



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

Early Procurement Activity (EPA) for Fuel and Lubricants' Fleet Card of BFAR Caraga CY 2024

Caraga Region

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)

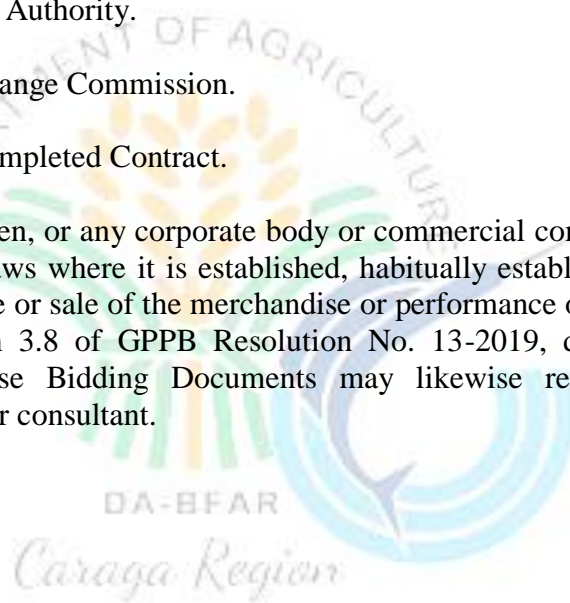
PSA – Philippine Statistics Authority.

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.







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INVITATION TO BID:
Bid Reference No. 020-23
Early Procurement Activity (EPA) for Fuel & Lubricants' Fleet Card of
BFAR Caraga CY 2024

1. The Bureau of Fisheries and Aquatic Resources Region XIII (BFAR XIII), through the Government Appropriations FY 2024 intends to apply the sum of **Seven Million Eight Hundred Forty-One Thousand Six Hundred Seventeen Pesos (₱7,841,617.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **"Early Procurement Activity for Fuel & Lubricants' Fleet Card of BFAR Caraga CY 2024"**. 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)
2024-01-152	1	Fuel & Lubricant's Fleet Card of BFAR Caraga CY 2024	7,841,617.00	10,000.00

2. The BFAR XIII now invites bids for Goods indicated above. Delivery of the Goods is required within **12 months**. 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 **November 4-28, 2023** 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 **November 13, 2023 at 9:00am** 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 **November 28, 2023; 9:00am**. 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 **November 28, 2023, 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: bac.caraga@bfar.da.gov.ph

13. You may visit the following websites:

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

For online bid submission: bac.caraga@bfar.da.gov.ph

Issued this 2nd day of November, 2023.


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 **“Early Procurement Activity (EPA) for Fuel & Lubricants’ Fleet Card of BFAR Caraga CY 2024”**.

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 **Seven Million Eight Hundred Forty-One Thousand Six Hundred Seventeen Pesos (₱7,841,617.00)**.

2.2. The source of funding is **General Appropriations Act FY 2024**.

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 **November 13, 2023; 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

