



**BIDS AND AWARDS COMMITTEE I**

**Supplemental/Bid Bulletin No. 1**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

**Bid Reference No.: GPG-B1-2018-152**

**Approved Budget for the Contract: ₱ 17,709,313.00**

This **Supplemental/Bid Bulletin No. 1** is being issued to amend some provisions of the Bidding Documents and response to queries raised by suppliers during the Pre-Bid Conference on 25 May 2018 and through letters/email for the aforesaid project.

**A) AMENDMENT TO BIDDING DOCUMENTS**

FROM	TO
<b>SECTION III. Bid Data Sheet Under Clause 12.1</b>	
<b>Eligibility Documents</b>	
<p>(vi) Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid (<u>Annex I-A</u>)</p> <p>“Similar contract” shall mean <i>signages or metal works</i>.</p> <p>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per <u>Annex I-A</u>:</p> <ul style="list-style-type: none"> <li>(a) Copy of End User’s Acceptance; or</li> <li>(b) Copy of Official Receipt/s; or</li> <li>(c) Copy of Sales Invoice with Collection Receipt/s</li> </ul>	<p>(vi) Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid (<b><u>Revised Annex I-A</u></b>)</p> <p>“Similar contract” shall mean <i>signages or metal works</i>.</p> <p>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per <b><u>Revised Annex I-A</u></b>:</p> <ul style="list-style-type: none"> <li>(a) Copy of End User’s Acceptance; or</li> <li>(b) Copy of Official Receipt/s; or</li> <li>(c) Copy of Sales Invoice with Collection Receipt/s</li> </ul>

<b>Technical Documents</b>	
In accordance with Clause 19.4 of the Instructions to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.	<b><u>DELETED</u></b>
(ii) Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as <u>Annex V-A</u>	(ii) Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as <b><u>Revised Annex V-A</u></b>
(iii) Duly signed/conformed Terms of Reference attached as <u>Annex V-A1</u>	(iii) Duly signed/conformed Terms of Reference attached as <b><u>Revised Annex V-A1</u></b>
(vii) Duly signed / conformed National Child Development Center Perspective attached as <u>Annex V-A5</u>	(vii) Duly signed / conformed National Child Development Center Perspective attached as <b><u>Revised Annex V-A5</u></b>
<b>SECTION VI. BIDDING FORMS</b>	
Annex I-A Statement of Single Largest Completed Contract of Similar Nature Within the Last Five (5) Years for each item being bid	<b><u>Revised Annex I-A</u></b> Statement of Single Largest Completed Contract of Similar Nature Within the Last Five (5) Years for each item being bid
Annex V-A Technical Bid Form	<b><u>Revised Annex V-A</u></b> Technical Bid Form
Annex V-A1 Terms of Reference	<b><u>Revised Annex V-A1</u></b> Terms of Reference
Annex V-A5 National Child Development Center Perspective	<b><u>Revised Annex V-A5</u></b> National Child Development Center Perspective

**B) REPLY TO QUERY FROM BIDDER'S LETTER/EMAIL:**

<i>QUERY 1</i>	Upon review of the bidding documents, the specification listed for the Stainless Steel Etching Signage using Gauge #24 is not applicable as it is too thin and will have the tendency to break during the etching process. With this, we recommend to use Gauge #22 or Gauge #20 as a replacement
<i>REPLY 1</i>	Request granted.  As included in this Supplemental bid Bulletin, the Terms of Reference has been revised to amend the said requirement as:  No. 1 For the Signage "National Child Development Center" <ul style="list-style-type: none"> <li>- .....</li> <li>- Cutout letters on Gauge #16 - #20 stainless steel mirrorized finish</li> <li>- ....</li> </ul>

	<p>No. 2. For the signage “Early Childhood Care &amp; Care Development”</p> <ul style="list-style-type: none"> <li>- ...</li> <li>- Stainless steel logo on Gauge #16 - #20 stainless steel</li> <li>- ...</li> </ul> <p>No. 3. For the signage “ECCDC Council”</p> <ul style="list-style-type: none"> <li>- ...</li> <li>- Cutout letters on Gauge #16 - #20 stainless steel</li> <li>- ...</li> </ul>
QUERY 2	<p>We would like to seek for your kind consideration in waiving the ISO Certificate requirement and in return, we will provide you with our Quality Control Certification and Warranty Certificate. Rest assured that the material to be used is based on standard and what is listed on the bid documents. Lastly, our company can ensure you the best quality output as it will undergo a keen quality check prior to release and installation to the designated offices.</p>
REPLY 2	<p>Request denied.</p>

