



Republic of the Philippines
Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
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PHILIPPINE BIDDING DOCUMENTS

Installation of Primary Line for BFAR Caraga Hatchery-Jabonga, Agusan del Norte

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. 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 (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; 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 Works 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 Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular 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, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities 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 names of the Project, Contract, and Procuring Entity, in addition to 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 Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

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.

CDA – Cooperative Development Authority.

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])

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.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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]).

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.

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.

PCAB – Philippine Contractors Accreditation Board.

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.

UN – United Nations.

Section I. Invitation to Bid



**BUREAU OF FISHERIES AND AQUATIC RESOURCES
REGIONAL OFFICE XIII**

Bid Reference No. 028-22

**Invitation to Bid for
INSTALLATION OF PRIMARY LINE FOR
BFAR CARAGA HATCHERY-JABONGA, AGUSAN DEL NORTE**

1. The **Bureau of Fisheries and Aquatic Resources XIII** through the Government Appropriations FY 2022 intends to apply the sum of **Eight Hundred Forty-Six Thousand One Hundred Forty-Six Pesos and 22/100 Centavos Only (₱846,146.22)** being the Approved Budget for the Contract (ABC) to payments under the contract for **INSTALLATION OF PRIMARY LINE FOR BFAR CARAGA HATCHERY-JABONGA, AGUSAN DEL NORTE.**

Bids received in excess of the ABC shall be automatically rejected at bid opening.

P.R. No	Lot No.	Description	Approved Budget for the Contract (ABC) (Php)	Price of Bid Docs (Php)
2022-10-751	1	Installation of Primary Line for BFAR Caraga Hatchery-Jabonga, Agusan del Norte	846,146.00	1,000.00

2. The **BUREAU OF FISHERIES AND AQUATIC RESOURCES XIII** now invites bids for the above-mentioned **Procurement Project to all Agusan del Norte Cooperative, Inc. accredited Contractors** which includes electrical works and general items. Completion of the Works is required **within 30 calendar days**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Error! Reference source not found..**
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act."

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from **BUREAU OF FISHERIES AND AQUATIC RESOURCES XIII** and inspect the Bidding Documents at the address given below during office hours, Monday – Friday; 8:00AM – 5:00PM from *October 10, 2022 to October 31, 2022 not later than 8:30 AM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on **October 30-November 21, 2022**, from given address and website/s below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB), in the amount of **₱1,000.00** 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 XIII** will hold a Pre-Bid Conference on **November 7, 2022, 4:00pm** at **BFAR Caraga Regional Fisherfolk Training Center, Butuan City**, and/or via **“Google Meet” application**, 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 **November 21, 2022; 8:30am**. 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 16.
9. Bid opening shall be on **November 21, 2022, 9:00am** 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

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 29th day of October, 2022.

Sgd. ANNA MELISSA TALAVERA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Bureau of Fisheries and Aquatic Resources (BFAR) XIII wishes to receive Bids for the **Installation of Primary Line for BFAR Hatchery-Jabonga**.

The Procurement Project (referred to herein as "Project") is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2022 in the amount of **Eight Hundred Forty-Six Thousand One Hundred Forty-Six Pesos and 22/100 Centavos (₱846,146.22)**.

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 Manual 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 invitation to bid 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 inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) 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, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, 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. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated 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.

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 fifty percent (50%) of the Project.

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

- 7.2. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor’s own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **November 7, 2022; 4:00pm** 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 IX. Checklist of Technical and Financial Documents**.
- 10.2. 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. 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.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

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 IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. 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. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

- 14.1. 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.
- 14.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

15. Bid Security

- 15.1. 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**.

- 15.2. 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.

16. 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 to the given website 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.

17. Deadline for Submission of Bids

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

18. Opening and Preliminary Examination of Bids

- 18.1. 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.

- 18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and

evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

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										
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p>a. Electrical Works</p> <p>b. completed within 5 years prior to the deadline for the submission and receipt of bids.</p>									
7.1	Subcontracting is not allowed									
10.3	A valid and current Philippine Contractors Accreditation Board (PCAB) License with Principal Classification in General Building and/or General Engineering with Minimum Size Range Small B and Minimum License Category C & D . General Contractor company with Contractors License issued by PCAB.									
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Electrical Engineer</td> <td style="text-align: center;">Electrical Works</td> <td style="text-align: center;">5 years</td> </tr> <tr> <td style="text-align: center;">Foremen</td> <td style="text-align: center;">Field Work Supervision</td> <td style="text-align: center;">5 years</td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Electrical Engineer	Electrical Works	5 years	Foremen	Field Work Supervision	5 years
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>								
Electrical Engineer	Electrical Works	5 years								
Foremen	Field Work Supervision	5 years								
10.5	The minimum major equipment requirements are the following: <u>None required.</u>									
12	<i>No further instructions.</i>									
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>[</p> <p>a. The amount of not less than ₱16,922.92 (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than ₱42,307.31 (5%) of ABC, if bid security is in Surety Bond.</p>									
	<p><u>Guidelines on the Sealing and Marking</u></p> <p>A. Participating bidders/suppliers may submit their bidding documents through either of the following forms:</p> <p>1. Hardcopy/ physical document</p> <ul style="list-style-type: none"> • Submitted directly thru the Bids and Awards Committee (BAC) Office, at the following address: 									