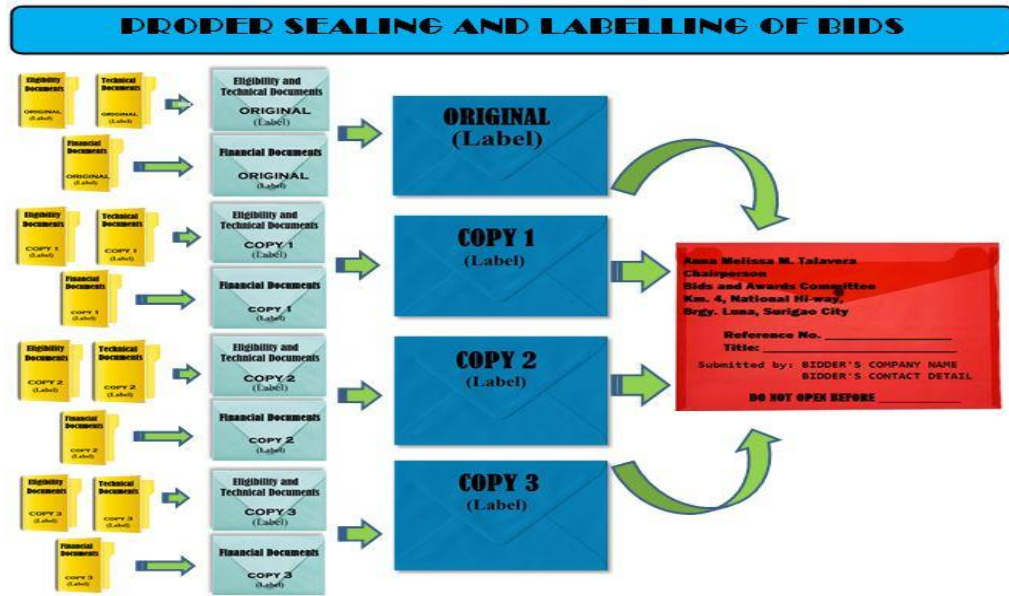


Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> a. procurement of fuel b. completed within 5 years prior to the deadline for the submission and receipt of bids.
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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> a. The amount of not less than ₱156,832.34 (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱392,080.85 (5%) of ABC if bid security is in Surety Bond.
15	<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: <p style="text-align: center;"><i><u>Bids and Awards Committee (BAC) Office</u></i> <i><u>Bureau of Fisheries and Aquatic Resources XIII</u></i> <i><u>Sitio Tawilon, Brgy. Ambago, Butuan City</u></i></p> <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> <p>2. Electronic and hardcopy</p> <ul style="list-style-type: none"> • 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: <u>bac.caraga@bfar.da.gov.ph</u>

- 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



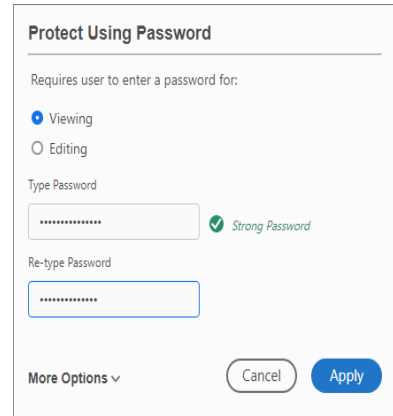
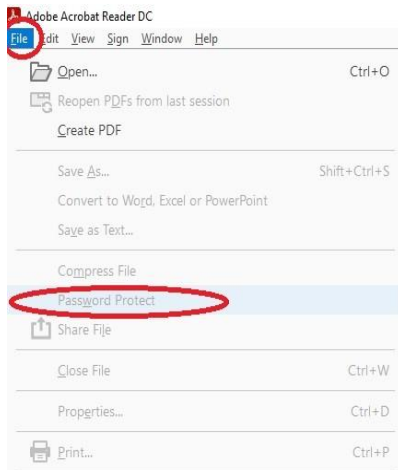
BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents



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

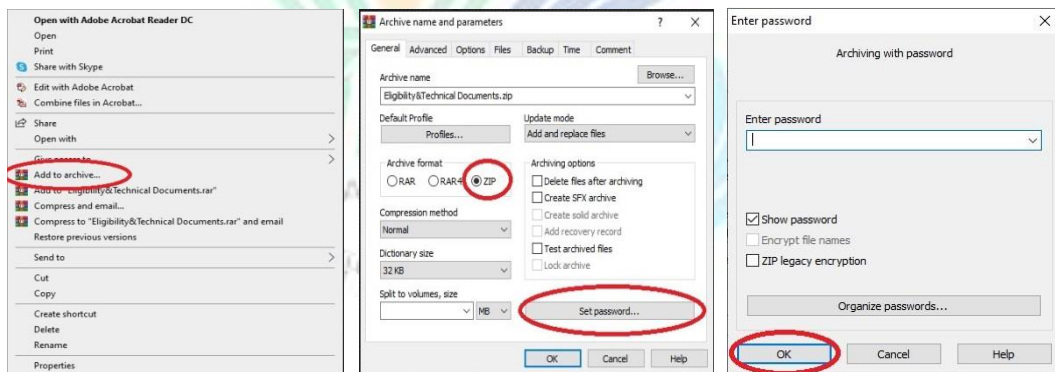
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

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



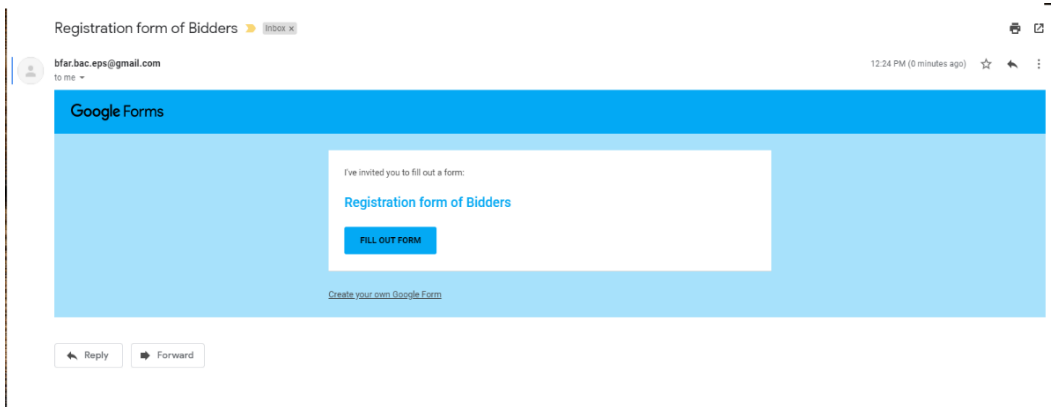
1. Right click the password protected .PDF file.
2. Select **“Add to archive.”**
3. In the Archive name and parameters dialog box, select **“Radio button ZIP”** and click **“Set password.”**
4. Type your password and Click **“Ok button.”**