Please use the attached **Revised Annex I-A, Revised Annex V-A, Revised Annex V-A1 and Revised Annex V-A5** and submit together with all other required documents for the Submission and Opening of Bids scheduled on 21 June 2018, 9:00 AM. Also please use the Revised Checklist of Requirements as guide/reference.

This Supplemental/Bid Bulletin 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 13<sup>th</sup> day of June 2018 in Makati City.

Reviewed and Approved by:

**(Sgd)ATTY. MA. VICTORIA C. MAGCASE**  
Chairperson, Bids and Awards Committee – I

**(Sgd)ATTY. MA. GUDELIA C. GUESE**  
Vice Chairman

**(Sgd)CHRISTABELLE P. EBRIEGA**  
Member

**(Sgd)MYRA CHITELLA T. ALVAREZ**  
Member

**(Sgd)DAVID A. INOCENCIO**  
Member

**Concurred by:**

**NECITAS D. LARGO**  
Provisional Member- ECCDC

<b>Received by:</b>	
<p>_____</p> <p style="text-align: center;"><b>(SIGNATURE OVER PRINTED NAME &amp; DATE)</b></p>	<p>_____</p> <p style="text-align: center;"><b>NAME OF COMPANY</b></p>
<b>(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE PITC BAC-I)</b>	

**Revised Annex I-A**

**(Bidder's Company Letterhead)**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

**Bid Reference No.: GPG-B1-2018-152  
Approved Budget for the Contract: ₱ 17,709,313.00**

**Statement of Single Largest Completed Contract of Similar Nature within the Last Five (5) Years from date of submission and receipt of bids**

Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

Similar contract shall mean "signages or metal works".

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NAME OF CLIENT	NAME OF THE CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	DATE OF DELIVERY	OFFICIAL RECEIPT NO. & DATE, END USER'S ACCEPTANCE DATE <u>OR</u> COLLECTION RECEIPT WITH SALES INVOICE  (Please attach)

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

**Revised Annex V-A (Page 1 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

**Bid Ref No. GAG-B1-2018-152  
Approved Budget for the Contract – ₱ 17,709,313.00**

**TECHNICAL BID FORM**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPIN

**INSTRUCTION TO THE SUPPLIER:** Indicate **"COMPLY"** (per line number) under Supplier's Statement of Compliance if bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES OR NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

<b>Line No:</b>	<b>Project Requirements</b>	<b>Bidder's Statement of Compliance</b>
1)	<b>For the Signage "National Child Development Center"</b> <ul style="list-style-type: none"><li>Stainless steel cutout letters, eight (8) inches in height</li><li>Cutout letters on Gauge #16 - #20 stainless steel mirrorized finish</li><li>eight (8) inches in height and aerial font</li><li>one (1) inch build up siding</li><li>With appropriate number of two (2) inches stainless rod for mounting.</li></ul>	

**BIDDER'S UNDERTAKING**

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the items in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

\_\_\_\_\_  
**Name of Company (in print)**

\_\_\_\_\_  
**Signature of Company Authorized Representative**

\_\_\_\_\_  
**Name & Designation (in print)**

\_\_\_\_\_  
**Date**

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**Revised Annex V-A (Page 2 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

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Line No:	Project Requirements	Bidder's Statement of Compliance
2)	<b>For the signage "Early Childhood Care &amp; Development"</b> <ul style="list-style-type: none"><li>• stainless steel logo</li><li>• Stainless steel logo on Gauge #16 - #20 stainless steel</li><li>• two (2) inches in height embossed text through chemical etching</li><li>• with colored background: Pantone 368 and King Cerulean color, (as per logo design) polyurethane paint finish</li><li>• five (5) inches width and aerial font</li><li>• one (1) inch build up siding</li><li>• thirty six (36) inches in diameter</li><li>• With appropriate number of two (2) inches stainless rod for mounting.</li></ul>	

