



**BIDS AND AWARDS COMMITTEE I**

**SUPPLEMENTAL BID BULLETIN NO. 1**

**SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS INCLUDING RE-CONFIGURATION OF EXISTING UNITS AND SUPPLY AND DELIVERY OF CHAIRS FOR THE DEPARTMENT OF ENERGY (DOE)**

**Bid Reference No. GPG-B1-2019-070 Rebid  
(Previous Bid Reference No. GPG-B1-2018-444)**

**Approved Budget for the Contract: ₱ 23,738,514.55**

This **Supplemental/Bid Bulletin No. 1** is being issued to amend provisions in the Bidding Documents.

**A. ANNOUNCEMENTS**

**On the Affidavit of Site Inspection for Lot 1 per Annex VI**

Bidders may contact and request for schedule for the Site Inspection during office hours from Monday to Friday with the following DOE personnel:

- a. Engr. Richard L. Angeles  
Contact no. 479-2900 loc. 241 / 239
- b. Engr. Dante L. Lontok  
Contact no. 479-2900 loc. 241 / 239

**B. AMENDMENT TO THE BIDDING DOCUMENTS:**

Section I Invitation to Bid					
<b>From:</b>					
Item No.	Description	Qty.	Total ABC (₱) (VAT Inclusive)		Cost/Price of Bidding Documents (cash payment only) (₱)
			Unit Price	Total Price	
<b>Lot No.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers</b>					18,300.00
1	Modular Workstation	220 units	57,500.00	12,650,000.00	
2	Division Chief Modular Workstations	9 units	116,500.00	1,048,500.00	
3	Modular Workstations (for OSEC Staff)	5 units	30,000.00	150,000.00	
4	Modular Workstations (for Executive Staff)	34 units	65,000.00	2,210,000.00	
5	Clerk (standalone)	27 units	25,000.00	675,000.00	
6	<u>Four Layer Lateral File Drawer</u>	<u>80 units</u>	<u>12,000.00</u>	<u>960,000.00</u>	
7	Reconfiguration of existing Modular workstation which will be affected by new modular workstations and repair of existing mobile drawers	1 lot	666,114.55	666,114.55	
<b>Total for Lot 1</b>				<b>18,359,614.55</b>	



To:

Item No.	Description	Qty.	Total ABC (₱) (VAT Inclusive)		Cost/Price of Bidding Documents (cash payment only) (₱)
			Unit Price	Total Price	
<b>Lot No.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers</b>					18,300.00
1	Modular Workstation	220 units	57,500.00	12,650,000.00	
2	Division Chief Modular Workstations	9 units	116,500.00	1,048,500.00	
3	Modular Workstations (for OSEC Staff)	5 units	30,000.00	150,000.00	
4	Modular Workstations (for Executive Staff)	34 units	65,000.00	2,210,000.00	
5	Clerk (standalone)	27 units	25,000.00	675,000.00	
6	<b>Four Layer Vertical File Drawer</b>	<b>80 units</b>	<b>12,000.00</b>	<b>960,000.00</b>	
7	Reconfiguration of existing Modular workstation which will be affected by new modular workstations and repair of existing mobile drawers	1 lot	666,114.55	666,114.55	
<b>Total for Lot 1</b>				<b>18,359,614.55</b>	

**FROM**

**TO**

**Section III Bid Data Sheet**

**12.1 (a) Eligibility Documents**

Class "A" Documents:

xxx...

(iv) Copy of each of the following Audited Financial Statements for 2017 and 2016 (in comparative format 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;

xxx...

Class "A" Documents:

xxx...

(iv) Copy of each of the following Audited Financial Statements for **2018 and 2017** (in comparative format 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;

xxx...