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 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

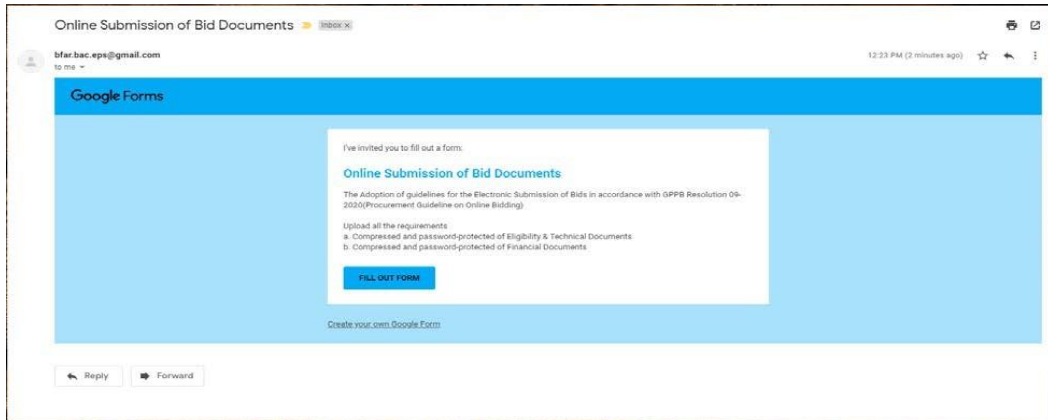
Step 4. Click the **Add file** to upload Scanned Copy of Official Receipt (OR)

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 a Gmail interface showing an open Google Form titled 'Registration form of Bidders'. The form includes a header with a thank you message and a list of required fields: 'Email address *', 'Company Name *', 'Company Address *', 'Company Contact No. *', 'Bid Reference *', 'Bid Title *', and 'Upload the Scanned Official Receipt (OR) *'. The 'Upload' field has an 'Add file' button. A 'Submit' button is visible at the bottom right of the form.A close-up screenshot of the 'Registration form of Bidders' Google Form. It shows the following fields: 'Email address *', 'Company Name *', 'Company Address *', 'Authorized Representative *', 'Company Contact No. *', 'Bid Reference *', 'Bid Title *', and 'Upload the Scanned Official Receipt (OR) *'. Each field has a 'Your answer' input area. There is an 'Add file' button under the 'Upload' field and a 'Submit' button at the bottom.

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.

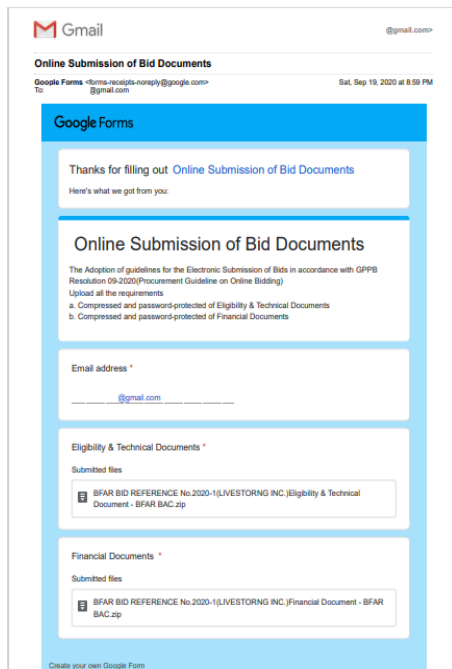
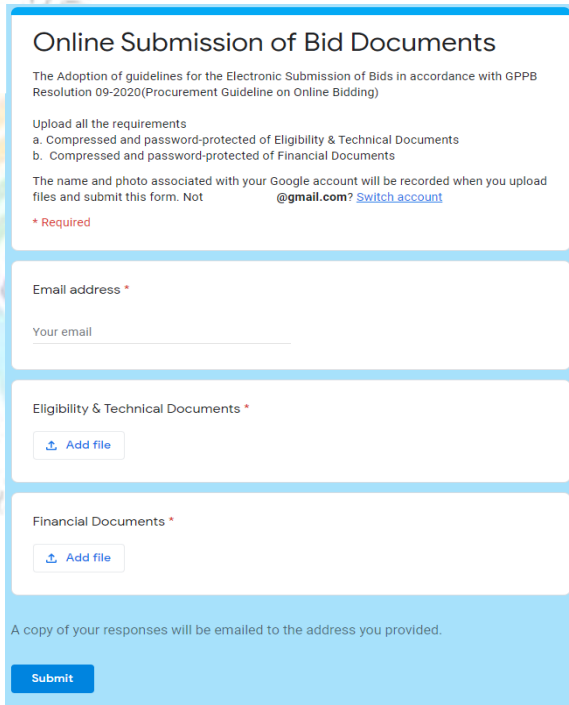
Step 8. The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid".