**BIDDER'S UNDERTAKING**

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**Name & Designation (in print)**

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**Date**

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**Revised Annex V-A (Page 3 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

**Bid Ref No. GAG-B1-2018-152  
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**TECHNICAL BID FORM**

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Line No:	Project Requirements	Bidder's Statement of Compliance
3)	<b>For the signage "ECCD Council"</b> <ul style="list-style-type: none"><li>Stainless steel cutout letters, three (3) inches in height</li><li>cutout letters on Gauge #16 - #20 stainless steel</li><li>three (3) inches in height</li><li>one (1) inch build up siding</li><li>With appropriate number of 2 inches stainless rod for mounting to be placed inside the logo</li><li>Aerial Font</li></ul>	

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**Date**

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**Revised Annex V-A (page 4 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

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**ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE SUPPLIER IF DECLARED SINGLE/ LOWEST CALCULATED BID (SCB/LCB)**

4)	<p>Present a prototype / sample for each required signage within fifteen (15) calendar days after receipt of Notice of LCB/SCB as follows:</p> <ul style="list-style-type: none"><li>• Stainless Steel Cutout Letters for "National Child Development Center";</li><li>• Stainless Sheet Logo for "Early Childhood Care &amp; Development"; and</li><li>• Stainless Steel Cut out Letters for "ECCD COUNCIL".</li></ul> <p>The prototype must be in accordance with the required technical specifications per <b>Revised Annex V-A1</b> Terms of Reference, conformed Signage and Logo Specifications per <b>Annex V-A2</b> and the conformed National Child Development Center Perspective per <b>Revised Annex V-A5</b>.</p> <p>The SCB/LCB will only be allowed to replace/rectify deficiencies noted in the prototype up to a maximum of two (2) times within fifteen (15) calendar days after the receipt Notice to Replace/Rectify.</p> <p>The prototype once approved/accepted shall be considered as part of items to be delivered.</p>
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**BIDDER'S UNDERTAKING**

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**Name of Company (in print)**

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**Signature of Company Authorized Representative**

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**Name & Designation (in print)**

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**Date**



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**Revised Annex V-A (page 5 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

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**INSTRUCTION TO THE BIDDER:** Indicate "COMPLY" (per line no.) under Bidder's Statement of Compliance if bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES OR NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

Line No:	OTHER REQUIREMENTS	Bidder's Statement of Compliance
5)	Bidder has no overdue deliveries or unperformed services intended for PITC and ECCDC.	
6)	Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS subject of the bid.	

**REQUIREMENTS IF AWARDED THE CONTRACT**

7)	Completion Period Delivery Site	Within One Hundred Sixty (160) calendar days after receipt of Notice to Proceed Delivery /Installation Sites per <b>Annex V-A3</b>	
8)	Submit a Transport and Inspection Plan/ Schedule of the 160 calendar days completion period showing the details of transport, delivery, inspection and installation.		
9)	Pre-Delivery Inspection	Pre-Delivery Inspection at the manufacture's facility shall be conducted in the presence of Inspection Team consisting of at least two (2) PITC Representatives at least 5 days before delivery and installation to designated delivery sites/centers.	

**BIDDER'S UNDERTAKING**

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

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**Revised Annex V-A (page 6 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

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Line No:	REQUIREMENTS IF AWARDED THE CONTRACT	Bidder's Statement of Compliance
10)	<b>Packing Requirements:</b> Items must be properly packed to ensure that items are not damaged during transport and will reach the designated sites in good order and condition.	
11)	<b>Delivery Conditions</b> Deliveries must be done in the presence of PITC or subject to inspection consisting of a maximum of two (2) PITC and one (1) representative of the City/Municipality Mayor of designated delivery center.  During delivery, the supplier shall be responsible in unloading the items from the container/truck to the designated delivery center. All costs including delivery, installation, assembly, handling and other related expenses shall be borne by the supplier. In the absence of materials handling equipment at the site, the supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expense of the supplier.  Supplier shall shoulder all the cost and expenses of travel by air and by land of the two (2) PITC representatives inclusive of the following: a) round trip airfare; b) accommodation during the delivery, inspection, installation, testing and commissioning period c) per diem; d) inland transportation (residence to airport and vice versa); and e) other incidental expenses  Billing Statement (covering item nos. c, d and e as indicated above) shall be issued to the Supplier for payment to PITC and if payment is not issued its corresponding amount shall be deducted from the payment to supplier for the item/s inspected, or from the Suppliers Performance Security.	