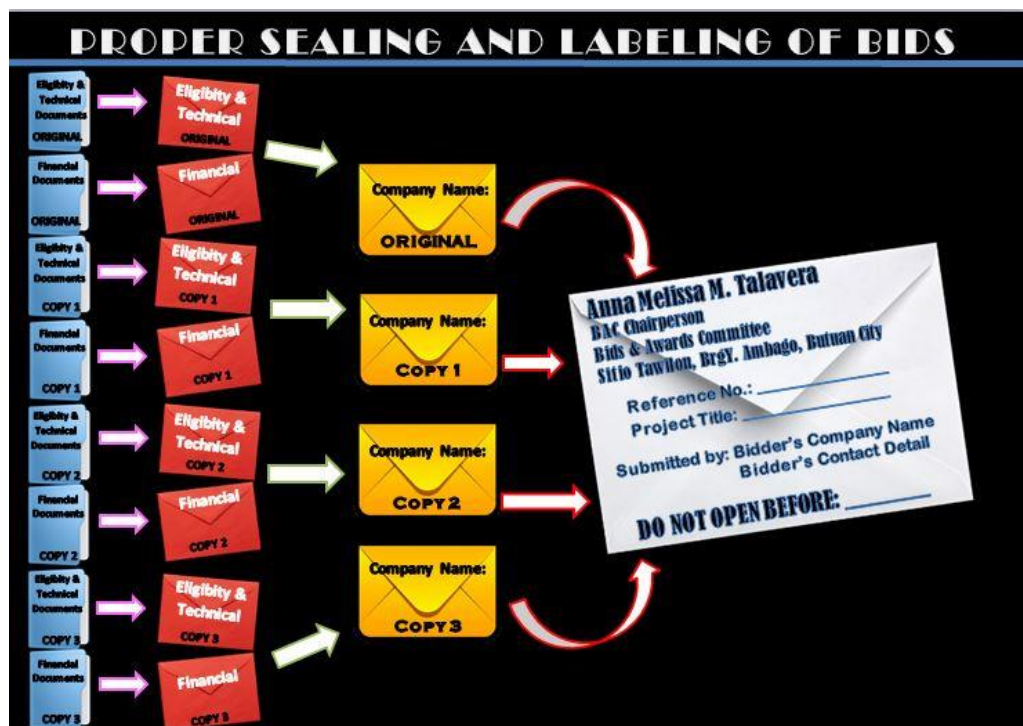
Bids and Awards Committee (BAC) Office
Bureau of Fisheries and Aquatic Resources XIII
Sitio Tawilon, Brgy. Ambago, Butuan City

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.

2. Electronic and hardcopy

- The hardcopy/ physical document shall be scanned and encrypted with password (refer to Annexes - BFAR Online bidding for the procedure).
- The scanned document will be sent via email at: bfarbac13@gmail.com
- Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details.

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 three (3) 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, Copy 2 and Copy 3.
5. Each components must contain Table of Contents and all documents attached 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

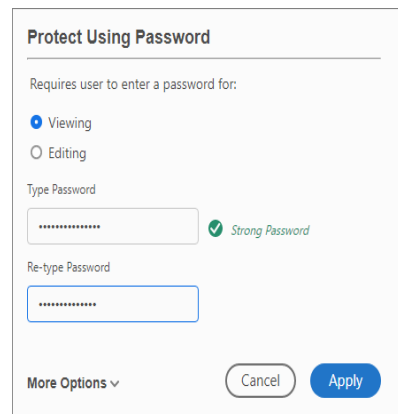
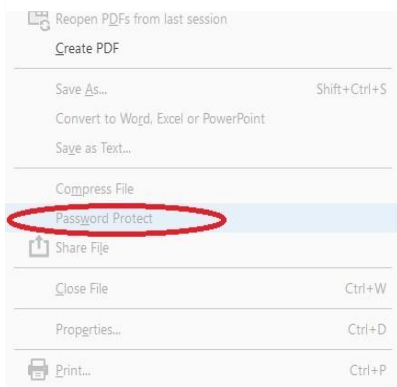


BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents
BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents

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

1. Open the PDF file

2. Choose **File > Protect Using Password**

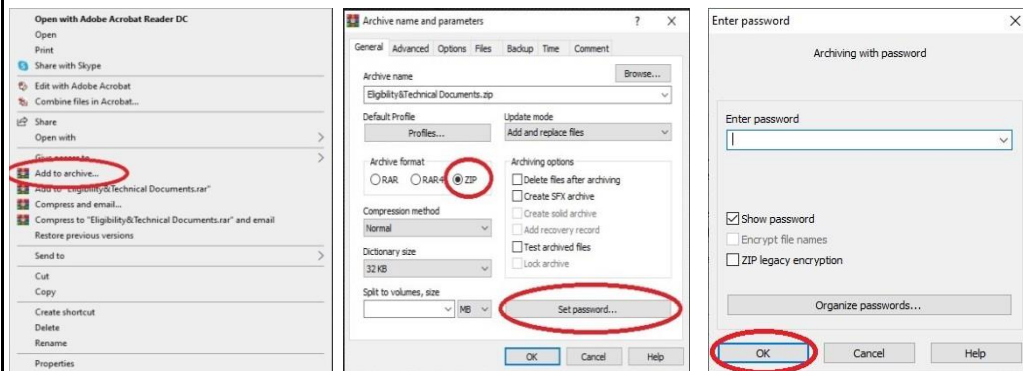


1. Select to set the password for Viewing the PDF

2. Type and retype your password

3. Click **Apply**.

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

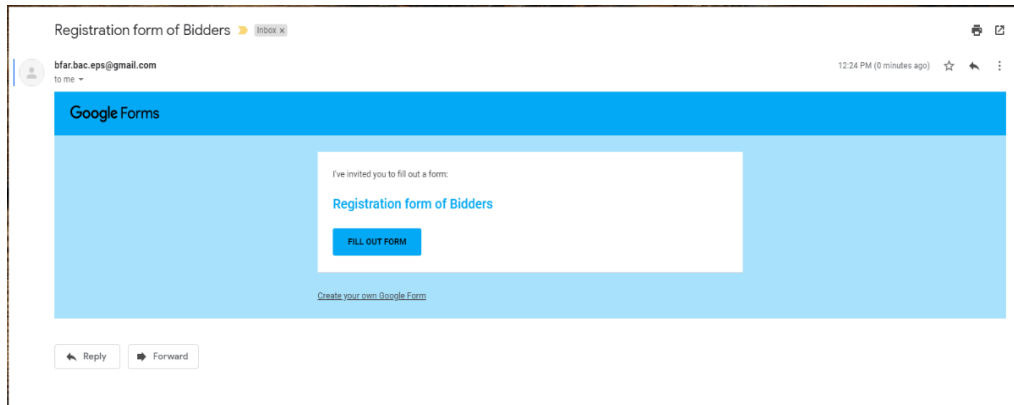


1. Right click the password protected .PDF file.
2. Select “Add to archive.”
3. In the Archive name and parameters dialog box, select “Radio button ZIP” and click “Set password.”
4. Type your password and Click “Ok button.”

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.

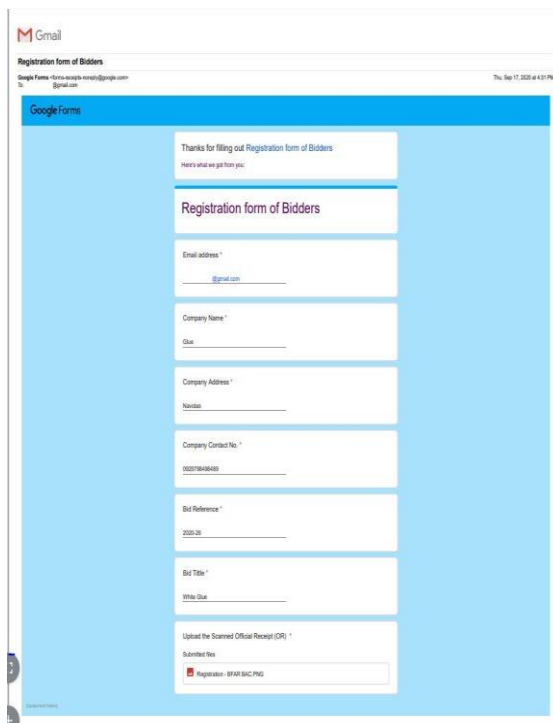
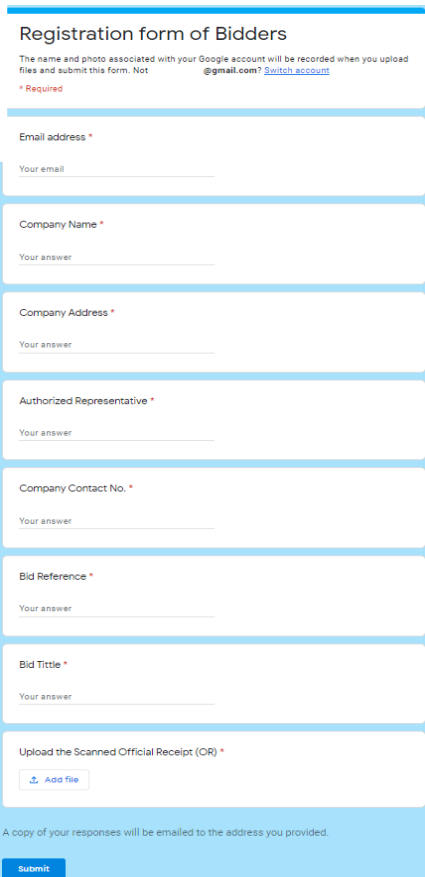


Step 2. Upon received, click the **FILL OUT FORM**.