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;">IMPORTANT REMINDERS DURING BID OPENING PROCESS</p> <ol style="list-style-type: none"> 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.
19.3	<i>No further instruction.</i>
20.2	<ol style="list-style-type: none"> 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"> i. 2023 Income Tax Return with proof of payment; and ii. VAT Returns (Form 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the previous 6 months.
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 IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

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>The winning bidder or his duly authorized representative shall sign the Contract Agreement at BFAR Caraga - Masao Aquaculture Center, Sitio Tawilon, Brgy. Ambago, Butuan City.</p> <p>Delivery and Documents –</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 in BFAR Caraga. 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 Julius Sabino (OIC, General Services Unit) .</p> <p>Incidental Services –</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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 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.

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 shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified

	<p>below, and in any subsequent instructions ordered by the Procuring Entity. 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>Transportation –</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 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>Intellectual Property Rights –</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: Monthly.”</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	Qty	Total	Delivered, Weeks/Months
	<u>ORD</u>			
1	Toyota Hilux (P3H104)	12 months	12 months	
2	L300 Van SAA 6197	12 months	12 months	
3	Admin Card 2 (fleet card)	12 months	12 months	
	<u>ADMIN</u>			
4	Admin Card 1 (fleet card)	12 months	12 months	
5	Montero Sports 150107	12 months	12 months	
	<u>GSU</u>			
6	Isuzu Crosswind SHJ 538	12 months	12 months	
7	Adventure Mitsubishi SFR 513	12 months	12 months	
	<u>RFTFCD</u>			
8	Fuel (Diesel & Gasoline) and Lubricants for Toyota Hilux SHY 124 & Motorcycle	12 months	12 months	
	<u>Kitcharao Technology Outreach Station (KTOS)</u>			
9	Fuel and Lubricants for L300 Van 6196	12 months	12 months	
	<u>FPSSD</u>			
10	Fuel and Lubricants for Isuzu Crosswind SJV 582	12 months	12 months	
11	Fuel and Lubricants Refer Van KOJ 913	12 months	12 months	
	<u>FIQS</u>			
12	Fuel and Lubricants for Toyota Hilux P7B889	12 months	12 months	

*January 1, 2024 –
December 31, 2024*

	<u>PFD-SDN</u>		
13	Fuel and Lubricants for Isuzu Crosswind SHJ 534	12 months	12 months
	<u>PFD-ADN</u>		
14	Fuel and Lubricants for L300 Van SAA 6195	12 months	12 months
	<u>PFD-ADS</u>		
15	Fuel and Lubricants for L300 Van SAA 6193	12 months	12 months
	<u>PFD-SDS</u>		
16	Fuel and Lubricants (for Toyota Hilux A9W295/150102)	12 months	12 months
17	Fuel (Diesel and Gasoline) and Lubricants (for Reefer Van KOJ 912 & Motorcycle)	12 months	12 months
	<u>ERMCSOC</u>		
18	Fuel and Lubricants for Ford Trekker SJP 381	12 months	12 months
	<u>FMRED</u>		
19	Fuel and Lubricants for Toyota Hilux w/ Plate No. P4-1713	12 months	12 months
	<u>SAAD</u>		
20	Fuel and Lubricants for Toyota Fortuner w/ Plate No. SAB7979	12 months	12 months
	<u>Cortes Multi-Species Hatchery - SDS</u>		
21	Fuel and Lubricants for Toyota Hilux SFP 167	12 months	12 months

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
	<u>ORD</u>	<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>
1	Toyota Hilux (P3H104)	
2	L300 Van SAA 6197	
3	Admin Card 2 (fleet card)	
	<u>ADMIN</u>	
4	Admin Card 1 (fleet card)	
5	Montero Sports 150107	
	<u>GSU</u>	
6	Isuzu Crosswind SHJ 538	
7	Adventure Mitsubishi SFR 513	
	<u>RFTFCD</u>	
8	Fuel (Diesel & Gasoline) and Lubricants for Toyota Hilux SHY 124 & Motorcycle	
	<u>Kitcharao Technology Outreach Station (KTOS)</u>	
9	Fuel and Lubricants for L300 Van 6196	
	<u>FPSSD</u>	
10	Fuel and Lubricants for Isuzu Crosswind SJV 582	
11	Fuel and Lubricants Refer Van KOJ 913	
	<u>FIQS</u>	
12	Fuel and Lubricants for Toyota Hilux P7B889	
	<u>PFO-SDN</u>	
13	Fuel and Lubricants for Isuzu Crosswind SHJ 534	
	<u>PFO-ADN</u>	
14	Fuel and Lubricants for L300 Van SAA 6195	
	<u>PFO-ADS</u>	
15	Fuel and Lubricants for L300 Van SAA 6193	
	<u>PFO-SDS</u>	
16	Fuel and Lubricants (for Toyota Hilux A9W295/150102)	
17	Fuel (Diesel and Gasoline) and Lubricants (for Reefer Van KOJ 912 & Motorcycle)	
	<u>ERMCSOC</u>	
18	Fuel and Lubricants for Ford Trekker SJP 381	
	<u>FMRED</u>	
19	Fuel and Lubricants for Toyota Hilux w/	