<p>Class “B” Document: (For Joint Venture)</p> <p>xxx...</p> <p>b) Each JV Partner must submit the following:</p> <p style="padding-left: 40px;"><u>Local JV Partner</u></p> <p>xxx...</p> <p>(iv) Copy of each of the following Audited Financial Statements for <u>2017 and 2016</u> (in comparative format or separate reports):</p> <p>(a) Independent Auditor’s Report;</p> <p>(b) Balance Sheet (Statement of Financial Position); and</p> <p>(c) Income Statement (Statement of Comprehensive Income)</p> <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> <p>xxx...</p> <p style="padding-left: 40px;"><u>Foreign JV Partner</u></p> <p>xxx...</p> <p>(iii) Corporate Financial Statements or Annual Report for <u>2017 or 2016</u>.</p> <p>xxx...</p>	<p>Class “B” Document: (For Joint Venture)</p> <p>xxx...</p> <p>c) Each JV Partner must submit the following:</p> <p style="padding-left: 40px;"><u>Local JV Partner</u></p> <p>xxx...</p> <p>(iv) Copy of each of the following Audited Financial Statements for <b>2018 and 2017</b> (in comparative format or separate reports):</p> <p>(a) Independent Auditor’s Report;</p> <p>(b) Balance Sheet (Statement of Financial Position); and</p> <p>(c) Income Statement (Statement of Comprehensive Income)</p> <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> <p>xxx...</p> <p style="padding-left: 40px;"><u>Foreign JV Partner</u></p> <p>xxx...</p> <p>(iii) Corporate Financial Statements or Annual Report for <b>2018 or 2017</b>.</p> <p>xxx...</p>
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**12.1 (b) Technical Documents**

<p>xxx...</p> <p>(iii) Duly signed, conformed and completed Technical Bid Form and other Technical Documents.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Lot no.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers</td> </tr> <tr> <td style="width: 20%;"><u>Annex V-A</u></td> <td>Technical Bid Form</td> </tr> <tr> <td>Annex V-A1</td> <td>Terms of Reference</td> </tr> <tr> <td><u>Annex V-A2</u></td> <td>Technical Specifications</td> </tr> <tr> <td>Annex V-A3</td> <td>Floor Lay-out</td> </tr> </table> <p>xxx...</p>	Lot no.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers		<u>Annex V-A</u>	Technical Bid Form	Annex V-A1	Terms of Reference	<u>Annex V-A2</u>	Technical Specifications	Annex V-A3	Floor Lay-out	<p>xxx...</p> <p>(iii) Duly signed, conformed and completed Technical Bid Form and other Technical Documents.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Lot no.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers</td> </tr> <tr> <td style="width: 20%;"><b>Revised Annex V-A</b></td> <td>Technical Bid Form</td> </tr> <tr> <td>Annex V-A1</td> <td>Terms of Reference</td> </tr> <tr> <td><b>Revised Annex V-A2</b></td> <td>Technical Specifications</td> </tr> <tr> <td>Annex V-A3</td> <td>Floor Lay-out</td> </tr> </table> <p>xxx...</p>	Lot no.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers		<b>Revised Annex V-A</b>	Technical Bid Form	Annex V-A1	Terms of Reference	<b>Revised Annex V-A2</b>	Technical Specifications	Annex V-A3	Floor Lay-out
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Annex V-A1	Terms of Reference																				
<b>Revised Annex V-A2</b>	Technical Specifications																				
Annex V-A3	Floor Lay-out																				



### 13.1 Documents Comprising the Bid: Financial Component

Completed and signed Financial Bid Forms. Bidder must use, accomplish and submit Financial Bid Form (For Lot No. 1 Annex IX-A / For Lot No. 2 Annex IX-B) and Detailed Financial Bid Form (For Lot No. 1 <u>Annex IX-A1</u> / For Lot No. 2 Annex IX-B1). The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.	Completed and signed Financial Bid Forms. Bidder must use, accomplish and submit Financial Bid Form (For Lot No. 1 Annex IX-A / For Lot No. 2 Annex IX-B) and Detailed Financial Bid Form (For Lot No. 1 <b>Revised Annex IX-A1</b> / For Lot No. 2 Annex IX-B1). The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
<b>Section VI. Bidding Forms</b>	
<u>Annex V-A</u> – Technical Bid Form <u>Annex V-A2</u> – Technical Specifications <u>Annex IX-A1</u> – Detailed Financial Bid Form	<b>Revised Annex V-A</b> – Technical Bid Form <b>Revised Annex V-A2</b> – Technical Specifications <b>Revised Annex IX-A1</b> – Detailed Financial Bid Form

Please use the attached **Revised Annex V-A, Revised Annex V-A2** and **Revised Annex IX-A1** together with all other required documents for the Bid Opening on **25 April 2019, 1:00 PM**. Please use the revised checklist of requirements as reference.

