



**BIDS AND AWARDS COMMITTEE I**

**SUPPLEMENTAL BID BULLETIN NO. 2  
 SUPPLY AND DELIVERY BRAND NEW 14,871 SETS TOWEL BATH AND  
 FACE, MICROFIBER OD FOR THE PHILIPPINE ARMY  
 Bid Ref. No. MPG-BI-2020-250  
 Approved Budget for the Contract - ₱ 8,579,377.32**

This **Supplemental/Bid Bulletin No. 2** is being issued to clarify, modify and amend Bidding Documents.

**A. AMENDMENT TO BIDDING DOCUMENTS:**

| FROM  |                                    |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
|---|------------------------------------|------------------------------|--|--|--|--------|------------------------------------|---------|------------------|-----------|------------------------------------|----------|------------------|--------|------------------|
| Description   | Qty                                | ABC (PhP)<br>(VAT Inclusive) | Funding Source   | Bid Security* in any of the following forms: | Cost/Price of Bidding Documents (cash payment only) (PhP)      |        |                                    |         |                  |           |                                    |          |                  |        |                  |
|   |                                    |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| TO  |                                    |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| Description   | Qty                                | ABC (PhP)<br>(VAT Inclusive) | Funding Source   | Bid Security* in any of the following forms: | Cost/Price of Bid Documents (Cash payment OR Cash Deposit) (₱) |        |                                    |         |                  |           |                                    |          |                  |        |                  |
|   |                                    |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| FROM  |                                    |                              | TO   |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| SECTION I. INVITATION TO BID  |                                    |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| xxx..<br>9. The complete set of bidding documents maybe acquired by interested bidders during office hours (8:00am – 4:00pm) but no later than 4:00pm upon payment of a non-refundable fee as indicated above. The bidding documents shall be received personally by the prospective bidder or his duly authorized representative upon presentation of proper identification document.<br><br>Bidding Document may also be downloaded free of charge from the website of the PhilGEPS and the PITC website, PROVIDED that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. |                                    |                              | xxx..<br><b>9. The complete set of Bidding Documents may be acquired by interested bidders from Monday to Friday between 9:00AM to 2:00PM upon payment of a non-refundable fee as indicated above and look for the following BAC Secretariat:</b> <table border="1"> <tr> <td>Monday</td> <td>Jane Arcilla /<br/>Veronica Morales</td> </tr> <tr> <td>Tuesday</td> <td>Veronica Morales</td> </tr> <tr> <td>Wednesday</td> <td>Jane Arcilla /<br/>Veronica Morales</td> </tr> <tr> <td>Thursday</td> <td>Irissa Ordillano</td> </tr> <tr> <td>Friday</td> <td>Irissa Ordillano</td> </tr> </table> |  |  | Monday | Jane Arcilla /<br>Veronica Morales | Tuesday | Veronica Morales | Wednesday | Jane Arcilla /<br>Veronica Morales | Thursday | Irissa Ordillano | Friday | Irissa Ordillano |
| Monday  | Jane Arcilla /<br>Veronica Morales |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| Tuesday   | Veronica Morales                   |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| Wednesday   | Jane Arcilla /<br>Veronica Morales |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| Thursday  | Irissa Ordillano                   |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |
| Friday  | Irissa Ordillano                   |                              |  |  |  |        |                                    |         |                  |           |                                    |          |                  |        |                  |



For the Pre-bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the bid documents.

xxx..

It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website. However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of their bids will be allowed to bid.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

**1) Cash Payment**

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

OR

**2) Cash Deposit**

Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat

**FROM**

xxx..

10. The **Schedule of Bidding Activities** shall be as follows:

| ACTIVITIES                                | TIME  | VENUE   |
|---|---|---|
| 1. Sale and Issuance of Bidding Documents | 8:00 AM to 4:00 PM only,<br>Mondays to Fridays, starting<br><br>13 March 2020 | BAC I Secretariat c/o Ms. Jane C. Arcilla at 4/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City |
| 2. Pre-bid Conference                     | 07 August 2020, 1:00 PM   | Via video conference**<br>(Zoom)  |
| 3. Submission and Opening of Bids         | 26 August 2020, 1:00 PM<br><br>*late bids shall not be accepted               | 5/F Conference Room, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City                              |

xxx..