Step 3. Bidder must fill in the following required information

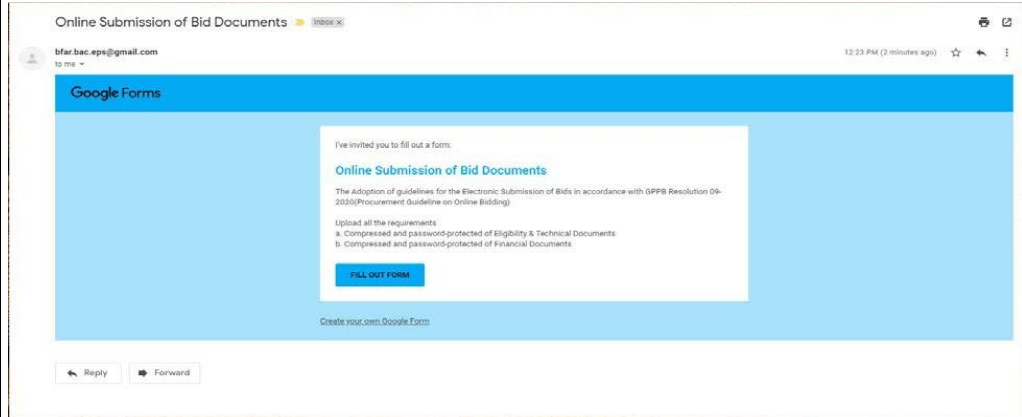
Step 4. Click the **Add file** to upload Scanned Copy of Official Receipt (OR)

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

A screenshot of the 'Registration form of Bidders' Google Form. At the top, it says 'Thanks for filling out Registration form of Bidders. Here's what we got from you.' Below this is the title 'Registration form of Bidders'. The form contains several input fields: 'Email address *', 'Company Name *', 'Company Address *', '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 'Submitted file' area showing a file named 'Registration - BFAF BAC PNG'.A detailed view of the 'Registration form of Bidders' Google Form fields. The title is 'Registration form of Bidders' with 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'. Below the title are several input fields, each with a red asterisk indicating it is required: '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. A blue 'Submit' button is at the very bottom. A note at the bottom 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".

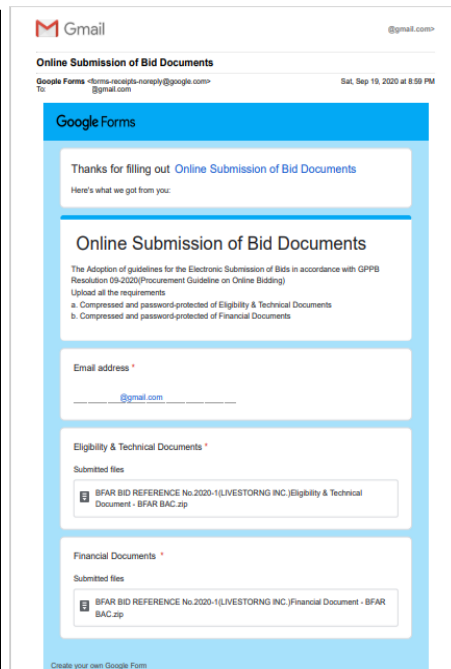


Step 9. Upon received, click the **FILL OUT FORM.**

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

The screenshot shows the Google Form interface. The title is 'Online Submission of Bid Documents'. Below the title, it says 'The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)'. The requirements are listed as: 'Upload all the requirements: a. Compressed and password-protected of Eligibility & Technical Documents 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. There are three input sections: 'Email address *' with a text field, 'Eligibility & Technical Documents *' with an 'Add file' button, and 'Financial Documents *' with an 'Add file' button. At the bottom, there is a blue 'Submit' button and a note: 'A copy of your responses will be emailed to the address you provided.'



IMPORTANT REMINDERS DURING BID OPENING PROCESS

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.
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.
3. 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 documents (.PDF File). The Secretariat will share screen via Google Meet during accessing the submitted Bid.
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.

19.2	<i>No further instructions.</i>
20	<i>No further instructions.</i>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

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.

2. **Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. **Possession of Site**

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. **The Contractor's Obligations**

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

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

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Dates are the following: Intended Completion Dates shall be within 30 Calendar Days upon receipt of the Notice to Proceed;
4.1	The schedule of delivery of the possession of the site to the Contractor is based on the Section VI of the Bidding Documents.
6	Site Inspection should be conducted prior to the conduct of Bid Opening to enable the bidder/contractor to submit their queries/issues on the project, and the bidder/contractor must have a Certificate of Site Inspection issued by the BFAR Caraga.
7.2	No further instruction.
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within seven (7) days of delivery of the Notice of Award.
11.2	No further instruction.
13	The amount of the advance payment is fifteen percent (15%) of the Contract Price.
14	No further instruction.
15.1	The date by which "as built" drawings (1 Original Copy in tracing paper 105/110 tyke, 2 blue print copies and electronic file in DVD disc) are required to be submitted before the release of final payment.
15.2	No final payment shall be made by the BFAR Caraga unless the Contractor prepares and submits the required as-built plans.

Section VI. Specifications

Technical Specifications

Specification			Statement of Compliance
Unit	Item Description	Quantity	
lot	Electrical Works	1	

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

Name of Company/Bidder	Signature Over Printed Name of Representative	Date
------------------------	---	------

Section VII. Drawings

Section VIII. Bill of Quantities



Republic of the Philippines
 Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
Caraga Region
 Km. 4 Barangay Luna, National Highway, Surigao City
 Website: caraga.bfar.da.gov.ph

Name of Proposed Project: **Installation of Primary Line for BFAR Hatchery-Jabonga**