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**Signature of Company Authorized Representative**

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**Date**

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**Revised Annex V-A (page 7 of 7)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

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Line No:	REQUIREMENTS IF AWARDED THE CONTRACT	Bidder's Statement of Compliance
12)	<p><b>Warranty Period/ Coverage of Warranty</b></p> <ul style="list-style-type: none"> <li>Stainless steel: Two (2) years against rust.</li> <li>Stainless steel cutout letters, stainless steel logo and stainless steel rod are warranted against defects in material or workmanship for a period of two (2) years.</li> <li>Painted products against discoloring, peeling, spotting or flaking due to environmental factors for a period of two (2) years from the date of final acceptance.</li> <li>Warranty constitutes repair or replacement of any defective parts within one (1) year from date of final acceptance.</li> </ul>	
13)	<p><b>Licenses/ Permits PER EQUIPMENT</b></p> <p>Supplier shall be responsible for obtaining the required licenses and permits to complete the project as applicable.</p>	
14)	<p>As one of documentary requirements for payment (as applicable), submit certified true copies of pertinent tax receipts and duties paid on the imported parts/equipment pursuant to COA Memo No. 90-684 dated Dec. 5, 1990/Administrative Order No. 200 dated November 20, 1990. For locally purchased materials, the BIR registered sales invoice of the seller is acceptable.</p>	

**BIDDER'S UNDERTAKING**

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

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**Signature of Company Authorized Representative**

\_\_\_\_\_  
**Name & Designation (in print)**

\_\_\_\_\_  
**Date**

**Revised Annex V-A1 (Page 1 of 2)**  
**TERMS OF REFERENCE**



Republic of the Philippines  
**Early Childhood Care and Development Council**

4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City 1605  
 Telephone & fax: (02) 571-4615 / 571-6590 / 571-6833 / 571-8041 email address: info@eccdcouncil.gov.ph