This Supplemental Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For the guidance and information of all concerned.

Issued this 10<sup>th</sup> day of April 2019 in Makati City.

**Reviewed and approved by:**

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

**(Sgd.) ATTY. MARIA GUDELIA C. GUESE**  
Vice Chair

**CHRISTABELLE P. EBRIEGA**  
Member

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

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

**Concurred by:**

**(Sgd.) DIR. ANGELINA V. MANGA**  
BAC I Provisional Member, DOE



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

**Revised Annex V-A (Page 1 of 4)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS INCLUDING RE-CONFIGURATION OF EXISTING UNITS AND SUPPLY AND DELIVERY OF CHAIRS FOR THE DEPARTMENT OF ENERGY (DOE)**

**Bid Reference No. GPG-B1-2019-070 Rebid  
(Previous Bid Reference no. GPG-B1-2018-444)**

**Lot No.1 – One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers**

**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”**.

Line No:	Project Requirements	Bidder’s Statement of Compliance
1)	Supply, Delivery and Installation of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers	

Description	Brand and Model Number being Offered:
Modular Workstations	
<b>Four Layers Vertical File Drawer</b>	

**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**





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

**Revised Annex V-A (page 3 of 4)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS INCLUDING RE-CONFIGURATION OF EXISTING UNITS AND SUPPLY AND DELIVERY OF CHAIRS FOR THE DEPARTMENT OF ENERGY (DOE)**

**Bid Reference No. GPG-B1-2019-070 Rebid  
(Previous Bid Reference no. GPG-B1-2018-444)**

**Lot No.1 – One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers**

**TECHNICAL BID FORM**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCO

**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.	<b>REQUIREMENTS IF AWARDED THE CONTRACT</b>		<b>Bidder's Statement of Compliance</b>
5)	Completion Period	Within sixty (60) calendar days from receipt of Notice to Proceed	
	Delivery Site	Energy Center, Rizal Drive, Bonifacio Global City (BGC), Taguig City	
6)	Replacement of Defective Items	a) The Supplier shall replace any newly delivered unit found to be defective. b) Replacement shall be made within fifteen (15) calendar days after receipt of Notice from DOE/PITC. c) All expenses shall be for the account of the Supplier. d) For defective units and all defective integral parts of the equipment, supplier shall only be allowed up to two (2) replacements. After which, project shall be cancelled and performance security shall be forfeited.	