**TO**

XXX..

10. The Schedule of Bidding Activities shall be as follows:

| ACTIVITIES                                | TIME  | VENUE   |
|---|---|---|
| 1. Sale and Issuance of Bidding Documents | 8:00 AM to 4:00 PM only,<br>Mondays to Fridays, starting<br><br>13 March 2020   | <b>Assigned BAC I Secretariat per above schedule of BAC Secretariat at 3/F, NDC Building, 116 Tordesillas</b> |
| 2. Pre-Bid Conference                     | <b>14 August 2020, 1:00 PM</b>  | <b>Via video conference**<br/>(Zoom)</b>  |
| 3. Submission of Bids                     | <b>02 September 2020, 1:00 PM</b><br><br><b>late bids shall not be accepted</b> | <b>3/F, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City</b>                              |
| 4. Opening of Bids                        | <b>02 September 2020, 1:00 PM</b>   | <b>Via video conference**<br/>(Zoom)</b>  |

*\*\*Only two (2) pre-registered representatives or personnel per bidder shall be allowed to participate in the Zoom Conference.*

**For Pre-Bid Conference and Bid Opening**

In line with the precautionary health measures being adopted by the agency, prospective bidders interested to join the Pre Bid Conference and Bid Opening via video conference (Zoom) may send request for Zoom Link Password to the **“bac1secretariat@pitc1973.onmicrosoft.com”** with the following information together with proof of identity of the attendee a day before the scheduled conference.

|  |  |
|--|--|
| <b>Name of Project</b>                                   |  |
| <b>Bid Reference No.</b>                                 |  |
| <b>Activity</b>  |  |
| <b>Company Name</b>                                      |  |
| <b>Address</b>   |  |
| <b>Name of Representative</b>                            |  |
| <b>Contact Nos.</b>                                      |  |
| <b>Email Address</b>                                     |  |
| <b>Scanned or Photo of Proof of Identity pls. attach</b> |  |

For the Pre-Bid Conference, bidders are encouraged to register their authorized technical representatives or personnel who are familiar with the bid requirements and who will prepare the documents for the bidder.

In line with the precautionary health measures being adopted by the agency, bidders who bought the Bidding Documents may join the Opening of Bids via video conference (Zoom) and advised to send their request for Zoom Link Password to the **bac1secretariat@pitc1973.onmicrosoft.com** with the following information together with proof of identity of the attendee **a day before** the scheduled conference.

XXX..



**SECTION III. Bid Data Sheet**

**FROM**

xxx..

ITB Clause 9.1

The Procuring Entity will hold a Pre-bid Conference for this Project on 07 August 2020 Friday, 1:00 PM via video conference (Zoom).

Prospective bidders interested to join the Pre-Bid Conference via video conference (Zoom) may send request for Zoom Link Password to the bac1secretariat@pitc1973.onmicrosoft.com with the following information together with proof of identity of the attendee a day before the scheduled conference.

|  |  |
|--|--|
| Name of Project                                  |  |
| Bid Reference                                    |  |
| Activity   |  |
| Company Name                                     |  |
| Address  |  |
| Name of Representative/s<br>(maximum of two (2)) |  |
| Contact Nos.                                     |  |
| E-mail Address                                   |  |
| Proof of Identity attached                       |  |

For the Pre-Bid Conference, bidders are encouraged to register their authorized technical representatives or personnel who are familiar with the bid requirements and who will prepare the documents for the bidder. Only the pre-registered personnel/s are allowed to attend during zoom meeting.

xxx..

**TO**

xxx..

ITB Clause 9.1

The Procuring Entity will hold a Pre-bid Conference for this Project on **14 August 2020, Friday, 1:00 PM** via video conference (Zoom).