Revised TOR Date: June 8, 2018

1. Name of Project:									
Supply, Delivery and Installation of One (1) Lot Stainless Steel Signage for Various NCDCs of ECCDC									
2. Components: Signage									
3. Scope of Work - Supply and Delivery of Signage									
Technical Specifications for the item/s OR each equipment/ the item:									
4.	<table border="1"> <thead> <tr> <th>No.</th> <th>ITEM DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>                     For the Signage "National Child Development Center"                     <ul style="list-style-type: none"> <li>- Stainless steel cutout letters, eight (8) inches in height</li> <li>- <b>cutout letters on Gauge #16 - #20 stainless steel mirrorized finish</b></li> <li>- eight (8) inches in height and aerial font</li> <li>- one (1) inch build up siding</li> <li>- With appropriate number of two (2) inches stainless rod for mounting.</li> </ul> </td> </tr> <tr> <td>2</td> <td>                     For the signage "Early Childhood Care &amp; Development"                     <ul style="list-style-type: none"> <li>- stainless steel logo</li> <li>- <b>Stainless steel logo on Gauge #16 - #20 stainless steel</b></li> <li>- two (2) inches in height embossed text through chemical etching</li> <li>- with colored background: Pantone 368 and King Cerulean color, (as per logo design) polyurethane paint finish</li> <li>- five (5) inches width and aerial font</li> <li>- one (1) inch build up siding</li> <li>- thirty six (36) inches in diameter</li> <li>- With appropriate number of two (2) inches stainless rod for mounting.</li> </ul> </td> </tr> <tr> <td>3</td> <td>                     For the signage "ECCD Council"                     <ul style="list-style-type: none"> <li>- Stainless steel cutout letters, three (3) inches in height</li> <li>- <b>cutout letters on Gauge #16 - #20 stainless steel</b></li> <li>- three (3) inches in height</li> <li>- one (1) inch build up siding</li> <li>- With appropriate number of 2 inches stainless rod for mounting to be placed inside the logo</li> <li>- Aerial Font.</li> </ul> </td> </tr> </tbody> </table>	No.	ITEM DESCRIPTION	1	For the Signage "National Child Development Center" <ul style="list-style-type: none"> <li>- Stainless steel cutout letters, eight (8) inches in height</li> <li>- <b>cutout letters on Gauge #16 - #20 stainless steel mirrorized finish</b></li> <li>- eight (8) inches in height and aerial font</li> <li>- one (1) inch build up siding</li> <li>- With appropriate number of two (2) inches stainless rod for mounting.</li> </ul>	2	For the signage "Early Childhood Care & Development" <ul style="list-style-type: none"> <li>- stainless steel logo</li> <li>- <b>Stainless steel logo on Gauge #16 - #20 stainless steel</b></li> <li>- two (2) inches in height embossed text through chemical etching</li> <li>- with colored background: Pantone 368 and King Cerulean color, (as per logo design) polyurethane paint finish</li> <li>- five (5) inches width and aerial font</li> <li>- one (1) inch build up siding</li> <li>- thirty six (36) inches in diameter</li> <li>- With appropriate number of two (2) inches stainless rod for mounting.</li> </ul>	3	For the signage "ECCD Council" <ul style="list-style-type: none"> <li>- Stainless steel cutout letters, three (3) inches in height</li> <li>- <b>cutout letters on Gauge #16 - #20 stainless steel</b></li> <li>- three (3) inches in height</li> <li>- one (1) inch build up siding</li> <li>- With appropriate number of 2 inches stainless rod for mounting to be placed inside the logo</li> <li>- Aerial Font.</li> </ul>
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5. Requirement/s if awarded the contract:									
5.1. Delivery Period – Within 160 days upon approval of the sample									
5.2. Delivery Place – at the respective Center									
5.3. Warranty Period/ Coverage of Warranty – One (1) year upon acceptance of goods									
6. Other Requirement/s:									
6.1 Present a prototype/sample for each required item within fifteen (15) calendar days after receipt of Notice of LCB/SCB. The prototype must be in accordance with the required technical specifications.									
6.2 The LCB/SCB will only be allowed to replace/rectify deficiencies noted in the prototype up to a maximum of two (2) times within fifteen (15) calendar days after the receipt of Notice to Replace/Rectify. Brand new prototype once approved/accepted may be considered as part of items to be delivered.									
6.3 Supplier must be ISO Certified.									

<p><b>Conforme:</b></p> <hr/> <p align="center"><b>Bidder's Company Name</b></p> <hr/> <p align="center"><b>Name &amp; Signature of Authorized Representative</b></p> <hr/> <p align="center"><b>Designation</b></p> <hr/> <p align="center"><b>Date</b></p>
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**Revised Annex V-A1 (Page 2 of 2)**  
**TERMS OF REFERENCE**

Prepared by:

  
**NECITAS D. LARGO**  
Head, Procurement Unit

Recommended by:

  
**ROMMEL J. ISIP**  
Head, NCDC Project Unit/Finance and Budget Unit

Approved by:

  
**TERESITA G. INCIONG, Ed.D., D.P.M.**  
Vice-Chairperson and Executive Director

<p><b>Conforme:</b></p> <p>_____</p> <p><b>Bidder's Company Name</b></p> <p>_____</p> <p><b>Name &amp; Signature of Authorized Representative</b></p> <p>_____</p> <p><b>Designation</b></p> <p>_____</p> <p><b>Date</b></p>
--

**NATIONAL CHILD DEVELOPMENT CENTER  
PERSPECTIVE  
(For Reference Only)**



<b>Conforme:</b>
_____
<b>Bidder's Company Name</b>
_____
<b>Name &amp; Signature of Authorized Representative</b>
_____
<b>Designation</b>
_____
<b>Date</b>

**PITC BIDS AND AWARDS COMMITTEE I  
CHECKLIST OF REQUIREMENTS FOR BIDDERS**

Name of Company:

Project:

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) LOT CONSISTING OF ONE HUNDRED SIXTY (160) SETS STAINLESS STEEL SIGNAGE FOR VARIOUS NATIONAL CHILD DEVELOPMENT CENTER (NCDC) OF THE EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL (ECCDC)**

Bid Ref. No.