	Plate No. P4-1713	
	<u>SAAD</u>	
20	Fuel and Lubricants for Toyota Fortuner w/ Plate No. SAB7979	
	<u>Cortes Multi-Species Hatchery - SDS</u>	
21	Fuel and Lubricants for Toyota Hilux SFP 167	

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.

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

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:

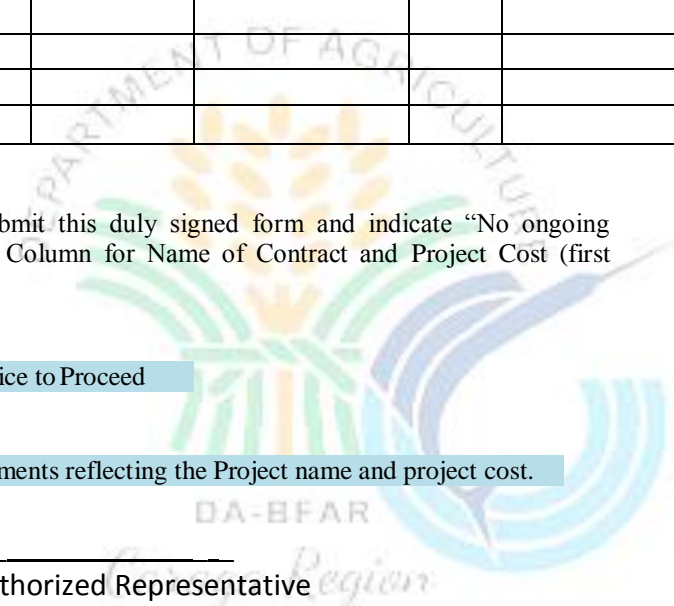
2. Job order or Purchase Order or any corresponding documents reflecting the Project name and project cost.

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 AResolution 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 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_eHFtuhtTCrIjyJFJLlKOlvAPaMM4/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: bac.caraga@bfar.da.gov.ph 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.

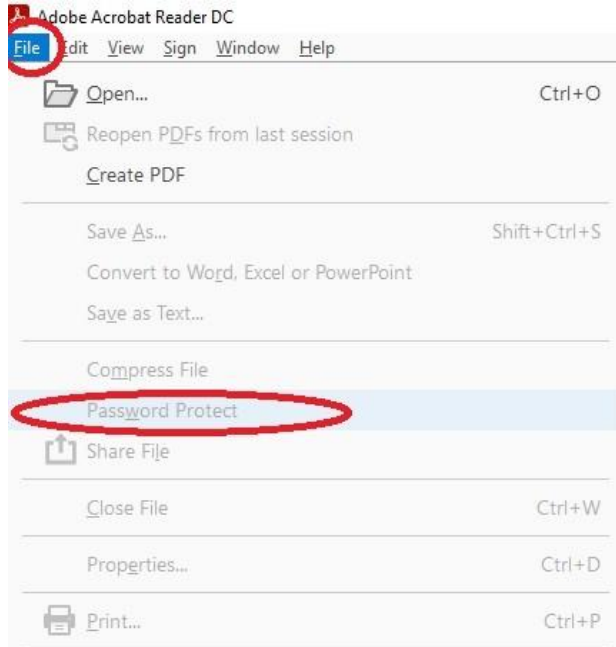
Basic House Rules to be observed during BAC Meetings

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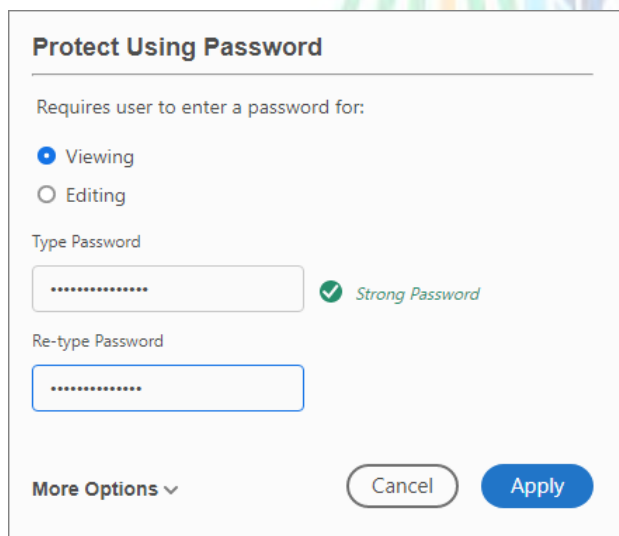
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