**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**



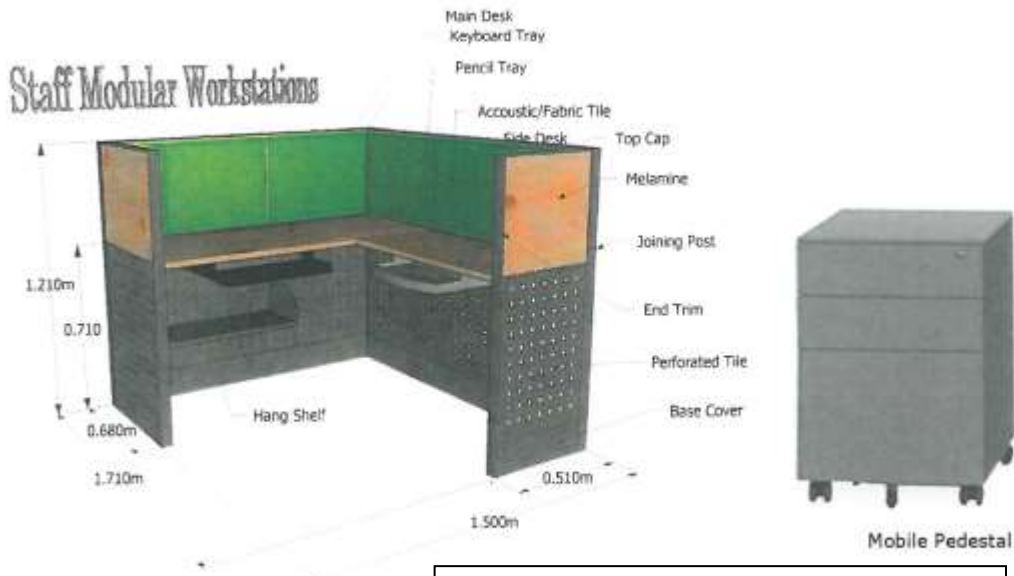






**Staff Modular Workstations**

Design	
Components	
Main Desk	1400mm (L) x 600mm (W)
Side Desk	1000mm (L) x 450mm (W)
Work top	30mm to 35mm thick MDF board in high pressure laminate (HPL) finish with 2mm thick PVC edging and plastic grommet with rotating cover.
Steel Frame	2mm steel structure with powder coated gray paint, with leveling Glide, hanging brackets for the support of main and side desk, vertical and horizontal wire guides, with a height of 1200mm
Trim, Cap and Joining Post	2mm steel structure with powder coated gray paint
Basecover	Clip-on metal/aluminum base cover; double sided with punchout provision.
Aesthetic preferences	Fabric Tiles Interior upper part
	Melamine Tiles Exterior upper part
	Perforated Tiles Lower part, double sided with punchout provision
Accessories	Steel Hang Shelf Min. Dimension 800mm (L) x 300mm (D) x 160mm (H)
	Keyboard Tray
	Pencil Tray
	Mobile Pedestal Dimensions 380 to 400mm (W) x 500 to 510mm (D) x 670 to 680mm (H) Manufactured in cold Rolled sheet #20 in powder coated finish with 3 layer drawer, full extension ball bearing slides, central control lock on top of drawer and lockable caster wheel with fifth for stability.
Note	Panels should be reconfigurable, transferrable and fit to the existing modular workstations



**Conforme:**

\_\_\_\_\_

**Bidder's Company Name**

\_\_\_\_\_

**Name & Signature of Authorized Representative**

\_\_\_\_\_

**Designation**

\_\_\_\_\_

**Date**



**Executive Staff Modular Workstations**

Components	
Main Desk	1400mm (L) x 600mm (W)
Side Desk	1000mm (L) x 450mm (W)
Work top	30 to 35mm thick MDF board in high pressure laminate (HPL) finish with 2mm thick PVC edging and plastic grommet with rotating cover.
Steel Frame	2mm steel structure with powder coated gray paint, with leveling Glide, hanging brackets for the support of main and side desk, vertical and horizontal wire guides, with a height of 1100mm
Trim, Cap and Joining Post	2mm steel structure with powder coated gray paint
Base Cover	Clip-on metal/aluminum base cover; double sided with punchout provision.
Aesthetic preferences	Glass Tiles Upper part, double sided, 3mm thick tempered glass with plastic framing
	Fabric Tiles Interior upper part
	Milamine Tiles Exterior upper part
	Perforated Tiles double sided with punchout provision, lower part
Accessories	Keyboard Tray
	Pencil Tray
	Steel Hang Shelf Min. Dimension 800mm (L) x 300mm (D) x 160mm (H) Mobile Pedestal Dimension 380 to 400mm (W) x 500 to 510mm (D) x 670 to 680mm (H) Manufactured in cold Rolled sheet #20 in powder coated finish with 3 layer drawer, full extension ball bearing slides, central control lock on top of drawer and lockable caster wheel with fifth for stability
Note	Panels should be reconfigurable and transferrable



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



**Revised Annex V-A2  
(Page 3 of 6)**

Annex "C"

**Clerk Workstations (stand alone)**

Design	
Components	
Main Desk	1400mm (L) x 600mm (W) x 710mm (H)
Side Desk	1000mm (L) x 450mm (W) x 710mm (H)
Work top	30 to 35mm thick MDF board in high pressure laminate (HPL) finish with 2mm thick PVC edging and plastic grommet with rotating cover.
Accessories	Keyboard Tray
	Pencil Tray
	Mobile Pedestal      Dimension 380 to 400mm (W) x 500 to 510mm (D) x 670 to 680mm (H)
	Manufactured in cold Rolled sheet #20 in powder coated finish with 3 layer drawer, full extension ball bearing slides, central control lock on top of drawer and lockable caster wheel with fifth for stability
Note	Should be reconfigurable and transferrable