Location: **Trucut, Cuyago, Jabonga, Agusan del Norte**

Subject: **Bill of Quantities**

Qty	Unit	Description	Unit Cost	Cost
I ELECTRICAL WORKS				
		<i>Qty.:</i>	<i>1.00 lot</i>	
		Materials:		
7	pcs	Anchor log, wood 8" dia x 4' long		
7	pcs	Attachment guy Malleable type with 11/16 hole dia		
8	pcs	Bolt, oval eye 5/8" x 10" Hot Dip Galvanized, Forged		
14	pcs	Bolt Machine, 5/8" x 10" Hot Dip Galvanized		
6	pcs	Bolt Machine, 5/8" x 12" Hot Dip Galvanized		
3	pcs	Bracket Secondary without spool		
2	pcs	Cut-out & arrested hanger		
7	pcs	Clamp, anchor bonding, single-eye rod, 5/8"		
8	pcs	Clamp Loop dead-end #2/0 ACSR		
4	pcs	Clamp, dead-end strain #1/0 ACSR		
1	pc	Clamp suspension alum, Clevis, 2 bolts #2 ACSR		
2	pcs	Clamp Aluminum stirrup 4-4/0, for Hotline 4-2/0		
4	pcs	Clamp, hotline #2-4/0 ACSR		
6	pcs	Connector, ground rod Clamp 5/8"		

5	pcs	Clevis, secondary swinging w/o spool, Hot Dip galvanized		
825	mtrs	Conductor, bare ACSR #2, AWG 6/1 (Meters)		
7	pcs	Connector comp, YHO 150, run #3- #1/0 – Tap #6 - #2		
14	pcs	Guy, Dead-end Grip 3/8"		
2	pcs	Fuse link universal		
6	pcs	Insulator, pin type, HDPE, ANSI, Class 55-4		
8	pcs	Insulator, spool 1-3/4" ANSI, Class 53-2		
5	pcs	Insulator, suspension, 4 shed, Polymer 15Kv		
2	pcs	Nut eye, 5/8" Conventional, Hot Dip galvanized		
24	pcs	Nut lock, galv, MT Type, 5/8"		
6	pcs	Pin pole top channel 1", Thread, 20" Long, Hot Dip Galvanized		
7	pcs	Rod, anchor, threaded, single eye, 5/8" x 7", Hot Dip Galvanized, Forged		
6	pcs	Rod, ground steel galv. 5/8" x 10', Hot Dip Galvanized		
6	pcs	Spacer, pipe, 3/4" x 1 – 1/2", Hot Dip Galvanized		
24	pcs	Washer, square flat 2- 1/4 x 2 – 1/4 x 3/16		
7	pcs	Washer, square flat 4 x 4 1/2 w/ 7/8 dia. hole		
216	ft.	Wire grounding, ACSR #4		
80	ft.	Wire tie, alum. Soft # 4 AWG (Feet)		
280	ft.	Wire guy, steel galve, 3/8, 7 strand, High Strength (Feet)		
4	pcs	Clamp, Pole Mounting (5"-6",) Type CA type		
6	poles	Pole, Steel, 35ft. Bare 3-0mm, 86 micron, 500kgs. (Minimum Load Break)		
			Materials Cost=	

Section IX. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

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 under the rules; **and**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) 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**
- (f) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (g) 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

- (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC).

Class “B” Documents

- (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.

I. FINANCIAL COMPONENT ENVELOPE

- (j) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (m) Cash Flow by Quarter.

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

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 Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		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	at tion	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 CAdding a password to .PDF file using Adobe Acrobat Reader DC.

Annex DProcedure 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 16th 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 12th day of September 2020, however, on the 16th 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 15th 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 23rd 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_eHFtuhtTCrIjylJ_FJLIKO1vAPaMM4/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
16. “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** 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.

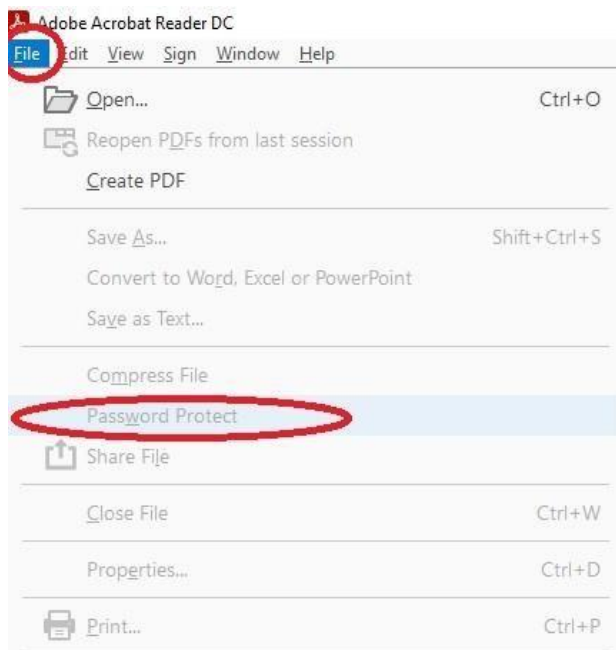
Basic House Rules to be observed during BAC Meetings

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. 