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



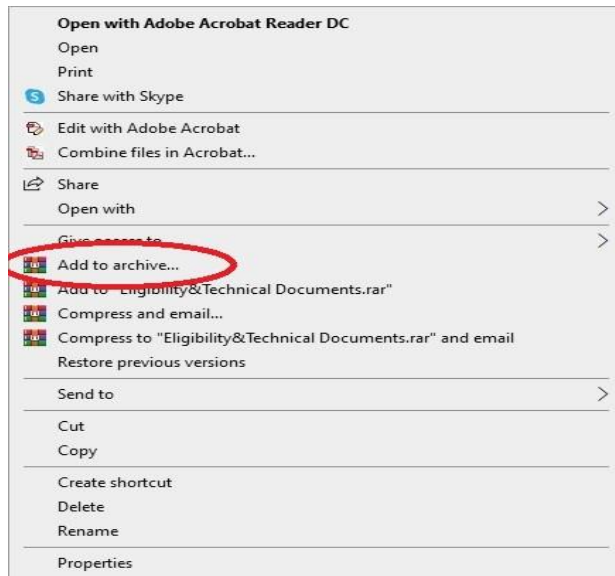
3. Select to set the password for Viewing the PDF.



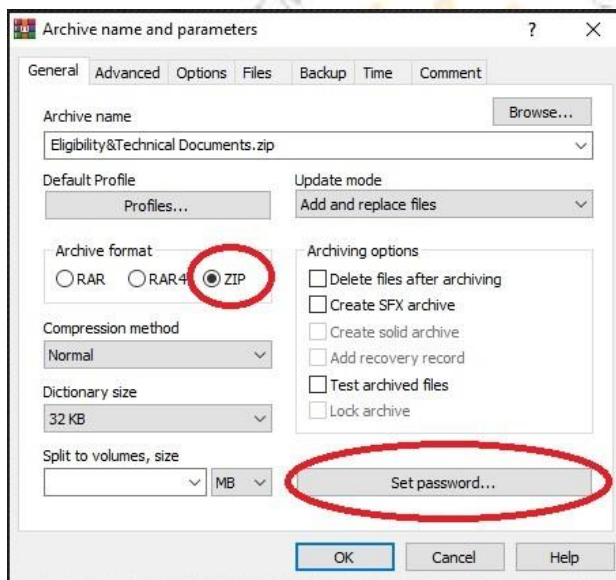
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.
5. Click “**Apply**”.

File Archiving and Compression using WinRAR application

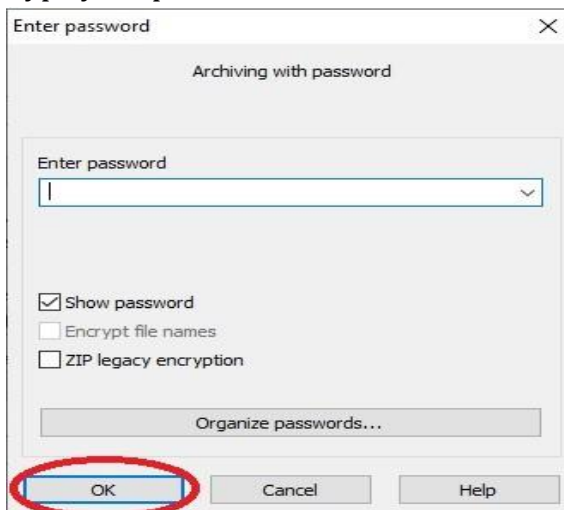
1. Right Click the password protected .PDFfile
2. Select **“Add to archive.”**



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

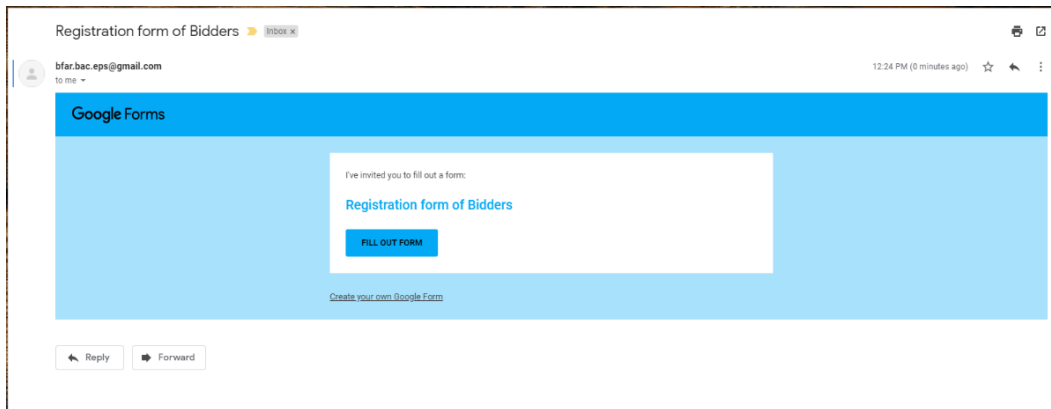


4. Type your password and Click **“OK button.”**



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 the 'Registration form of Bidders' Google Form. The form title is 'Registration form of Bidders' and 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'. 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 Tittle *'. 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, 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).