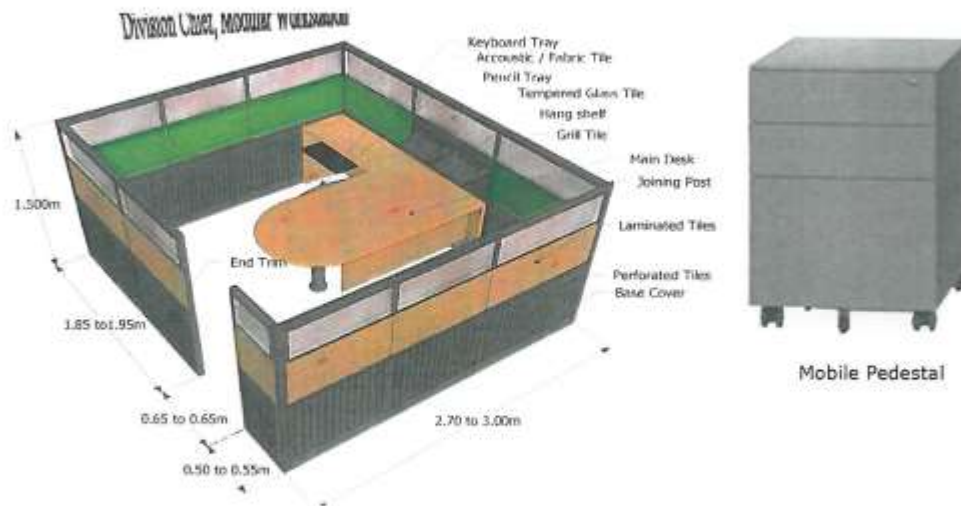
<b>Conforme:</b>
_____
<b>Bidder's Company Name</b>
_____
<b>Name &amp; Signature of Authorized Representative</b>
_____
<b>Designation</b>
_____
<b>Date</b>





**Division Chief Modular Workstations**

Design	
Components	
Main Desk	1800mm (L) x 800mm (W) x 720mm (H) Peninsula Desk
Side Desk	1000mm (L) x 450mm (W) x 720mm (H)
Work top	30 to 35mm thick MDF board in high pressure laminate (HPL) finish with 2mm thick PVC edging and plastic grommet with rotating cover.
Steel Frame	2mm steel structure with powder coated gray paint, with leveling Glide, hanging brackets for the support of main and side desk, vertical and horizontal wire guides, with a height of 1504mm
Trim, Cap and Joining Post	2mm steel structure with powder coated gray paint
Base Cover	Clip-on metal/aluminum base cover; double sided with punchout provision.
Aesthetic preferences	Glass Tile Upper part, double sided, 3mm thick tempered glass with plastic framing
	Acoustic/Fabric Tiles Interior Middle Part
	Melamine Tiles Exterior Middle Part
	Perforated Tiles double sided with punchout provision, Lower Part
Accessories	Keyboard tray
	Pencil Tray
	Paper Tray 343mm (L) x 250mm (W) x 93mm (H)
Mobile Pedestal	Dimension 380 to 400mm (W) x 500 to 510mm (D) x 670 to 680mm (H) Manufactured in cold Rolled sheet #20 in powder coated finish with 3 layer drawer, full extension ball bearing slides, central control lock on top of drawer and lockable caster wheel with fifth for stability
Note	Panels should be reconfigurable and transferrable



Division Chief Workstations

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



**Revised Annex V-A2  
(Page 5 of 6)**

Annex "E"