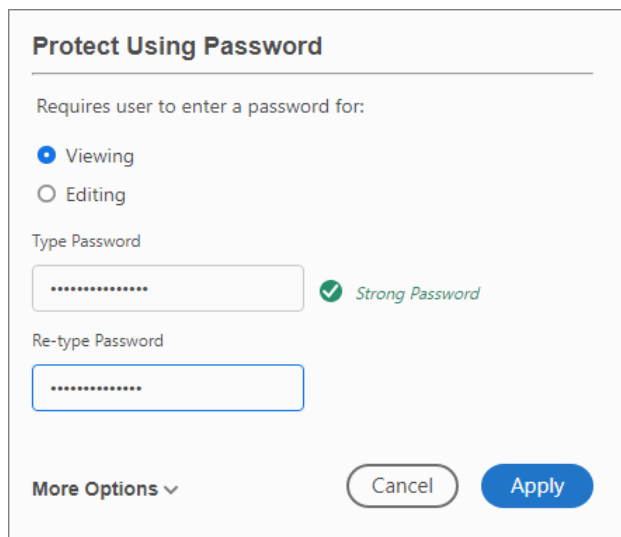
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

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



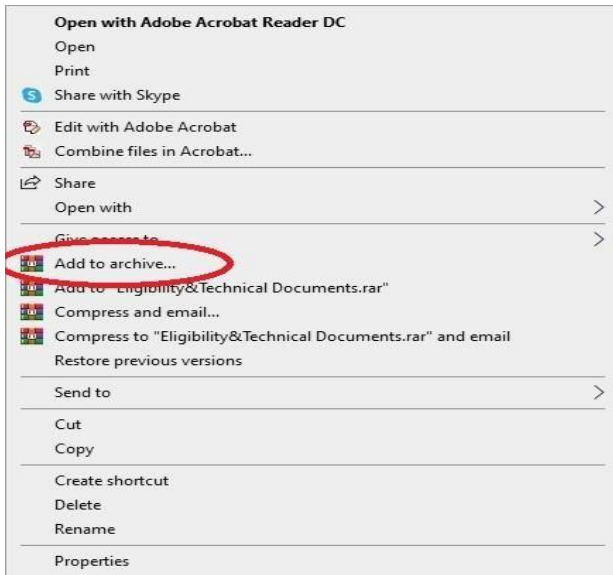
3. Select to set the password for Viewing the PDF.



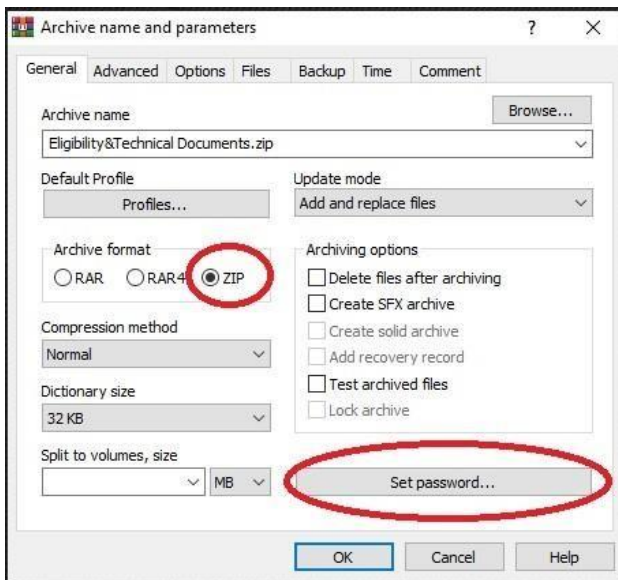
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.
5. Click “Apply”.

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”**



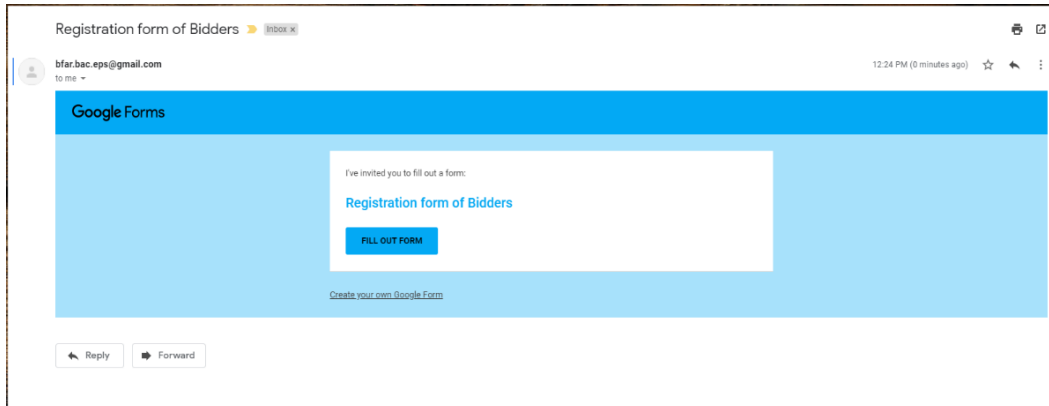
4. Type your password and Click **“OK button.”**



“ANNEX D”

