5.1**

**Step 6.** A copy of the response will be automatically emailed to the address provided by the bidders.

**Step 7.** Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

**Step 8.** The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the “Online Submission of the Bid”.

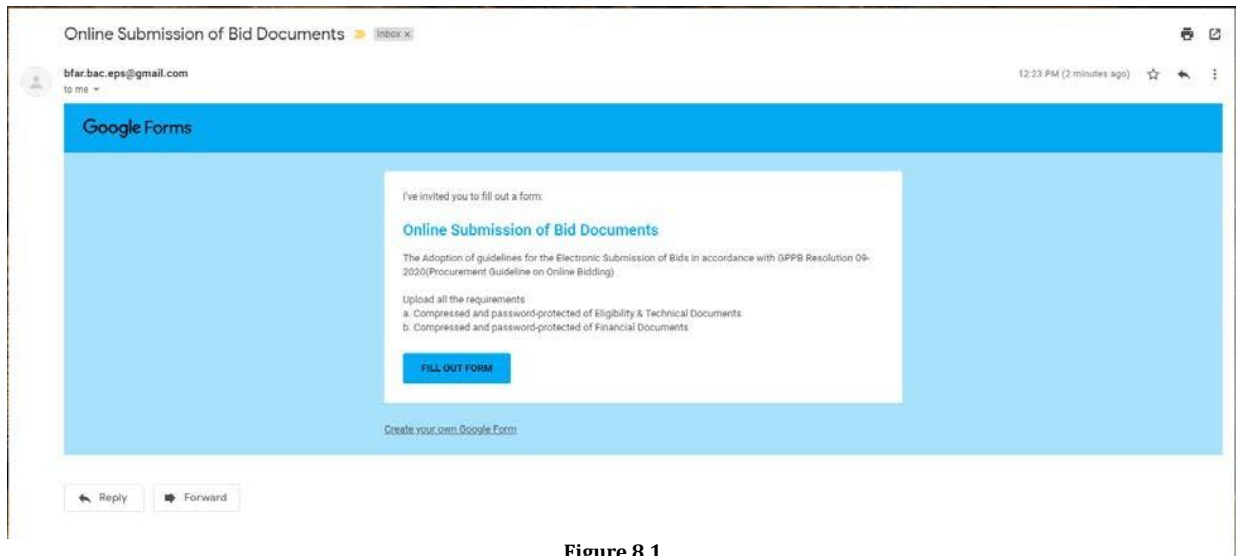


Figure 8.1

**Step 9.** Upon received, click the **FILL OUT FORM.**

**Step 10.** Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents

The image shows a Google Form titled 'Online Submission of Bid Documents'. The subtitle is 'The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)'. The form asks to 'Upload all the requirements' and lists: 'a. Compressed and password-protected of Eligibility & Technical Documents' and 'b. Compressed and password-protected of Financial Documents'. A note states: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? [Switch account](#)'. A red asterisk indicates required fields. The form has three input sections: 'Email address \*' with a text field containing 'Your email'; 'Eligibility & Technical Documents \*' with an 'Add file' button; and 'Financial Documents \*' with an 'Add file' button. At the bottom, a blue 'Submit' button is present. A footer note says 'A copy of your responses will be emailed to the address you provided.'

**Step 11.** Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidder which can be saved or printed by the bidder, as proof of the official time of the submission and receipt of bids.

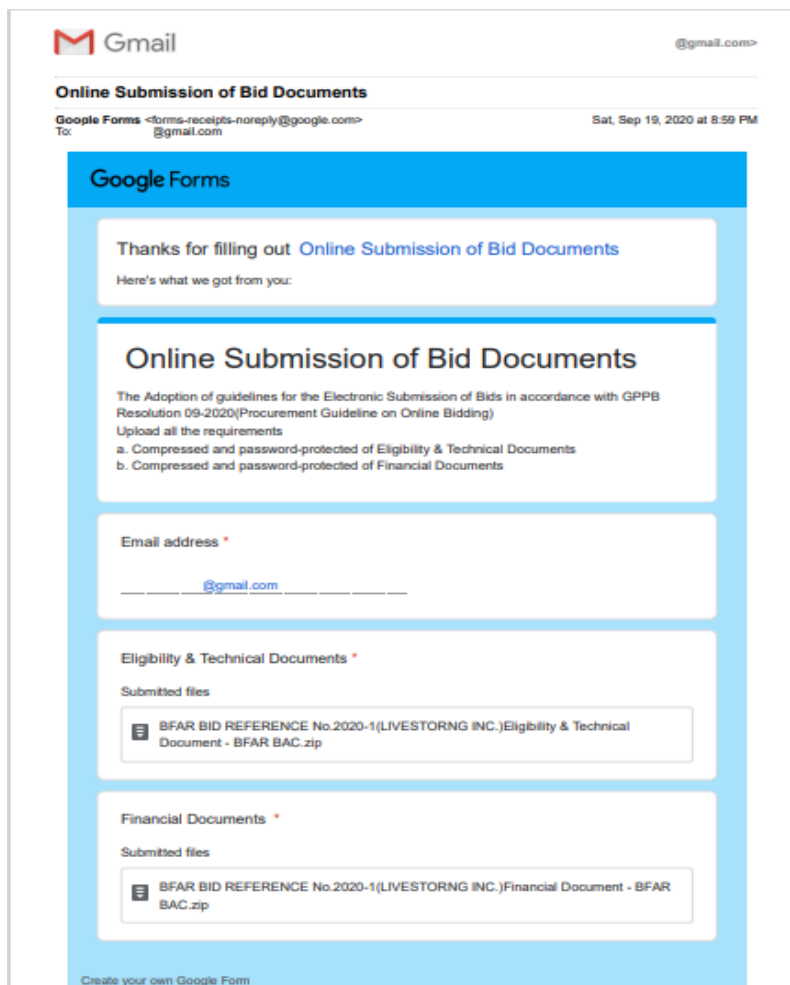


Figure 11.2