**Clerk Workstations (stand alone)**  
Quantity = 5 units

Design	
Components	
Main Desk	1400mm (L) x 600mm (W) x 710mm (H)
Side Desk	1000mm (L) x 450mm (W) x 710mm (H)
Work top	30mm thick MDF board in high pressure laminate (HPL) finish with 2mm thick PVC
Accessories	Keyboard Tray Pencil Tray Mobile Pedestal
	Min. Dimension 380mm (W) x 500mm (D) x 670mm (D) Manufactured in cold Rolled sheet #20 in powder coated finish with 3 layer drawer, full extension ball bearing slides, central control lock on top of drawer and lockable caster wheel with fifth for stability
Note	Panels should be reconfigurable and transferrable



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



Annex "K"

**Four Layers Vertical Steel Drawer Cabinet**

Description	Made of heavy duty steel and with full-extension drawer on ball bearing suspension, With central control lock on the top drawer and adjustable File rod for letter and legal filing.
Height (a)	1.30 to 1.40 m
Width (b)	0.46 to 0.50 m
Depth ( c )	0.55 to 0.65m
Drawer Weight Capacity	40 Kg
Body/Case	Manufactured in cold rolled sheet Ga. #22 (0.8mm) in powder coated finish.
Color	Light Gray



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



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

**Revised Annex IX-A1**

**(Page 1 of 2)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS INCLUDING RE-CONFIGURATION OF EXISTING UNITS AND SUPPLY AND DELIVERY OF CHAIRS FOR THE DEPARTMENT OF ENERGY (DOE)**

**Bid Reference No. GPG-B1-2019-070 Rebid  
(Previous Bid Reference No. GPG-B1-2018-444)**

**LOT NO. 1- One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers**

**Detailed Financial Bid Form**

**(PRICES MUST BE INCLUSIVE OF VAT)**

PHILIPPINE INTERNATIONAL TRADING CORPORATION PHILIPPINE INTERNATIONAL TRADING CORPORATION PHILIPPINE INTERNATIONAL TRADING CORPORATION

Description	Qty	ABC		Financial Bid	
		Unit Price	Total Price	Unit Price	Total Price
1. Modular Workstation	220 units	57,500.00	12,650,000.00		
2. Division Chief Modular Workstations	9 units	116,500.00	1,048,500.00		
3. Modular Workstations (for OSEC Staff)	5 units	30,000.00	150,000.00		
4. Modular Workstations (for Executive Staff)	34 units	65,000.00	2,210,000.00		

**Notes.**

- The Financial Bid includes taxes, all cost relative to supply, delivery and installation.
- The sum of the bid for each item indicated in the Detailed Financial Bid per Annex IX-A1 must be equal to the amount of the signed submitted Financial Bid Form (Annex IX-A) and must not exceed the total ABC

**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)**





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

**Revised Annex IX-A1**

**(Page 2 of 2)**

**PHILIPPINE INTERNATIONAL TRADING CORPORATION**

**SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS INCLUDING RE-CONFIGURATION OF EXISTING UNITS AND SUPPLY AND DELIVERY OF CHAIRS FOR THE DEPARTMENT OF ENERGY (DOE)**

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(Previous Bid Reference No. GPG-B1-2018-444)**

**LOT NO. 1- One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers**

**Detailed Financial Bid Form  
(PRICES MUST BE INCLUSIVE OF VAT)**

PHILIPPINE INTERNATIONAL TRADING CORPORATION PHILIPPINE INTERNATIONAL TRADING CORPORATION PHILIPPINE INTERNATIONAL TRADING CORPORATION

Description	Qty	ABC		Financial Bid	
		Unit Price	Total Price	Unit Price	Total Price
5. Clerk (standalone)	27 units	25,000.00	675,000.00		
<b>6. Four Layer Vertical File Drawer</b>	<b>80 units</b>	<b>12,000.00</b>	<b>960,000.00</b>		
7. Reconfiguration of existing Modular workstation which will be affected by new modular workstations and repair of existing mobile drawers Workstation and chairs	1 lot	666,114.55	666,114.55		
<b>Grand Total</b>			<b>18,359,614.55</b>		

Notes.