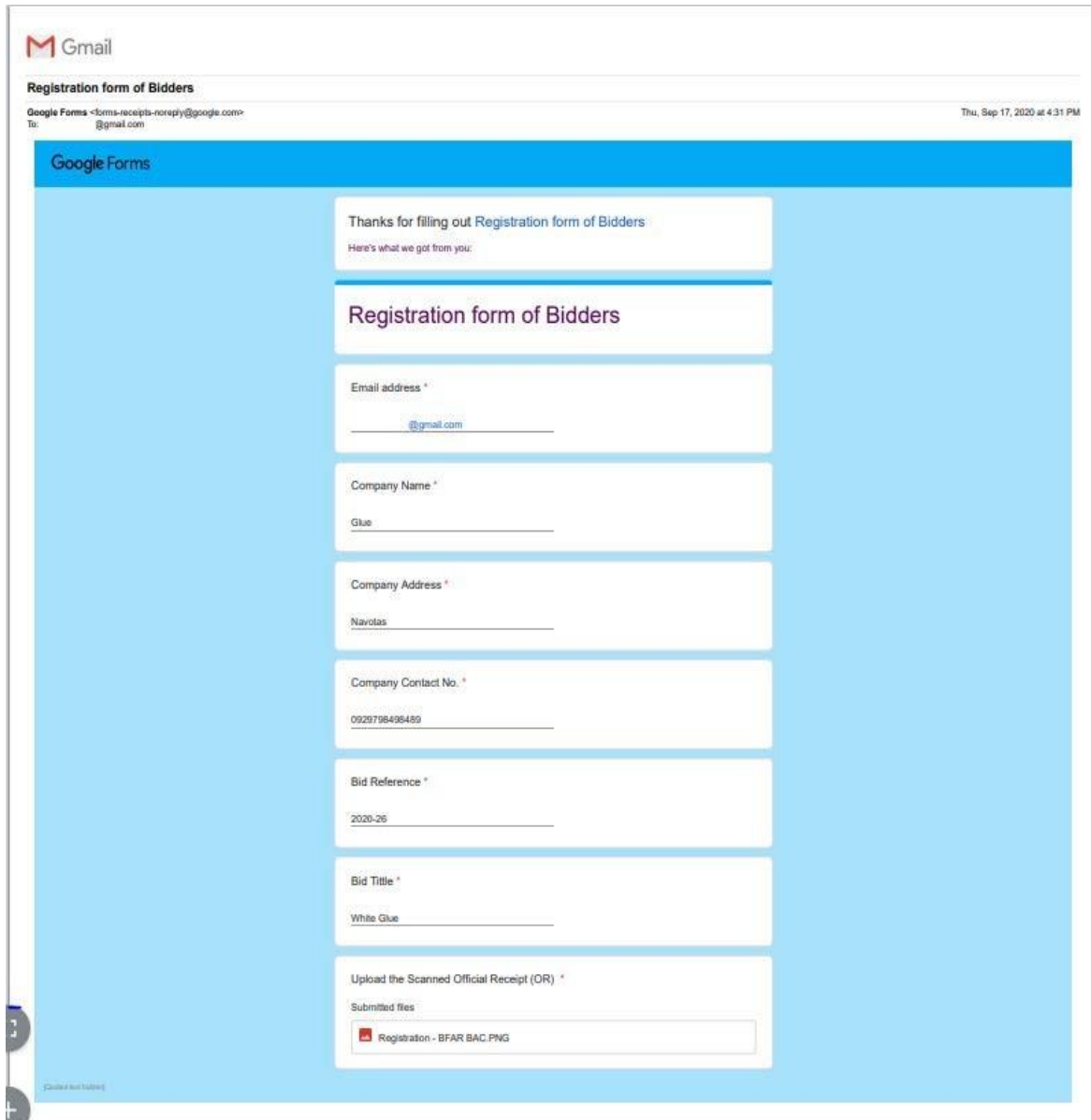
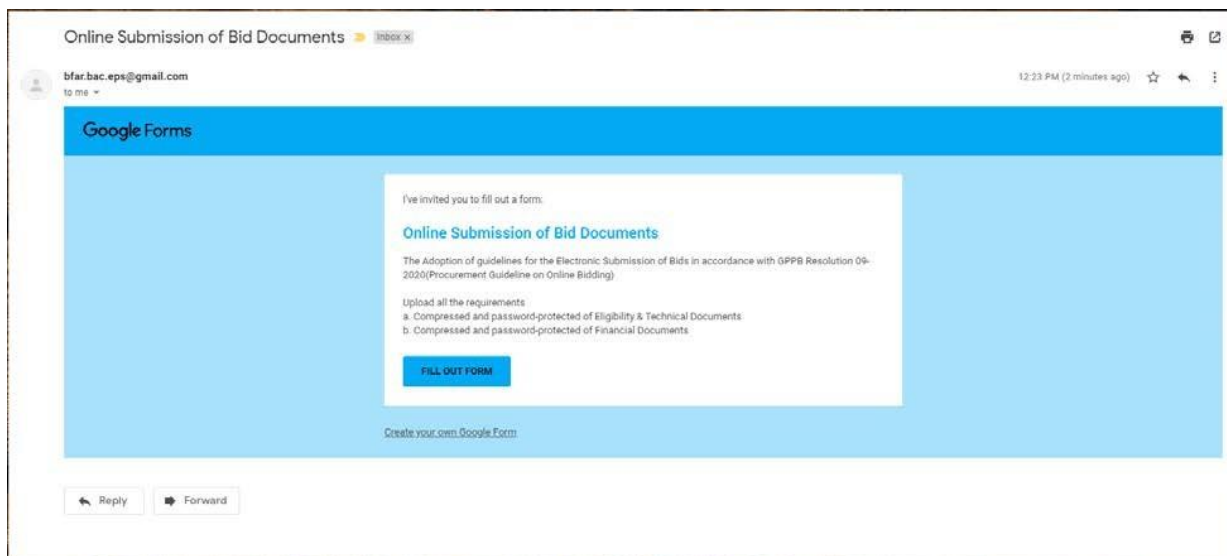