Prospective bidders interested to join the Pre-Bid Conference via video conference (Zoom) may send request for Zoom Link Password to the bac1secretariat@pitc1973.onmicrosoft.com with the following information together with proof of identity of the attendee a day before the scheduled conference.



|  |  |
|--|--|
| Name of Project  |  |
| Bid Reference  |  |
| Activity   |  |
| Company Name   |  |
| Address  |  |
| Name of Representative/s<br>(maximum of two (2))         |  |
| Contact Nos.   |  |
| E-mail Address   |  |
| <b>Scanned or Photo of Proof of Identity pls. attach</b> |  |

For the Pre-Bid Conference, bidders are encouraged to register their authorized technical representatives or personnel who are familiar with the bid requirements and who will prepare the documents for the bidder. Only Two (2) pre-registered personnel/s are allowed to attend during zoom meeting.

xxx..

| FROM   | TO  |
|--|---|
| <p>xxx..</p> <p>ITB Clause 12.1<br/>(a) ELIGIBILITY DOCUMENTS</p> <p style="text-align: center;"><u>Class "A" Documents:</u></p> <p><b><u>ELIGIBILITY DOCUMENTS</u></b></p> <p>(iv) Copy of Audited Financial Statements for 2018 and 2017 (in comparative form or separate reports):</p> <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> <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>xxx..</p> <p>ITB Clause 12.1<br/>(a) ELIGIBILITY DOCUMENTS</p> <p style="text-align: center;"><u>Class "A" Documents:</u></p> <p><b><u>ELIGIBILITY DOCUMENTS</u></b></p> <p>(iv) Copy of Audited Financial Statements for <b>2019 and 2018</b> (in comparative form or separate reports):</p> <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> <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>xxx..</p> <p>Class "B" Document: (For Joint Venture)</p> <p>b) Each JV Partner, must also submit the following:</p> <p>Local JV Partner</p> <p>(iv) Copy of Audited Financial Statements for 2018 or 2017 (in comparative form 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>xxx..</p> <p>Class "B" Document: (For Joint Venture)</p> <p>b) Each JV Partner, must also submit the following:</p> <p>Local JV Partner</p> <p>(iv) Copy of Audited Financial Statements for <b>2019 or 2018</b> (in comparative form 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> |
|---|--|

**FROM**

xxx..

**ITB Clause 20.4**

All envelopes shall:

(a) contain the name of the contract to be bid in capital letters;

(b) bear the name and address of the Bidder in capital letters;

(c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;

(d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and

(e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.

TO : THE BIDS AND AWARDS COMMITTEE I  
PHILIPPINE INTERNATIONAL TRADING CORPORATION

FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)

ADDRESS: \_\_\_\_\_  
(Address of Bidder in Capital Letters)

PROJECT: SUPPLY AND DELIVERY OF BRAND NEW 14,871 SETS TOWEL BATH AND FACE, MICROFIBER OD FOR THE PHILIPPINE ARMY (PA)

BID REF NO: MPG-BI-2020-250

Approved Budget for the Contract - ₱ 8,579,377.32

LOT NO : (IF ANY)

(In Capital Letters, Indicate the Phase):

**"DO NOT OPEN BEFORE "17 August 2020, 1:00 PM "**



xxx..

**TO**

xxx..

ITB Clause 20.4

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- (d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.

TO : THE BIDS AND AWARDS COMMITTEE I  
PHILIPPINE INTERNATIONAL TRADING CORPORATION  
FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)  
ADDRESS: \_\_\_\_\_  
(Address of Bidder in Capital Letters)  
PROJECT: SUPPLY AND DELIVERY OF BRAND NEW 14,871 SETS TOWEL  
BATH AND FACE, MICROFIBER OD FOR THE PHILIPPINE ARMY  
(PA)  
BID REF NO: MPG-BI-2020-250  
Approved Budget for the Contract - ₱ 8,579,377.32  
LOT NO : (IF ANY)  
(In Capital Letters, Indicate the Phase):

"DO NOT OPEN BEFORE **"02 September 2020, 1:00 PM "**"

xxx..

**FROM**

xxx..