- The Financial Bid includes taxes, all cost relative to supply, delivery and installation.
- The sum of the bid for each item indicated in the Detailed Financial Bid per Annex IX-A1 must be equal to the amount of the signed submitted Financial Bid Form (Annex IX-A) and must not exceed the total ABC

**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)**



<b>PITC BIDS AND AWARDS COMMITTEE I</b>	
<b>REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS</b>	
<b>Name of Company:</b>	
<b>Project:</b>	<b>Supply, Delivery and Installation of Modular Workstations Including Re-configuration of Existing Units and Supply and Delivery Chairs for the Department of Energy (DOE)</b>
<b>Bid Ref. No.</b>	<b>Bid Reference No. GPG-B1-2019-070 Rebid (Previous Bid Reference No. GPG-B1-2018-444)</b>
<b>APPROVED BUDGET FOR THE CONTRACT: P 23,738,514.55</b>	
<b>Ref. No.</b>	<b>Particulars</b>
<b>ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS</b>	
<b>12.1 (a)</b>	<b>ELIGIBILITY DOCUMENTS</b>
	<b>CLASS "A" DOCUMENTS</b>
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, 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; 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 with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.
(iii)	Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018;
(iv)	Copy of each of the following Audited Financial Statements for <b>2018 and 2017</b> (in comparative format 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;
	<u>OR</u> Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of (Items (i), (ii), (iii) and (iv)) Eligibility Documents. 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 together with the Platinum Registration.	
(v)	Statement of the prospective bidder's 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. <b>(Annex I)</b> ;	
(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 item being bid <b>(Annex I-A)</b>;</p> <p><b>"Similar"</b> contract shall refer to:</p> <p>For Lot 1 - Supply, delivery and installation of modular workstations</p> <p>For Lot 2 - Supply and delivery of office furniture</p> <p>Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per Annex I-A:</p> <p>Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per Annex I-A:</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 Collection Receipt with Sales Invoice</li> </ul>	
(vii)	<p>Duly signed 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>a) Should the bidder opts to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II.</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>Notes:</p> <ol style="list-style-type: none"> <li>1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</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>b) Should the bidder opts 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 <b>MUST BE MACHINE VALIDATED</b>. (See sample Bank Form per <b>Annex II-A</b>).</p>	
	<b>Class "B" Document: (For Joint Venture)</b>	
	<b><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</i></b>	



	<p><b><i>JV pertinent to the project requirements.</i></b>  <b><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></b></p>	
	<p><b>a) For Joint Ventures, Bidder to submit either:</b></p>	
	<p>(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</p>	
	<p>(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></p> <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 submit the following:</b></p>	
	<p><b><u>Local JV Partner</u></b></p>	
	<p>(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;</p>	
	<p>(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;</p>	
	<p>(iii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018;</p>	
	<p>(iv) Copy of each of the following Audited Financial Statements for <b>2018 and 2017</b> (in comparative form or separate reports):</p> <p style="padding-left: 40px;">a) Independent Auditor's Report;</p> <p style="padding-left: 40px;">b) Balance Sheet (Statement of Financial Position); and</p> <p style="padding-left: 40px;">a) Income Statement (Statement of Comprehensive Income)</p> <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>	
	<p><b><u>Foreign JV Partner</u></b></p>	
	<p>(i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based;</p>	
	<p>(ii) Valid and Current Tax Clearance per Executive Order 398 and Revenue</p>	



	Memorandum Order No. 46-2018;	
	(iii) Corporate Financial Statement or Annual Report for <b>2018 or 2017</b> .	
	<u>OR</u>	
	<p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of the eligibility documents.</p> <p><b>Note:</b> 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.</p> <p>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”.</p>	
	<i>The following Eligibility – Technical and Eligibility – Financial Documents may be submitted by only <b>ONE</b> of the parties to the JV:</i>	
	1. Statement of all on-going 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 ( <b>Annex I</b> );	
	<p>2. 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 item being bid (Annex I-A);</p> <p>“<b>Similar</b>” contract shall refer to contracts pertaining to</p> <p style="padding-left: 40px;">For Lot 1 - Supply, delivery and installation of modular workstations For Lot 2 - Supply and delivery of office furniture</p> <p>Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per Annex I-A:</p> <p style="padding-left: 40px;">a) Copy of End User’s Acceptance; or b) Copy of Official Receipt/s; or c) Copy of Collection Receipt with Sales Invoice (for local JV Partner)</p>	
	<p>3. 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 style="padding-left: 40px;">a) Should the bidder opt to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in <b>Annex II</b>.</p> <p style="padding-left: 40px;">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,</p>	