Figure 5.1

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”.



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

A screenshot of the "Online Submission of Bid Documents" form. The form has a light blue background and contains the following elements: a title "Online Submission of Bid Documents", a subtitle "The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)", and instructions: "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 a required field. There are three input fields: "Email address *", "Eligibility & Technical Documents *", and "Financial Documents *". Each field has an "Add file" button with an upload icon. At the bottom, there is a "Submit" button and a note: "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.

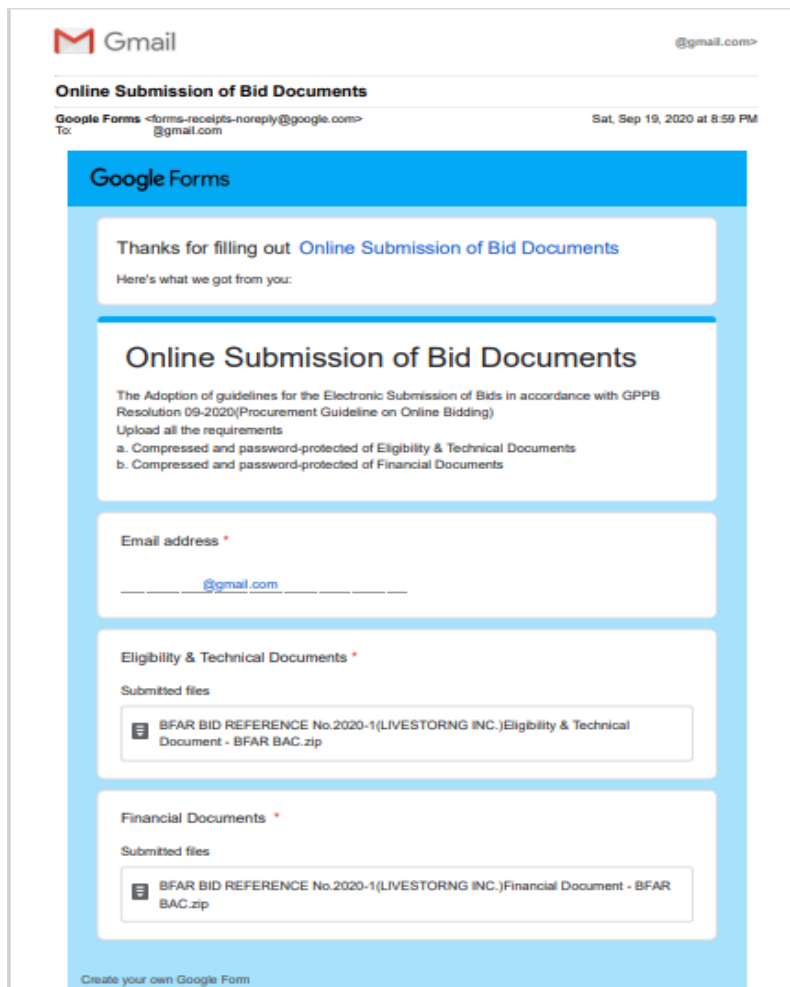


Figure 11.2