ITB Clause 21

The address for submission of bids is *Philippine International Trading Corporation, Ground Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.*

The deadline for submission of bids is 17 August 2020, 1:00 PM .

xxx..



| TO   |
|--|
| xxx..<br>ITB Clause 21<br>The address for submission of bids is <b>3/F Philippine International Trading Corporation, Ground Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City .</b><br>The deadline for submission of bids is <b>02 September 2020, 1:00 PM.</b><br>xxx..         |
| FROM   |
| xxx..<br>ITB Clause 24.1<br>The place of bid opening is <i>Philippine International Trading Corporation, 5<sup>th</sup> Floor Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.</i><br>The date and time of bid opening is 17 August 2020, 1:00 PM.<br>xxx..           |
| TO   |
| xxx..<br>ITB Clause 24.1<br>The place of bid opening is <i>Philippine International Trading Corporation, 5<sup>th</sup> Floor Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.</i><br>The date and time of bid opening is <b>02 September 2020, 1:00 PM.</b><br>xxx.. |

For guidance and information of all concerned.

Issued this 7<sup>th</sup> day of August 2020 in Makati City.

**CHRISTABELLE P. EBRIEGA**  
Chairperson

**ATTY. MARIA GUDELIA C. GUESE**  
Vice-Chairperson

**MYRA CHITELLA T. ALVAREZ**  
Member

**DAVID A. INOCENCIO**  
Member





**JOEL S. RODRIGUEZ**  
Member

**ATTY. MITZELL ARTHUR R. MAGDAONG**  
Alternate Member

Concurred by:

**MGEN GLENN CRUZ AFP**  
Provisional Member- PA

|                 |                   |
|-----------------|-------------------|
| Received by :   | (PLS SIGN) _____  |
| Bidder's Name : | (PLS PRINT) _____ |
| Date :          | _____             |

**(PLEASE RETURN OR FAX THIS PORTION ONLY TO THE PITC BAC-1)**



**PITC BIDS AND AWARDS COMMITTEE I  
REVISED CHECKLIST OF REQUIREMENTS**

Name of Company : \_\_\_\_\_  
 Project : **SUPPLY AND DELIVERY OF BRAND NEW 14,871 SETS  
TOWEL BATH AND FACE, MICROFIBER OD FOR THE  
PHILIPPINE ARMY (PA)**  
 Ref No. : **MPG-BI-2020-250**  
 Approved Budget (ABC) : **₱ 8,579,377.32**

| Per Bid Docs Item No. | Particulars |
|-----------------------|-------------|
|-----------------------|-------------|

**CERTIFICATION ON ELIGIBILITY**

**ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS**

**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.**

**(a.) ELIGILTY (CLASS "A" DOCUMENTS )**

|      |   |  |
|------|---|--|
| 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;<br>In case 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; |  |
| iii. | Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018 as finally reviewed and approved by the BIR;   |  |
| iv.  | Copy of Audited Financial Statements for <b>2019 and 2018</b> (in comparative form or separate reports):<br>(a) Independent Auditor's Report;<br>(b) Balance Sheet (Statement of Financial Position); and<br>(c) Income Statement (Statement of Comprehensive Income).<br>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.   |  |