	<p>coinciding with the contract to be bid.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</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>b) 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 <b>MUST BE MACHINE VALIDATED</b>. (See sample Bank Form per <b>Annex II-A</b>).</p> <p><i>The determination as to (i) whose Audited Financial Statement should be used / submitted; and (ii) who submits the Statement of All-Ongoing Contracts – lies with the Partners Contracting the Joint Venture since the audited Financial Statements and the Ongoing Contracts of that JV partners should be the basis for the Computation of the NFCC.</i></p>	
<p><b>b)</b></p>	<p><b>TECHNICAL DOCUMENTS</b></p>	
<p>(i)</p>	<p>Bid security must be issued in favor of the <b>PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)</b> in any of the following forms:</p> <ol style="list-style-type: none"> <li>1) Bid Securing Declaration per <b>Annex IV</b>;</li> <li>2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC;</li> <li>3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; <b>OR</b></li> <li>4) Surety bond callable upon demand equivalent to at least 5% of the ABC</li> </ol>	





(ii)	Duly signed, conformed and completed Technical Bid Form and other Technical Documents.	
	Lot no.1 - One (1) Lot consisting of Modular Workstations including Re-Configuration of Existing Modular Workstations which will be affected and repair of existing mobile drawers	
	<b>Revised Annex V-A</b>	<b>Technical Bid Form</b>
	<b>Annex V-A1</b>	Terms of Reference
	<b>Revised Annex V-A2</b>	<b>Technical Specifications</b>
	<b>Annex V-A3</b>	Floor Lay-out
	Lot No. 2 - One (1) Lot consisting of Chairs and Gang Chairs	
	<b>Annex V-B</b>	Technical Bid Form
	<b>Annex V-B1</b>	Terms of Reference
	<b>Annex V-B2</b>	Technical Specifications
(iii)	Copy of <b>valid and current ISO Certification</b> in the name of the manufacturer of the item being offered issued by an independent certifying agency. The ISO Certification must cover the manufacture/design or production of the item being bid for. Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.	
(iv)	<b>Product brochure and/or Technical Data Sheets</b> for the brand and model number of item being bid for showing compliance to the technical specifications.	
(v)	<b>For MANUFACTURERS:</b> Certification that the Bidder is a Manufacturer ( <b>Annex V-C</b> ) <b>For FIRST TIER DISTRIBUTORS:</b> Please submit the following: a. Valid Appointment of the bidder as First Tier Distributor issued by the manufacturer of the item; and b. Manufacturer's certification that the on-going business relationship between the Manufacturer and the distributor is at least five (5) years	
(vi)	For Lot 1 - Notarized Affidavit of Site Inspection duly signed by the bidder ( <b>Annex VI</b> )	
(vii)	List of Authorized Service Center/s in Metro Manila (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).	
(viii)	Certificate of Performance Evaluation ( <b>Annex VII</b> ) showing a rating of at least Very Satisfactory, issued by the Bidder's client for the Single Largest Completed Contract of Similar Nature within the last five (5) years ( <b>per Annex I-A</b> ) and two more Clients of the item being bid;	
(ix)	Proof of Authority of the bidder's authorized representative/s: (a) <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b> Duly notarized Special Power of Attorney	





	<p>(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.</p> <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>	
(x)	<p>Omnibus Sworn Statements using the form prescribed. (Annex VIII)</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>	
	<b>ENVELOPE 2: FINANCIAL DOCUMENTS</b>	
13.1	<p>Completed and signed Financial Bid Forms. Bidder must use, accomplish and submit Financial Bid Form <b>(For Lot No. 1 Annex IX-A / For Lot No. 2 Annex IX-B)</b> and Detailed Financial Bid Form <b>(For Lot No. 1 Revised Annex IX-A1 / For Lot No. 2 Annex IX-B1)</b>.</p> <p>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>		