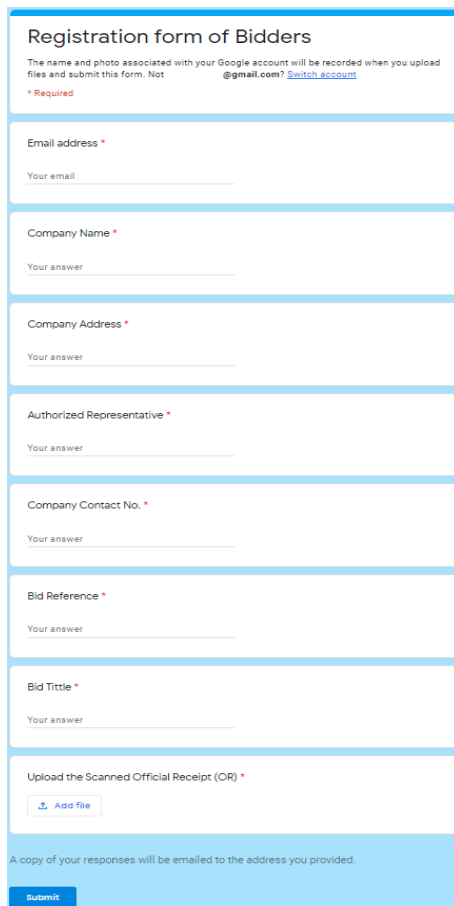
Procedure of Accessing the BFAR XIII BAC Online Submission of Bidding Documents via Google Forms

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



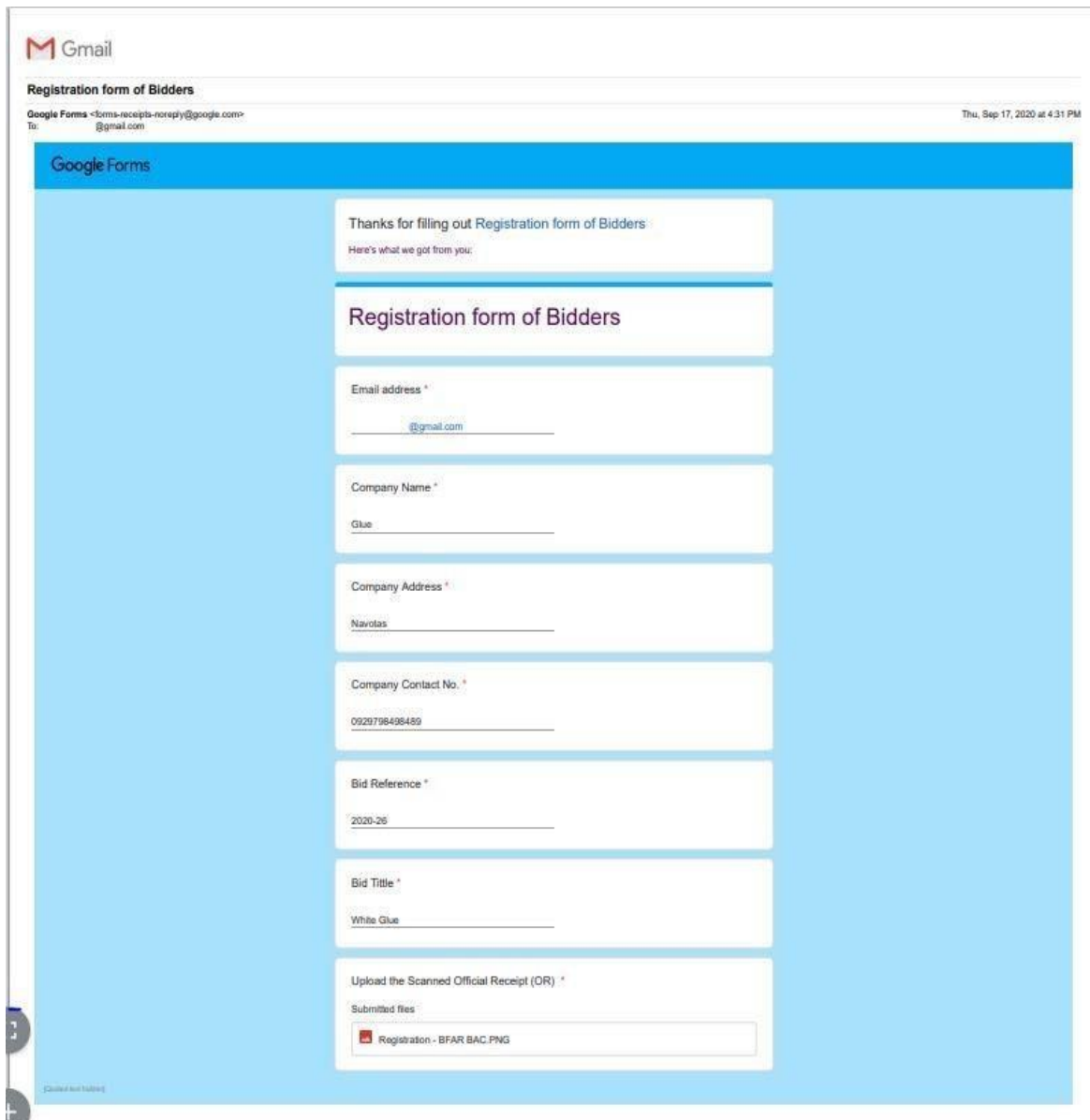
Step 2. Upon received, click the **FILL OUT FORM**.

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 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 this, there are several required fields marked with an 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. 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 'Submit' button and a note: 'A copy of your responses will be emailed to the address you provided.'