| <p><b>OR</b></p> <p><b>Submission of valid and current</b> Certificate of PHILGEPS Registration (Platinum Membership) together with Annex A <b>in lieu of items (i), (ii), (iii) and (iv) above.</b></p> <p>*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of Certificate of PHILGEPS Registration (Platinum Membership). 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 2019 and 2018 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>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></p> |   |                                 |                              |                                 |                              |                                    |                                |              |            |
|---|---|---------------------------------|------------------------------|---------------------------------|------------------------------|------------------------------------|--------------------------------|--------------|------------|
| 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 <b>(Annex I)</b> ;  |                                 |                              |                                 |                              |                                    |                                |              |            |
| 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 amounting to at least twenty five percent (25%) of the ABC. <b>(Annex I-A)</b><br><b>“Similar Contract” shall mean Sewn Items</b><br>Any of the following documents must be submitted / attached corresponding to listed completed largest contracts per Annex I-A:<br>(a) Copy of End User’s Acceptance; or<br>(b) Copy of Official Receipt/s; or<br>(c) Copy of Sales Invoice with Collection Receipt/s |                                 |                              |                                 |                              |                                    |                                |              |            |
| vii.  | Duly signed Certificate of NFCC <b>(Annex II-A)</b> or Committed Line of Credit <b>(Annex II-B)</b> <table border="1" data-bbox="295 1361 1225 1574"> <thead> <tr> <th>Description</th> <th>ABC (₱)</th> <th>NFCC must at least equal to (₱)</th> <th>Committed Line of Credit (₱)</th> </tr> </thead> <tbody> <tr> <td>Towel Bath and Face, Microfiber OD</td> <td>8,579,377.32<br/>(576.92/piece)</td> <td>8,579,377.32</td> <td>857,937.73</td> </tr> </tbody> </table>  | Description                     | ABC (₱)                      | NFCC must at least equal to (₱) | Committed Line of Credit (₱) | Towel Bath and Face, Microfiber OD | 8,579,377.32<br>(576.92/piece) | 8,579,377.32 | 857,937.73 |
| Description   | ABC (₱)   | NFCC must at least equal to (₱) | Committed Line of Credit (₱) |                                 |                              |                                    |                                |              |            |
| Towel Bath and Face, Microfiber OD  | 8,579,377.32<br>(576.92/piece)  | 8,579,377.32                    | 857,937.73                   |                                 |                              |                                    |                                |              |            |
| <b>Class “B” Documents (For Joint Venture)</b>  |   |                                 |                              |                                 |                              |                                    |                                |              |            |
| a.  | <b>For Joint Ventures, Bidder to submit either:</b><br>Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or  |                                 |                              |                                 |                              |                                    |                                |              |            |
|   | (i) 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><br><br>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   |                                 |                              |                                 |                              |                                    |                                |              |            |



|           |   |  |
|-----------|---|--|
|           | <p>the bidder of the Notice of Award [Sec 37.1.4 (a) (i) of the <b>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>   |  |
| <b>b.</b> | <b>For Joint Venture partner must submit the following:</b>   |  |
|           | <b><u>Local JV Partner:</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 <b>OR</b> the equivalent document for Exclusive Economic Zones or Areas.<br><br>In case of recently expired Mayor's/Business Permits, it shall be accepted 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.   |  |
|           | (iii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018 as finally reviewed and approved by the BIR;   |  |
|           | (iv) Copy of Audited Financial Statements for <b><u>2019 and 2018</u></b> (in comparative form or separate reports):<br><br>(a) Independent Auditor's Report;<br>(b) Balance Sheet (Statement of Financial Position); and<br>(c) Income Statement (Statement of Comprehensive Income).<br><br>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.<br><br>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.<br><br><b><u>Foreign JV Partner</u></b><br><br>(i) Valid and current certificate / license / authority to conduct / operate business issued by the regulatory authority in the country where the bidder is based;<br><br>(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;<br><br>(iii) Corporate Financial Statement or Annual Report for <b>2019 or 2018</b> .<br><br>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions. |  |



OR

**Submission of valid and current** Certificate of PHILGEPS Registration (Platinum Membership\*) 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 the Audited Financial Statements for **2019** and **2018** (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration

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. Provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of All its Ongoing Contracts (Annex I).***

**B. TECHNICAL DOCUMENTS**

- i. Bid security in any of the following forms:
  - 1) Bid Securing Declaration per **Annex IV**;
  - 2) Cash or Cashier’s/ Manager’s Check equivalent to at least 2% of the ABC;
  - 3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; **OR**
  - 4) Surety bond callable upon demand equivalent to at least 5% of the ABC

| Description                        | Qty         | ABC (₱)                     | Bid Security ₱ |            |
|------------------------------------|-------------|-----------------------------|----------------|------------|
|                                    |             |                             | 2% of ABC      | 5% of ABC  |
| Towel Bath and Face, Microfiber OD | 14,871 sets | 8,579,377.32 (576.92/piece) | 171,587.54     | 428,968.86 |

**Notes:**

- (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:
  - (1) Issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond.  
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.