**Bid Reference No.: GPG-B1-2018-152**

**APPROVED BUDGET FOR THE CONTRACT: ₱ 17,709,313.00**

Ref. No.	Particulars
<b>ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS</b>	
<b>12.1 (a)</b>	<b><u>ELIGIBILITY DOCUMENTS</u></b>
	<b>CLASS "A" DOCUMENTS</b>
<b>12.1 (a.1.)</b>	<b><u>ELIGIBILITY DOCUMENTS FOR LOCAL BIDDERS</u></b>
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
(ii)	Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;
(iii)	Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
(iv)	Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income).  Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
<b>OR</b>	Submission of valid and current <b>PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A</b> in lieu of items (i), (ii), (iii) and (iv) above.  *Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for 2016 and 2015 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.  In case the bidder opts to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. <i>"GPPB Circular 07-2017 dated 31 July 2017"</i>

(v)	Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I);	
(vi)	<p>Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the lot being bid <b>(Revised Annex I-A)</b></p> <p>“Similar contract” shall mean <b>signages or metal works</b>.</p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <ul style="list-style-type: none"> <li>(a) Copy of End User’s Acceptance; or</li> <li>(b) Copy of Official Receipt/s; or</li> <li>(c) Copy of Sales Invoice with Collection Receipt/s</li> </ul>	
(vii)	<p>Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per <b>Annex II</b>, in accordance with ITB Clause 5.5 OR Committed Line of Credit per <b>Annex II-A</b>.</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. The phrase "the values of the bidder's current assets and current liabilities" shall be based on the data submitted to the BIR, which refers to the values of the current assets and current liabilities reflected in the Audited Financial Statements.</li> <li>2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I.</li> <li>3. The detailed computation must be shown using the required formula provided above.</li> <li>4. The NFCC computation must at least be equal to the ABC of the project.</li> </ol> <p><b>OR</b></p> <p>Should the bidder opt to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED. <b>(Annex II-B)</b></p>	



	<p><b>Class “B” Document: (For Joint Venture)</b></p>	
	<p><i>The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.</i></p> <p><i>Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or PITC shall apply to the JVA as the JV is deemed as one bidder.</i></p> <p><b>a) For Joint Ventures, Bidder to submit either:</b></p> <ul style="list-style-type: none"> <li>(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</li> <li>(ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by 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. (<b>Annex III</b>)</li> </ul> <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) <b>of the 2016 Revised IRR of RA 9184</b>]</p> <p><b><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></b></p> <p><b>b) Each JV Partner, must also submit the following:</b></p> <p><b><u>Local JV Partner</u></b></p> <ul style="list-style-type: none"> <li>(i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</li> <li>(ii) Valid and Current Business/Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located <b>OR</b> the equivalent document for Exclusive Economic Zones or Areas; In cases of recently expired Mayor’s/ Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement</li> <li>(iii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.</li> <li>(iv) Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports): <ul style="list-style-type: none"> <li>(a) Independent Auditor’s Report;</li> <li>(b) Balance Sheet (Statement of Financial Position); and</li> <li>(c) Income Statement (Statement of Comprehensive Income).</li> </ul> </li> </ul> <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>	

**Foreign JV Partner**

- (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based;
- (ii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
- (iii) Corporate Financial Statement or Annual Report for 2017 or 2016.

**OR**

Submission of valid and current **PHILGEPS Certificate of Registration and Membership (Platinum Registration\*) together with Annex A.**

\*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:

**For Local JV Partner:** Audited Financial Statements for 2017 and 2016 (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration

**For Foreign JV Partner:** Corporate Financial Statement or Annual Report for 2017 or 2016.

In case the JV Partners opt to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. *“GPPB Circular 07-2017 dated 31 July 2017”*