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

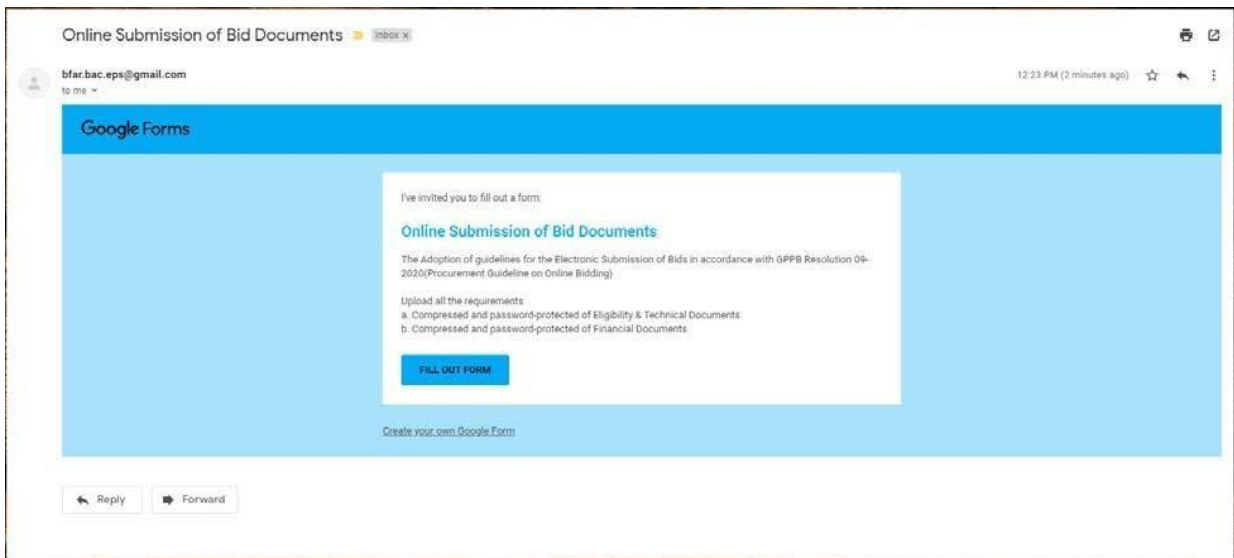
Step 5. After uploading of the Scanned Copy of OR, the bidder shall click the **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).



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".



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 Google Form interface for 'Online Submission of Bid Documents'. It features a title, subtitle, and instructions. The form includes three required text input fields: 'Email address *', 'Eligibility & Technical Documents *', and 'Financial Documents *'. Each of the last two fields has an 'Add file' button with an upload icon. A 'Submit' button is located at the bottom. A note at the bottom states: '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.

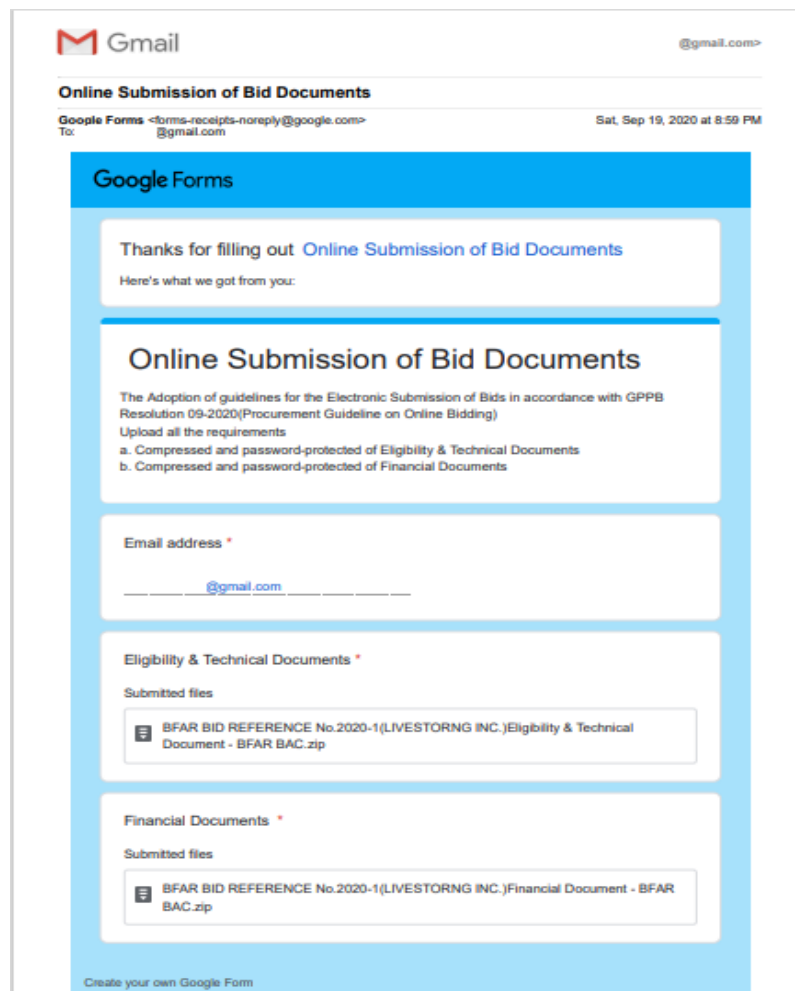


Figure 11.2