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|  | <p>(2) Callable upon demand</p> <p>(3) <b>Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:</b></p> <ul style="list-style-type: none"><li>▪ <b>IF A BIDDER:</b><ul style="list-style-type: none"><li>(i) withdraws its bid during the period of bid validity specified in ITB Clause 17;</li><li>(ii) does not accept the correction of errors pursuant to ITB Clause 28.3(b);</li><li>(iii) has a finding against the veracity of any of the documents submitted as stated in ITB Clause 29.2; or</li><li>(iv) submission of eligibility requirements containing false information or falsified documents;</li><li>(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;</li><li>(vi) allowing the use of one's name, or using the name of another for purposes of public bidding;</li><li>(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;</li><li>(viii) refusal or failure to post the required performance security within the prescribed time;</li><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></li><li>▪ <b>IF THE SUCCESSFUL BIDDER:</b><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></li></ul> |  |
|--|--|--|



|            |   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
|------------|---|-----------|--------------------|------------|--------------------------|------------|-----------------|------------|---------------|------------|-----------------------------|------------|------------------|--|
| ii.        | <p><b>Completed and signed</b> Technical Bid Form and other Technical Documents:</p> <table border="1" data-bbox="461 318 1137 528"> <tr> <td>Annex V-A</td> <td>Technical Bid Form</td> </tr> <tr> <td>Annex V-A1</td> <td>Technical Specifications</td> </tr> <tr> <td>Annex V-A2</td> <td>Test Parameters</td> </tr> <tr> <td>Annex V-A3</td> <td>Test Criteria</td> </tr> <tr> <td>Annex V-A4</td> <td>Visual Inspection Checklist</td> </tr> <tr> <td>Annex V-A5</td> <td>Command Sanction</td> </tr> </table>   | Annex V-A | Technical Bid Form | Annex V-A1 | Technical Specifications | Annex V-A2 | Test Parameters | Annex V-A3 | Test Criteria | Annex V-A4 | Visual Inspection Checklist | Annex V-A5 | Command Sanction |  |
| Annex V-A  | Technical Bid Form  |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| Annex V-A1 | Technical Specifications  |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| Annex V-A2 | Test Parameters   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| Annex V-A3 | Test Criteria   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| Annex V-A4 | Visual Inspection Checklist   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| Annex V-A5 | Command Sanction  |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| iii.       | For Manufacturers: Certification that the Bidder is the Manufacturer of the item being bid for. <b>(Annex V-B)</b>  |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| iv.        | Bidder's Certification on Product Development. <b>(Annex V-C)</b>   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| v.         | <p>Proof of Authority of the designated representative/s for purposes of the bidding</p> <p>a. Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR</p> <p>b. Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.<br/>         Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representatives for purposes of this bidding.</p> |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| vi.        | Omnibus Sworn Statement <b>(Annex VI)</b>   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| a.         | Authority of the Designated representative corresponding with above proof of authority  |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| b.         | Non-inclusion in blacklist or under suspension status   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| c.         | Authenticity of submitted documents   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| d.         | Authority to validate submitted documents   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| e.         | Disclosure of Relations   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| f.         | Compliance with existing labor laws and standards   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| g.         | Bidders Responsibilities  |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |
| h.         | Did not pay any form of consideration   |           |                    |            |                          |            |                 |            |               |            |                             |            |                  |  |



| ENVELOPE 2: ELIGIBILITY AND TECHNICAL DOCUMENTS   |  |  |
|---|--|--|
| 13.1<br>(a)   | Completed and signed Financial Bid Form per <b>Annex VII</b> |  |
| <b>Note:</b><br><b>1. In case of inconsistency between the Checklist of Requirements for bidders and the provisions in the Instructions to Bidders and Bid Data Sheet, the Instructions to Bidders and Bid Data Sheet shall prevail.</b><br><b>2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents Checklist.</b> |  |  |