***For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.***

b)	<b>TECHNICAL DOCUMENTS</b>						
<p><b>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</b></p> <p>1) Bid Securing Declaration per <b>Annex IV</b>;</p> <p>2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC;</p> <p>3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; <b>OR</b></p> <p>4) Surety bond callable upon demand equivalent to at least 5% of the ABC</p>							
Item No.	Description	Qty.	<b>ABC per Lot (P) (VAT Inclusive)</b>		<b>Bid Security:</b>		
			Unit Price	Total Price	2% of ABC	5% of ABC	
One lot consisting of 160 sets as follows:							
1	North Luzon Area	24 sets	2,311,728.00	17,709,313.00	354,186.26	885,465.65	
2	Southern Luzon Area	34 sets	3,782,908.00				
3	Visayas Area	29 sets	3,290,195.00				
4	Mindanao Area	73 sets	8,324,482.00				
<b>Notes:</b>							
(a) The Cashier's/Manager's check shall be issued by a Local Universal or Commercial Bank.							
(b) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank.							
(c) Should bidder opt to submit a Surety Bond as Bid Security the surety bond must conform with the following:							
(i)	(1) Issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. <u>Together with the surety bond, a copy of a valid Certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.</u>						
(2) Callable upon demand							
(3) <b><u>Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:</u></b>							
▪ <b>IF A BIDDER:</b>							
(i) withdraws its bid during the period of bid validity specified in ITB Clause 17;							
(ii) does not accept the correction of errors pursuant to ITB Clause(b);							
(iii) has a finding against their veracity as stated in ITB Clause 29.2; or							
(iv) submission of eligibility requirements containing false information or falsified documents;							
(v) submits bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;							
(vi) allowing the use of one's name, or using the name of another for purposes of public bidding;							
(vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;							
(viii) refusal or failure to post the required performance security within the prescribed time;							

	<ul style="list-style-type: none"> <li>(ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;</li> <li>(x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;</li> <li>(xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or</li> <li>(xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reason.</li> </ul> <p>▪ <b>IF THE SUCCESSFUL BIDDER:</b></p> <ul style="list-style-type: none"> <li>(xiii) fails to sign the contract in accordance with ITB Clause 32; or</li> <li>(xiv) fails to furnish performance security in accordance with ITB Clause 33</li> </ul>	
(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as <b>Revised Annex V-A</b>	
(iii)	Duly signed/conformed Terms of Reference attached as <b>Revised Annex V-A1</b>	
(iv)	Duly signed/conformed Signage and Logo Specifications attached as <b>Annex V-A2</b>	
(v)	Duly signed/conformed Delivery / Installation Sites attached as <b>Annex V-A3</b>	
(vi)	Duly signed / conformed Delivery/ Installation Instructions and Acceptance Procedure per <b>Annex V-A4</b>	
(vii)	Duly signed / conformed National Child Development Center Perspective attached as <b>Revised Annex V-A5</b>	
(viii)	Valid and current ISO in the name of the manufacturer/fabricator issued by an independent certifying agency	
(ix)	Certificate of Performance Evaluation ( <b>Annex VI</b> ) with a rating of at least Very Satisfactory, issued by the Single Largest Completed Contract Client of the bidder per Annex I-A;	
(x)	Duly notarized Certificate of Filing or Non-Filing of Cases (Annex VII);	
(xi)	<p>Proof of Authority of the bidder's authorized representative/s:</p> <ul style="list-style-type: none"> <li>(a) <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b> Duly notarized Special Power of Attorney.</li> <li>(b) <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:</b> Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ul> <p><b>IN THE CASE OF UNINCORPORATED JOINT VENTURE:</b> Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	

(xii)	<p><b>Omnibus Sworn Statements using the form prescribed. (Annex VIII)</b></p> <ul style="list-style-type: none"> <li>(a) Authority of the designated representative</li> <li>(b) Non-inclusion in blacklist or under suspension status</li> <li>(c) Authenticity of Submitted Documents</li> <li>(d) Authority to validate Submitted Documents</li> <li>(e) Disclosure of Relations</li> <li>(f) Compliance with existing labor laws and standards</li> <li>(g) Bidders Responsibilities</li> <li>(h) Did not pay any form of consideration</li> </ul>	
	<p><b>ENVELOPE 2: FINANCIAL DOCUMENTS</b></p>	
13.1	<p>Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form hereto attached <b>Annex IX</b> and Detailed Financial Bid Form attached as <b>Annex IX-A, Annex IX-B, Annex IX-C and Annex IX-D</b>. The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>	
<p><b>Note: In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.</b></p>		